Visiting the University

Prospective students and other interested persons are invited to visit the University whenever possible. Most University offices receive visitors from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Self-guided cassette tours of the Tampa campus are available at the University Center information desk.

The Tampa Campus of the University is located on Fowler Avenue (State Route 582) approximately two miles east of Interstate 75 and Nebraska Avenue (U.S. Route 41) and seven miles north of Interstate 4.

The other campuses of the University are located in the places noted below and elsewhere in this publication.

Communicating with the University

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

Academic Advising (for freshmen)
Division of University Studies, SVC 255 974-2645
Academic Advising (for upperclassmen and graduate students)
Office of the Dean of the appropriate college
Applications and Admission
Office of Admissions, SVC 126
Freshmen 974-4026
Graduate 974-4090
Transfer 974-4035
College of Medicine: Associate Dean for Admissions, MDC 1415
New College: Office of Admissions (Sarasota) 355-7671
Athletics (Intercollegiate)
Director of Athletics, PED 214 974-2125
Bachelor of Independent Studies Program
External Degree Program, FAO 105 974-4058
Career Planning and Placement
Division of Cooperative Education and Placement, SVC 243 974-2171
College Level Examination Program (CLEP tests)
Office of Testing and Advanced Placement, FAO 201 974-2741
Community College Relations (transfer students)
Office of Community College Relations, SVC 123 974-2506
Continuing Education Courses and Conferences
Center for Continuing Education, FAO 105 974-2403
Cooperative Education Program
Division of Cooperative Education and Placement, SVC 243 974-2741

Deceased Students
Office of Student Affairs, ADM 151 974-2151
Financial Assistance (scholarships, loans, employment)
Office of Financial Aids, SVC 262 974-2621
Office of Student Employment, SVC 262 974-2297
Graduate Studies
Division of Graduate Studies, FAO 126 974-2846
Handicapped Student Program and Facilities
Office of Student Organizations, CTR 217 974-2615
Health Services (Student)
Health Center, CTR 411 974-2331
Housing: Campus Residence Halls
Office of Housing and Food Service, RAR 229 974-2761
Housing: Off-Campus
Student Government Office, CTR 156A 974-2401
International Students
Office of Student Organizations, CTR 217 974-2615
Library Resources
Office of the Director of Libraries, LIB 207 974-2721
Mature Student Advising
Division of University Studies, SVC 122 974-2076
Minority Student Advising
Division of University Studies, SVC 122 974-2076
Orientation ("FOCUS")
Office of New Student Relations, SVC 122 974-2076
Pre-Admission Advising for Prospective Students
Office of New Student Relations, SVC 122 974-2076
Parking and Traffic Services
University Police Department, UPB 974-2628
Records, Registration
Office of Records & Registration, SVC 136 974-4029
Speakers Service
Office of Information Services, ADM 264 974-2181
Student Affairs
Office of Student Affairs, ADM 151 974-2151
Transcripts (USF)
Office of Records & Registration, SVC 136 974-4080
Veterans Affairs
Office of Veterans Affairs, SVC 207 974-2291

UNIVERSITY OF SOUTH FLORIDA

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

St. Petersburg Campus
830 First Street South
St. Petersburg, Florida 33701
Telephone: (813) 898-7411

Fort Myers Campus
2266 Second Street
Fort Myers, Florida 33901
Telephone: (813) 334-3780

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

## Summer Quarter (IV), 1978

**NOTE:** Dates apply to 10-week term. See quarterly University Class Schedule for appropriate deadlines in other than 10-week session.

<table>
<thead>
<tr>
<th>May</th>
<th>Monday</th>
<th>Monday-Friday</th>
<th>Last day to apply for admission</th>
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</thead>
<tbody>
<tr>
<td>May</td>
<td>15</td>
<td>Monday</td>
<td>Early registration for Quarter IV (continuing and accepted Former Students Returning)</td>
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### Dates of first and last classes

<table>
<thead>
<tr>
<th>Dates of first and last classes</th>
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<tr>
<th>JUNE</th>
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### Student holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Independence Day Holiday</td>
<td>July 4, Tuesday</td>
</tr>
<tr>
<td>Veterans Day Holiday</td>
<td>November 11, Monday</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 22, Thursday</td>
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</table>

## Fall Quarter (I), 1978

**Early registration for Quarter I (continuing and accepted Former Students Returning)**

<table>
<thead>
<tr>
<th>May</th>
<th>Monday</th>
<th>Monday-Friday</th>
<th>Last day to apply for admission</th>
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<tbody>
<tr>
<td>May</td>
<td>22-26</td>
<td>Monday-Friday</td>
<td>Last day to apply for admissions</td>
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<tr>
<td>May</td>
<td>27</td>
<td>Monday</td>
<td>Last day to apply for admission</td>
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### Dates of first and last classes

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<th>JULY</th>
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### Student holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labor Day Holiday</td>
<td>September 5, Monday</td>
</tr>
<tr>
<td>Columbus Day Holiday</td>
<td>October 9, Monday</td>
</tr>
<tr>
<td>Veterans Day Holiday</td>
<td>November 11, Monday</td>
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</tbody>
</table>

## Winter Quarter (II), 1979

**Early registration for Quarter II (continuing and accepted Former Students Returning) (tentative)**

<table>
<thead>
<tr>
<th>October</th>
<th>Monday-Friday</th>
<th>Last day to apply for admission</th>
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<tbody>
<tr>
<td>October</td>
<td>30-November</td>
<td>Monday-Friday</td>
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### Dates of first and last classes

<table>
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<th>OCTOBER</th>
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### Student holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 25, Thursday</td>
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</tbody>
</table>

*Earlier deadlines may be required by some graduate programs, the College of Education, and the College of Nursing. See appropriate sections for further information.*
Spring Quarter (III), 1979

Early registration for Quarter III (continuing and accepted Former Students Returning) (tentative)
Last day to apply for admission
Last day for USF Former Students Returning to make application for readmission
Registration by appointment
Class begins
Last day to withdraw/drop and receive full refund of registration fees
Last day to add courses
Last day for late registration (see late registration fee). Also last day to register as a Non-Degree Seeking Special Student
Last day to register for Continuing Education courses
Last day for Continuing Education course refund
Last day to apply for degree to be earned at the end of Quarter III
Last day to drop courses without academic penalty
Last day to withdraw without academic penalty
Early registration for Quarter I, 1979 (continuing and accepted Former Students Returning) (tentative)

Summer Quarter (IV), 1979

NOTE: Dates apply to 10-week term. See Quarterly University Class Schedule for appropriate deadlines in other than 10-week session.

*May 7, Monday
May 7-11, Monday-Friday
May 21, Monday
June 14, Thursday
June 18, Monday
June 22, Friday
June 22, Friday
June 29, Friday
June 29, Friday
July 4, Wednesday
July 6, Friday
July 27, Friday
August 24, Friday

*Earlier deadlines may be required by some graduate programs, the College of Education, and the College of Nursing. See appropriate sections for further information.

COLLEGE OF MEDICINE

First Academic Session, 1978

July 3, Monday
July 4, Tuesday
July 5-7, Wednesday-Friday
July 10, Monday
September 4, Monday
November 10, Friday
November 23-24, Thurs.-Fri.
December 15, Friday

Second Academic Session, 1979

January 2, Tuesday
May 11, Friday

Third Academic Session, 1979

May 21, Monday
May 30, Wednesday
July 4, Wednesday
September 3, Monday
September 14, Friday

*These holidays may be waived for students serving in Clinical Clerkships at the discretion of the individual Chiefs of Service.

†July 4—MED I only.
USF — THE METROPOLITAN UNIVERSITY . . .
A BREAK WITH TRADITION

The University of South Florida broke with tradition when it was founded over two decades ago. USF was not located in a small, quiet town; USF was placed in one of Florida's—and the nation's—most dynamic metropolitan areas and assigned responsibility for providing higher educational services to people of all ages within its 15-county service area. USF was the first State university in Florida located purposely within convenient commuting distance of a large segment of the State's growing population. The University of South Florida broke with tradition because it came to the people. USF—the metropolitan university . . . an idea whose time had come.

USF AND YOU?

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

WHAT IS USF?

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

USF is primarily people. Within its boundaries, it is a community of more than 25,000 teacher-scholars and students and staff. Its principal purpose is teaching—teaching grounded in research and related to the needs of its students and society.

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

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

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

When Did It All Begin?

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

The University of South Florida was founded on December 18, 1956, but the first students did not arrive until almost four years later. When USF was opened to a charter class of 1,997 freshmen on September 26, 1960, it became the first major State university in America planned and built entirely in this century. Moreover, as Florida's first State university located purposely in a major metropolitan center, USF represented the first step in a broad and comprehensive expansion of the State University System.

The State University System, directed by the Florida Board of Regents, and administered by a Chancellor and staff of over 100 in Tallahassee, today consists of nine public universities. Together with 28 public junior and community colleges and a number of vocational-technical centers located throughout the State, these universities comprise public higher education in Florida.

Regional campuses of USF were opened in St. Petersburg in

Chief architect of the new university was Dr. John S. Allen, astronomer and educator, who served as USF's first president from 1956 to 1970. Dr. Cecil Mackey, economist and lawyer, was president of the University from 1971 to 1976. Dr. John Lott Brown, psychologist and optical scientist, became our third president at the beginning of 1978. Continuity in administration has been provided by Dr. Harris W. Dean, acting president, 1970; Wm. Reece Smith, Jr., interim president, 1976-77; and Dr. Carl D. Riggs, acting president, 1977.

Now is its twenty-second year of existence, the University has graduated more than 40,000 students—eighty percent of whom reside in Florida—and served over 200,000 persons in credit and non-credit courses. Enrollment in the fall of 1977 totaled nearly 30,000 students by the end of this decade. The University's economic impact on the area is equally significant: now exceeding $137 million annually.

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

USF: REGIONAL CAMPUSES . . . PART OF THE MODERN METROPOLITAN ENVIRONMENT

University of South Florida campuses form a string of anchor points for a metropolitan area rapidly becoming a megalopolis along the West Coast of Florida. USF campuses are within reach of more than two million people—roughly a quarter of the State's population—in the 15-county area they serve.

The Tampa Campus of the University is located on a 1,694-acre tract ten miles northeast of downtown Tampa, a city of over a quarter of a million people. The campus is midway between U.S. 41 and 301 on State Highway 582 (Fowler Avenue), two miles east of 1-75.

The St. Petersburg Campus is located on Bayboro Harbor in downtown St. Petersburg, a city of more than 235,000 people. The campus serves some 620,000 people living in Pinellas County.

The Fort Myers Campus is located at the site of the Gwynne Institute Building in downtown Fort Myers and serves the people of Florida's lower West coast. Recently the Board of Regents accepted a 55-acre site adjacent to Edison Community College to accommodate the growth of USF's Fort Myers Campus.

The Sarasota Campus is located on what was formerly the 100-acre campus of the private New College and adjoins the State-owned Ringling Museums property. Located between the cities of Sarasota and Bradenton, the Sarasota Campus serves a population of approximately 315,000.

ACHIEVING THE UNIVERSITY'S MISSION: MEASURES OF SUCCESS

Mission

As the State's first metropolitan university, a prototype of the university of the future, the University of South Florida from its beginning has sought to apply the talents of its scholars and students to the peculiar ills besetting modern society. In this way, USF has sought to accomplish the special mission in the State University System set out for it in the Comprehensive Development Plan (CODE) of the State University System of Florida (1969): The creation and development of instructional, research and public service programs "oriented toward the solution of problems peculiar to the modern urban environment."

Students Served

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

- More than 90 percent of our students are Floridians and over 80 percent of our graduates reside in the State.
- More than two-thirds of our students commute to class from their homes throughout the Tampa Bay area.

- Over one-third of our student body are part-time students, and 40 percent are employed from one to 40 hours per week.
- More than two-thirds of all USF students are 21 or older and almost one-third of our students are married.
- Almost 60 percent of USF's 35,000 graduates reside in the Greater Tampa Bay Area.
- The majority of upper division students are transfers from other institutions.

Programs Offered

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

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

Degrees are offered in over 100 academic areas by the University's colleges. Graduate degrees are offered in more than 80 of these areas.

The University's first Ph.D. program, in Biology with emphasis on Marine Biology, was established in 1968. Since then Ph.D. programs have been established in Chemistry, Education, English, Engineering Science, Mathematics, Medical Sciences, and Psychology. The University is also in the process of planning an Educational doctorate (Ed.D.) degree program.

The University's teaching and research faculty, numbering more than 1,000, represents all major areas of higher learning, and nearly 60 percent hold doctoral degrees.

### Academic Programs of USF Regional Campuses

The academic programs of the regional campuses are designed to serve students of junior, senior and graduate standing, and are offered at times chosen to meet the special needs of these students. Selected courses and programs are offered by the Colleges of Education, Engineering, Natural Sciences, Social and Behavioral Sciences, Business Administration, and Nursing.

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

Resident faculty members and Student Affairs staff provide social, vocational and academic counseling to students enrolled on any of the regional campuses. Moreover, the resident faculty is supplemented by professors and staff commuting from other USF campuses to provide additional scope to the academic programs and university services.

The St. Petersburg Campus opened in September, 1965, and provides an opportunity for USF students who are residents of Pinellas County to complete all or a portion of course work leading to a degree without the necessity of leaving the county.

The Fort Myers Campus of USF opened in the fall of 1974, and, like the St. Petersburg Campus, is designed to meet the academic needs of local residents.

The Fort Myers Campus is located in the historic Gwynne Institute Building in the heart of downtown Fort Myers. While the Gwynne Institute Building is adequate for supporting the present academic programs of USF, it is clearly viewed as an interim facility, and plans have recently been completed for acquisition of a permanent site which will accommodate the predicted growth of the Fort Myers Campus.

The Sarasota Campus opened in the summer of 1975 and offers to students from Sarasota, Manatee, and neighboring counties the opportunity to take upper division coursework toward the Bachelor's degree and graduate coursework toward the Master's degree in selected areas, and also provides non-credit course offerings to meet the needs of the local communities.

The Sarasota Campus also is the home of New College of the University of South Florida. New College of USF is a liberal arts honors program, residential in nature, and appeals to students who look for the atmosphere of a small college with its accompanying individualized instruction. (For details of New College of USF, see page 121.)

Acquired by the State University System in 1975, the Sarasota Campus has 26 buildings including a student center, classrooms, a library with 100,000 volumes, science laboratories and recreational facilities. Part of the campus was once the estate of circus magnate Charles E. Ringling. The campus is located on the shores of Sarasota Bay and is bisected by U.S. 41 which makes it easily accessible to commuting students and to the community.

While offering many of the characteristics of a small college, the regional campuses of USF have access to the resources of a major university and their development is expected to keep pace with the continuing growth of Florida's West Coast.

The St. Petersburg Campus, located at Bayboro Harbor adjacent to downtown St. Petersburg, is within easy walking distance to many cultural and recreational facilities of Florida's "Sunshine City." However, steps to expand the St. Petersburg Campus have already been taken, and at the present time, complete upper level programs are available to students wishing to major in English, Accounting, General Business Administration, Management, Early Childhood Education, Elementary Education, English
Education, Social Science Education, Exceptional Child Education, Engineering Technology, Criminal Justice, Geography, History, Political Science, Psychology, and Sociology. Graduate level courses are also offered in various programs in Education and Business.

In addition to the above, the St. Petersburg Campus houses a marine science research and training center. The USF Department of Marine Science, with headquarters at the St. Petersburg Campus, is an interdisciplinary venture involving faculty members from several departments in addition to ten full-time faculty members at the St. Petersburg Campus who are concerned with planning, administration, research and teaching.

Probably no other marine science program has ever been established with such excellent facilities as those provided by the St. Petersburg Campus for teaching, research, and the docking and maintenance of oceanographic vessels. The location of the campus at the center of the edge of the great continental shelf of the Florida Gulf Coast and in the midst of the metropolitan area of the Sun Coast, is another of its unique advantages. It would seem destined to develop into one of the nation’s leading oceanographic centers.

In addition, students on the St. Petersburg Campus may participate in the U.S. Army ROTC program. (See “Reserve Officer Training Corps.” page 38.)

Students interested in attending any of the regional campuses are invited to visit the various campus facilities and discuss their interests with the faculty and staff.

**Continuing Education**

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

**Special Programs**

A number of special programs offer USF students flexibility and relevance. They include the Off-Campus Term Program, Bachelor of Independent Studies (External Degree Program), Cooperative Education Program, and New College of USF. In addition, freshmen students may earn up to one full year of academic credit (45 hours) through the College Level Examination Program tests, high school students may apply for “early admission” or take college courses while still in high school, and any interested person may earn college credit via radio and WUSF-TV’s televised course sequence—“Your Open University” (YOU). Each of these programs is described elsewhere in this publication. You are encouraged to explore their potential for helping you attain your educational goals.

**FACILITIES AND ATMOSPHERE ON CAMPUS**

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

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

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

**ORGANIZED FOR EFFECTIVENESS**

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

**Office of Alumni Affairs**

The purpose of the Office of Alumni Affairs is to stimulate and maintain alumni interest in the University of South Florida. In completing its mission, the office works primarily through the USF Alumni Association. A professional staff maintaining offices in the Student Services Building is responsible for administering alumni programs. In coordinating its effort through the Association, the Alumni Affairs office strives to interest, involve, and inform alumni. The basic programs used to accomplish these objectives are: job placement service, continuing education service, awards program, alumni publication USF Today, recordkeeping service, and program coordination.

In addition, the Alumni Affairs director serves as Executive Director of the Association and as such is responsible for managing the Alumni Association business and other program affairs. The Alumni Association exists primarily to support the University of South Florida. As a communication link between the University and its alumni, the Association provides the following: alumni scholarships: currently awards 13 full one-year tuition scholarships. Alumni Century Club: An organization of alumni who contribute $100 annually as members of the Century Club. Telefund campaigns: Each chapter conducts an annual telephone drive to raise scholarship dollars. Brahman Alumni Network: Alumni throughout the nation serve as hosts for graduating seniors.
Graduating class: The Association sponsors the USF Yearbook, honorary society socials, commencement, receptions, the King-O'Neal Award, and outstanding senior award.

Office of Development

The purpose of the University Development office is to identify private funding and other resources to insure excellence and conduct expansion of selected new programs at USF for which State resources are not available or not available in quantities to meet program objectives. In completing its mission, the Development office coordinates all general University fund-raising programs and other special fund-raising programs related to the activities of several University support groups.

The Development office also furnishes faculty and staff members with up-to-date private foundation information systems and solicits deferred gifts through the USF Foundation.
ADMISSIONS AND RELATED MATTERS

1. Admission to study at USF generally requires evidence of ability to handle academic work, capacity to think and plan creatively, and intense motivation. Students, regardless of age, who have these abilities and skills and are seriously interested in earning an education are the ones most likely to succeed in college.

2. More specifically, as a public university, USF admits students who meet the formal admission requirements of the University (noted below) and who can be expected to do successful academic work.

3. In considering students for admission, the University does not discriminate on the basis of race, sex, color, creed, religion, handicap, age, or national origin.

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

5. The Office of Admissions, part of the Division of University Studies, administers the application and admissions processes at USF.

Applying for Admission

As part of the State University System of Florida, USF utilizes the common application form required for admission as an undergraduate to any one of nine state universities in Florida’s system. If you are a student attending a Florida high school or a junior/community college you may obtain the form at your school guidance office. You may also write to the Office of Admissions, University of South Florida, Tampa, Florida 33620. Please indicate whether you will be entering as a first-time-in-college freshman, an undergraduate transfer student or a graduate student. Applications for admission to the College of Medicine should be requested directly from the Office of Student Affairs, College of Medicine, University of South Florida, Tampa, Florida 33620.

Applications for admission are accepted as early as 12 months before the anticipated enrollment date and must be submitted by the deadline stated herein (pages 4-5). Applicants are encouraged to apply early. Each applicant is responsible for requesting that the necessary academic records and credentials are sent to the USF Office of Admissions directly from the appropriate institution or agency. These documents would include all transcripts from all schools attended and all test scores from testing agencies.

If your credentials are not received in time to process your application prior to registration, you may still attend the University as a Special Student for that term (see page 14) and then update your application for consideration for a future term.

Each application must be accompanied by a $15.00 non-refundable fee unless you have previously enrolled at USF as a degree-seeking student and you must enter your Social Security Number on the application form.

If you are accepted for admission and do not enroll in the term for which you are admitted or if you have not been accepted because of a late application or missing credentials, you must notify the University in writing within 12 months if you wish the application to be considered for a future term of enrollment. If a request for change of entry date is not received, a new application and fee must be submitted.

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 prior to admission to USF.

Options which may be used include the following:

1. Recognition of satisfactory performance on tests offered through the College Level Examination Program (see CLEP, page 37.)

2. Recognition of satisfactory performance in secondary school Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Program, page 38.)

3. Dual enrollment at USF prior to graduation from High School or a Community College (see Dual enrollment, page 14, and USF-South Florida Public Community College Dual Enrollment, page 36.)

4. Early admission for high school seniors (see Freshman-Early Admission on page 12.)

5. Your Open University (Y.O.U.) Courses by TV. (See page 37.)

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

However, internal devices 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 (such as auditions, portfolio reviews and placement tests) are not to be construed as being examining mechanisms for exemption or waiver for the granting of credit.

Requirements for Admission

A high school diploma or its equivalent is ordinarily required for admission of beginning freshman students, as well as the following:

Freshman—Graduate of Accredited Florida Secondary School

1. Overall "C" average in high school work.

2. Satisfactory admission test scores which may be either 17 on the American College Testing program (ACT) or minimum total score of 800 on the Scholastic Aptitude Test (SAT) with at least 400 on the verbal portion.

3. Appropriate recommendation from the secondary school.

Freshman—Graduate of Out-of-State Secondary School

1. Overall "C" average in high school work.

2. Class ranking in the upper 40 percent of the class
3. Satisfactory admission test scores which may be either 19 on the American College Testing program (ACT) or minimum total score of 800 on the Scholastic Aptitude Test (SAT) with at least 400 on the verbal portion.

4. Appropriate recommendation from the secondary school.

**Freshman—Early Admission**

USF provides an early admission program for highly capable and mature students to enter the University as regularly enrolled students prior to high school graduation. This program is designed to meet the educational needs of highly qualified students, to help them realize their full potential and to support the State's commitment to "time-shortened" degree programs. Along with the regular application form and $15.00 non-refundable application fee, such students must submit a letter outlining reasons for seeking early admission to USF and their future academic plans, as well as a recommendation for early admission from the applicant's high school guidance counselor or principal (a copy of the Early Admission Recommendation form is available from the high school or from the USF Office of Admissions).

**Freshman—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 the 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.

**Undergraduate Transfer**

USF will accept transfer credits only from those institutions accredited by one of the six regional accrediting agencies. The admission decision will be based on the students' prior work, if any, at an accredited institution, if they are applying from a non-accredited school.

Undergraduate transfer requirements are as follows:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree seeking student.
2. An overall 2.0 grade point average on a 4.0 system in all college level work attempted and at least a 2.0 at the last regionally accredited school attended.
3. A satisfactory secondary school record and admission test scores must also be submitted for any student who has completed less than 36 quarter or 24 semester hours of work. If a student has completed more than 36 quarter or 24 semester hours of college work, the University requires only official transcripts of the student's prior college work. Evaluation and decision will be made on the basis of the student's performance at the college level.

Transfer students should also refer to the section on Community College Relations, page 15.

**Summer Enrollment Requirement**

All students entering the University with less than 90 quarter hours of credit should refer to the section of Graduation Requirements—Baccalaureate Degree, page 33, for Summer Enrollment requirement.

**Articulation Agreement Abstract**

In the near future it is likely that more than half the students enrolled in the upper division of the state universities will have a community college origin.

As a result of this growth, an articulation agreement between state universities and public junior colleges in Florida was approved by the Board of Regents and the State Board of Education effective April 13, 1971.

At the core of any agreement between the community colleges and the State University System designated to establish an efficient orderly transfer process for community college students is the mutual acceptance of the nature and purpose of the Associate in Arts degree. This degree, which is the basic transfer degree of Florida junior colleges and the primary 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 (90 quarter 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 (54 quarter 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 junior college awarding the degree, provided that only the final grade received in courses repeated by the student shall 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 in courses transferred with D grades will count towards the credits required for the baccalaureate; however, it is at the discretion of the department or college of the university offering the major as to whether courses with D grades in the major may satisfy requirements in the major field.

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

If, for any reason, a student has not completed an approved general education program in a junior college prior to transfer to a state university, the general education requirement shall become the responsibility of the university.

**A.A. Degree Graduates from Florida Community Colleges and SUS Institutions**

1. Admission of these students will be governed by the Articulation Agreement between the State Universities and the public junior/community colleges of Florida.

2. Within curricular space and fiscal limitations, admission as a junior to the upper division of this institution will be granted to any graduate of a State approved Florida community/junior college or SUS institution who has completed the University parallel program and received the A.A. Degree. The University of South Florida has certain quota/limited access programs. These
programs are so designated in the Community College Counseling Manual, in the Catalog, and are on file with the Statewide Articulation Coordinating Committee.

3. Applications from students who have attended another college after receipt of an A.A. Degree will be processed as a regular undergraduate transfer.

Evaluation of Transfer of Credit

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

2. Effective Fall Quarter (I), 1976, all courses from a Florida Community College/University, bearing the same State Common Course prefix and last three numbers, will be automatically transferred and transfer students may not be required to repeat these courses. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses — dance, acting, vocal, and instrumental music.

3. A transfer student from an accredited junior/community college may satisfy the General Distribution Requirements of the University by completing (before transfer) the general education program prescribed by that institution. Transcripts must certify that the general education requirements have been completed and, if appropriate, include graduation data.

4. Once students have earned a total of 90 quarter hours of credit from one or more institutions, they may not transfer to USF any additional credit hours earned at lower level institutions. Under special circumstances, students may petition through the Academic Regulations Committee for acceptance of subsequent lower level transfer work above the 90 hours.

5. Credit will not be awarded for GED tests.

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

7. A maximum of twelve quarter hours of credit for ROTC and military science courses will be awarded. Specific applicability towards a degree will vary with each college. Student must confer with his/her college adviser to determine the acceptability for his/her major. This is effective beginning Quarter (Fall), 1975. ROTC and military science taken prior to Fall, 1975 are not acceptable for transfer credit.

8. A maximum of 45 quarter hours of extension, correspondence, military service education and College Level Examination Program (general examinations) credits can be applied toward a degree.

9. When transferring courses from previous institutions, USF will accept only the credit hours earned. Grades for those hours are not transferable. This means those grades will not be computed in the student’s grade point average.

*Accrediting Agencies:

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

Transient

A transient student is one who is coming from a regionally accredited institution and is permitted to enroll at the University for one quarter only before returning to his/her parent institution. The University requires a completed application, the $15.00 non-refundable application fee, and a statement from the parent institution indicating that the applicant is in good standing.

Undergraduate Interinstitutional Transient Registration

USF participates in this State University System program to enable students to take advantage of special resources and programs available on another SUS campus but not available at their own institutions. An interinstitutional transient student must be recommended by his/her academic dean who will initiate a visiting arrangement with the appropriate dean at the host institution. By concurrence and mutual agreement of the appropriate academic authorities in both institutions, the student will receive a waiver of admission requirements and application fee of the host institution.

English Competency

The University is also concerned with English competency and opportunities for success of any applicant for whom English is a second language. In our desire to assist and provide advice and guidance we may require submission of satisfactory Test of English as a Foreign Language (TOEFL) scores.

International Students

The university is concerned for the welfare and academic success of the International Student. In keeping with this concern, the university feels it is necessary that both the student and the adviser have a realistic understanding of the student’s academic ability and competence in English in the key areas of listening, reading, writing and comprehension.

Therefore, the university requires the submission of the Test of English as a Foreign Language (TOEFL) score of 550. In addition, colleges may require other testing programs prior to the student’s first enrollment.

International students requesting an application will be sent preliminary information forms. Upon receipt of these forms, the Admissions Office will review the information provided and determine if the student meets the minimum requirements for admission to USF in his/her major field.

If minimum requirements are not met for admission, the applicant will be so advised by the Admissions Office and the application process terminated. If the student does meet the minimum admission requirements, the Admissions Office will forward a formal application with additional instructions and information. A complete admission application should be received by USF at least 6 months prior to the desired entering date, together with the non-refundable $15.00 application fee. Submission of a formal application does not automatically guarantee admission. Priority in admissions will be given to applicants whose credentials indicate the greatest likelihood of success in the program requested.

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

1. Completed application.
2. A $15.00 non-refundable fee submitted with the application.
3. A letter of recommendation from the last institution attended.
4. A certificate of financial ability. All international applicants must furnish proof of financial resources sufficient to cover travel to and from the United States, tuition, fees, room and board, and other expenses for the full academic year.
5. Applicants whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 550 will be required for all colleges and programs. Applicants are responsible for making arrangements with the Office of Educational Testing Service to take that examination and to have their scores sent directly from
the Educational Testing Service to the Office of Admissions. Entering freshmen should also submit scores from the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

International applicants must request all schools attended to submit directly to the Office of Admissions, University of South Florida, transcripts of all work attempted. Transcripts in a language other than English must be accompanied by a certified English translation signed and sealed by the U.S. Consul or other authorized government official. Applicants must submit certificates, diplomas and transcripts showing subjects and grades from the first year of secondary work to the time of application.

Documents submitted will not be returned to the applicant or forwarded to another institution.

The International Student Adviser provides assistance in academic advising, personal and social counseling, events of individual and group interests, and aids the student(s) in meeting the requirements of the University, the Department of Immigration and Naturalization Services, and other agencies. It broadens the awareness of the different areas of the University which may benefit and further the intellectual, social and moral development of the student.

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 New Student Relations.) High School students seeking dual enrollment status are preadvised by and obtain the Non-Degree Seeking Registration form (Special Student) from the Office of Advising, Division of University Studies. Dual enrollees register as special students and are admitted to USF classes on a space available basis effective the first week of every quarter. Up to 20 quarter hours of college credits earned through dual enrollment may be applied toward the student's USF undergraduate degree when he is regularly enrolled after high school graduation.

Non-Degree Seeking (Special) Student

To serve the academic needs of people in this service area, the University has established the non-degree seeking (special) student classification. Individuals not desirous of earning a degree but who would like to enroll in classes do not make formal application to the University. Enrollment is by means of a Non-Degree Seeking Registration Form (Special Student) available in the Office of Records and Registration and college advising offices.

Non-degree seeking (special) students may enroll only during the first five days of each quarter (see Academic Calendar for dates). Course prerequisites must be met and enrollment is on a space available basis. The Non-Degree Seeking Registration Form (Special Student) must be completed for each term of enrollment. No more than 18 hours of credit earned in this status may be applied toward a graduate degree and no more than 20 hours of credit may be applied toward an undergraduate degree. Student having taken above 18 graduate hours as non-degree seekers must obtain approval from the appropriate graduate office and/or Graduate Council to have those hours counted toward their degree requirements.

Former USF degree seeking students are eligible only if they have completed and earned a degree in the degree program for which they were previously enrolled. If the degree was completed at another institution, the student must have an official transcript from the institution on file in the Registrar's Office before registration will be allowed.

Former non-degree seeking students are eligible only if they wish to remain in the non-degree status.

Graduate Students

Graduate Students should refer to the section on “Division of Graduate Studies,” page 42.

Readmissions (Former Students Returning)

A Former Student Returning (FSR) is any degree seeking student who has not been in attendance at the University during either of the two quarters immediately preceding the quarter that enrollment is desired. Such students should secure a Former Student Returning Application from the Office of Records and Registration. Former Students Returning must apply by the deadline listed in this catalog. Those applying after the deadline will be allowed to register (if readmissible) during the late registration period and will be required to pay a $25.00 late registration fee. (See Academic Calendar for dates.) Consult the quarterly University Class Schedule for any deadline and procedural changes.

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

To be eligible for readmission, a student must meet the following requirements:

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

Request that official transcripts of all work attempted at other institutions be sent to the USF Office of Records and Registration, Attention: Evaluation Clerk.

Former undergraduate students who have completed their baccalaureate degree, transient students, and non-degree seeking (Special Students) who wish to enter graduate study for the first time as degree seekers must file a Graduate application in the Office of Admissions prior to the deadline listed in this catalog. Students in the above categories are not considered Former Students Returning.

An application fee is required for all students who have enrolled only for Continuing Education (off campus) courses and for those who re-enrolled only as Non-Degree Seeking Special Students.

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

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 courses offered in the evening which are appropriate to his/her program.

Academic Advising for Admitted Undergraduate Students

The University seeks to provide all students with sufficient guidance and advice to select programs and courses best suited to their personal abilities, educational interests, and career objectives. To achieve this goal, an academic advising office is maintained in each of the eight colleges offering baccalaureate degrees and in the Division of University Studies.

Any student entering the University with fewer than 90 quarter hours and upper level transfer credits without an academic major are initially assigned to the Division of University Studies for academic advising. These students may declare a major (in most instances) by completing a form in the appropriate college advising office. Because of the highly structured nature of some programs, it
is important that students check the college section of the catalog for advising or admission requirements (e.g., see College of Fine Arts and College of Engineering). Students who do not wish to declare a major are advised by the Division of University Studies. A student must declare a major no later than the end of the junior year (135 quarter hours).

Students transferring to the University with 90 quarter hours or more with a major are assigned to the college of that major for advising. It is necessary, however, that all students check in with their colleges upon arrival on campus. This can be accomplished during the Orientation Program. The purpose of the initial contact is to assign an academic adviser and to provide the college with routine information which assists the college in collecting and maintaining the necessary records to assure the student's proper progress toward educational goals.

In a few cases, only a limited number of students can be admitted to a particular major. Students planning to enter such programs should be aware of this situation and should be prepared with alternative plans of action.

Course Registration for Admitted Students

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

Schedule adjustments for students who register during early registration can be made during the early or regular drop/add periods. Students registering during regular registration may make schedule adjustments during the regular drop/add period. (Deadline information is available in the Academic Calendar.)

Office of Community College Relations

Community/junior college and other undergraduate students planning to transfer to the University should contact the Office of Community College Relations (both before and after transfer) for needed assistance. The primary concern of the Office of Community College Relations is to assist community/junior and other college transfer students (and staff members of those colleges) to better understand the University of South Florida; its philosophy; its programs; and its procedural operations. This office, conversely, has a responsibility for the interpretation of the community/junior and other colleges to the University. The ultimate goal of the Office of Community College Relations is to ensure equity for the transfer student. One significant contribution toward this goal is the annual delivery of the updated Community College Counseling Manuals to every Florida community/junior college—and to other institutions by request.

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

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

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

Office of Evaluation and Testing

The Office of Evaluation and Testing serves three principal functions:
1. Admissions and Academic Testing: Tests required for admission to colleges, graduate and professional schools as well as many other special tests are administered by this office. Examples are the SAT, ACT, GRE, Medical College and Law School Admission tests.
2. Test Development and Scoring Services: Analysis and advisory services are provided to aid in construction and validation of tests used in classes and instruments such as surveys and questionnaires for research purposes. Test scoring and analysis by machine (IBM 1230) are available to all faculty and authorized personnel.
3. Credit-By-Examination (see page 37): The College-Level Examination Program (CLEP) is administered through this office as are other examination programs designed to provide alternative means for students to achieve credit.

All students are encouraged to establish an advising relationship with a college or the Division of University Studies and periodically visit their advisers to keep abreast of any policy, procedural, or curriculum changes which may affect them. In fact, some colleges require adviser approval of student programs each quarter.

To assure continuity, high quality, and commonality in advising (to the extent possible with widely varying programs) the coordinator of advising of each college and the Division of University Studies, and representatives from the related offices of the Registrar, New Student Relations, and Community College Relations, meet periodically as the University's Council on Academic Advising. This Council is concerned with assuring timely availability of accurate information on University courses, programs, procedures and regulations to prospective, new and continuing students.

While the University provides advising services to assist students with academic planning, the responsibility for seeing that all graduation requirements are met rests with the student.
Continuing Education

The University of South Florida offers both credit and noncredit educational programs to serve the in-service and continuing education needs of a geographical area which 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 University’s Continuing Education credit program. Students desiring to obtain a degree must, however, apply for admission to the University as a degree seeking student (see Requirements for Admission) at an early date so that courses taken may be considered for inclusion in a program of studies (see appropriate college programs).

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

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

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

Enrollment in Continuing Education Courses

Enrollment in a Continuing Education off-campus credit course is accomplished by mail only. Enrollment forms may be obtained at a Continuing Education office, from the local County Extension Coordinator in county school board offices, or from the course instructor at the first class session.

1. The enrollment form and payment of fees must be postmarked no later than the deadline announced in the University Class Schedule.
2. On-campus students enrolling in a Continuing Education course must use the enrollment by mail procedure.
3. Fees for Continuing Education courses are assessed the same as fees for classified and unclassified students. Consult the Fees Section on page 18 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.

Mature Student Admission: Education for Adults

Recognizing that education is a life-long process relevant to the needs of students over 25 years of age, the University of South Florida has developed programs and courses designed specifically for mature students. The University seeks to promote a better understanding of life in a changing world by means of instruction offered in a variety of ways—with and without academic credit. Programs are available for adults who wish to begin a college program, for those who are seeking to complete their interrupted college education, and for those who have earned a community college degree and now wish to earn the bachelor's degree. In addition, a wide variety of courses is offered in both the daytime and evening for those who wish to update a degree earned in the past or for those who are seeking to enrich their intellectual and cultural life. Students who are above traditional college age (18-24) often have unique educational considerations that require special services. One of these services is academic advising in the Division of University Studies. There is also a pre-admission adviser for mature students in the Division of University Studies. (See page 26.)
FINANCIAL INFORMATION

Financial information pertaining to registration fees and other charges, services, and benefits are consolidated in this section for easy reference. All fees are subject to change without prior notice.

Resident Status—Florida and Non-Florida

1. For the purpose of assessing registration and tuition fees, a student shall be classified as a “Florida” or “non-Florida” student.
   (a) A “Florida student” is a person who has domicile in and who shall have resided in the state of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term in which the student enrolls. In determining residency, the University may require evidence such as voter registration card, driver’s license, automobile registration, location of bank account, rent receipts, or any other relevant materials as evidence that the applicant has maintained continuous residency. Physical presence for the entire twelve-month period need not be required so long as the conduct of the student, taken in total, manifests an intention to make Florida his or her permanent dwelling place. If such a student is a minor, it shall mean that the parent or parents, or legal guardian of the student shall have domicile in and have resided in the state of Florida for the period stated above. “Florida student” classification shall also be construed to include students who hold an Immigration and Naturalization Form 1-151, Resident Alien Registration Receipt Card, or Cuban Nationals or Vietnamese Refugees who are considered as Resident aliens, provided such students meet the residency requirements stated above and comply with subsection 2, below. The burden of establishing facts which justify classification of a student as a resident and domiciliary entitled to “Florida student” registration rates is on the applicant for such classification. A resident alien student, to qualify for Florida residency, must have resided in the state of Florida for 12 months after receipt of their resident alien status. This is to include a resident alien parent of a student who is under the age of 18.

   (b) In applying this policy:
      (1) “Student” shall mean a person admitted to the institution, or a person allowed to register at the institution on a space available basis.
      (2) “Minor” shall mean a person who has not attained the age of 18 years, and whose disabilities of minority have not been removed by reason of marriage or by a court of competent jurisdiction.
      (3) “Domicile” for fee paying purposes shall denote a person’s true, fixed, and permanent home and place of habitation. It is the place where the applicant lives and remains and to which he expects to return when he leaves, without intent to establish domicile elsewhere.
      (4) “Parent” shall mean a minor’s father or mother, or if one parent has custody of a minor applicant, it is the parent having court assigned financial responsibility for the education of the student; or if there is a court appointed guardian or legal custodian of the minor applicant, it shall mean the guardian or legal custodian.
      (5) The term “dependent student”, as used in this rule is the same as a dependent as defined in sections 151(e)(12)(3) and (4) of the Internal Revenue Code of 1954. A copy of these provisions in the Internal Revenue Code of 1954 is incorporated in this rule by reference.
      (6) A “non-Florida” student is a person not meeting the requirements of subsection (a) above.

2. In all applications for admission or registration at the institution on a space available basis, a Florida applicant, or, if a minor, the parent or legal guardian of the minor applicant, shall make and file with such application a written statement, under oath, that the applicant is a bonafide citizen, resident, and domiciliary of the state of Florida, entitled as such to classification as a “Florida student” under the terms and conditions prescribed for citizens, residents, and domiciliaries of the state of Florida. All claims to “Florida student” classification must be supported by evidence as stated in 6C-7.05(1) if requested by the registering authority.

3. A “non-Florida student” or, if a minor, his parent or guardian, after having been a resident and domiciliary of Florida for twelve (12) consecutive months, may apply for and be granted reclassification prior to the first day of classes of any subsequent term; provided, however, that those students who are non-resident aliens or who are in the United States on a non-immigration visa will not be entitled to reclassification. An application for reclassification as a “Florida student” shall comply with provisions of subsection 2, above. An applicant who has been classified as a “non-Florida student” at time of original enrollment shall furnish evidence as stated in 6C-7.05(1) to the satisfaction of the registering authority that the applicant has maintained continuous residency in the state for the twelve months required to establish residence for tuition purposes. In the absence of such evidence, the applicant shall not be reclassified as a “Florida student.” In addition, the application for reclassification must be accompanied by a certified copy of a declaration of intent to establish legal domicile in the state, which intent must have been filed with the Clerk of the Circuit Court, as provided by Section 222.17, Florida Statutes. If the request for reclassification and the necessary documentation is not received by the Registrar prior to the last day of registration for the term in which the student intends to be reclassified, the student will not be reclassified for that term.

4. Unless evidence to the contrary appears, it shall be presumed by the registering authority of the institution at which a student is registering that:
   (a) The spouse of any person who is classified or is eligible for classification as a “Florida student” is likewise entitled to classification as a “Florida student”. This provision will not apply in the case of students who are non-resident aliens or who are in the United States on a non-immigration visa.
   (b) If an applicant’s eligibility for classification as a “Florida student” is based on the residency of the spouse, the spouse shall make and file with the application a written statement under oath, that said person is the spouse of the applicant and a bonafide citizen, resident and domiciliary of the state of Florida, entitled as such to classification as a “Florida student.”
   (c) No person over the age of 18 years shall be deemed to have gained residence while attending any educational institution in this state as a full-time student, as such status is defined by the Board of Regents, in the absence of a clear demonstration that he has established domicile and residency in the state, as provided under subsection 3, above.
   (d) Any “Florida student” who remains in the state, after his parent, who was previously domiciled in Florida or stationed in
Florida on military orders removes from this state, shall be entitled to remain classified as a "Florida student" so long as his or her attendance at a school or schools in Florida shall be deemed "continuous." However, such student claiming continuous attendance must have been enrolled at a Florida school, college, or university for a normal academic year in each calendar year, or the appropriate portion or portions thereof, from the beginning of the period for which continuous attendance is claimed. Such a student need not attend summer sessions or other such intersession beyond the normal academic year in order to render his attendance "continuous."

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

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

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

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

(b) A veteran of the Armed Forces of the United States of America with twenty (20) or more years of active military service, including the spouse and dependent students. Military duty must be verified by a copy of DDT 214 and a notarized statement that the student has moved to Florida with the intention of making Florida his permanent home and the date moved.

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

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

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

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

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

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

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

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

1. Complete a "Change of Residency Request" form and attach all requested copies.
2. Obtain a Declaratory Judgment of Domicile at the county courthouse in the county of residency, have it notarized and recorded at that courthouse. Attach a "copy" of the recorded document to the Change of Residency form.
3. Submit the above forms to the Registrar's Office.
4. The above forms and documents must be submitted no later than the fifth day of classes for the term requested, if reclassification is to be considered.

**Fees**

The following fee schedule applies to all University of South Florida students with the exception of those in the Bachelor of Independent Studies, External Degree Program. For information on the BIS Program fees, see page 37.

*All fees are subject to change by action of the State Legislature, without prior notice. The University will make every effort to advertise any such changes if they occur.*

1. **Initial Application Fee**
   - (Each application—not refundable) $15.00

2. **Registration and Tuition Fee**
   - Students who pre-register may receive a bill through the mail or be instructed to pick one up in the Student Services Building. However, the University is not obligated to send out such a bill.
   - The student is responsible for paying fees in full by the appropriate due date stated in the particular quarter's "Schedule of Classes." Failure to do so will result in the student being assessed the $25.00 late payment fee.

   **A. Fee Structure**
   - Fees are assessed by course level—not student classification.

<table>
<thead>
<tr>
<th>Course level</th>
<th>Fees, per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Resident</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Lower level (001-299)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Upper level (300-499)</td>
<td>16.50</td>
</tr>
<tr>
<td>Graduate (500 and over)</td>
<td>22.00</td>
</tr>
<tr>
<td>Thesis and Dissertation</td>
<td>24.00</td>
</tr>
</tbody>
</table>

**NOTE:** 1. There is no ceiling (maximum) on the amount which a student may be assessed for a single quarter.
2. In addition to the above, each student who enrolls for five or more credit hours on the Tampa Campus or Sarasota Campus must pay a $12.00 Student Health Fee for the quarter. A student enrolling for four or less credit hours may voluntarily pay the health fee by the end of the first week of classes.
3. Effective Quarter IV (Summer), 1977, the graduate fees shown above will be reduced by $6.00 per credit hour for courses taken during Quarter IV.
4. Students who only register for a co-op assignment must pay a minimum of one (1) hour at the level of the co-op assignment.

*See "Resident Status"
FINANCIAL INFORMATION

Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation (i.e., $16.50 for a Bachelor's Degree and $22.00 for a higher level degree.)

5. Registration fee payments should be mailed to:
Division of Finance and Accounting
University of South Florida
4202 Fowler Avenue
Tampa, Florida 33620

B. Off-Campus Courses
Students taking off-campus (Continuing Education) courses will be assessed the same fees as stated in "A" above except for the Health Fee. Continuing Education courses are designated by the "C" series section number. The "Schedule of Classes," which is printed each quarter, can be used as a reference for updated information.

3. College of Medicine Registration Fees
A Florida student enrolled in the M.D. program in the College of Medicine will pay a fee of $1,756.00 per year in installments of $439.00 each to be paid in July, October, January, and April. A non-Florida student enrolled in the M.D. program in the College of Medicine shall pay a fee of $4,028.00 per year in installments of $1,007.00 each to be paid in July, October, January, and April.

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

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

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") may have their registration for that quarter cancelled. This means specifically that a student will receive no credit for any courses taken during that quarter. Students who are allowed to register in error may have their registration cancelled. Any fees paid by that student will be refunded to the student or credited against other charges due the University.

7. Reinstatement Fee
There will be a reinstatement period from the beginning of the sixth week of class through the end of the seventh week of class. Any student wishing to be reinstated must apply in writing during that period. All fees plus a $25.00 Late Payment Fee and a $25.00 Reinstatement Fee must be paid by cash, cashier's check, or money order immediately if the reinstatement is granted. There will be no reinstatement after the seventh week of class for any errors other than administrative errors (errors caused primarily by the University).

8. Intern Certificate of Participation
Students who present Intern Certificates for payment of their registration fees will have to pay a $2.85 per hour charge for all credit hours taken during the quarter. By paying is $2.85 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 quarter. These students will not be charged a student health fee. Students presenting Intern Certificates dated prior to July 19, 1974, may take up to 6 credit hours free of charge.

9. 60-Day Deferrment for VA Students
Students receiving VA benefits who have applied in writing no later than the specified date for the 60-day deferrment of fees from the Office of Veteran's Affairs have until a specified date (See "Schedule of Classes") to pay registration fees in full.

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

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, II, III</td>
<td>$200.00</td>
</tr>
<tr>
<td>IV (10-week session)</td>
<td>18.50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saga Food Service</td>
<td>$251.71</td>
</tr>
<tr>
<td>20 meal plan—Mon. through Sun.</td>
<td>$180.00</td>
</tr>
<tr>
<td>15 meal plan—Mon. through Fri.</td>
<td>221.93</td>
</tr>
<tr>
<td>12 meal plan—Mon. through Sun.</td>
<td>237.06</td>
</tr>
<tr>
<td>10 meal plan—Mon. through Fri.</td>
<td>211.43</td>
</tr>
</tbody>
</table>

**Prices listed are subject to change for the academic year 1978-79. Food service prices may be revised quarterly, if necessary.

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

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

2. Withdrawals
A. When officially requested by a student, a full refund of registration fees will be made if a student withdraws from the University on or before the final day of the regular "Drop-Add" period. (First week of classes).

B. No refund of registration fees will be made if the student withdraws after the final day of the "Drop-Add" period except in the following cases:

(1) If a student is involuntarily called back to duty with the armed forces.

(2) Death of the student or death in the immediate family—parent, spouse, child, or sibling.

(3) Incapacitating illness of such duration and severity as to preclude successful completion of the academic program for the term for which a student is enrolled.

In the instances stated above, the refund will have a $2.85 per hour withdrawal fee deducted.
3. Cancellations
A. A student who at any time has his registration cancelled by the University because he was allowed to register in error is entitled to a full refund of his registration fees.
B. A student may be cancelled by the University when registration and tuition fees are not paid in full by the last day of the regular "Drop/Add" period, (first week of classes) except when a deferment is granted by the University.

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

5. Late Fees
Late registration fees are not refundable.

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

Check Cashing Service
The University offers check cashing services under the following conditions:

Financial Aids
The University of South Florida has an established comprehensive Financial Aid Program that assists qualified U.S. students with their educational expenses. Financial assistance is granted on the basis of financial need, academic promise, and character. Generally speaking, academic merit, combined with financial need, determines whether aid is given, and the financial need determines the amount.

Financial assistance includes scholarships and/or grants, long-term loans, and on-campus employment. Students with a 3.0 or above grade point average may apply for scholarships as well as other types of assistance, while students with a grade point average below 3.0 will be considered for assistance other than scholarships.

Short-term, or emergency loans, are also available to help students in the event of a temporary unexpected short-term necessity. The University will not cash three-party checks. The refund will be the amount paid less proper charges per hour for each hour continued.

Payments of Accounts Due the University
Charges against students for loss or breakage of University equipment, books, fines and other charges will be required to be paid upon notification that charges are due. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript for any student whose account with the University is delinquent. Payments should be brought into the Cashier's Office, Administration Building. Payments may be made to Finance and Accounting, University of South Florida, Tampa, Florida 33620.

Vehicle Regulations and Fees

Motor Vehicles
Students may use properly registered motor vehicles on campus. Parking facilities are provided for resident and commuter students. All motor vehicles and bicycles used on campus must be registered with the Division of Public Safety. This applies to full-time or part-time, day or evening students. Each motor vehicle registrant must present vehicle registration certificate indicating proof of who owns the vehicle and authorization to operate the vehicle. A booklet entitled "USF Traffic and Parking Regulations" will be issued to each student on registering a motor vehicle. Registration fees (unless changed by State Statute) for three- or four-wheeled motor vehicles will be $10.00 for an academic year; $4.00 for an academic quarter. Yearly fees for students registering after the first quarter will be adjusted proportionally. Students may park in remote areas without paying a fee but must register the vehicle in any case. Free decal provisions are described in the regulations. All decals expire on 31 August of the academic year.

Motorcycles
Fee for motorcycles will be $2.00 per year no matter what time of year they are registered.

Bicycles
Fee for bicycles is $1.00. Bicycles need only be registered once. Decal issued for bicycles is valid as long as used on campus. A booklet entitled "USF Bicycle Traffic and Parking Regulations" will be issued to each student registering a bicycle.

Special Services
Veterans Administration Benefits
The University of South Florida is approved for the education of veterans, service members, and dependents of veterans eligible for benefits under the G.I. Bill. All degree programs, including some limited access programs, currently offered at USF are approved by the State Approving Agency.

The Office of Veterans Affairs or veterans coordinator on each campus can provide information concerning the following: certification for VA benefits, VA advance pay checks, VA student deferment of registration and tuition fees, VA tutorial assistance,
VA education loan, VA work-study, advising and counseling services (see Officers of Veterans Affairs, page 27). To initiate, change, or renew benefits, requests should be submitted through one of the above offices. Allow six to eight weeks processing time before expecting the first VA check. Requests for VA advance checks should be submitted no later than six weeks prior to commencement of the enrollment period.

To be eligible for full-time VA benefits, undergraduates and non-degree seeking special students must enroll for 12 or more quarter hours, and degree seeking graduate students must enroll for 8 or more quarter hours each normal academic quarter (10-13 weeks). There are special VA regulations regarding non-degree seeking special student enrollment; dual enrollment at more than one institution; courses taken by audit (no benefits); courses in which non-punitive grades are awarded (W-Withdrawal, U/UN- Unsatisfactory, or I-Incomplete, unless removed within a calendar year); course or enrollment cancellation; independent study courses; courses taken by television (YOU); change of major; double major or dual objective programs; Cooperative Education program and Bachelor of Independent Study (BIS) program. Additionally, VA students who are dismissed for reasons of academic dismissal or misconduct (see Academic Probation and Academic Dismissal for Undergraduate Students, page 30, Regulations Governing Graduate Study, page 45, and Standards and Discipline, page 22, or who otherwise are not progressing satisfactorily toward completion of their program due to an extension in the time required for completion of the program, must be counseled by the VA before benefits can be re-instated. While USF does not prescribe a uniform attendance policy, VA regulations require USF to report reductions or termination of VA benefits due to non-attendance, whether by official drop/withdrawal action or not. It is the VA student's responsibility to inquire concerning special VA regulations and to report any change in status which affects the rate of VA benefits.

Veterans with a service-connected disability approved for benefits under Chapter 31 (Vocational Rehabilitation) should contact the Office of Loans and Scholarships no earlier than regular registration for a book slip and other financial information.

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

**Social Security Benefits**

Full-time students between the ages of 18 and 22 who are eligible for Social Security checks should notify their local Social Security Office to request enrollment certification through the Tampa Social Security Office. To be considered full-time at USF, students must enroll for a minimum of 12 quarter hours each quarter, except summer quarter. It is the student's responsibility to notify the Social Security Administration when he/she ceases to be enrolled full-time.

**Railroad Retirement Annuity Award**

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

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

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**BOOKSTORES**

**Textbook Center**

Textbooks are located in the Textbook Center adjacent to the Central Receiving Building. Every attempt is made to have all required and recommended texts available the first day of registration.

**USF Bookstore and Campus Shop**

The USF Bookstore and Campus Shop, located in the University Center, serves the University community by providing numerous goods and services.

The Art and Engineering Department contains all course supplies of art, engineering, and science classes, as well as many hobby and general purpose items. Oil or water base paint, brushes, art paper, slide rules, electronic calculators, graph paper, drafting supplies, dissecting kits, and lab notebooks are among the many items in this department.

The Supply Department stocks all the basic school supplies and course required supplies necessary to fulfill course needs—notebooks, notebook paper, pens, pencils, etc.

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

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

The General Book Department is located in the basement of the Bookstore and features approximately 13,000 different titles, including the very latest in fiction, non-fiction, reference, study aids, and children's books. A copy center is also located in this area.

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**Check Cashing**

The Bookstore provides a check cashing facility for students, staff, and faculty. Cash limit is $50.00. Student current fee card and picture ID or current staff card must be presented for identification.
The University of South Florida is dedicated to the intellectual, social and moral development of students in order to provide responsible leaders who can work effectively in a democratic society. The University has a concern for the total life of the student, both in and out of the classroom. Diversity of opinion, criticism, and dissent are essential in discharging these responsibilities, and this has been set forth and safeguarded in the Board of Regents' policies (Sec. 6c, Administrative Code of Florida).

As a condition for admission to one of the State Universities of Florida, students agree to abide by the policies of the Board of Regents and by the rules and regulations of the institution. The University has the right and responsibility to determine who shall be admitted to the institution; the conduct or behavior acceptable to the institution: and under what conditions one may continue as a student. Administrative due process and the right of review in all disciplinary hearings are provided by the University.

University officials and particularly the Vice President for Student Affairs and his staff are charged with the responsibility of interpreting the policies of the Board of Regents to students and others in the university community, and with developing positive student personnel programs which further the intellectual, social, and moral development of students.

Office of Student Affairs

The Vice President for Student Affairs and the staff members in that area of administration, provide leadership and professional services necessary to maintain a campus environment conducive to learning.

First, they offer services enabling students to cope effectively with factors of personal and social living that affect academic work: academic advising, financial aid, health service, individual and group counseling, career planning, placement, cooperative education, standards of conduct and performance, due process in disciplinary action, procedures for redressing grievances, and advice and assistance in time of trouble. Second, they provide programs enabling students to participate effectively in the corporate life of the University: orientation (FOCUS), equal opportunity programs, residence halls, student government, student publications, organizations, activities, and events of special interest.

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

Standards and Discipline

Just as the University tries to maintain high standards of academic performance, its members try to support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions of academic and personal freedom in the University.

The University may deny admission or refuse continued enrollment to students whose actions are contrary to the purposes of the University, or impair the welfare and freedoms of other members of the University.

Standards of personal conduct are published in a handbook which is available to students in the Office of the Vice President for Student Affairs, the information counter in the Student Services Building, and the information counter in the University Center. Disciplinary procedures are followed when a student fails to exercise his responsibility adequately or commits some offense against University standards, local, state or federal law provide the safeguards of due process customarily enjoyed by American citizens. These include a written description of the offense, participation in discussion of the matter and presentation of information in one's own behalf, the right to seek counsel in one's own best interest, and the right of appeal. These procedures are also described in the handbook.

Self-discipline and sensitivity to the rights and interests of others are the principal elements of University discipline. Students are entitled to seek advice on any matter of judgment, conduct or human relations that may concern them, and to participate in the development of standards of conduct supporting their interest in the purposes of the University.

Many students have asked for advice on standards of dress and personal appearance. Campus dress is expected to be appropriate to 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 college councils, the Student Government officers, and the student representatives to the University Senate. Student Government is an agency representing student interests in plans, programs, policies and procedures at the University, and securing student representation in University governance. The Student Government office also helps students deal with special problems in areas such as off-campus housing, veterans services, and referral for legal assistance.

Grievance Procedure

In order to assure to students the right to redress of grievances, the Office of Student Affairs is responsible for a grievance procedure. Any student may file a question, complaint, or statement of grievance, in the Office of Student Affairs, within the week if possible. Students who do not wish to identify themselves or to provide local addresses will find the reply published in the earliest possible edition of The Oracle.

St. Petersburg and Sarasota Campuses

Student Affairs offices are also maintained at the St. Petersburg and Sarasota campuses. For information about the services and programs provided for these students, see page 8.

Financial Aids

The student financial aids program at the University of South Florida is a part of the Student Affairs program. For detailed information about financial aids see page 20.

Student Health Service

Comprehensive health care is provided through the University Student Health Service for all students who have paid the Health Fee. The Health Center is located on the fourth floor of the University Center building.
A 10-bed infirmary is available for students with illnesses precluding class attendance. A walk-in clinic and medical laboratory are maintained for outpatient treatment.

University physicians have office hours by appointment, Monday through Friday. Registered nurses are on duty 24 hours a day, seven days a week while classes are in session.

Handicapped Students

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

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

The adviser to handicapped students provides assistance in referral for academic advising, personal and social counseling, and information concerning events of individual and group interests. Additional information will be provided upon request by the adviser, CTR 217, University of South Florida, Tampa, Florida 33620.

Any special care, services or assistance required by the physically handicapped student which are not routinely provided by the University or other agencies are the responsibility of the student.

Division of Cooperative Education & Placement

One of the recognized goals of a college education is to maximize career satisfaction. The University of South Florida has dedicated itself to the purpose of assisting students and alumni in realizing their career objective. Undergraduate students are encouraged to participate in the Cooperative Education Program and graduating students and alumni are urged to take advantage of the Placement Service.

Cooperative Education Program

The Cooperative Education Program is an academic program open to majors in most disciplines offered at the University. The program’s objective is a balanced education where occupational experience is an integral part of formal education and theory is blended with practice. In addition to regular classroom and laboratory exercises, it acquaints the student with the world of work and a professional environment. The ultimate objectives of the program are to provide relevance in the educational process; direction in career planning; bring business, industry, and governmental agencies close to the educational program of the University; and have the graduates absorbed into permanent employment of the leading employers.

A student must complete a minimum of 45 quarter hours of academic work with a grade point average of 2.5 or better before being assigned to an employer. Students transferring from other schools must complete one full-time quarter on the USF campus prior to a work assignment in addition to a 2.5 grade point average and other requirements. Qualifying students are assigned to a team and alternate between quarters of training (paid employment) and quarters of study until they complete a minimum of three quarters of off-campus work assignments. All University of South Florida cooperative education programs are approximately four years in length except in the field of engineering, which is approximately a five-year program.

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 quarter prior to their desire to go on a training assignment. Once a student is accepted into the program, the training assignments become a part of their academic program leading to a degree. The students must remain on the alternating pattern of training and study until they complete the three quarter requirement and are released from the Cooperative Education Program by the Director of the program. Students signing an agreement covering training periods are obligated to fulfill their agreement.

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

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

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

Graduating Students and Alumni

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

The Occupational and Employer Information Library provides materials on vocational guidance, career opportunities, and employers. In addition, information on graduate schools is maintained.

The following data concerning the statistical records of some of our 1977 graduates is provided for your information. It is hoped that this information will be helpful to you in making decisions for your future academic pursuits.

You should be aware that registration with the Office of Cooperative Education and Placement (by which this data is compiled) is entirely voluntary on the part of the student and that the student is not required to provide follow-up information on employment. In large part, this should be considered when
exactly three different percentages of registered students, the percentages that report employment, and the percentages remaining on active or inactive file, many of whom may have obtained employment without reporting it.

This survey encompasses University of South Florida seniors who graduated from August 1976 through July 1977. Only those students who registered with the Placement Office were surveyed for the placement and salary information contained in this report. This information was gathered from employers, students, and survey letters.

Of 4,775* graduating students, 1,487 or 31.1% registered with the Placement Office. Of the 1,487 registered graduating students:

- 334 - 23% — accepted positions
- 257 - 17% — remain on active file for referral
- 896 - 60% — are inactive

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

*Including graduates from Colleges of Medicine and Nursing who did not register with the Cooperative Education and Placement Office.

### SUMMARY 1976-77

<table>
<thead>
<tr>
<th>Number of Graduates</th>
<th>Registered with Placement Office</th>
<th>Percent of Graduates Registered</th>
<th>Accepted Positions</th>
<th>Percent of Registered with Jobs</th>
<th>Average Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts &amp; Letters</strong></td>
<td>384</td>
<td>66</td>
<td>17.2</td>
<td>8</td>
<td>12.1 $ 7,764</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td>51</td>
<td>6</td>
<td>11.7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>803</td>
<td>442</td>
<td>55.0</td>
<td>108</td>
<td>24.4 10,707</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>929</td>
<td>494</td>
<td>53.2</td>
<td>94</td>
<td>19.0 8,381</td>
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<tr>
<td><strong>Engineering</strong></td>
<td>180</td>
<td>130</td>
<td>72.2</td>
<td>72</td>
<td>20.3 10,494</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>126</td>
<td>13</td>
<td>10.3</td>
<td>1</td>
<td>7.7 7,400</td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>401</td>
<td>62</td>
<td>15.4</td>
<td>7</td>
<td>11.3 11,485</td>
</tr>
<tr>
<td><strong>Social &amp; Behavioral Sciences</strong></td>
<td>183</td>
<td>21</td>
<td>11.5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,698*</td>
<td>1,487</td>
<td>31.7</td>
<td>334</td>
<td>22.5</td>
</tr>
</tbody>
</table>

### Residence Halls

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

The Argos Complex of residence halls — Alpha, Beta, and Gamma — represents traditional hall living. This arrangement provides attractive double-room accommodations designed for both studying and sleeping. The 40-50 residents occupying a living unit share common bath facilities which are attended daily by the hall’s housekeeping staff. Centrally-located lobby areas, laundry rooms, and snack machines further describe the housing arrangements for the women of Gamma and Alpha (East Wing) and the men of Beta and Alpha (West Wing).

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

Whether residing in Andros or Argos Complex, residents will find that all of the halls are fully air-conditioned and most are carpeted throughout. In addition, each room is furnished to provide a bed, desk, chair, dresser, closet and bookshelf for each resident. Outside, two olympic pools and numerous tennis, handball, and basketball courts await leisure-time recreation fans. And, of course, there’s always a need for residents who are interested in residence hall programming.

### Off-Campus Housing

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

### Food Service

A variety of food plans are offered through a food service contractor. Several small dining rooms may be reserved by committees or special groups wishing to take their trays to a private place for luncheon or dinner meetings.

### University Center

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

Many of the University center facilities and services provide for personal and social needs. The University Center has some fourteen meeting and conference rooms to be used by student organizations, and provides facilities for the various activities sponsored by the Office of Student Organizations and Program Advising Office. For social activities, a ballroom is also located on the second floor. The
first floor of the University Center has four social lounges for relaxation, as well as a gallery lounge to exhibit student art work. Other facilities on this floor are a television lounge, cafeterias and coffee shop, a campus store, and student government offices. Student health services occupy the fourth floor of the University Center.

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

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

The University Center not only includes Student Organizations but also a Program Advising Office. The Program Advising Office provides two professional advisers who are available to consult with student organizations regarding their programs and activities.

University Police

The University of South Florida Police Department, located at the intersection of Maple and Fletcher, provides the full range of public safety services to the University community 24 hours a day, seven days a week. All University Police Officers are commissioned law enforcement officers of the State of Florida. The telephone number for on-campus emergencies (crimes, fire, medical) is 2628.

Clubs and Other Organizations

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

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

Dance, Music, and Drama Clubs

The excellent program in Fine Arts and its facilities, the Fine Arts Building, the University Theatre and the Theatre Centre, offer many opportunities for involvement of students, both those who major in this area and those from other colleges, in a number of activities and organizations. The Theatre department's production program is open to participation by students both on stage and off. Most of the performing organizations in the Music department welcome student participation and offer opportunities for instrumentalists and singers through its orchestras, bands, and choruses.

Cultural Events

Many of today's outstanding visual and performing artists are brought to the University of South Florida campus each year. The Artist Series provides unusual opportunities for experiencing the finest professional talents in Music, Dance, and Theatre. The Exhibitions Program provides unusual opportunities to view many varied and significant works of art annually in the University's three galleries. These and other programs conducted by the Fine Arts Center significantly contribute to the education of students and the general vitality of the campus.

In addition, the College of Fine Arts arranges a full schedule of concerts, plays, lectures, films, and workshops which feature students, faculty and visiting artists. The events are presented both during the day and in the evening. Many are free of charge.

Most events are open to the general public. The University publishes a Calendar of Events which is available upon request to the Coordinator of Events, Fine Arts Center Office, USF.

Fraternities and Sororities

There are currently 17 national fraternities and 10 national sororities functioning on campus. They carry out a program of social, educational, service, and recreational activities for their members. Membership is open to any student, by invitation. Their programs are coordinated through the Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council with the advice of faculty and staff members.

The sororities are: Alpha Delta Pi, Alpha Epsilon Phi, Alpha Kappa Alpha, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Sigma Theta, Kappa Alpha Theta, Kappa Delta, and Zeta Phi Beta.

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

Religious Organizations

The University has encouraged student religious organizations to develop associations and centers. Denominations have built centers in a reserved area on campus. The Episcopal Center was dedicated in the fall of 1962 and the Baptist Center in the spring of 1964. The University Chapel Fellowship followed in 1966. (This center is an ecumenical campus ministry of the following denominations: United Methodist, Presbyterian, and United Church of Christ.) The Roman Catholic Center joined the others in the fall of 1967, in an adjacent location.

Student religious organizations active on campus include: African Methodist Episcopal Alliance, Bahá'í Club, Baptist Campus Ministry, Campus Advance, Campus Crusade for Christ, Canterbury Club, Catholic Student Center, Chabad House, Christian Science Organization, HiIlel Club, Latter Day Saints Student Association, Navigators, Pentecostal Student Association, and the University Chapel Fellowship (Methodist, Presbyterian, & United Church of Christ).

Service and Honoray

There are many organizations devoted to serving the University and the Tampa Bay Area. These Service Organizations are: Alpha Phi Omega, Careteam, Circle K, Peer Management, Rap Cadre, Sierra Club, Tape Bank Service, and Women's Peer Counseling Center.

Membership to Honorary Organizations is usually by invitation. Honorary Organizations at USF are: Alpha Epsilon Delta, Beta Alpha Psi, College of Nursing Honor Society, Kappa Delta Pi, Kappa Tau Alpha, Mortar Board, Omicron Delta Kappa, Phi Alpha Theta, Phi Kappa Phi, Phi Sigma, Sigma Alpha Iota, Tau Beta Pi, and Themis.

Professional Fraternities

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

Special Interest Organizations

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

The University of South Florida provides a variety of physical and recreational activities designed to meet the needs and interests of students. Believing that a sound and complete education includes a proper balance of work and study with physical activity, the University program includes Intramural Sports competition, Sports Clubs, and other recreational activities, in addition to basic instructional programs in physical education.

The activities represent a broad selection of sports ranging from those of a highly competitive nature to those of a non-competitive type and include individual, dual, team, and aquatic sports. Through participation, students, faculty, and staff will increase physical fitness, augment leisure time skills, and develop a wholesome attitude toward physical activity.

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

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

The Special Events Program is geared to provide the University community with a variety of informal recreational activities. Some of the activities are: open tournaments, splash parties, picnics, camping, boating, coed activities, and other special project activities related to the development of campus recreation.

Intercollegiate Athletics

The University of South Florida fields intercollegiate teams in both men’s and women’s sports. The University is a member of the National Collegiate Athletic Association and competes in the University Division I level in baseball, basketball, golf, soccer, swimming, and tennis. The University is also a member of the Association of Intercollegiate Athletics for Women, and competes in quality competition in golf, basketball, swimming, softball, tennis, and volleyball. Schedules are arranged to include quality competition which reflects the high standards of the University, and includes contests with regionally and nationally ranked teams. USF became a charter member of the new Sun Belt Conference in 1976.

Student Publications

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

A 5-column tabloid campus newspaper, the *Oracle*, is published five times weekly, Monday through Friday, during Quarters I, II, and III, and three times weekly, Monday, Wednesday, and Friday, during Quarter IV. Containing up to 20 pages in each issue, it provides professional experience for those students interested in journalism. Any student interested in working on the newspaper in any capacity is not only encouraged but urged to participate.

*Omnibus*, a quarterly magazine, is published during Quarters I, II and III as a supplement to the *Oracle*. *Omnibus* is a tabloid magazine containing general interest features and photos produced by students.

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

Division of University Studies

The Division of University Studies contains the offices of New Student Relations, Admissions, Academic Advising, and the Counseling Center for Human Development. The Division is responsible for assisting USF students at the point of initial contact in the community, during the process of admission at the undergraduate or graduate levels, until a choice of academic major is made with academic advising services, and with personal or career counseling services at any time.

As an administrative "home" for the USF undergraduate student who has not yet declared an academic major, the Division is a facility where the student receives the information, services, and counsel necessary for effective decision-making in regard to his or her academic and professional future.

It is through the offices of this Division that high school students seek early admission, effect dual enrollment between high schools and community colleges and the University, receive academic advisement until such time as they have chosen a major, and receive personal counseling, career information and guidance, and other support services. The Division provides information and special services for minority students and those individuals above the traditional college age. Referrals to other student service units are freely made as the Division seeks to insure that all USF undergraduate students will progress toward graduation with optimal use of their time, interests, abilities, and the resources of the University.

Office of Academic Advising

The centralized academic advising office of the Division of University Studies is primarily concerned with the assistance of new lower level students and students who have not selected an academic major.

The office also serves as an initial point of contact for prospective students who are unfamiliar with the University structure and who need academic information about this institution. Since the decision about a major affects many aspects of a student's present and future life, the advisors in the Division maintain close liaison with other areas so they will be better equipped to use information from them in relation to the function of academic advising. Some of these resources are the college advising offices, the Counseling Center for Human Development, the Division of Cooperative Education and Placement, and Financial Aids.

The advising office houses a Special Services Program which is concerned with the implicit as well as the explicit needs of minority students. This program's responsibility is to help these students get whatever assistance they need in addition to their academic advisement.

This office is also responsible for checking requirements for the Associate of Arts Certificates.

Office of New Student Relations

The Office of New Student Relations assists prospective students, high school guidance counselors, parents, and the general public in securing information about the University of South Florida and its programs. Members of the New Student Relations staff represent USF at college day programs in high schools throughout the State of Florida. Special programs are initiated to meet the needs and interests of prospective students. Among these activities are presentations and preparation of printed information relevant to high school students, mature students, and minority students; seminars for high school counselors; and campus visitation days for prospective students. These programs frequently represent a
cooperative effort with other University divisions, public school systems, and community colleges in the local area. Invitations from schools, civic organizations, and youth groups for information and presentations about the University of South Florida are welcomed.

This office also serves as an initial point of contact for prospective students who are unfamiliar with the University and who are seeking general information about any aspect of the institution. Services include pre-admission counseling for high school students, minority group members, and mature, non-traditional college age individuals.

New Student Relations, in conjunction with the Admission Office and other University units, administers the Early Admission, Dual Enrollment, New Student Orientation, and FOCUS: YOU AND USF programs.

New Student Orientation Program
At the beginning of each quarter, prior to the beginning of classes, all new full-time undergraduate students are expected to participate in the orientation program of the University. Normally a one-day program, orientation is designed to help new students become acquainted with the University and includes academic advising.

Students cleared for Quarter I (September) admission are urged to participate in FOCUS: YOU AND USF, a special summer orientation-early registration program, in lieu of orientation prior to the beginning of classes.

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 the Division of Probation and Parole, and each agency maintains an office located in the Counseling Center. These services are designed to assist students in achieving efficient learning habits and developing a satisfying participation in campus life.

The Career Counseling and Guidance Service helps students to develop realistic career goals through testing, counseling, use of career information, and the exploration of alternative educational and/or career goals and the means of reaching them. Emphasis is placed on developing skills for solving educational and career problems in order to make constructive career decisions. A Career Information Library is also maintained for student use.

The Personal Counseling Service is a student resource that provides a range of clinical 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 change, group therapy, skill-enhancing programs and workshops, test anxiety treatment, paraprofessional programs, and referral services. Professional psychologists from the Personal Counseling Service also assist students in career guidance, particularly those who may present identity, motivational, and other related personal problems. The Psychiatric Service aids the student when psychiatric evaluation, medication, or hospitalization is needed.

The Reading-Study Skills Service provides diagnosis and evaluation of reading habits and study skills. Two approaches are offered: (1) Credit classroom courses are offered which include intensive instruction and practice in word attack, vocabulary, and comprehension skills; (2) An Independent Study credit course is available with emphasis on the unique individual need. Reading-Study Skills Laboratory Service 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.

Currently, there are three paraprofessional programs functioning at the Counseling Center. These programs receive professional training and supervision and are staffed by volunteer students under the leadership of trained and experienced graduate and undergraduate students. The programs include the following: Behavior Modification, Helpline, and Rap Cadre.

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

Offices of Veterans Affairs
Offices of Veterans Affairs are maintained on the Tampa, St. Petersburg, Sarasota, and Fort Myers campuses. These offices direct the University's PAVE program, which stands for Programs to Advance Veterans Education. All veterans and service members—and their dependents—can utilize the services of these offices. Highlights of the PAVE program include veterans pre-admissions and pre-registration counseling, and veterans benefits advising. These offices process requests for VA education benefits, through the VA Certification section of the Registrar's Office, to the Veterans Administration. Additionally, a VA Representative is available at the Tampa campus to provide VA benefits assistance and to solve VA payment and certification problems. A VA Vocational Rehabilitation Specialist, and a Disabled Veterans Outreach Program Representative of the Florida State Employment Service visit on-campus on a scheduled basis to provide specialized services for veterans with service-connected disabilities.

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

The Vet-to-Vet Tutorial Program affords VA students the opportunity for tutoring in needed subject areas. Under the GI Bill, students can receive an allowance from the VA to pay for a tutor, who may also be veteran. There is the opportunity for developmental course-work and GED certification on-campus and through cooperative efforts with local community colleges and adult education programs. Active referral is made for financial assistance, student job placement, student housing, personal and family counseling, career planning, academic advising, military service school credit, and discharge review.

As a Servicemen's Opportunity College, USF encourages active-duty personnel to participate in PAVE. For information on Project Ahead, degree completion, and tuition assistance, students should first check with their local military education services office.
The Office of Records and Registration, a department of the Registrar's Office, maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of Records and Registration about general questions concerning academic policies and procedures or 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.

General Academic Regulations and Information

Quarter System
The University of South Florida operates on a quarter system. The academic year commences in September and ends in August. Quarters begin in September, January, March, and June on the dates indicated on pp. 4-5.

Academic Load
The maximum load for an undergraduate student is 18 hours, unless approval is received from the Dean of the student's college or an authorized representative. Students classified as Undecided must receive approval from the Director of the Division of University Studies. The minimum load for a student to be considered academically full-time is 12 hours for an undergraduate. For academic load for Graduate students, see Division of Graduate Studies, pp. 42.

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

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

Drops
A student may drop a course(s) during the early drop/add period only if he participated in early registration. Other drops may be processed during the regular drop/add period (first five days of classes). No entry of the course(s) will appear on any records and a full refund of fees is due for course(s) dropped within these periods.

A student may also drop course(s) between the second and sixth week of the quarter. However, registration fees must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s). Courses dropped after the sixth week deadline (see Academic Calendar for date) will result in an automatic "F" grade.

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

Cancellation Before First Class Day
Students may cancel their registration by notifying the Office of Records and Registration in writing prior to the first day of classes. If fees have been paid, the student may request (in writing) a full refund of fees from the Office of Finance and Accounting.

Withdrawal
A student may withdraw from the University without an academic penalty for the first six weeks of any term by submitting a completed Withdrawal Form to the Office of Records & Registration. After that date, a grade of "F" will automatically be assigned for all course work.

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.

Any student who withdraws a second time within four consecutive quarters of attendance must receive approval of the Coordinator of Advising from his college before he is allowed to reenter the University.
Transcript Information

Transcripts of a student's USF academic record may be requested by the student through the Office of Records & Registration. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of Records & Registration. Include in the request full name, social security number, date of birth, and indicate name and address to whom the transcript is to be sent. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. No charge is made for transcripts.

Grades, Scholarship Requirements, and Review Procedures

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

- A—Superior performance
- B—Excellent performance
- C—Average performance
- D—Below average performance, but passing
- F—Failure
- I—Incomplete
- IF—Incomplete grade changed to Failure
- IU—Incomplete grade changed to Unsatisfactory
- N—Audit
- R—Course Repeated
- S—Satisfactory
- U—Unsatisfactory
- W—Withdrawal from course without penalty
- Z—Indicates continuing registration in graduate Thesis/Dissertation courses

Grade Point Average

The University has a four-point system of grading used in computing grade point averages (A=4 grade 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, Z, and grades which are followed by an "R" (indicating a repeat) are subtracted from the total hours attempted.

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 book. No grading system option is available to students or faculty in these courses.

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

1. Required courses in the major may not be taken on an S/U basis.

2. Specifically designated required courses in the distribution requirements of the student's college may not be taken on an S/U basis.

3. All elective courses for the major and all elective courses in the distribution requirements, and all other free elective courses may be taken on an S/U basis except where:
   a. The certifying college restricts the number of courses which may be taken on an S/U basis in any one or all of the above areas or restricts 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 grades A, B, or C shall be equivalent to a letter grade of "S".
   b. Letter grades D or F shall be equivalent to a letter grade of "U".

"S" and "U" grades are not computed in the student's grade point average.

"I" Grade Policy

An "I" grade may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" 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 quarter, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU", whichever is appropriate. Students do not re-register for courses in which they are only completing previous course requirements to change an "I" grade. If a student wants to audit a course for review in order to complete course requirements, full fees must be paid. (Change of policy effective Quarter I, 1977.)

"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 final "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 Grade 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. 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 Records and Registration.

Any undergraduate student who wishes to implement grade forgiveness must:

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

This policy is applicable to undergraduate students only. Once a student has been awarded a bachelor's degree from USF, he may not repeat a course and be forgiven the original grade.

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

### Academic Probation and Academic Dismissal for Undergraduate Students

An undergraduate student whose USF cumulative grade point average (GPA) falls below 2.0:

- in Quarter X will be placed on Academic Probation (AP)
- in Quarter X + 1 will be placed on Final Academic Probation (FAP)
- in Quarter X + 2 will be academically dismissed (AD)

in 90 or more hours attempted:

- in Quarter X will be placed on Final Academic Probation (FAP)
- in Quarter X + 1 will be academically dismissed (AD)

Any student admitted on Academic Probation whose GPA falls below 2.0:

- in the 1st Quarter will be placed on Final Academic Probation (FAP)
- in the next Quarter will be academically dismissed (AD)

Any undergraduate student whose cumulative GPA falls below 1.0 will be dismissed for academic reasons (AD) at the end of the quarter in which it occurs.

Note:

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

The determination and notification of probationary status or academic dismissal will be made by the Registrar's Office on the student's quarterly grade report and permanent record. An explanation of any required procedures to be followed will be enclosed with the grade report.

### Academic Probation and Final Academic Probation:

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

### Academic Dismissal:

A student academically dismissed for the first time is suspended for a two (2) quarter minimum. By petition to the Academic Regulations Committee, the student may request that his/her case be reviewed for readmission.

A student academically dismissed a second time is permanently dismissed from the University.

Any student who attends another college or university during this intervening period will be classified as a transfer student and readmission will be based on the total record accumulated from all colleges and universities attended.

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

### College Policies For Academic Progress

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to the standards established by the University. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. Such students will not be permitted further enrollment in the University until they are admitted to another college or to the Division of University Studies (DUS) if appropriate. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

Undergraduate students who have been disenrolled from a college and wish to continue at USF should follow these steps:

- Students with fewer than 90 attempted hours may apply to be admitted to a different college under DUS.
- Students who have attempted 90 hours but fewer than 135 hours may apply to be admitted by a college or petition the Academic Regulations Committee for admission to DUS.
- Students with 135 hours or more may apply to be admitted to a different college.

Only those students admitted will be allowed to continue.

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

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

### Class Standing

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

- 0 Special/Unclassified Non-degree seeking students
- 1 Freshman 0 through 44 quarter hours passed
- 2 Sophomore 45 through 89 quarter hours passed
- 3 Junior 90 through 134 quarter hours passed
- 4 Senior 135 or more quarter hours passed, however no baccalaureate degree earned here or elsewhere
- 5 Baccalaureate degree holder working on a second Undergraduate program or degree
6 Graduate student admitted to Master's Degree Program
7 Graduate student admitted to Specialist Degree Program
8 Graduate student admitted to a Doctoral Degree Program
9 Professional Program (M.D.)

Admission to a College

All new lower level students must be initially advised by the Division of University Studies. After that time, a student may declare a major and move to a degree granting college. (Each college has specified in this catalog its requirements for admission.)

All undecided students are assigned to the Division of University 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 135 quarter hours are earned. After that time, a major must be selected.

Change of Major

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

Change of Graduate Program: Graduate students desiring to change their program must complete an Application for Graduate Change of Program available in the Office of Records and Registration. Students will be notified by the Office of Records and Registration of the college's decision concerning their acceptance into the new program.

Change of Graduate Degree: Graduate students desirous of changing from one degree level to another, i.e., M.A. to Ph.D., must make application in the Office of Admissions. Please refer to page 11 for further details.

Pending Status

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

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

Student Information Changes

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

Final Examination

There is no final examination period. Examinations in academic subjects are considered to be an integral part of the learning process and are not, therefore, separate from other aspects of the academic experience. Each USF teacher determines the entire grade for students in his/her sections. If the instructor desires to administer a final examination, this must be done only during the regular class periods.

Honors Convocation

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

To be eligible to participate in the Honors Convocation, a student must, during the academic year (4 quarters preceding the Fall Honors Convocation), have a University of South Florida grade point average of 3.5 or above for all completed hours; a minimum of 36 University of South Florida graded (A-F) hours; and no incomplete grades.

The University Honors Program

The all-University Honors Program is designed to challenge students to develop their intellectual abilities to the utmost through a vigorous program of study featuring small seminars, individualized instruction by outstanding faculty, and by individual research.

The Program consists of four seminars offered under the Honors Program prefix (HON), plus a research project and other honors work as determined by the student's major department.

Admission into the Program is determined by the University Honors Program Committee. No student will successfully complete the University's program if he or she has not also been accepted into and has completed work for his or her departmental program.

Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one quarter 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 quarter. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given quarter. 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 award a certificate of recognition of this academic honor. Although DUS is a non-academic unit, students with this classification who meet the above criteria shall be awarded a certificate similar to the college award.

Academic Regulations Committee

The Academic Regulations Committee meets regularly to review petitions submitted by undergraduate students to waive University academic regulations. Students must petition and secure approval of the committee to return to the University after having been academically dismissed from further immediate attendance or for reasons pertaining to admission, registration, withdrawal, and deadline policies.

The committee normally meets once a week. To petition the committee, a student must secure the appropriate form from the Office of Records and Registration. Completed forms should be returned to the Office of Records and Registration by 5:00 p.m., Friday, to be reviewed at the next week's meeting. Students will receive notification of the committee's action the following week.

If the student wishes a personal interview with the committee he should make arrangements with the representative from his college prior to submitting his petition.
Student Academic Grievance Procedure

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

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

Student Violations or Offenses

Involving Alleged Academic Dishonesty

Violations of academic codes, cheating and plagiarism will be handled initially by the instructor who will discuss the incident with the student. If the instructor decides that further action is warranted he will inform the student of the action that he is recommending to his department chairperson and the dean.

The instructor will file a confidential statement and recommendation through the department chairperson and with the dean of the college responsible for the course, and will provide the student with a copy of that statement.

The student, if dissatisfied with the instructor's recommendation, may ask for a meeting with the instructor, the department chairperson, and the dean indicating his version of the incident.

The final disposition of all cases of academic dishonesty rests with the dean of the college responsible for the course. In reaching a decision, the dean may accept the instructor's recommendation or, if not satisfied after reviewing the statement of the instructor and the student, may request meetings with the student, instructor, and department chairperson individually or jointly. The dean may also appoint a student-faculty committee for advice prior to rendering a decision in the case. The student may also request of the dean that such an advisory panel be formed and if that request is made, the student thereby waives his/her right to a formal hearing as provided in Florida Statutes, Ch. 120.

If the issue remains open at the end of the quarter, the instructor is to give the student an "F" grade in the course until all issues are resolved. Once the dean has made a decision on the case, the student's right of appeal is to the Vice President for Academic Affairs.

General Distribution Requirements

All standard transfer† A.A. degree holders (from in-state or out-of-state accredited institutions) will be considered as having met our General Distribution Requirements and 90 quarter hours of work will be transferred. The determination of the prerequisites for a given academic program will remain the prerogative of the college in which the student is majoring.

A wide distribution of academic areas should be a part of a formal university education. For that reason, the following distribution requirements must be satisfied over the four-year period by the completion of 60 quarter hours with at least 8 quarter hours in each of these five areas:

Area I—English Composition
Freshman English (ENC 0013 or 1102, and ENC 1135, 1168)

Area II—Fine Arts and Humanities
Any course offered by the Departments (or Programs) of: American Studies; Art; Communication (excluding all LIN prefixes except LIN 3010, 3801, 2200); Dance; English (excluding ENC 0013, 1102, 1135, 1168, REA 0105, ESL 1422); *Foreign Languages; Humanities; Liberal Studies; Music; Philosophy (excluding PHI 3100); Religious Studies; Theatre.

Area III—Mathematics and Quantitative Methods
Any course offered by the Department of Mathematics and/or any Computer Service course (COC, COP, CDA) and/or any of the following courses: Business and Economic Statistics, GEB 2111, 3121; Logic, PHI 3100; Social Science Statistics, STA 3122.

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

Area V—Social and Behavioral Sciences
Any course offered by the Departments (or Programs) of: Afro-American Studies; Aging Studies; Anthropology; Criminal Justice; Geography; History; Political Science; Psychology; Sociology; Interdisciplinary Social Sciences (excluding STA 3122); Women's Studies; and/or any of the following courses: Contemporary Economic Problems, ECO 1000; Educational Psychology, EDF 3210; Survey of Mass Communications, MCC 3000.

Acceptable in the total of 60 quarter hours but not part of any of the five areas: *The Teacher in a World of Work, EVT 2084; *Use of the Library, LIS 2001.

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 60 hours although areas of the general distribution requirements may be waived where appropriate.

No more than 12 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 part of its engineering accredited program.
†As defined in the Florida Statewide Articulation Agreement.
**Major Program
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 in Freshman Year

All first-time-in-college students are required to take Freshman English in accordance with the following conditions:

1. First-time enrolled students
   a. who do not intend to take the CLEP Freshman English Test or
   b. who have been notified of failing CLEP prior to registration
   and who do not intend to attempt the examination a second
time, must take ENC 1102 the first quarter, ENC 1135 the second quarter, and ENC 1168 the third quarter of their
freshman year. If one of the courses is failed, that course must be repeated the very next quarter and the remaining courses attempted in immediately subsequent quarters.

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 six weeks on campus. During this quarter they should not enroll in ENC 1102. If the examination is failed or not attempted during the student's first six weeks, he/she must take ENC 1102 during his/her second quarter and ENC 1135 and ENC 1168 in the immediately subsequent quarters until the total requirement is fulfilled. In this case, he/she will complete the sequence by the first quarter 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.

Graduation Requirements—Baccalaureate Degree

University Requirements

While each college sets specific requirements for graduation, the basic University requirements must be met by every student upon whom a degree is conferred. These basic requirements specify that a student obtain at least 180 quarter hours of credit with at least a "C" average for all University of South Florida courses attempted in order to be eligible for graduation. At least 90 or above) hours must be for upper division level work (courses numbered 3000 or above).

Effective September 1, 1976, all students entering the University of South Florida with less than 90 quarter hours of credit are required to earn at least 15 quarter hours of credit prior to graduation by attendance at one or more summer quarters. The University may waive the application of this rule in cases of unusual hardship to the individual.

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.

Major Fields of Study

The University of South Florida offers curricula leading to the baccalaureate degree in the following fields. The degree is indicated in parenthesis after each college; the major code, after each major.

College of Arts and Letters: (B.A.)
American Studies (AMS)
Classics (Latin or Latin-Greek) (CLS)
Classics and Foreign Language (CLF)
Communication (SPE)
Communication-English (ENS)
Communication-Theatre (STA)
English (ENG)
English-Linguistics (ENL)
French (FRE)
German (GER)
Humanities (HUM)
Italian (ITA)
Liberal Studies (ALA)
Linguistics-Anthropology (ANL)
Linguistics-English (ENL)
Linguistics-Foreign Language (FLL)
Mass Communications (COM)
Philosophy (PHI)
Religious Studies (REL)
Russian (RUS)
Spanish (SPA)

College of Business Administration: (B.A.)
Accounting (ACC)
Economics (ECN)
Finance (FIN)
General Business Administration (GBA)
Management (MAN)
Marketing (MKT)

College of Education: (B.A.)
Art Education (EDA)
Botany Education (BOE)
Business and Office Education (VBU)
Chemistry Education (CHE)
Classics Education (CLE)
Distributive Education (VDE)
Elementary-Early Childhood (EEC)
Elementary Education (EDE)
English Education (ENE)
Exceptional Child Education
   Emotional Disturbance (EMD)
   Mental Retardation (MRD)
   Specific Learning Disabilities (SLD)
Foreign Language Education (FOE)
Health Education (HEN)
Humanities Education (HUE)
Industrial-Technical Education (VIT)
Mass Communications-English Education (MCE)
Mathematics Education (MAE)
Music Education (EDM)
Physical Education (EDP)
Physics Education (PHE)
Science Education (SCE)
Social Science Education (SSE)
Speech Communication-English Education (SEE)
Zoology Education (ZOE)

College of Engineering
Engineering (EGU) (B.S.E.)
Engineering Science (EGC) (B.S.E.S.)
Engineering Technology (ETK) (B.E.T.)

College of Fine Arts: (B.A.)
Art (ART)
Dance (DAN)
Music (MUS)
Theatre (TAR)

College of Natural Sciences: (B.A., B.S.)
Astronomy (AST)
Biology (BIO)
Botany (BOT)
Chemistry (CHM) (B.A.)
Chemistry (CHS) (B.S.)
Clinical Chemistry (CHC)
Geology (GLY)
Mathematics (MTH)
Microbiology (MIC)
Natural Sciences Interdisciplinary (INS)
Physics (PHY) (B.A.)
Physics (PHS) (B.S.)
Zoology (ZOO)

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

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

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

Academic Residence
Candidates must be recommended for graduation by the dean of the college granting their degree and must have completed at least 45 hours of the last 90 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 90 hours.

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

Candidates at the graduate level should refer to the residency requirements on page 47.

Students’ Choice of Catalog
In order to graduate from the University of South Florida, each student must meet all of the graduation requirements specified in the USF catalog of his/her choice. The 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 terms per year at USF, inclusive of receipt of grades for courses, through time of graduation. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not complete at least two terms.

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

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

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

Repeat Course Work
The hours for a course which has been repeated may be counted only once toward the minimum 180 quarter 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 graduate 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 45 quarter hours must be earned in on-campus undergraduate courses to apply to the second degree; the student must meet the requirements of the colleges awarding the degrees and the residency requirement.

Second Baccalaureate Degree (Transfer Students)

A student already graduated from an accredited four-year institution must earn a minimum of 45 quarter 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 while enrolled in or after graduation from a five-year master's degree program. In consultation with an adviser in the five-year program and an adviser in the baccalaureate-level program, and with the approval of the College Dean(s) offering the programs the student is required to complete the following:

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

B.A. Degree for Medical and Dental Students

Students who are admitted to a medical or dental school after completing their junior year at USF may be awarded the B.A. degree in Interdisciplinary Natural Sciences from the College of Natural Sciences. (See College of Natural Sciences on page 108.)

Application for Graduation

To be considered for graduation, a student must submit an "Application for Degree" to the Office of Records & Registration within the first 15 class days of the term in which he expects to graduate. The application form is available in the Office of Records & Registration. (Inquiries regarding approval or denial should be made to the colleges.)

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

Students who are not registered for any courses and apply for graduation must pay for one hour at the level of graduation (i.e., $16.50 for a Bachelor's Degree and $22.00 for a higher level degree.)

Honors at Graduation

Any baccalaureate candidate whose overall grade point average at USF is 3.5 or higher shall be considered for honors. In addition, transfer students to be eligible for honors must have a grade point average of 3.5 or higher when combined with all work attempted at other institutions.

Candidates with a GPA of 3.5 but below 3.71 shall receive a diploma designation of "cum laude."

Candidates with a GPA of 3.71 but below 3.90 shall receive a diploma designation of "magna cum laude."

Candidates with a GPA of 3.90 or above shall receive a diploma designation of "summa cum laude."

Each Dean has the option to select on the basis of academic performance 1% of the college's graduates or 1 student per quarter for graduation "with distinction."

Commencement

Commencement ceremonies at USF are held once a year in June, following the end of the Spring quarter. All students who have graduated the previous Summer, Fall, and Winter quarters and candidates for degrees for the Spring quarter are eligible to participate. Information for those eligible will be mailed to them during the Spring quarter. If information has not been received by early May, the student should contact the Office of Records & Registration. Undergraduate students who anticipate graduating the subsequent Summer quarter may participate but must contact the Office of Records & Registration for information.
Graduation Requirements—Graduate Programs

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

Certification Requirements—Associate of Arts

Upon the student's successful completion of the minimum requirements for the Associate of Arts, an appropriate certificate will be presented.

To receive the Associate of Arts, a student must complete 90 quarter hours of University credit; the last 30 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. Certificate.

Application for the Associate of Arts certificate is obtained from the Division of University Studies prior to the application deadline. The certification must be awarded prior to the student's accumulation of 135 credit hours. Detailed instructions to determine the student's eligibility to receive the A.A. certificate are included with the application form.

Students who have completed their A.A. requirements in a prior quarter and apply for the certificate while not enrolled, must pay the appropriate fee for one credit hour. The fee is payable at the time of application for an A.A. certificate.

The awarding of the Associate of Arts certificate does not alter the calculation of the grade point average. Certification for the A.A. in no way affects what the individual colleges require for the completion of the major for a bachelor's degree.

Limited Access Student Records

The following student records are open for inspection only by the student, or parents of dependent students as defined by the Internal Revenue Service, and such members of the professional staff of the institution as have responsibility for working with the student or with the student's records.

1. Student Health and Medical Records
2. Student Disciplinary Records
3. Records of Student Personal Non-Academic Counseling
4. Required Student Financial Income Records
5. Student Permanent Academic Records (from which transcripts are made)
6. Student Placement Records

Except as required for use by the president in the discharge of his official responsibilities, the custodians of limited access records may release information from such records only upon authorization, in writing, from the student, or upon order of a court of competent jurisdiction.

Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (the "Buckley Amendment"), 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, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

- The University Directory, published annually by the University, contains only the following information, however: Student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to members of the public, as well as to other students and members of the faculty and staff. NOTE: General release of the aforementioned types of "directory information" is accomplished pursuant to USF policy. USF policy prohibits use of such information for commercial purposes.

Students must inform the USF Office of Records and Registration, in writing (on forms available for that purpose), if they refuse to permit the University to release "directory information" about them without specific prior consent. Notification to the University of refusal to permit the release of "directory information" will result in the University's refusing to release any of this information to anyone except as provided by law. Such a decision may result in a student's name not appearing in lists of honor students, candidates for graduation, athletic programs, news releases and the like. Therefore, students are encouraged to give this matter careful consideration before making the decision. Once made, the decision will remain in effect forever—or until notification is received by the Office of Records and Registration, in writing, to the contrary.

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 second week of classes in the Fall Quarter (Friday, October 6, 1978).

Special Academic Programs

USF/Florida Public Community College Dual Enrollment

Some undergraduate students may find it advantageous to dual enroll at a Florida public community college while attending USF. Procedures to permit this type registration are available only during the host institution's regular registration period. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student's USF adviser.

The grade point average will not transfer to USF. See your USF college adviser for detailed registration instructions and course approval.

Students attending a Florida public community college may dual enroll at USF. Please contact your adviser for additional information and course approval.
Bachelor of Independent Studies
External Degree Program

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

The curriculum consists of interdisciplinary studies which are divided into four areas: the Humanities, Natural Sciences, Social Sciences and Inter-area Studies. The student approaches the first three areas of study via guided independent study and a seminar. Directed reading or independent study requirements represent long term involvement as compared with the short term duration of a seminar. The first three study areas are in free standing order. The student is encouraged to start in his area of strength.

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

When certified as eligible for a seminar, the student is invited to attend a three week seminar in conjunction with each of the first three study areas (Humanities, Natural Sciences, and Social Sciences). Seminar residence requirements in other words, add up to a total of nine weeks of periodic residence on the USF campus. Each seminar represents a period of intensive residential learning under the direction of a team of faculty members.

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

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

Fees for the BIS Degree Program are as follows:

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Pre-Enrollment Procedures</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>1st Study Area</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Independent Study</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>2nd Study Area</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Independent Study</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>3rd Study Area</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Independent Study</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Seminar</td>
<td>$ 300.00</td>
</tr>
<tr>
<td>Fourth or Inter-area Studies</td>
<td>$ 650.00</td>
</tr>
<tr>
<td>TOTAL*</td>
<td>$2525.00</td>
</tr>
</tbody>
</table>

Students may not transfer credits into or out of the BIS Program. Program policy does provide for recognition of prior learning which may have been achieved through formal study, leisure time reading, life or work experience, or a combination of these. More specifically, applicants who can demonstrate sufficient competence may waive up to a maximum of two areas of guided independent study. Applications for waiver are processed following completion of the pre-enrollment procedures. Those who take an area comprehensive exam for waiver will be assessed a fee of $75.00. Applicants who have sufficient competence in some but not all of the disciplines in a study area receive advanced placement or an abbreviated reading program based on the individual's background and needs. The concept of advanced placement is implemented by the study area adviser following the students' enrollment.

Individuals with an A.A. degree and registered nurses with an AS degree from a state approved program qualify for a "two plus two interface" with BIS requirements. Those with an appropriate associate degree, in other words, complete two study areas comprised of two units of independent study and two resident seminars. The two study areas, in these instances, (i.e. Social Sciences & Natural Sciences or Humanities & Social Sciences or Natural Sciences & Humanities) are stipulated by the BIS Committee in keeping with the applicant's background and career plans. The study areas so defined are regarded as the curriculum contract component of the "two plus two interface".

The BIS Program is academically responsible to the Vice President for Academic Affairs through the BIS Committee. Brochures are available on request. For further information, write: Director, BIS Program, University of South Florida, Tampa, Florida 33620.

Open University (Y.O.U.)

Open University (Y.O.U.) is a University program by which individuals, regardless of previous educational background, can earn credit through the use of television, radio, and other educational media in their own home. This innovative method for learning is designed to bring the maximum convenience to students and provide learning opportunities for those unable to attend the University under normal circumstances.

Open University courses are broadcast over WUSF-FM-TV in the afternoons and evenings. Each lesson is repeated. Most cable television systems in this area carry Open University programs.

Open University credit courses are considered the same as other courses offered on campus and fees are the same.

Course offerings are published quarterly. For further information, interested persons should contact the Open University administrative office of the University.

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 six weeks after the first enrollment in college level courses. 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 ENC 0013, 1102, 1135, 1168
   Mathematics MGF 1113, 1114, 1202, 1203

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

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

Applications for and additional information on CLEP are available in the Office of Evaluation and Testing.
Advanced Placement Credit Program

The University of South Florida participates in the Advanced Placement Program conducted by the College Entrance Examination Board.

Examination papers are graded by selected committees on a five-point scale. The University allows advanced placement credit for scores of 3, 4 and 5. Scores of 2 are referred to the appropriate department for recommendations concerning possible waiver and/or credit. No credit is allowed for scores of 1.

Additional information is available in the Office of Evaluation and Testing.

Independent Study

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

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

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

New College of USF

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

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

A residential college with its own admissions and graduation requirements and its own faculty, New College is partially supported by funds from the private New College Foundation. (See full description of New College of USF on page 121.)

Army ROTC (Reserve Officer Training Corps)

Under the terms of an agreement between the University of Tampa and University of South Florida, male and female USF students may participate in the Army ROTC program. Participants who successfully complete the ROTC program are commissioned Second Lieutenants (Regular or Reserve) in the United States Army. Features of the program include scholarship opportunities, a veterans' program, and an abbreviated curriculum for transfer students or others who did not participate in Basic (Freshman and Sophomore) ROTC. A special summer program is also available on the Tampa campus.

Enrollment is open to qualified students at all levels, including graduate students. Military Science course offerings are available on both the St. Petersburg and Tampa campuses. Offerings are published quarterly. Interested students should contact the Army ROTC Campus Coordinator for enrollment information.

Marine Officer Program

Qualified students may apply for an officer program leading to a commission as a Second Lieutenant in the United States Marine Corps. Commissions are offered in both ground and aviation components. The Platoon Leaders Course (PLC) is offered to freshmen, sophomores and juniors who attend precommissioning training during the summer. Financial Assistance and Flight Induction Programs are available. Qualified seniors attend 12 weeks of training in the Officer Candidate Course (OCC) after graduation. For details, contact the placement office or the Marine Officer Selection Officer when he is on campus.

University of Florida Correspondence Courses

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

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.

Continuing Education

The University of South Florida, Center for Continuing Education, serves an ever widening community with a variety of credit and noncredit Public Service programs and special activities designed to meet individual and organizational educational needs. Programs are offered in many locations, but are coordinated from the Center for Continuing Education's Offices located on the Tampa campus and in Sarasota.

Credit Courses: For a discussion of the credit course offerings, refer to page 16.

Noncredit Programs: A variety of noncredit educational programs (conferences, workshops, seminars, short courses, etc.) of varying lengths are scheduled throughout the year, making it possible for the University to serve greater numbers of adults with richer and more diversified programs. The programs vary in length from one day to ten weeks, and the subject matter is concentrated as needed for the group being served. The Continuing Education Unit (CEU) is recorded for all noncredit programs and special activities conducted by the University. The CEU is awarded to participants in select programs sponsored by Continuing Education and approved by an academic unit. Transcripts indicating awarded CEUs are available on request.

The Center for Continuing Education develops programs for business and industry, government, professional, civic, and service groups. A variety of instructional methods are used to assure maximum participation in the educational programs. Distinguished faculty members from the several colleges of the University, faculty from other institutions of higher education, as well as national and international resource persons, serve as consultants, instructors, and lecturers for the programs.

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

The Center also offers a number of programs and courses designed to meet various educational needs of individuals. Emphasis
is placed upon quality classes for professional advancement, personal improvement, and cultural enrichment.

Registration in these classes is open to all adults with a desire for knowledge and interest in the subject matter.

**Non-Degree Seeking (Special) Student Enrollment**

Individuals not desirous of earning a degree but who would like to enroll in classes may register as non-degree seeking Special Students. For detailed information, refer to page 14.

**Cooperative Education**

The University of South Florida participates in a Cooperative Education Program in which students can combine their formal education with an occupational experience. For description of the program, refer to page 23.

**Non-Degree Seeking (Special) Student—Dual Enrollment**

Dual enrollment in USF classes is open to academically qualified students currently enrolled in high school. For detailed information, refer to page 14.

**Early Admission**

Early admission is open to qualified high school students who wish to enter the University of South Florida as regularly enrolled students prior to high school graduation. For detailed information, refer to page 12.

**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 established federal guidelines.
2. Student must have completed the 9th grade and be presently enrolled in the 10th or 11th grade in a high school.
3. Student should have approximate grade point average of C.

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

**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 quarter 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 four to six credit hour, faculty-led, short term group projects in Jamaica several times annually and Urban Survival projects for 12 to 16 hours credit in New York City or any other urban area. The latter projects involve intense urban interaction and living in an inner-city hotel at most favorable student rates.

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

The OCT Program has a variety of course projects designed specifically for implementation entirely off-campus using the community and its people and systems as the learning resource. Examples of such offerings include three to five credit hour projects (each) in (1) community studies, (2) inter-cultural studies, (3) law and society, (4) contemporary health problems, (5) volunteers and society, and a four-hour project in international relations and three-hour project for working as a volunteer in some community program. These projects are the foundation of each student's academic plan, supplemented with a project in the major field of study where possible. Participation in the OCT Program for a total of 15 hours during a summer term or terms satisfies the summer enrollment requirement for those affected by this requirement.

Students may participate in the OCT Program anytime beginning with the freshman year through the final quarter prior to graduation. Good standing in 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 through spring quarters 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.

**Elective Physical Education**

This program provides the student with opportunities for identifying, developing and assessing various forms of vigorous movement which can contribute to his educational experience and personal growth.

Courses include well-known sports as well as individual assessment activities and special courses to prepare the interested student with skills and techniques applicable for conducting or directing community activities related to sport and movement.

All Elective Physical Education (PEB) courses are graded S/U.

**Exchange Programs**

**National Student Exchange**

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

In addition to the University of South Florida, other universities participating in this program are Bowling Green State University (Ohio), California State College at Bakersfield, Illinois State University, Jackson State University (Miss.), Morgan State University (Md.), Montana State University, Moorhead State University (Minn.), Oregon State University, Rutgers University, South Dakota State University, West Chester State College (Pa.),
William Paterson College of New Jersey and the Universities of Alaska, Delaware, Hawaii (Hilo and Manoa), Idaho, Maine (Ft. Kent and Portland-Gorham), Massachusetts (Amherst and Boston), Montana, Nevada (Reno and Las Vegas), North Colorado, North Dakota, and Oregon. The number of participating schools increases each year so this list must not be considered complete. An up-dated listing is maintained by the NSE Office.

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

Application deadlines for September exchange is March 1 annually. Thereafter, no applications for exchange are processed until September for mid-year exchanges if such are possible. Students are urged to apply early as there are quotas established for participation in the NSE Program. The NSE Program is coordinated by the Off-Campus Term Program. The OCT Program maintains a library of materials about the program and the member institutions involved in the NSE Program. Interested students should contact the Director of the Off-Campus Term Program for information and application.

University of Maine Exchange Program

The College of Education operates a student exchange program with the University of Maine, Farmington. This program provides opportunities for sophomores, juniors, and seniors to exchange residence at both campuses. The student exchange provides a waiver of out-of-state tuition. University credit earned is applicable towards graduation. Students desiring further information should contact the coordinator of student activities in the College of Education.

Study Abroad Programs

USF students are eligible, if they meet the specific academic requirements, for enrollment in a wide variety of study abroad programs sponsored by the Florida State University System as well as by certain other U.S. colleges and universities, national educational organizations, and foreign institutions of higher learning. Programs of the Florida State University Systems are listed below.

Administered by the University of Florida: year abroad program at the University of Utrecht in the Netherlands; year abroad program, University of the Andes, Bogota, Colombia.

Administered by the Florida State University: two quarter and academic year programs at study centers in Florence, Italy, and London, England; summer program in Belgrade, Yugoslavia.

Administered by the University of South Florida: summer program in London, summer program in France, intersession program in the Yucatan.

Through USF’s institutional membership in the Institute of International Education, the Council on International Educational Exchange, and the American Association of State Colleges and Universities, students may participate in study abroad programs in France, Spain, Italy, Mexico, Canada, and other countries.

Students who prefer independent study abroad, rather than the formal institutional programs, may do so through the Off-Campus Term. The Off-Campus Term also offers an intersession program in Jamaica which is conducted one or two times each calendar year.

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

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

Florida College Exchange Program

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

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

Traveling Scholar Program

The University System of the State of Florida has a Traveling Scholar program which will enable a graduate student to take advantage of special resources available on another campus but not available on his or her own campus; special course offerings, research opportunities, unique laboratories, and library collections. The University Library book collection, to encourage students to buy, read and discuss books. The University expects students to become familiar with the University Library book collection, to master the techniques of using it, and—before graduation—to achieve a familiarity with books which will carry over into later life.

The new University Library building was completed in March, 1975; the seven floor building is the largest budgeted non-medical academic facility in Florida. The centrally located building, with its open stacks, adjoining study areas and many individual carrels, has been designed to facilitate study, research and reading. When fully occupied, it will provide space for 2,500 readers and will ultimately accommodate over 800,000 volumes.

The present library collection consists of about 500,000 volumes and is constantly growing in order to serve the University community's need for materials for instruction and research, as well as for personal knowledge and cultural advancement. All academic areas are served, with the exception of the College of Medicine which has its own library.

The card catalog and reference collection are located on the first floor. Reference service is provided at the Reference and Information desks. To assist students in learning about the resources of the Library, the Reference staff offers a two-credit course, Use of the Library. The staff also gives orientation lectures on library use and provides individual assistance to students in search strategy and bibliographic form. A descriptive guide to the Library and its services is also available.

Circulating books are located on the third through fifth floors. Patrons may check out books at the Circulation desk, first floor, before exiting through the new library security system in the lobby.

The U.S. Documents collection is on the basement level. The Library is a depository for U.S. Government publications and also receives the microprint edition of the United Nations documents and official records. The Document staff is available to assist in using these materials.

The Reserve Department, containing books and articles

Academic Support and Services

University Library

It is important that a library take into account not only the books on its shelves but also the people it serves. This point of view is central in the philosophy of the University of South Florida Library. The Library staff wants students to regard books as a way of life and use the Library regularly. One of the reasons for providing a library collection is to encourage students to buy, read and discuss books. The University expects students to become familiar with the University Library book collection, to master the techniques of using it, and—before graduation—to achieve a familiarity with books which will carry over into later life.

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The present library collection consists of about 500,000 volumes and is constantly growing in order to serve the University
“reserved” at faculty request for the use of a particular class is also on the basement level. Adjoining the Reserve desk is the Reserve Reading Room, which serves as one of the Library’s quiet study centers.

The periodicals collection is on the second floor. In addition to more than 4,000 periodicals, the Library subscribes to newspapers from Florida and major cities in the United States, and from many foreign countries. The Microform room, also on the second floor, holds a large collection of material in microtext, including 20,000 reels of film and about 200,000 items in other microformat. This material provides access to many important sources otherwise inaccessible.

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

Division of Sponsored Research

Research is an important aspect of the educational programs of the University of South Florida. Faculty members are encouraged to pursue research activities, and many students participate in research and training projects supported by funds awarded to the University by public and private granting agencies. Research is integrated with the instructional program.

The Division of Sponsored Research is the central coordinating unit for research and other sponsored educational activities on the campus. It provides information about granting agencies and serves as a consultation center for faculty who desire help in drafting research proposals. All proposals seeking outside support are transmitted by this office.

Although the Division of Sponsored Research operates primarily for the benefit of the faculty, students who have an appropriate interest in research are welcome to visit the office.

From its beginning, USF faculty and staff have been active in the search for new knowledge and actively concerned about the world in which they live. Supported by private and public grants, they have pushed back the frontiers of current knowledge and applied their findings to the solutions of pressing contemporary problems. Since 1960, they have attracted over 1,400 grants, totaling more than $64 million, and have generated over 10,000 separate scholarly and creative contributions to human knowledge and understanding. Many of these projects were basic research; others involved the practical application of new knowledge to improve the quality of life in this area; still other projects made the special training and knowledge of USF faculty and staff available to elected political leaders, organizations working for social betterment, religious and educational institutions and businesses large and small.

But such “academic” involvement in community affairs pays dividends to the university, too. When scientists or social scientists or experts in marketing or business administration share their specialized knowledge in resolving community problems or questions, they become better teachers themselves.

The Division of Educational Resources

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

**Audio-Visual Services**—provides equipment and instructional material for classroom use, University events and other functions. Such equipment includes public address systems, tape recorders, and projectors of all kinds. Various types of audio-visual equipment may also be rented.

**The Films Library** houses over 3,000 films which are available at no charge for utilization in scheduled USF courses, for rental to external agencies or non-academic internal utilization, and for preview in the films facility located on the Tampa campus. The collection contains USF-produced films available for purchase. Research and reference of other than USF owned films is available, as well as a catalog of films upon request.

The *Instructional Materials Center (IMC)* is a resource center for instructional materials and non-book media. Non-print materials for use of all students are available, as well as printed material for K-12. A Production Room provides graphics and photography facilities, duplicating equipment and a laminator to all USF personnel.

The *Learning Lab* provides study aids using assorted audiovisual media to USF students. Faculty members may convert portions of their classroom teaching to media for use in the Lab. This facility is available on certain evenings each week for evening students as well as the scheduled daytime classroom hours.

**Production Services**—Graphics, Photography, and Crownography services for use in the classroom as well as the overall University program are available.

**WUSF-TV (Channel 16)** is a public, non-commercial UHF television station serving the University and the communities of the nine surrounding counties. It is an affiliate of the Public Broadcasting Service.

**WUSF-FM (89.7 mhz)** is a stereo, public radio station serving the University and surrounding communities within a 17-county area. It is an affiliate of National Public Radio.

**Y.O.U. (Open University)** provides opportunities for everyone regardless of previous education to earn college credit with courses offered through media, including television and radio (WUSF-FM and/or WUSF-TV). Courses are approved by the Department of Education for teacher certification or recertification. Course offerings are announced prior to each academic quarter. (For more detailed information, see page 37.)

Computer Research Center

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

The Computer Research Center makes computing services available to USF users. The professional staff includes Instruction and Research consultants who assist student and faculty users working on qualified projects. In the data systems area, services to University administrative units are through project teams composed of Systems Coordinators, systems analysts and programmers. The Center staff also contains Data Entry, Data Control and Computer Operations personnel and Systems (software) technical specialists. Computing projects are established through the CRC Office of Services. The Center operates as a service facility, is centrally funded, and makes no charge for consulting and processing services for internal University purposes. Charges are made at published rates for grant-supported and externally-funded projects.

Computing equipment includes the IBM System 370/165-11 with tape and disk storage units, card readers and printers and a plotter at the central site. Student Services Building. Remote batch job entry stations and on-line keyboard terminals operate at various locations. Remote access units are also located at the St. Petersburg Campus. The Center maintains key punch machines and other equipment in “open use” areas to enable student and faculty users to prepare and check their programs and data. These areas are accessible in general on a 24-hour basis daily, while computer processing of academic work operates on a basic 8 a.m. to midnight schedule (10 a.m. to midnight Sunday) seven days a week.
DIVISION OF GRADUATE STUDIES

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

Admission to Graduate Study

Graduate students are advised to apply early as the University accepts applications one year in advance. Applications for which all credentials are not received by the deadline (see academic calendar, pages 4-5) will not be considered for that term. Some departments have different, earlier deadlines than those listed on page 4-5. Students should check the requirements for the specific programs in which they are interested. A $15.00 non-refundable application fee must accompany the application unless the student has been previously enrolled and paid the fee at the University.

Students who seek admission as first-time or transfer graduate students to a master’s or doctoral degree program in the State University System shall be required to meet minimal system-wide requirements. Programs may follow more restrictive admission policies if they so desire.

In order to be considered for admission, a first-time graduate student or one transferring from a graduate program at another university must have a bachelor’s degree or equivalent from a regionally accredited university and meet at least one of the following criteria.

1. He/she shall have earned a “B” average or better in all work attempted while registered as an upper division student working for a baccalaureate degree, or
2. He/she shall have a total Quantitative-Verbal Graduate Record Examination (GRE) score of 1000 or higher or an equivalent score on an equivalent measure approved by the Board of Regents,
3. He/she shall have earned a graduate degree from a regionally accredited institution.

Applicants from non-regionally accredited institutions may apply for special consideration for admission on an individual basis if they score a minimum of 1000 on the Quantitative-Verbal portion of the GRE or 450 on the Graduate Management Admission Test (GMAT).

Applicants for the College of Business Administration (except Economics) are evaluated based on a combination of indicators, namely the GMAT (Graduate Management Admission Test) and the upper division GPA prior to graduate admission. For the M.B.A. and M.S. in Management Admission Test and the upper division GPA prior to graduate admission. The M.B.A. and M.S. in Management, the applicant must score at least plus the GMAT score. For the Master of Accountancy, applicants must submit a score of 475 or higher on the GMAT and at least a “B” average (3.0) in all work attempted while registered as an upper division student working for a baccalaureate degree.

Test scores are required of all applicants. The GRE is given six times a year at a multitude of centers in the U.S. and in many foreign countries. Candidates must register for this examination at least four weeks in advance of the test date and should allow six weeks for the receipt of their test scores.

A student desiring to attend classes who has not been admitted to a graduate program may register as a Special student, but such a student should be aware that only 18 hours in this category can be applied to a degree program.

Acceptance by the college and the program for which the student is applying includes satisfaction of any additional requirements listed by the specific program.

In admitting students for a given academic year, up to 10 percent of the graduate students admitted for that academic year may be admitted as exceptions to the above criteria. Students admitted as exceptions need not meet any of the criteria listed above but should meet other criteria devised by the university, such as excellent letters of recommendation from trusted colleagues or satisfactory performance in a specified number of graduate courses taken as post-bachelor students or practical professional experience in the discipline for a specified period of time.

A student’s acceptance to graduate standing is granted for the quarter and for the particular program specified in the official acceptance notification. In the event that a student wishes to change the date of entrance, he/she must notify the Office of Admissions of his/her intentions to do so. Failure to enroll during the specified quarter without notifying the Admissions Office will result in the cancellation of the admission and will necessitate re-application.

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

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

Procedure for Applying

1. Applicants must submit application and fee prior to the deadline.
2. Two official transcripts from every institution of higher learning attended must be submitted directly to the Office of Admissions.
3. Admissions test results are required from every applicant. These must be sent directly to Graduate Admissions Office from the testing agency.
   a. Graduate Record Examination Aptitude Test. All applicants except those applying to Business Administration (see below), must submit scores from the GRE aptitude test taken within 5 years preceding application.
   b. Graduate Management Admission Test (GMAT). All applicants to Business Administration, except those applying to Economics, must submit scores from the GMAT. Those applying to Economics must submit scores from the GRE aptitude test (see above).

International Students

International students requesting an application will be sent preliminary information forms. Upon receipt of these forms, the Admissions office will review the provided information and determine whether the student meets the minimum requirements for admission to USF in his/her major field.
If minimum University requirements are not met for admission, the applicant will be advised of this by the Admissions office, and the application process will be terminated at that point. If the student does meet the minimum admission requirements, the Admissions office will forward a formal application with additional instructions and information. A complete admission application should be received by USF at least 6 months prior to the desired entering date, together with the non-refundable $15.00 application fee. Submission of a formal application does not automatically guarantee admission. Priority in admissions will be given to those applicants whose potential indicates the greatest likelihood of success in the program requested.

For all International students the following items are required as part of the formal application and must be received in the Admissions office before any decision will be made:

1. Completed application.
2. A $15.00 non-refundable fee must accompany the application unless the student has been previously enrolled as a degree-seeking student and paid the fee at the University.
3. Letters of Recommendation:
   a. One letter from the last institution attended to the Director of Admissions.
   b. Three letters of recommendation sent directly to the program to which the student applied, attesting academic performance and capability.
4. A certificate of financial ability. All international applicants must furnish proof of financial resources sufficient to cover travel to and from the United States, tuition, fees, room and board, and other expenses for the full academic year.
5. All applicants whose native language is not English are required to submit scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 550 will be required for all colleges and programs. Applicants are responsible for making arrangements with the Office of Educational Testing Service to take that examination and to have their scores sent directly from Educational Testing Service to the Office of Admissions.
6. GRE/GMAT Test Scores:
   a. All applicants to the graduate school (except those applying to the College of Business Administration) must submit scores on the Graduate Record Examination (GRE). Graduate applicants to the College of Business Administration (with the exception of Economics) must submit scores from the Graduate Management Admission Test (GMAT). Applicants for Economics must submit scores from the GRE.
7. Application and information for the required tests may be obtained from the addresses listed below.
   a. For information and to obtain an application for the Graduate Record Examination:
      Graduate Record Examination Educational Testing Service
      Box 955
      Princeton, New Jersey 08540, U.S.A.
   b. For information and to obtain an application for the Test of English as a Foreign Language:
      Test of English as a Foreign Language
      Educational Testing Service
      Box 899
      Princeton, New Jersey 08540, U.S.A.
   c. For information and to obtain an application for the Graduate Management Admission Test:
      Graduate Management Admission Test
      Educational Testing Service
      Box 966
      Princeton, New Jersey 08540, U.S.A.
8. International applicants must request all schools attended to submit directly to the Office of Admissions, University of South Florida, transcripts of all work attempted. Transcripts in a language other than English must be accompanied by a certified English translation signed and sealed by the U.S. Consul or other authorized government official. Applicants must submit certificates, diplomas or other supporting documents, transcripts showing subjects and grades from the first year of university work to the time of application. Documents submitted will not be returned to the applicant or forwarded to another institution. Applicants are expected to familiarize themselves with program admission requirements prior to applying.

Non-Degree Seeking (Special) Students

Students who are qualified to enroll in specific graduate courses but who do not intend to work toward a graduate degree may enroll as Special Students. Special Students may enter classes on a space available basis during the first week of each quarter by obtaining consent of the course instructor. Special Students must meet all stated prerequisites of courses in which they wish to enroll. Certain classes are available only to degree seeking majors and may not be available for Special Students. No more than 18 hours of credit earned as a Special Student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree granting college and must be appropriate to the program.

Those interested in enrolling as Special Students are urged to contact the Coordinator of Graduate Studies in the College offering the courses concerned for a description of requirements and procedures.

Graduate Readmission
(Former Student Returning)

Degree-seeking graduate students who have not been in attendance at the University during either of the two quarters immediately preceding the quarter enrollment is desired should follow the readmission procedure on page 14. Any graduate degree-seeking student who has not been in attendance at the University for more than two calendar years must reapply through the Office of Admissions by the appropriate deadline.

The Traveling Scholar Program

The University System of the State of Florida has a Traveling Scholar program which will enable a graduate student to take advantage of special resources available on another campus but not available on his own campus.

Procedure

A Traveling Scholar is a graduate student, who, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and the application fee of the host institution and a guarantee of acceptance of earned credits by the sponsoring institution.

A Traveling Scholar must be recommended by his own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member at the host institution.

After agreement by the Director of Graduate Studies at the University of South Florida and the student's adviser and the faculty member at the host institution, Deans at the other institution will be fully informed by the adviser and have authority to approve or disapprove the academic arrangement.

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

Conditions

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

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

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

(2) To be eligible to obtain a graduate research assistantship, a student may be degree-seeking or a Special Student for one quarter of enrollment only and be registered for a minimum of eight credit hours toward degree requirements.

Teaching and Research Assistantships are awarded by the individual programs/departments. The Graduate Council of the University of South Florida awards fellowships for graduate students.

The Florida Legislature has provided out-of-state waivers to attract outstanding students. These waivers are available through the Colleges.

Fields of Graduate Study

Master's Degree Programs

College of Arts & Letters
- American Studies—M.A.
- English—M.A.
- French—M.A.
- Linguistics—M.A.
- English as a Second Language
- Philosophy—M.A.
- Spanish—M.A.
- Speech Communication—M.A.

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

College of Education
- Administration & Supervision—M.Ed.
- Art Education—M.A.
- Curriculum & Instruction—M.Ed.
- Elementary Education—M.A.
- Exceptional Child Education—M.A.
- Emotional Disturbance
- Gifted
- Mental Retardation
- Specific Learning Disabilities
- English Education—M.A.
- Foreign Language—M.A.
- French
- German
- Spanish
- Guidance—M.A.
- Humanities Education—M.A.
- Junior College Teaching—M.A.
- Astronomy
- Biology
- Business
- Chemistry
- Economics
- Engineering
- English
- French
- Geography
- Geology
- History
- Mathematics
- Physics
- Political Science
- Sociology
- Spanish
- Speech Communication
- Library, Media, and Information Studies—M.A.
- Mathematics Education—M.A.
- Music Education—M.A.

College of Engineering
- Master of Engineering—M.E.
- Master of Science in Engineering—M.S.E.
- Master of Science in Engineering Science—M.S.E.S.

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

College of Natural Sciences
- Astronomy—M.A.
- Botany—M.A.
- Chemistry—M.S.
- Geology—M.S.
- Marine Science—M.S.
- Mathematics—M.A.
- Microbiology—M.A.
- Physics—M.A.
- Zoology—M.A.

College of Social & Behavioral Sciences
- Anthropology—M.A.
- Communicology:
  - Audiology—M.S.
  - Aural (Re)Habilitation—M.S.
  - Speech Pathology—M.S.
- Criminal Justice—M.A.
- Geography—M.A.
- Gerontology—M.A.
- History—M.A.
- Political Science—M.A.
- Psychology—M.A.
- Public Administration—M.P.A.
- Rehabilitation Counseling—M.A.
- Sociology—M.A.

Intermediate Program

College of Education
- Education Specialist—Ed.S.
Professional Program

College of Medicine
  Medicine—M.D.

Doctoral Degree Programs

College of Arts & Letters
  English—Ph.D.
  College of Education
    Education—Ph.D.
  College of Engineering
    Engineering Science—Ph.D.
  College of Medicine
    Medical Sciences—Ph.D.
  College of Natural Sciences
    Biology—Ph.D.
    Chemistry—Ph.D.
    Mathematics—Ph.D.
  College of Social & Behavioral Sciences
    Psychology—Ph.D.

Regulations Governing Graduate Study

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

Major Professor

An adviser or major professor will be appointed for the student in his first term of work and will be designated by the chairperson of the department or area in which the degree is sought upon a mutual recommendation from the student and professor concerned.

Quality of Work

Graduate students must attain an overall average of 3.0 (B) in all courses. No grade below "C" will be accepted toward a graduate degree, but all grades will be counted in computing the overall average.

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

Appeals

Graduate students may appeal actions regarding their academic status:
1. In actions based on departmental requirements, the student may appeal first to his department through his major professor, then to the college dean or his representative, and then to the Graduate Council if necessary.
2. In actions based on the University minimum requirements, appeal shall be made directly to the Graduate Council.

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

Enrollment Requirements—Minimum University Regulations

A student taking eight or more hours toward his/her degree in a quarter will be classified as a full-time student. The normal graduate load is 12-15 credit hours.

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

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

Graduate students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than six quarters (excluding summer quarter) while working toward the master's degree (eight quarters for the MFA) and no more than nine additional quarters while working toward the Ph.D. degree.

Transfer Credit

Transfer of credit from another recognized graduate school is limited to nine quarter hours. All transferred credit must (1) be approved by the program or college concerned, and (2) have been completed with grade of "B" or better.

Transfer (post-baccalaureate, transfer credits from other institutions) and Special Student credit* must be evaluated and transferred by the time of formal acceptance and enrollment. The graduate department/program will be responsible for evaluating and initiating the transfer.

Grades in the Graduate Program

No graduate student may take a course in his/her major on an S/U basis except for certain courses that are specifically designated in the catalog. A graduate student may take courses outside of his/her major on an S/U basis with prior approval of the professor of the course, his/her major professor, and the dean of the college who will approve the degree.

The student may apply a maximum of six hours of such credit (excluding Directed Research, Thesis/Dissertation, Design, Practicum, or Internship) toward a Master's degree. Directed Research (master's and doctoral level) and Thesis and Dissertation courses are designated as Credit Varies and are awarded credit on an S/U basis only. Before a student undertakes work under Directed Research, a written agreement between the student and the professor concerned, setting forth in detail the requirements of the course, shall be completed.

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

* No more than 18 hours of credit earned as a Special Student in a non-degree seeking status may be applied to satisfy graduate degree requirements.
Undergraduates may not enroll in 6000-level courses or higher without written approval of the College Dean and the Director of Graduate Studies.

Other procedures involving grades such as drops, withdrawals, audits, etc., are the same as those used for undergraduates.

**Change of Graduate Degree Program**

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

**Application for Degree**

Each student who plans to complete his/her graduate requirements by the end of a term must complete the Application for Graduation within 15 class days after the beginning of that term. A fee equivalent to one quarter hour is charged if the student is not enrolled.

**Exclusions**

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

In cases where the immediate family of the faculty are enrolled in graduate degree programs, the faculty member may not serve on any advisory or examination committee nor be involved in any determination of academic or financial status of that individual.

**Faculty Eligibility**

In order to teach a graduate course at the University of South Florida, a person must have a current USF faculty appointment. The director of a thesis or dissertation must be a USF faculty member with an advanced degree, or equivalent professional qualifications, appropriate to the required level of supervision.

**Program of Study and Course Requirements**

During the first term of study, in consultation with his major professor, the student should plan a program of work to be completed for satisfaction of degree requirements. A copy of this program signed by the student and professor should be maintained in the student's department file.

A minimum of 45 quarter hours is required for a master's degree, at least 24 hours of which must be at the 6000 level. At least 30 hours must be in formal, regularly scheduled course work, 15 of which must be at the 6000 level. Courses at the 5000 level are acceptable for credit toward the master's degree when taken as a part of a planned degree program.

A major professor may approve up to 8 hours of 4000-level courses if taken as part of a planned degree program. Additional graduate credit may be earned in 4000-level courses only if specifically approved by the appropriate dean and by the Graduate Council. Students enrolled in undergraduate courses as a part of their planned degree program will be expected to demonstrate a superior level of performance.

Graduate students may not enroll for more than 18 hours in any quarter without written permission from the College Dean and Director of Graduate Studies.

**Supervisory Committee**

Students working toward a thesis degree will have the benefit of a supervisory committee. The committee, consisting of the major professor and at least two other members of the department or area in which the degree is sought, will be appointed by the appropriate chairperson upon recommendation from the student and his major professor. Notification of the committee appointment will be sent to the Dean of the College and to the Director of Graduate Studies. The committee will approve the course of study for the student, supervise his research, and accept his thesis.

**Time Limitations**

The University of South Florida has definite time limits covering the following items:

1. Test scores for the Graduate Record Examination (GRE) and Graduate Management Admission Test (GMAT) must be within five years preceding application.

2. A student's acceptance to graduate standing is granted for the quarter and particular program specified in the official acceptance notification. The student must validate his/her acceptance by enrolling that quarter or reapply. In the event that a student wishes to change the date of entrance, he/she must notify the Office of Admissions of his/her intentions to do so.

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

4. All work applicable to the Master's degree requirement must be completed within seven years from the time a student is admitted into his/her program.
Final Comprehensive Examination

Prior to clearance for the degree, the candidate must perform satisfactorily on a comprehensive examination in his/her major field. When graduate students take their comprehensive examination, they must be enrolled for a minimum of three (3) quarter-hours of graduate work of their discipline. If all coursework has been completed, such students should be enrolled in Independent Study.

Thesis

When a thesis is required, the thesis must conform to the guidelines in the Handbook of Graduate Theses and Dissertations

Ph.D. Degree

The degree of Doctor of Philosophy is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit and completion of courses or by the acquiring of a number of terms of residency. The amount of residence and the requirements suggested below are a minimum. The degree shall be granted on evidence of proficiency and distinctive achievement in a specified field, by the demonstration of the ability to do original independent investigation and the presenting of these findings with a high degree of literary skill in a dissertation. A minimum of 135 quarter hours after the bachelor's degree is required.

Student Committees

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

Language Requirement

Before a student is eligible to take the comprehensive qualifying examination, he must normally have completed a reading knowledge of two foreign languages. However, special work done outside the student's field of concentration, and related subjects may be substituted for one or both languages, provided this exception is recommended by the student's dissertation committee and approved by his/her department's Graduate Committee.

Residency

The minimum requirement shall be three academic years of work beyond the bachelor's degree. At least one academic year of residence must be on a campus of the University of South Florida. An academic year's residency shall be defined as a minimum of eight hours of graduate work per term, or the chairperson of the student's supervisory committee may certify that the student be considered as in full-time residence.

Time Limitations

The University of South Florida has definite time limits covering the following items:

1. Test scores for the Graduate Record Examination (GRE) must be within five years preceding application.
2. A student's acceptance to graduate standing is granted for the quarter and particular program specified in the official acceptance notification. The student must validate his/her acceptance by enrolling that quarter or reapply. In the event that a student wishes to change the date of entrance, he/she must notify the Office of Admissions of his/her intentions to do so.
3. Graduate students who have not been in attendance during either of the two quarters immediately preceding the quarter enrollment is desired may file a Former Student Returning Application through the Office of Records and Registration. Former students returning must apply by the deadline listed in the catalog. Any graduate degree-seeking student who has not been in attendance at the University for more than two calendar years must reapply through the Office of Admissions by the appropriate deadline.
4. Any graduate work count toward the fulfillment of the requirement of the Ph.D. degree after admission to candidacy must be done within a seven-calendar-year period.
5. Graduate students who receive financial support from the University, other than fellowship recipients, will hold their appointments for no more than six quarters (excluding summer quarter) while working toward the Master's degree (eight quarters for the MFA) and no more than nine additional quarters while working toward the Ph.D.

Comprehensive Qualifying Examination

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

Admission to Candidacy

A graduate student does not become a candidate for the Ph.D. degree until he/she is formally admitted to candidacy, and no student may enroll in Dissertation until he/she has been admitted to candidacy. This admission is granted when the dissertation...
committee certifies that the student has successfully completed his/her comprehensive qualifying examination and in the opinion of his/her committee he/she has demonstrated the qualifications necessary to successfully complete his/her requirements for the degree. The certificate of admission shall be issued by the dean of his/her college through the Director of Graduate Studies.

Dissertation

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

At least two weeks before the end of the quarter in which the student is to receive his degree, a candidate must submit to the Director of Graduate Studies a completed dissertation that has been signed by his committee. The dissertation must conform to the guidelines in the Handbook of Graduate Theses and Dissertations available in the University Bookstore. An abstract is also required. The Graduate Studies Office will not accept a dissertation after the first day of the quarter unless the candidate is enrolled in the proper Dissertation course for at least three hours. Upon approval of the dissertation by the Director, the student will be certified for his degree. The two copies of the dissertation will then be deposited in the University Library. Each dissertation will be microfilmed with the student being assessed a fee for this service.

Final Oral Examination

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

The chairperson of the examination shall be appointed by the dean of the college and shall not be a member of the student's Dissertation Committee or the department or program in which the degree is sought.
The College of Arts and Letters studies culture in the broadest meaning of the word. The College offers students a sense of themselves and their world, chiefly through courses and programs involving human expression and communication. Students not only receive a liberal education, but also explore vocational interests, as they develop both the breadth of knowledge and precision of mind necessary for responsible leadership in our society.

More specifically, the College seeks:

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

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

The departments and degree programs of the College are grouped in four divisions:

1. Communications
   a. Mass Communications
   b. Communication
2. Language
   a. American Studies
   b. Humanities
   c. Liberal Studies
   d. Philosophy
   e. Religious Studies
3. Letters
   a. American Studies
   b. Humanities
   c. Liberal Studies
   d. Philosophy
4. Literature: English

Responsibility for research and innovative teaching in each division is in the hands of an individual coordinator.

BACCALAUREATE LEVEL DEGREE PROGRAMS

Admission to the College

Admission to the College of Arts and Letters is open to all students who have been accepted to the University of South Florida, who are in good academic standing, and who have declared themselves a major in a particular field within the College.

For entrance into the College, each undergraduate must complete an application in the College Office of Advising. Foreign Language majors must specify on this form which language(s) they wish to major in.

The student will then be assigned to an adviser from the major field and will be counseled in the selection of courses which will fulfill his/her educational needs and satisfy the requirements for the Bachelor of Arts degree. Three programs (American Studies, Liberal Studies, and Mass Communications) have additional requirements, listed under Programs and Curricula.

General Requirements for Degrees

The degree of Bachelor of Arts will be conferred upon those who fulfill the requirements for degrees with majors in the fields of:

American Studies (AMS)
Classics (Latin, Latin-Greek) (CLS)
Classics & Foreign Language (CLF)
Communication (SPE)
Communication-English (ENS)
Communication-Theatre (STA)
English (ENG)
Foreign Languages, Combination (FOL)
French (FRE)
German (GER)
Humanities (HUM)
Italian (ITA)
Liberal Studies (ALA)
Linguistics — Anthropology (ANL)

A student must have a graduation check in the College Office of Advising one quarter prior to the quarter in which he/she intends to graduate.

1. General Distribution Requirements

This work comprises a total of sixty (60) quarter credits which (except for English) may be spread over the normal four-year degree program. The requirement includes:

Eight (8) hours credit in English Composition
Eight (8) hours credit in Humanities/Fine Arts
Eight (8) hours credit in Mathematics/Quantitative Method
Eight (8) hours credit in Natural Sciences
Eight (8) hours credit in Social and Behavioral Sciences

The remaining twenty (20) hours are to be divided among the last four areas at the discretion of the student and adviser.

See page 32 for details.
2. The Departmental Major

A departmental major consists of a concentration of course work in a specific department. The number of credit hours required for a major will vary from department to department. There must be at least a cumulative grade point average of 2.0 in the major, with the exception of Mass Communications, which requires a 2.5 of its majors in all departmental work. At least 120 quarter hours must be earned in courses outside the student's major department (or language for foreign language majors). Freshman English and beginning and intermediate foreign language courses will be counted toward this total.

3. Elective Courses

Of the minimum of 180 quarter hours required for a bachelor's degree in the College of Arts and Letters, sixty (60) 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 180 quarter hours required for the degree. However, up to four elective PE credits earned at USF in Quarter III, 1972, or later, may be counted toward the 180 hour requirement.

A maximum of eight hours of ROTC credit taken at USF may be counted as academic credit toward the B.A. degree.

4. Transfer Work

No transfer PE credit will be accepted by the College of Arts and Letters.

No transfer ROTC credit will be accepted by the College of Arts and Letters.

Work transferred from other schools will not be included in the grade point average computed for graduation, except in determining if students are eligible to graduate with honors. (See page 35.)

GRADUATE LEVEL DEGREE PROGRAMS

Master's Degree Programs

The College of Arts & Letters offers graduate programs leading to the Master of Arts degree in the fields of:

- American Studies (AMS)
- English (ENG)
- French (FRE)
- Linguistics (LIN)
- English as a Second Language (ESL)
- Philosophy (PHI)
- Spanish (SPA)
- Speech Communication (SPE)

The University requirements for graduate work at the Master's level are described on page 46. The departmental requirements are listed under the appropriate program descriptions.

Doctor of Philosophy

The Department of English offers a program leading to the degree of Doctor of Philosophy. The University requirements for graduate work at the doctor's level are given on page 47. Specific requirements for the degree are listed under the Department of English.

NON-DEGREE PROGRAMS

Certificate of Concentration

The Certificate of Concentration is a short-term goal program for adults who are interested in taking a series of courses in a selected area of Arts and Letters but are not necessarily interested in a degree. The courses, on an undergraduate level, are offered to adults who may or may not have a degree. The Certificate of Concentration is awarded when a minimum of 25 hours has been completed in a given area or in a combination of areas. (In a combination of areas, 12 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. The Certificate of Concentration is designed for registration in the special student category rather than the regular route of admission and registration.

INTERDISCIPLINARY LANGUAGE-LITERATURE

Interdisciplinary Language-Literature offers courses of an interdisciplinary nature not housed in a specific department or program within the College. The primary objective of the courses is to aid the student in expanding his understanding of the interrelations among the various disciplines.

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 American civilization. American Studies is a multi-disciplinary program drawing upon a variety of courses from outside the program and outside the college. Bachelor's and master's degrees are available in American Studies.

Requirements for the B.A. Degree:

Required Core Courses (32 cr. hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS 3001</td>
<td>Introduction to American Civilization</td>
<td>5</td>
</tr>
<tr>
<td>AMS 3201</td>
<td>The Colonial Period</td>
<td>5</td>
</tr>
<tr>
<td>AMS 3210</td>
<td>The Agrarian Myth</td>
<td>5</td>
</tr>
<tr>
<td>AMS 3230</td>
<td>America During the Twenties and Thirties</td>
<td>5</td>
</tr>
<tr>
<td>AMS 4935</td>
<td>Senior Seminar in American Studies</td>
<td>4</td>
</tr>
<tr>
<td>AMS 4936</td>
<td>Senior Seminar in American Studies</td>
<td>4</td>
</tr>
</tbody>
</table>

AMS 4937 | Senior Seminar in American Studies | (4) |

Required Supporting Courses (12 cr. hrs.)

(No more than one course from each department)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 3402</td>
<td>The Origins and Growth of the American South</td>
<td>4</td>
</tr>
<tr>
<td>or AMH 3403</td>
<td>The South and The Nation</td>
<td>4</td>
</tr>
<tr>
<td>AMH 3571</td>
<td>Afro-American History</td>
<td>4</td>
</tr>
<tr>
<td>or AMH 3572</td>
<td>Afro-American History</td>
<td>4</td>
</tr>
<tr>
<td>AMH 4300</td>
<td>Social and Intellectual History of the United States</td>
<td>4</td>
</tr>
<tr>
<td>or AML 3102</td>
<td>Romantic American Literature to 1860</td>
<td>5</td>
</tr>
<tr>
<td>or AML 3107</td>
<td>American Literature From 1860 to 1912</td>
<td>5</td>
</tr>
<tr>
<td>or AML 3111</td>
<td>Modern American Literature from 1912 to 1945</td>
<td>5</td>
</tr>
</tbody>
</table>
ENG 3156  Modern Literature, Film, and the Popular Arts  (5)
MMC 3700  The Popular Arts In America  (4)
PHH 4700  American Philosophy  (4)
POT 4204  American Political Thought  (4)

Related Electives (21 cr. hrs.)
(no more than 9 hours from one department)

Appropriate courses to be selected from the following departments in consultation with an American Studies adviser: Afro-American Studies, Anthropology, Communication, Dance, Economics, English, Geology, Geography, History, Philosophy, Political Science, Religious Studies, Sociology, and Interdisciplinary Social Sciences.

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

Requirements for the M.A. Degree

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

Course Work and Thesis: Total required hours 45
1. 12 hours: AMS 6155, AMS 6254, AMS 6805
2. 24 hours: To be selected from 5000 or 6000 level courses by related departments such as history, philosophy, English, sociology, and humanities. No more than 12 hours from any one department may be credited toward the degree. Work in AMS 6901, AMS 6915, AMS 6934 may be included for additional credit.

Other Requirements. During the last quarter of course work, each candidate must take a written examination on a short list of representative American achievements, illustrating major aspects of civilization in the U.S.A. from colonial times to the present. Upon completion of the thesis, he must take an oral examination which may include relationships between thesis and material covered on the written examination.

COMMUNICATION
(SPE/ENS/STA/ANL/ENL/FLL)

The Department of Communication provides courses for all students within the University interested in increasing their understanding of and skills in human communication. The department offers a major program in Communication from which the student selects an arena of emphasis in Communication, Language Science, or Oral Interpretation of Literature. In addition, several combination programs with English, theatre, anthropology and foreign language are available.

Requirements for the B.A. Degree in Communication:

A major in communication requires a minimum of 48 credit hours from departmental offerings (excluding SPC 2023, to be completed as part of the general education requirements). The requirements for majors in all arenas are as follows:

I. 12 hours:
COM 3003  Dimensions of Communication  (4)
LIN 2200  Speech Improvement and Phonetics  (4)
LIN 3801  Language and Meaning  (4)
ORI 3000  Fundamentals of Oral Reading  (4)

II. 12 hours:
LIN 4600  Language and Society  (4)
SPC 3210  Communication Theory  (4)
SPC 3301  Interpersonal Communication  (4)
SPC 3441  Group Communication  (4)
SPC 3513  Argumentation and Debate  (4)
SPC 3601  Public Speaking  (4)
SPC 3633  Rhetoric of Confrontation  (4)

III. 12 additional hours from one of the following emphases:

A. Communication arena:
COM 3122  COM 4942  SPC 3513  SPC 3653
COM 3131  SPC 3210  SPC 3601  SPC 4640
COM 4110  SPC 3301  SPC 3633  SPC 4681
COM 4120  SPC 3441  SPC 3641

B. Language Science arena:
LIN 3010  LIN 4040  LIN 4377

C. Oral Interpretation of Literature arena:
ORI 3920  ORI 4120  ORI 5145  ORI 4310
ORI 3950  ORI 4140  ORI 4230

IV. 12 hours of departmental electives

Requirements for Combination Programs:

A. Communication-English
I, II, and III above plus the following.
Two courses from the following:
ENL 3010  (5) ENL 3041  (5) ENL 3320  (5)
ENL 3030  (5) ENL 3133  (5) ENL 3351  (5)

One course from the following:
AML 3010  (5) AML 3107  (5)
AML 3102  (5) AML 3111  (5)

One course from the following:
ENG 3466  (5) ENC 3486  (5)

One course from the following:
ENG 3138  (5) ENG 4224  (5) LIT 3150  (5)
ENG 3156  (5) ENG 4744  (5)

Also required:
LIN 4370  (5) THE 3080C  (5)

B. Communication-Theatre
I, II, and III C above plus the following.
THE 2020  (2) TPA 2223  (3) TPP 2110  (3)
TPA 2200  (3)

Two courses from the following:
THE 3110  (3) THE 4401  (4) TPP 3111  (4)
THE 4370  (4) THE 4442  (4)

Two courses from the following:
TPA 3086  (4) TPP 3235  (4) TPP 4150  (4)
TPA 3810  (4) TPP 3510  (3) TPP 4151  (4)
TPP 3790L  (3)

One additional course from either of the last two categories.

C. Linguistics-English
I, II, and III B above plus the following.
AML 3010  (5) ENL 3030  (5) ENL 4112  (5)
ENC 3466  (5) ENL 3041  (5) LIN 4370  (5)
ENG 4512  (5) ENL 3133  (5) LIN 4420  (5)

D. Linguistics-Foreign Language
I, II, and III B above plus the following. A minimum of 8 hours from the following:
ANT 4674  (3-6) LIN 4420  (5) LIN 5231  (4)
CLA 3801  (2) LIN 4701  (4) PHI 5225  (4)

Plus one of the following four sequences:
I. French (24 cr. hrs.)
FRE 3240  (4) FRE 4241  (4) FRW 4100  (4)
FRE 3420  (4) FRE 4241  (4) FRW 4101  (4)

II. German (24 cr. hrs.)
GER 3240  (4) GER 4241  (4) GEW 4100  (4)
GER 3420  (4) GER 4241  (4) GEW 4101  (4)

III. Italian (24 cr. hrs.)
ITA 3240  (4) ITA 4241  (4) ITW 4100  (4)
ITA 3420  (4) ITA 4241  (4) ITW 4101  (4)

IV. Spanish (24 cr. hrs.)
SPN 3240  (4) SPN 4241  (4) SPW 4100  (4)
SPN 3300  (4) SPN 4301  (4) SPW 4101  (4)
Students wishing to combine two foreign languages and linguistics must take one of the above sequences as the first language and the sequence Composition I, Conversation I, Composition II, Conversation II (prefix determined by language selected), plus any phonetics, stylistics, or history of the language courses offered for that language. Students who intend to do graduate work are strongly urged to consider Latin or Classical Greek as a second language. Students may also elect a non-Western language as a second language; six quarters satisfies the requirements for one of these. The Linguistics course requirements remain the same as for a single foreign language.

**Anthropology-Linguistics Major (ANL).** This sequence is designed for students who are particularly interested in the role of language in human behavior and cultural development.

**Required Core Courses (43 cr. hrs. minimum)**
- ANT 2000 (4) ANT 4034 (4) ANT 4674 (3-6)
- ANT 3100 (4) ANT 4211 (3-6) ANT 4935 (4)
- ANT 3410 (4) or LIN 3010* (4)
- ANT 3515 (4) ANT 4493 (3-6) LIN 4040 (4)

**Required Supporting Courses**
(12 cr. hrs. minimum from the following group)
- EXP 4523C (4) LIN 4600 (4) PHI 5225 (4)
- LIN 3801 (4) LIN 4701 (4) PSB 4013C (4)
- LIN 4377 (4) LIN 5231 (4) STA 3122 (4)

*One section of LIN 3010 is for Anthropology majors and requires ANT 2000 as a prerequisite.

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

**Requirements for Admission.** The Department of Communication offers two graduate programs: Master of Arts degree in Speech Communication; Master of Arts degree in Linguistics [regular thesis track or the non-thesis track, English as a Second Language (ESL)]. In addition to the general requirements of the University, an applicant must have: (1) a baccalaureate degree in Communication, Linguistics, or related fields from an approved college or university; (2) a 3.0 ("B") undergraduate average or better in all work attempted during the last two years of undergraduate work or a score of 1000 on the aptitude portion of the Graduate Record Exam. All prospective M.A. candidates must take the GRE whether or not they have the minimum 3.0 average; (3) review by the Department of Communication graduate committee, and; (4) approval by the department chairperson.

**Speech Communication**

**Course Work.** A Master of Arts degree in Speech Communication requires 48 credit hours of course work distributed in the following manner: 15 hours of rhetoric and communication theory, 10 hours in oral interpretation of literature, 5 hours of speech science or linguistics, 5 hours of research and bibliography, and a minimum of 10 hours in electives. (Electives in related areas must be approved by the candidate's major professor and the departmental graduate committee.)

For graduate electives, students may substitute two courses acceptable for graduate credit in related areas, subject to approval by the Department of Communication graduate committee.

**Examinations.** Each student is required to pass a written comprehensive examination. An oral examination is also required for students selecting the thesis option.

**Other Requirements.** Each student will select one of the plans listed below. Successful completion of one of the following plans is in addition to the 48-quarter-hour requirement: competency in the selected plan to be determined by the candidate's supervisory committee.

Plan A—An extended critical or analytical paper (thesis) in the field of Speech Communication studies. (SPC 6971)

Plan B—Three courses (or 12 credits) in Speech Communication and/or other academic disciplines if part of an approved planned sequence. If this plan is elected, students are ordinarily expected to follow a sequence of courses that either deepens their competency in a speech communication area or in a related academic discipline or in a research tool area such as computer sciences, foreign languages, or statistics.

**Linguistics (thesis option)**

If a student's undergraduate preparation has not included suitable introductory courses in general or descriptive linguistics and phonetics, he will be required to remedy the deficiencies by taking LIN 3010, LIN 4040, LIN 4377, LIN 5231. (A maximum of 8 credit hours earned in these courses may be applied toward the degree requirements, except that graduate credit will not be given for LIN 3010.) The undergraduate study of one or more foreign languages, especially a non-Western language, is strongly encouraged.

**Course Work.** A Master of Arts degree in Linguistics requires a minimum of 48 hours of course work. All students must satisfy the core requirements which constitute a minimum of 28 hours. The remainder of the course work may be taken in linguistics courses, or closely related courses in other departments, notably Anthropology, Ancient Studies, Education, English, Foreign Languages, Philosophy, Psychology, Sociology and Communication. The student may elect to take all of these remaining courses in one such department, or he may take them in several departments, but each program must be planned with and approved by the Linguistics adviser, who may make appropriate substitutions when he deems these educationally advisable.

**Core Requirements (28 cr. hrs. minimum)**
- COM 6001 (4) LIN 6240 (4) LIN 6820 (4)
- LIN 6128 (4) LIN 6380 (4) LIN 6971 (4)
- Plus one course from each of the following two groups:
  - **Group A**
    - LIN 6146 (4) LIN 6377 (4)
    - LIN 6932 (5) LIN 6435 (4)
  - **Group B**

**Foreign Language Requirement.** The foreign language requirement is regarded as an integral part of the M.A. program in Linguistics, and students must demonstrate a proficiency in one foreign language for the degree. However, students who intend to concentrate in historical-comparative linguistics will be expected to bring to the program an extensive undergraduate background in foreign languages, or else to remedy the deficiency after admission. Students who intend to concentrate their work in general-descriptive linguistics or other sub-specialities will have wide latitude in their choice of a foreign language to satisfy the requirement, and the study of a non-Western language is strongly encouraged. The choice of a language and the method for satisfying the proficiency requirement (e.g., course work, examination, etc.) will be determined on an individual basis by the student and his thesis committee.

**Other Requirements.** The student will present an acceptable thesis in the field of linguistic studies (from 2 to 8 hours credit are granted for this project through registration for LIN 6971; see above under course work requirements). In addition, the student must pass a comprehensive examination in linguistics, both oral and written. If a student has elected to take as many as eight hours of course work in a department other than Linguistics in his program, then his examination will cover material from those courses also.

The following courses taught in other departments are also linguistics courses, or are closely related to linguistics:
- ANT 4674 FRE 4780 LIN 5231 SPA 6205
- CLA 3801 FRW 6405 LIN 5245 SPC 6149
- ENG 6337 GER 645 LIN 6233 SPC 6190
- ENG 6837 GSE 6400 LIN 6932 SPN 4241
- ENL 6315 LAE 4642 PHI 5225 SPN 5790
- EXP 4523C LAE 6637 SPA 5402 SPN 6845
- FLE 6665 LIN 4420

Descriptions of these courses may be found under the appropriate departmental heading.

**Linguistics (non-thesis option, English as a Second Language)**

The Master of Arts degree in Linguistics (non-thesis option) is designed for the training of teachers in the field of English as a Second Language or English as a Foreign Language. Students who wish to obtain Florida teacher certification are referred to the College of Education.
Entrance Requirements: In addition to the foregoing requirements, ESL also requires all foreign students and/or students whose native language is other than English to achieve a minimum score of 550 on the test of English as a Foreign Language (TOEFL) exam, which will be administered after the student arrives at the University. The minimum 550 TOEFL score must be achieved on an exam administered at the University of South Florida regardless of whether the student has previously taken the TOEFL or equivalent examinations elsewhere, and regardless of the score(s) achieved on any previous exam(s). Foreign students who fail to achieve a score of 550 on the TOEFL but who are otherwise qualified for admission to the program, may undertake remedial course work in ESL or otherwise seek to improve their English language proficiency, and may apply to re-take the examination in the quarter following their arrival. However, in no case will such students be granted provisional admission to the program or be permitted to take graduate course work toward the degree until the TOEFL score requirement has been achieved.

Course Work. A minimum of 49 graduate-level credit hours is required for the specialization in ESL, 8 hours of which are concerned with ESL methodology and current teaching trends. However, students whose undergraduate preparation has not included suitable introductory courses in English linguistics, general and descriptive linguistics, and phonetics, will be required to remedy these deficiencies before they will be permitted to take graduate level courses. The following courses (or their equivalents elsewhere) are undergraduate prerequisites.

ENG 4512 History of the English Language (5)
LIN 3010 Introduction to Linguistics (4)
LIN 4370 Structure of American English (5)
LIN 4040 Descriptive Linguistics (4)
LIN 4377 Language Types of the World (4)
LIN 5231 Applied Phonetic Transcription (4)

Core Requirements (32 hours)

COM 6001 Introduction to Graduate Study in Communication (4)
LIN 6240 Phonological Description (4)
LIN 6380 Syntactic Description (4)
LIN 6405 Contrastive Analysis (4)
LIN 6601 Sociolinguistics (4)
LIN 6715 Language Acquisition (4)
TSL 6371 Methodology of ESL I (4)
TSL 6372 Methodology of ESL II (4)
Plus one course in curriculum development in the College of Education (4)

Elective Requirements (8 hours minimum)

Any course at the 6000 level or above.

Internship (9 hours). Enrollment is in TSL 6945, which will involve planned observation and supervision of instruction in actual ESL setting. The requirement may be waived on good evidence on a case-by-case basis for those who present considerable full time teaching experience in ESL as part of their backgrounds. Those whose certification is in a field other than ESL, however, and whose experience and/or previous internship was in an area other than ESL, may not waive the requirement.

Other Requirements. No thesis is required for the degree. However, the student must pass a comprehensive examination both written and oral demonstrating mastery of the core and specialization areas of the program.

The field of teaching English as a Second Language (TESL) is not one which the Department of Education of the State of Florida recognizes for teacher certification, and, therefore, this program has not been developed in conjunction with the College of Education. Moreover, although the program is designed to train TESL professionals, they must be prepared to teach in a variety of contexts other than traditional American public school settings. Students who wish to obtain Florida teacher certification in another subject area while at the same time pursuing a TESL degree are referred to the College of Education.

ENGLISH (ENG)

Freshman English Requirement in Freshman Year

All first-time-in-college students are required to take Freshman English in accordance with the following conditions:

1. First-time enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the examination a second time, must take ENC 1102 the first quarter, ENC 1135 the second quarter and ENC 1168 the third quarter of their freshman year. If one of the courses is failed, that course must be repeated the very next quarter and the remaining courses attempted in immediately subsequent quarters.

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 six weeks. During this quarter they should not enroll in ENC 1102. If the examination is failed or not attempted during the student's first six weeks, he must take ENC 1102 during his second quarter and ENC 1135 and ENC 1168 in the immediately subsequent quarters until the total requirement is fulfilled. In this case, he will complete the sequence by the first quarter of his sophomore year.

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

Requirements for the B.A. Degree:

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

Option I: English and American Literature. Requirements: No more than 60 hours and a minimum of 55 hours required.

Required course:
ENL 3133 Shakespeare I (5)

At least one course from the following:
ENL 3010 Early English Literature (5)
ENL 3320 Literature of the English Renaissance (5)
ENL 3351 The Rise and Decline of Neoclassical Literature (5)
At least one course from the following:

- ENL 3401 Romantic Literature (5)
- ENL 3430 Victorian and Edwardian Literature (5)

At least one course from the following:

- AML 3102 Romantic American Literature to 1860 (5)
- AML 3103 American Literature of the Colonial-Federal Period (5)
- AML 3107 American Literature from 1860 to 1912 (5)

At least one course from the following:

- AML 3111 Modern American Literature from 1912 to 1945 (5)
- ENL 3441 Modern British Literature from 1914 to 1945 (5)
- LIT 3150 Contemporary British and American Literature from 1945 to the Present (5)

Two additional courses from among the following 3000-level courses:

- AML 3102 Romantic American Literature to 1860 (5)
- AML 3103 American Literature of the Colonial-Federal Period (5)
- AML 3107 American Literature from 1860 to 1912 (5)
- AML 3111 Modern American Literature from 1912 to 1945 (5)
- ENG 3294 Modern American Literature of the Colonial Period to 1945 (5)
- ENG 3371 Modern European Novel (5)
- ENL 3010 Early English Literature (5)
- ENL 3320 Literature of the English Renaissance (5)
- ENL 3351 The Rise and Decline of Neoclassical Literature (5)
- ENL 3401 Romantic Literature (5)
- ENL 3430 Victorian and Edwardian Literature (5)
- ENL 3441 Modern British Literature from 1914 to 1945 (5)
- LIT 3150 Contemporary British and American Literature from 1945 to the Present (5)
- LIT 3252 Literature of the Western World: Ancient (5)
- LIT 3254 Literature of the Western World: Medieval, Renaissance, and Neoclassical (5)
- LIT 3257 Literature of the Western World: Modern (5)
- LIT 3311 The Bible as Literature (5)
- LIT 3431 Religious and Existential Themes (5)

No more than one of the following four courses may be applied toward the English major:

- CRW 3230 Imaginative Writing: Fiction (5)
- CRW 3321 The Writing of Poetry (5)
- ENC 3466 Advanced Expository Writing (5)
- ENC 3486 Narration and Description (5)

No more than one of the following three courses may be applied toward the English major:

- EN 313 Shakespeare: Texts and Films (5)
- EN 3138 Modern Drama and the Film (5)
- EN 3156 Modern Literature, Film, and the Popular Arts (5)

Two courses at the 4000 level in Major Authors from the following:

- AML 4214 Major American Authors (5)
- ENL 4062 Major British Authors (5)
- ENL 4112 Chaucer (5)
- ENL 4121 Milton (5)

Two courses at the 4000 level in two specific Genres of Modes, from the following:

<table>
<thead>
<tr>
<th>Satire:</th>
<th>Fiction:</th>
<th>Poetry:</th>
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<tbody>
<tr>
<td>ENG 4113 Restoration and Eighteenth Century Satire (5)</td>
<td>ENG 4321 Eighteenth Century British Novel (5)</td>
<td>ENG 4742 Modern British and American Poetry from 1900 to 1945 (5)</td>
</tr>
<tr>
<td>ENG 4325 Nineteenth Century British Novel (5)</td>
<td>ENG 4345 The American Novel (5)</td>
<td>ENG 4744 Contemporary British and American Poetry from 1945 to the Present (5)</td>
</tr>
<tr>
<td>ENG 4421 English Drama from the Beginnings to 1642 (5)</td>
<td>ENG 4424 Drama of the Restoration and Eighteenth Century (5)</td>
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<tr>
<td>ENG 4453 American Drama (5)</td>
<td>ENG 4464 Modern Drama (5)</td>
<td></td>
</tr>
<tr>
<td>Genres &amp; Modes:</td>
<td>Literary Criticism:</td>
<td>All other 4000-level courses may be elected.</td>
</tr>
<tr>
<td>AML 4320 Literature of the South (5)</td>
<td>ENG 4814 Literary Criticism (5)</td>
<td></td>
</tr>
<tr>
<td>ENL 4300 Anglo-Saxon Literature (5)</td>
<td>LIN 4512 History of the English Language (5)</td>
<td></td>
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<tr>
<td>ENL 4311 Middle English Literature (5)</td>
<td>LIN 4370 Structure of American English (5)</td>
<td></td>
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<tr>
<td>ENL 4331 Sixteenth Century Prose and Poetry (5)</td>
<td>LIN 4420 Linguistics and Literature (5)</td>
<td></td>
</tr>
<tr>
<td>ENL 4406 Romantic Literature: Form, Genre, and Archetype (5)</td>
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<td></td>
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<tr>
<td>ENL 4413 Victorian Literature: Form, Genre, and Archetype (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT 4930 Selected Topics in English Studies (5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Option II: Creative Writing. Requirement: No more than 60 hours and a minimum of 55 hours required.

This option is designed for aspiring writers of fiction or poetry. This program, in addition to giving credit for writing through a variety of course offerings, attempts to provide information about procedures for becoming published. The required courses (25 hours) for the FICTION OPTION include:

- CRW 3220 Imagination: Fiction (5)
- CRW 4240 Workshop in Fiction (5)
- ENC 3486 Narration and Description (5)
- ENG 4204 Theory of Fiction (5)
- ENG 4223 Modern American Fiction (5)
- ENG 4227 Modern British Fiction (5)

One of the following:

- ENC 3340 Modern British Novel (5)
- ENC 4321 Eighteenth Century British Novel (5)
- ENC 4325 Nineteenth Century British Novel (5)
- ENC 4345 The American Novel (5)

Beyond this core requirement, the student will select 25 hours from any of the following:

- AML 3010 Highlights of American Literature to 1860 (5)
- AML 3102 Romantic American Literature to 1860 (5)
### AML 3103 American Literature of the Colonial-Federal Period (5)

### AML 3107 American Literature from 1860 to 1912 (5)

### AML 3111 Modern American Literature from 1912 to 1945 (5)

### AML 4214 Major American Authors (5)

### AML 4320 Literature of the South (5)

### ENG 3294 Modern Short Novel (5)

### ENG 3371 American Literature from 1860 to 1912 (5)

### ENG 4113 Restoration and Eighteenth Century Satire (5)

### ENG 4223 Modern American Fiction (5)

### ENG 4227 Modern British Fiction (5)

### ENG 4321 Eighteenth Century British Novel (5)

### ENG 4325 Nineteenth Century British Novel (5)

### ENG 4345 The American Novel (5)

### ENG 4421 English Drama from the Beginnings to 1642 (5)

### ENG 4424 Drama of the Restoration and Eighteenth Century Satire (5)

### ENG 4453 American Drama (5)

### ENG 4464 Modern Drama (5)

### ENG 4512 History of the English Language (5)

### ENG 4742 Modern British and American Poetry from 1900 to 1945 (5)

### ENG 4744 Contemporary British and American Poetry from 1945 to the Present (5)

### ENL 3133 Shakespeare I (5)

### ENL 3320 Literature of the English Renaissance (5)

### ENL 3351 The Rise and Decline of Neoclassical Literature (5)

### ENL 3401 Romantic Literature (5)

### ENL 3430 Victorian and Edwardian Literature (5)

### ENL 3441 Modern British Literature from 1914 to 1945 (5)

### ENL 4062 Major British Authors (5)

### ENL 4112 Chaucer (5)

### ENL 4121 Milton (5)

### ENL 4134 Shakespeare II (5)

### ENL 4300 Anglo-Saxon Literature (5)

### ENL 4311 Middle English Literature (5)

### ENL 4331 Sixteenth Century Prose and Poetry (5)

### ENL 4344 Seventeenth Century Literature: Form, Genre, and Mode (5)

### ENL 4406 Romantic Literature: Form, Genre, and Archetype (5)

### ENL 4413 Victorian Literature: Form, Genre, and Archetype (5)

### LIT 3150 Contemporary British and American Literature from 1945 to the Present (5)

### LIT 3252 Literature of the Western World: Ancient (5)

### LIT 3254 Literature of the Western World: Medieval, Renaissance, and Neo-classical (5)

### LIT 3257 Literature of the Western World: Modern (5)

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**b. The required courses (30 hours) for the POETRY OPTION include:**

- CRW 3310 Poetic Forms (5)
- CRW 3321 The Writing of Poetry (5)
- CRW 4340 Workshop in Poetry (5)
- ENL 3486 Narration and Description (5)
- ENG 4742 Modern British and American Poetry from 1900 to 1945 (5)
- ENG 4744 Contemporary British and American Poetry from 1945 to the Present (5)

### One of the following:

- ENL 3133 Shakespeare I (5)
- ENL 3320 Literature of the English Renaissance (5)
- ENL 3401 Romantic Literature (5)
- ENL 3430 Victorian and Edwardian Literature (5)

### Beyond this core requirement, the student is free to select 20 hours from any of the following:

- AML 3010 Highlights of American Literature to 1945 (5)
- AML 3102 Romantic American Literature to 1860 (5)
- AML 3103 American Literature of the Colonial-Federal Period (5)
- AML 3107 American Literature from 1860 to 1912 (5)
- AML 3111 Modern American Literature from 1912 to 1945 (5)
- AML 4214 Major American Authors (5)
- AML 4320 Literature of the South (5)
- CRW 3320 Imaginative Writing: Fiction (5)
- CRW 4240 Workshop in Fiction (5)
- ENL 3294 Modern Short Novel (5)
- ENG 4113 Restoration and Eighteenth Century Satire (5)
- ENG 4204 Theory of Fiction (5)
- ENG 4223 Modern American Fiction (5)
- ENG 4224 Contemporary American Fiction from 1945 to the Present (5)
- ENG 4227 Modern British Fiction (5)
- ENG 4321 Eighteenth Century British Novel (5)
- ENG 4325 Nineteenth Century British Novel (5)
- ENG 4345 The American Novel (5)
- ENG 4421 English Drama from the Beginnings to 1642 (5)
- ENG 4424 Drama of the Restoration and Eighteenth Century Satire (5)
- ENG 4453 American Drama (5)
- ENG 4464 Modern Drama (5)
- ENG 4512 History of the English Language (5)
- ENG 4742 Modern British and American Poetry from 1900 to 1945 (5)
- ENG 4744 Contemporary British and American Poetry from 1945 to the Present (5)
- ENL 3010 Early English Literature to 1642 (5)
- ENL 3131 Shakespeare I (5)
- ENL 3320 Literature of the English Renaissance (5)
- ENL 3351 The Rise and Decline of Neoclassical Literature (5)
- ENL 3401 Romantic Literature (5)
- ENL 3430 Victorian and Edwardian Literature (5)
- ENL 3441 Modern British Literature from 1914 to 1945 (5)
- ENL 4062 Major British Authors (5)
- ENL 4112 Chaucer (5)
- ENL 4121 Milton (5)

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*Beyond the required 35 hours, the major is free to take 5 hours of any courses the department offers.*
Arts Course Requirements.

Requirements for the 256 l.

Forty-five credit hours, which must include:

a. ENG 6917 (this must be taken in the student's first or second term in the program) DIRECTED RESEARCH
b. LAE 6375 Problems in English Instruction: Composition
c. One of these:
   - ENL 6304 Studies in Old English
   - ENL 6315 Studies in Middle English
   - ENL 6333 Studies in Sixteenth-Century British Literature
   - ENL 6349 Studies in Seventeenth-Century British Literature

d. One of these:
   - ENL 6392 Studies in Restoration and Eighteenth-Century British Literature
   - ENL 6407 Studies of the English Romantic Period
   - ENL 6418 Studies in Victorian Literature
e. One of these:
   - AML 6132 Studies in American Literature to 1860
   - AML 6137 Studies in American Literature 1860-1920
f. LIT 6934 Selected Topics in English Studies

Options:
- It is possible, at student option, to take ENG 6971 (thesis) in place of one of the elective courses. A student may transfer from another university up to 9 hours of graduate credit. He may take up to 10 hours of credit in another department (the courses to be approved in advance by the Department of English Graduate Committee).

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

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

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

Public Presentation. Each student will be required to present, before graduate students and faculty, a discussion of a major work or idea. The performance will be evaluated by the student's examining committee.

Thesis. Thesis optional (See Options, above).

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

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

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

Course work:

1. EDG 6947 (Internship if required—waivers must be endorsed by the College of Education) Internship
2. EDH 6061 The Junior College in American Higher Education
3. EDH 6938 Seminar in College Teaching
4. RED 4337 Reading in the Secondary School
5. The following English courses:
   - ENG 6837 (offering in advanced composition for teachers only) Studies in Style
   - LAE 6375 Problems in College English Instruction: Composition

Course work:

1. ENL 6304 Studies in Old English
2. ENL 6315 Studies in Middle English
3. ENL 6333 Studies in Sixteenth-Century British Literature
4. ENL 6349 Studies in Seventeenth-Century British Literature
5. One of these:
   - ENL 6392 Studies in Restoration and Eighteenth-Century British Literature
   - ENL 6407 Studies of the English Romantic Period
   - ENL 6418 Studies in Victorian Literature
6. AML 6132 Studies in American Literature to 1860
Seven other courses in English at the 6000 or 7000 level. A student may transfer from another university up to 9 hours of graduate credit. He may take up to 10 hours of credit in another department, (the course to be approved in advance by the Department of English Graduate Committee).

Examinations. After five courses beyond the M.A. the student must take the written doctoral Qualifying Examination in all periods of American and British literature (1. British literature to 1500; 2. British literature 1500-1660; 3. British literature 1660-1780; 4. British literature 1780-1890; 5. American literature to 1920; 6. American literature after 1920 and British literature after 1890)—writing for two hours on each period. The total exam will require twelve hours of writing. Students may take this examination only twice; a second failure disqualifies them from the Ph.D. program. Students passing this comprehensive examination and the foreign language course are admitted to doctoral candidacy. After completion of an approved dissertation the student will defend his dissertation in a two-hour oral examination and will be examined as well on his major field. Thereafter, he is awarded his doctoral degree.

FOREIGN LANGUAGES

(CL/CLS/FOL/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.

Major programs leading to the Bachelor of Arts degrees are offered in Classics (Latin, Latin-Greek), French, German, Italian, Russian, and Spanish.

Combined majors are offered in any two languages. For the combined major, a student must take 48 hours in the courses required for the complete major in one language, and the stipulated courses in the second language (16-20 hours).

Instruction is also provided in Portuguese, Romance Philology, the less-commonly taught languages, such as Chinese, Dutch, Modern Hebrew, Modern Arabic, Modern Greek, Polish, and others on occasion.

CLASSICS (CLS)

Latin and Latin-Greek Option

For requirements for this area, see department adviser.

FRENCH (FRE)

Required Courses (16 cr. hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 3240</td>
<td>4</td>
<td>Conversation I</td>
</tr>
<tr>
<td>FRE 3420</td>
<td>4</td>
<td>Composition I</td>
</tr>
<tr>
<td>FRW 4100</td>
<td>4</td>
<td>Introduction to French Novel</td>
</tr>
<tr>
<td>FRW 4101</td>
<td>4</td>
<td>Introduction to French Poetry and Drama</td>
</tr>
</tbody>
</table>

Required Supporting Courses:

32 hours in upper-level courses planned with the adviser.

GERMAN (GER)

Required Courses (16 cr. hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 3240</td>
<td>4</td>
<td>Conversation I</td>
</tr>
<tr>
<td>GER 3420</td>
<td>4</td>
<td>Composition I</td>
</tr>
<tr>
<td>GEW 4100</td>
<td>4</td>
<td>Survey of German Literature I</td>
</tr>
<tr>
<td>GEW 4101</td>
<td>4</td>
<td>Survey of German Literature II</td>
</tr>
</tbody>
</table>

Required Supporting Courses:

32 hours in upper-level courses planned with the adviser.

ITALIAN (ITA)

Required Courses (16 cr. hrs.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA 3240</td>
<td>4</td>
<td>Conversation I</td>
</tr>
<tr>
<td>ITA 3420</td>
<td>4</td>
<td>Composition I</td>
</tr>
<tr>
<td>ITW 4100</td>
<td>4</td>
<td>Survey of Italian Literature I</td>
</tr>
<tr>
<td>ITW 4101</td>
<td>4</td>
<td>Survey of Italian Literature II</td>
</tr>
</tbody>
</table>
Required Supporting Courses:
32 hours in upper level courses planned with the adviser.

RUSSIAN (RUS)
Required Courses (16 cr. hrs.)
RUS 3400 Conversation and Composition I (4)
RUS 4401 Conversation and Composition II (4)
RUT 3110 Russian Classics in Translation (4)
RUT 3111 20th Century Russian Literature in Translation (4)

Required Supporting Courses:
32 hours in upper-level courses planned with the adviser.

SPANISH (SPA)
Required Courses (20 cr. hrs.)
SPN 3240 Conversation I (4)
SPN 3300 Composition I (4)
SPW 4100 Survey of Spanish Literature I (4)
SPW 4101 Survey of Spanish Literature II (4)
SPW 4130 Survey of Spanish-American Literature (4)

Required Supporting Courses:
28 hours in upper level courses planned with the adviser.

Requirements for the B.A. Degree:
Requirements for Admission. General requirements for graduate work are given on page 42.

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

Core Curriculum (16 hours minimum)
IDS 3300 Structures of Knowledge and Knowing (4)
IDS 4344 Seminar: Man and Nature (and 2 of the following three courses)
IDS 3310 Progress and Utopia
IDS 3320 Freedom and The Self
IDS 4930 Selected Topics

In addition, the student must complete the General Distribution Requirements and four quarters of a foreign language. The remaining 88 quarter hours will be devoted to disciplinary study in the Liberal Arts disciplines. When admitted to the program, the student will formulate, in collaboration with the program director, a program of studies to be pursued toward his or her particular academic goals.

Mass Communications offers a number of courses, essentially liberal arts in approach. They introduce students to the theories, principles, and problems of communications, emphasizing the concept of freedom of information as the cornerstone of Constitutional Democracy and preparing students for future leadership rather than yeoman roles in communications media. Graduates should understand the structure and functions of mass media systems as well as the basic processes of communication. In addition, students specialize in an area of mass communications (advertising, broadcasting, film, magazines, news-editorial, public relations, or visual communications) to blend a strong introduction to professional skills with the theoretical orientation.

MAJORS SEEKING CAREERS IN THE MASS MEDIA WILL BE DIRECTED TO THE MASS COMMUNICATIONS (COM) PROGRAM DESIGNED TO PREPARE SECONDARY SCHOOL HUMANITIES TEACHERS AVAILABLE THROUGH THE COLLEGE OF EDUCATION. FOR REQUIREMENTS, SEE THE COLLEGE OF EDUCATION, PAGE 74.
Requirements for the B.A. Degree:

To be admitted to the core curriculum in Mass Communications, students must have completed 75 hours with a 2.5 minimum Grade Point Average and ENG 1102, 1135 and 1168 with a minimum grade of "C" in each. Both courses in the Mass Communications core curriculum (MMC 3100 and MMC 3602) must be completed with a minimum grade of "C" before any other Mass Communications course may be taken. A 2.5 GPA in Mass Communications courses is required for graduation, and no grade lower than "C" in Mass Communications courses may be used toward graduation.

A required core 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 offers students a guided set of essential courses plus a number of options of their own choosing. Majors will take approximately 72 hours of electives outside the department in addition to the 60-hour University distribution requirement. Students will be encouraged to use a substantial number of their electives in courses which support their major.

Required are 8 hours in the Mass Communications core curriculum (MMC 3100 and MMC 3602) and 40 hours in a major sequence—20 hours specified and 20 hours to be selected from a restricted list of options—for a minimum and a maximum of 48 hours in Mass Communications core courses within the 180-hour degree requirement (132 hours outside Mass Communication courses). Eight hours in Mass Communications writing courses (four hours in addition to MMC 3100) are a part of the 48-hour graduation requirement. Certified typing ability of 25 words per minute is a prerequisite for admission to the department.

The departmental sequence requirements are:

**Departmental Core Curriculum**
- MMC 3100 (4) MMC 3602 (4)

**Sequence Requirements**
- (8 cr. hrs.)

**Sequence Selections**
- (20 cr. hrs.)
- (20 cr. hrs.)

**Selective Requirements**

I. Advertising Requirements
- ADV 3000 (4) ADV 3300 (4) ADV 4801 (4)
- ADV 3101 (4) ADV 3700 (4)

II. Broadcasting Requirements
- JOU 3100 (4) RTV 3000 (4) RTV 4700 (4)
- MMC 4200 (4) MMC 3300 (4)
- Selective Requirements
  - ADV 3103 (4) MMC 4200 (4) PUR 4601 (4)
  - JOU 3100 (4) MMC 5400 (4) RTV 3000 (4)
  - JOU 3205 (4) PUR 3000 (4) VIC 3100 (4)
  - JOU 3206 (4)
- Programming and Production Option
  - ADV 3000 (4) RTV 3100 (4) RTV 4700 (4)
  - RTV 3000 (4) RTV 4500 (4)
- Selective Requirements
  - ADV 3101 (4) FIL 3100 (4) RTV 4205 (4)
  - ADV 3103 (4) FIL 3200 (4) RTV 4220 (4)
  - ADV 3300 (4) PUR 3000 (4) VIC 3100 (4)
  - FIL 3004 (4) RTV 3210 (4)
- III. Film Requirements
  - FIL 3004 (4) FIL 4209 (4) FIL 4404 (4)
  - FIL 4207 (4) FIL 4403 (4)
- Selective Requirements
  - FIL 3100 (4) FIL 4205 (4) FIL 4300 (4)
  - FIL 3200 (4) FIL 4206 (4) FIL 5601 (4)
  - FIL 3201 (4) FIL 4208 (4) VIC 3100 (4)
- IV. Journalism Requirements
  - News-Editorial Option
    - JOU 3100 (4) JOU 4104 (4) MMC 4200 (4)
    - JOU 3101 (4) JOU 4200 (4)

**Selective Requirements**
- JOU 3205 (4) JJOU 3306 (4) MMC 5400 (4)
- JOU 3300 (4) JOU 4202 (4) VIC 3100 (4)
- JOU 4931 (4) VIC 3102 (4)
- Magazine Option
  - JOU 3006 (4) JOU 3203 (4) MMC 4200 (4)
  - JOU 3100 (4) JOU 3300 (4)

**Selective Requirements**
- ADV 3000 (4) JOU 3306 (4) JOU 4931 (4)
- JOU 3101 (4) JOU 4104 (4) PUR 3000 (4)
- JOU 3205 (4) JOU 4208 (4) VIC 3104 (4)

**V. Public Relations Requirements**
- JOU 3100 (4) PUR 4001 (4) PUR 4601 (4)
- Selective Requirements
  - ADV 3000 (4) JOU 3101 (4) MMC 5400 (4)
  - ADV 3101 (4) JOU 3205 (4) RTV 3000 (4)
  - ADV 3300 (4) JOU 3300 (4) RTV 3300 (4)
  - FIL 4300 (4) MMC 4200 (4) VIC 3100 (4)

**VI. Visual Communications Requirements**
- FIL 3004 (4) MMC 4200 (4) VIC 3100 (4)
- JOU 3205 (4) VIC 3000 (4)
- Selective Requirements
  - ADV 3000 (4) JOU 3101 (4) RTV 3000 (4)
  - FIL 3100 (4) JOU 3203 (4) RTV 3000 (4)
  - FIL 3200 (4) JOU 3206 (4) RTV 4220 (4)
  - FIL 3201 (4) JOU 3300 (4) RTV 4301 (4)
  - FIL 4207 (4) JOU 4208 (4) VIC 3102 (4)
  - FIL 4300 (4) PUR 3000 (4) VIC 4103 (4)
- JOU 3100 (4)

Note: There is a Mass Communications - English Education (MCE) major available through the College of Education (See page 74 for further information).

### PHILOSOPHY (PHI)

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

The philosophy program includes five major areas of study: (1) logic and scientific method, (2) history of philosophy, (3) theory of knowledge, (4) theory of reality, and (5) theory of value. Majors in philosophy must complete at least 45 credit hours in the program, with the following courses required: from area (1)—PHI 3100, Logic, from area (2)—PHI 3060, Ancient and Medieval Philosophy, PHI 3063, Renaissance and Modern Philosophy, and PHI 3070, Recent Philosophy. In addition, all majors who are going to graduate school in philosophy are urged to take at least one course in the three remaining major areas of study. All majors must take at least nine credits from among the following courses, including two seminars:

- PHH 5005 Seminar in the History of Philosophy
- PHI 4320 Philosophy of Mind
- PHI 4360 Theory of Knowledge
- PHI 4800 Aesthetics
- PHI 4930 Selected Topics
- PHI 5135 Symbolic Logic
- PHI 5225 Philosophy of Language
- PHI 5325 Seminar in Epistemology I
- PHI 5365 Seminar in Epistemology II
- PHI 5425 Philosophy of the Social Sciences
- PHI 5455 Philosophy of Natural Science
- PHI 5505 Seminar in Metaphysics II
- PHI 5585 Seminar in Metaphysics I
- PHI 5606 Seminar in Contemporary Ethics
- PHI 5705 Contemporary Controversies in the Philosophy of Religion
- PHI 5934 Selected Topics
- PHM 4322 Ancient and Medieval Political Philosophy
- PHM 4331 Modern Political Philosophy
- PHM 4340 Contemporary Political Philosophy
- PHM 5505 Philosophy of History
Requirements for the M.A. Degree:

Requirements for Admission. For admission the student must have a B average in Philosophy at the undergraduate level, have a score of at least 1000 on the GRE, and have completed the equivalent of PHH 3060 Ancient and Medieval Philosophy, PHH 3063 Renaissance and Modern Philosophy, PHH 3070 Recent Philosophy, and PHI 3100 Logic. No credit toward the M.A. degree will be given for courses outside the Department of Philosophy without the approval of the Graduate Program Co-ordinator and the Department Chairperson.

Program Requirements. The following comprise the degree requirements in Philosophy, in addition to the general requirements for graduate work as specified on pages 42-47.

1. Reading knowledge of a foreign language approved by the student's adviser.
2. A written comprehensive examination.
3. A thesis or thesis-type paper, written under the direction of an adviser assigned by the Department Chairperson, and approved by the student's supervisory committee.

RELIGIOUS STUDIES (REL)

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

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

Requirements for the B.A. Degree:

A total of 49 credit hours are required for a major chosen from Religious Studies courses.

Of the 49 hours required for a major in Religious Studies, twelve hours may be selected from related courses in other departments, with the prior approval of a departmental adviser.

All Religious Studies Majors are required to take:

1. REL 3000, Introduction to Religion, 4 hrs.
2. Two courses in the history and/or literature of the major western religions: e.g., Judaism, Christianity, Islam, 8 hrs.
3. Two courses in the history and/or literature of other major world religions: e.g., Hinduism, Buddhism, Taoism, 8 hrs.
4. REL 4931, Seminar in Religion (senior seminar), 4 hrs.
5. Concurrently with REL 4931 or in the quarter following, REL 4910, for 1 or 2 hours credit, to be satisfied by the writing of a paper on a subject related to the REL 4931 seminar and supervised by an assigned faculty person.

A student majoring in Religious Studies may not apply towards his major requirements more than twelve 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 37 hours in Religious Studies courses at USF.

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

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 52-54 credits (of which 37 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.)

Recommended courses:

Two ancient languages
CLA 3000 Ancient Civilizations (5)
CLA 3851 Mid-Eastern Mythology (3)
CLA 4100 Greek Civilization (4)
CLA 4120 Roman Civilization (4)
CLA 4160 Egyptian Civilization (4)
CLA 4171 Mesopotamian Civilization (4)

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

Judaic Religious Studies Sequence

Within the Department of Religious Studies there is also a sequence of courses in Judaic Religious Studies. The courses involved are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEB 3100, 3101, 3102</td>
<td>Basic Hebrew I, II, III</td>
<td>9 hrs.</td>
</tr>
<tr>
<td>HEB 4250, 4251, 4252</td>
<td>Advanced Hebrew I, II, III</td>
<td>9 hrs.</td>
</tr>
<tr>
<td>REL 3000</td>
<td>Introduction to Religion</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3201</td>
<td>Land of the Bible</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3610</td>
<td>History of Judaism</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 3612</td>
<td>Modern Judaism</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>REL 3936*</td>
<td>Talmud</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>REL 4221, 4224, 4228</td>
<td>Bible I, II, III</td>
<td>12 hrs.</td>
</tr>
</tbody>
</table>

TOTAL 49 hrs.

*If Talmud is not available in 3936 topics, LIT 3314, The Talmud as Literature, may be substituted.
The College of Business Administration offers courses of study leading to both undergraduate and graduate degrees. These programs are designed to prepare men and women for careers in business and public service.

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

Graduate programs in the College are designed to:
1. Make graduate level professional education available to qualified men and women who seek managerial career positions in business, government, or education.
2. Support adequately the research activity so vitally necessary to maintain a quality graduate faculty and program.
3. Foster independent, innovative thinking and action as a professional individual.
4. These programs include M.B.A., Master of Accountancy, M.A. degree in Economics and M.S. degree in Management.

**BACCALAUREATE LEVEL DEGREE PROGRAMS**

**General Requirements for Degree**

Satisfactory completion of 180 academic quarter hours. Of the 180 hours, business course credits may vary from a minimum of 87 to a maximum of 100; non-business course credits may vary from a maximum of 93 to a minimum of 80. The variance depends upon the major field chosen and the mixture of General and Business Electives. If the student enters USF as a freshman, the requirements for graduation are:

**Undergraduate Curriculum**

<table>
<thead>
<tr>
<th>General Distribution</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. English</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>II. Fine Arts &amp; Humanities</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>III. Mathematics and Quantitative Methods</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>IV. Natural Sciences</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>V. Social and Behavioral Sciences</td>
<td>8 (min.)</td>
</tr>
<tr>
<td>VI. Other General Distribution</td>
<td>60</td>
</tr>
</tbody>
</table>

**Business Core (Required of All Business Majors)**

| ACC 2001 Elementary Accounting I | (3) |
| ACC 2021 Elementary Accounting II | (3) |
| ACC 3001 Accounting for Management Control | (3) |
| BUL 3112 Business Law I | (5) |
| COC 3201 Computers in Business I | (3) |
| ECO 2013 Economic Principles II; Macroeconomics | (4) |
| ECO 2023 Economic Principles I; Microeconomics | (4) |
| ECO 3101 Intermediate Price Theory | (5) |
| FIN 3403 Principles of Finance | (5) |
| GEB 2111 Business & Economic Statistics I | (3) |
| GEB 3121 Business & Economic Statistics II | (5) |
| MAN 3010 Principles of Management | (5) |
| MAN 3810 Introduction to Management Science | (4) |
| MAN 4720 Senior Seminar in Administration | (3) |
| MAR 3023 Basic Marketing | (5) |

**Major Areas**

- 20-36

**TOTAL** 180

**General**

1. MAC 2242 or its equivalent is a required course for all students enrolled in the College of Business Administration. This course is a prerequisite to many courses in the College and should be completed early in the student's program.
2. Of the electives, not less than 20 hours nor more than 33 hours may be taken outside the College of Business Administration.
3. A grade point average of 2.0 must be achieved in a major field for students to be certified for graduation except in accounting where 2.25 is required.
4. College Level Examination Program (CLEP) may be substituted for course work in the business core. For specific details see page 37 of this catalog.

**Admission to College Programs**

**Undergraduate Programs**

New students and students currently enrolled at USF, with a grade point average of 2.0 or higher, may be admitted to the College by (1) attending a college orientation and (2) filing a signed declaration of major form with the undergraduate studies office. Transfers from Junior/Community Colleges: Junior/Community college students should complete the program of general education as required by the junior/community college. Certification to this effect will be accepted as fulfilling the general distribution requirements of the University of South Florida.

Furthermore, they should follow the business parallel program indicated in their junior/community college catalog to assure graduation from the University of South Florida in minimum time. Should the junior/community college catalog not specify pre-business courses, we recommend that students take two semesters of mathematics; two semesters of economics; two semesters of accounting, and one semester of statistics while still at the junior/community college.

Business is requiring more and more analytical functions of its management-level personnel each year. Since one of the most basic
analytical tools is mathematics, more higher mathematics is being required as a prerequisite for business courses. The student therefore is encouraged to complete more than the minimum mathematics requirements and to add beginning calculus such as MAC 2243 to his curriculum at the junior/community college. All transfer students, particularly those not pursuing the parallel program, should note that a maximum of nine quarter hours of credit will be allowed for courses taken at junior/community colleges which are available only as 3000 and 4000 level courses in the College of Business Administration at USF. However, these courses are subject to validation for content and acceptability by the appropriate department chairperson or designated representative. Such courses with grades of less than "C" will not be accepted in upper level courses. Courses in the 3000-4000 level will not be accepted in the major area.

Transfer students from Other Colleges and Universities: Transfer credit ordinarily will be accepted from accredited institutions in the amount earned, however, all hours earned may not always be applied towards graduation. Individual courses will be evaluated and appropriately credited toward requirements in the student's program at the University of South Florida.

Student Advising and Records
The Undergraduate Studies Office provides the following services for College of Business Administration students:
1. Academic advising and program information for all undergraduates.
2. Orientation for all students applying for admission to the College of Business Administration. Such orientation is mandatory prior to acceptance.
3. Registration, drop/add, and general College of Business Administration and University policy information for College of Business students, both graduate and undergraduate.
4. Evaluation of transcripts of transfer students and maintenance of academic advising records on all admitted students.

Programs and Curricula

■ BUSINESS ADMINISTRATION

General Business Administration (GBA)
Students with special objectives and career interests have the opportunity to develop an undergraduate program to meet these needs. Working closely with a faculty adviser, students may design an approved plan of study which will contain 27 to 32 credits nor more than 33 can be taken outside the College of Business Administration at USF. However, these courses are subject to validation for content and acceptability by the appropriate department chairperson or designated representative. Such courses with grades of less than "C" will not be accepted in upper level courses. Courses in the 3000-4000 level will not be accepted in the major area.

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4. Evaluation of transcripts of transfer students and maintenance of academic advising records on all admitted students.

Programs and Curricula

■ BUSINESS ADMINISTRATION

General Business Administration (GBA)
Students with special objectives and career interests have the opportunity to develop an undergraduate program to meet these needs. Working closely with a faculty adviser, students may design an approved plan of study which will contain 27 to 40 hours of Business courses beyond the undergraduate Business Core. No more than 16 hours of these courses may be in any single business discipline. The program shall also contain such non-business electives as will contribute to the academic objectives of the student.

Requirements for the B.A. Degree
Students admitted to this program must complete 28-36 credits in upper level accounting courses, 60 credits in the Business Core and 24-32 credits of General Electives. Of these electives, not less than 20 credits nor more than 32 can be taken outside the College of Business. Students who are admitted to this program must take ECO 2013 and ECO 2023 in economics. The only required courses are ECO 2221 and ECO 2222. Students majoring in economics are encouraged to supplement their programs with courses in other business and social science subjects. Management, finance, marketing, accounting, political science, psychology, sociology, and others contribute greatly to an enriched plan of study. A student may plan the best possible program to help him achieve his particular career objectives.

Similarly, a variety of courses in economics are designed to permit students majoring in other disciplines to acquire the skills and insights provided in economics. The department offers students in other colleges the opportunity to take a minor concentration in economics. The only required courses are ECO 2023 and ECO 2013 and twelve (12) additional hours of economics courses.

Requirements for the B.A. Degree
A student may earn a Bachelor of Arts degree with a major in Economics by completing satisfactorily the Business Core of 60 credits, 26 to 28 credits of upper level Economics courses, 32-34 credits of General Electives. Of these electives, not less than 20 credits nor more than 33 can be taken outside the College of Business Administration. The Economics courses required are:

- ECO 3203 Intermediate Income and Monetary Analysis
- ECO 4303 History of Economic Thought

Plus 16 to 18 credits of other upper level Economics courses.

■ ACCOUNTING (ACC)

The Accounting program offers students the opportunity to enter directly into the fields of professional accounting, management accounting, and not-for-profit accounting. The professional accounting option prepares the student for a career in public accounting, the management accounting option prepares the student for a career in manufacturing, retailing, and/or service organizations, and the not-for-profit option prepares the student for a career in federal, state, and/or local government as well as other not-for-profit entities. Departmental advisers will assist students in designing programs to meet specific career objectives.

Requirements for the B.A. Degree
Students admitted to this program must complete 28-36 credits in upper level accounting courses, 60 credits in the Business Core and 24-32 credits of General Electives. Of these electives, not less than 20 credits nor more than 32 can be taken outside the College of Business. Students who are admitted to this program must take EGB 3466 Advance Accounting. Students majoring in economics are encouraged to supplement their programs with courses in other business and social science subjects. Management, finance, marketing, accounting, political science, psychology, sociology, and others contribute greatly to an enriched plan of study. A student may plan the best possible program to help him achieve his particular career objectives.

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- ECO 4303 History of Economic Thought

Plus 16 to 18 credits of other upper level Economics courses.

■ ECONOMICS (ECN)

Economics is one of the vital disciplines investigating the complex problems and relationships in modern society. Indeed, the very breadth of economics had led to major areas within the discipline, including labor economics, international economics, urban and regional economics, monetary economics, public finance, industrial organization, comparative economic systems, and the like. Students are grounded in economic theory and economic statistics to facilitate the investigation of the problems of human behavior, decision-making, and organizational effectiveness in these problem areas. Students majoring in economics are encouraged to supplement their programs with courses in other business and social science subjects. Management, finance, marketing, accounting, political science, psychology, sociology, and others contribute greatly to an enriched plan of study. A student may plan the best possible program to help him achieve his particular career objectives.

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- ECO 4303 History of Economic Thought

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Requirements for the B.A. Degree
A student may earn a Bachelor of Arts degree with a major in Economics by completing satisfactorily the Business Core of 60 credits, 26 to 28 credits of upper level Economics courses, 32-34 credits of General Electives. Of these electives, not less than 20 credits nor more than 33 can be taken outside the College of Business Administration. The Economics courses required are:

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Requirements for the B.A. Degree
A student may earn a Bachelor of Arts degree with a major in Economics by completing satisfactorily the Business Core of 60 credits, 26 to 28 credits of upper level Economics courses, 32-34 credits of General Electives. Of these electives, not less than 20 credits nor more than 33 can be taken outside the College of Business Administration. The Economics courses required are:

- ECO 3203 Intermediate Income and Monetary Analysis
- ECO 4303 History of Economic Thought

Plus 16 to 18 credits of other upper level Economics courses.
FINANCE (FIN)

Undergraduate Program in Finance

The Finance program provides broad-gauged analytical training for students anticipating a career in the management of both large and small organizations. Students seeking a financial career in business or with financial institutions or careers in the field of insurance and real estate should find the finance major particularly valuable. In addition, the program 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 such problems as the acquisition of and allocation of scarce funds as employed by economic units under conditions of uncertainty in both the private and public sectors and in the domestic and multi-national environment. Finance is an interdisciplinary approach which draws on economic theory, accounting, information systems, and the quantitative decision framework of statistics and mathematics.

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

Finance Pre-Law

Students desiring a finance pre-law major must fulfill the requirements for the B.A. degree. The student will take a minimum of 20 hours of Finance courses with 13-20 credits of Business electives or other approved electives chosen with consent of adviser to specifically meet the needs of the student.

Requirements for the B.A. Degree

Students in this program must complete 20-27 credits in upper level Finance, 60 credits of Business Core, and 33-40 credits of General Electives. Of these electives, not less than 20 credits nor more than 33 credits can be taken outside the College of Business Administration. Additional flexibility is provided by the ECO 4905 and ECO 4914 courses. However, not more than 10 hours of credit may be earned in ECO 4905 and ECO 4914. Students interested in majoring in economics are encouraged to contact the Academic Advisers for more information about the program. In addition, the department maintains a file describing the varied career opportunities for Economists in business, government and education.

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

The Marketing program at USF prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:

1. Understanding consumer behavior and the broader environment within which the firm or institution operates;
2. Collecting, analyzing, and using information about customers, competitors, and the environment for managerial decisions;
3. Distributing products effectively and efficiently from producer to user;
4. Advertising and promoting the offerings of the firm or institution effectively;
5. Creatively and effectively managing a sales force selling industrial or consumer goods and services; and
6. Managing retail and wholesale operations including the conceptualization, implementation and evaluation of the buying, merchandising and control functions.
Each student is strongly encouraged to set up his own plan of study with the assistance of a Marketing department faculty adviser. Such counseling can lead to a better definition of career objectives and will result in a plan of study that is consistent with each student's career objectives.

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

Requirements for the B.A. Degree

The Marketing major consists of 26-30 credits in Marketing, 60 credits in the Business Core, and 30-34 credits of General Electives. Of these electives, not less than 20 credits nor more than 33 can be taken outside the College of Business Administration. A Marketing Curriculum Planning Guide is available in the College of Business Administration Undergraduate Studies Office. It is strongly recommended that students consult this guide before their first quarter of study as Marketing majors.

Required Marketing Courses (26-30 credit hours) including:
- MAR 3503 Consumer Behavior (3)
- MAR 3613 Marketing Research (4)
- MAR 4713 Marketing Management Problems (4)

Plus an additional 15-19 credits in Marketing including a minimum of 9 credits in 4000-level Marketing courses other than MAR 4713.

The following sequences of courses are recommended for students with interests in Industrial Marketing and Sales Management, Promotion, and Retailing. Other programs are possible and students are encouraged to consult with a Marketing Department faculty member to set up a plan of study to accomplish individual objectives.

### Industrial/Sales Management (10)
- MAR 3403 Principles of Salesmanship and Sales Management (3)
- MAR 4203 Marketing Institutions and Channels (4)
- MAR 4453 Industrial Marketing (3)
- Plus 5-9 Marketing credits

### Promotion (9)
- MAR 3303 Principles of Advertising and Sales Promotion (3)
- MAR 4343 Management of Advertising and Sales Promotion (3)
- MAR 4353 Public Relations and the Marketing Process (3)
- Plus 6-10 Marketing credits

### Retailing (7)
- MAR 3153 Retailing Management (3)
- MAR 4203 Marketing Institutions and Channels (4)
- Plus 8-11 Advanced Marketing credits

Student Organizations Within the College of Business Administration

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

- **Beta Alpha Psi**—The national professional accounting fraternity devoted to the promotion of the profession, inspiring professional ideals, and recognizing academic achievement.
- **Beta Gamma Sigma**—Honorary society which encourages and rewards outstanding scholarship among business students.
- **Black Business Student's Organization**—Encourages and supports black students in their efforts to achieve success in a demanding academic setting.
- **Delta Sigma Pi**—Fosters the study of business and a close association between students and the business world.

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

- **Phi Chi Theta**—A career-oriented professional organization which encourages the study of business by women.
- **Pi Sigma Epsilon**—A professional society interested in marketing, sales management, and selling.

- **Student Accounting Organization**—Promotes accounting both as an academic discipline and as a profession.
- **Student Advisory Board**—An organization whose representatives from each of the major fields advise the Dean of the College and the faculty on student attitudes and goals.
- **Student Finance Association**—An organization for finance majors providing exposure to the many facets and opportunities in the field of finance.

Supporting Programs

Two significant programs support college academic activities.

The Center for Urban Economics and Management Studies serves as a research and service arm to supplement and expand the academic programs, particularly in relation to the urban thrust of the college. Studies, conferences, and other projects are presented in cooperation with business, government, and other educational units.

The Center for Economic Education is a joint activity of the College of Business Administration and the College of Education. The Center's functions are to facilitate the inclusion of economics in the school curriculum, kindergarten through grade 12, and working with adult groups to increase their economic literacy. This involves (a) conducting staff development and curriculum development activities; (b) publishing annotated bibliographies of written and audiovisual materials, and to lend exemplar materials to persons in the USF service area; (c) serving as consultants to schools and to businesses concerned with employee economic education. The Center includes business and other community resources in its activities. The Center employs professional-level persons plus consultants on specific projects.

Graduate Level Degree Programs

The College of Business Administration at USF offers a number of graduate programs, including the Master of Business Administration, Master of Accountancy, Master of Arts degree in Economics, and Master of Science degree in Management. Evening and day courses are scheduled in such a way as to allow either part time or full time students to complete all program requirements within a reasonable length of time.

Applicants to graduate programs in the College of Business Administration should apply directly to the University Graduate Admissions Office and must meet the University requirements for admission (see page 42). Applications are expected to demonstrate the ability to perform successfully in graduate studies in business. General inquiries should be directed to Dean Charles A. McIntosh, Jr., Associate Dean & Director of Graduate Studies, College of
Admissions

Admission to the graduate programs in the College of Business Administration is open to qualified men and women holding an undergraduate degree in arts, letters, science, humanities, engineering, or business from an accredited institution in the United States or from a recognized academic institution in a foreign country. In making admission decisions, the College does not favor any particular academic discipline nor does it make any distinction between applicants with experience and those coming directly from an academic program. The important factors besides the GMAT (Graduate Management Admission Test) and GPA (Grade Point Average) are the applicant's motivation in undertaking graduate work and the degree of focus in the applicant's career plans for the future. In addition, students are evaluated based on work or job-related experience, maturity, and leadership qualities. Students are admitted for any of the four quarters, however, Quarters I and III are the preferred starting quarters for the student who requires all or approximately all of the Foundation Courses.

All applicants are expected to demonstrate the ability to perform successfully in graduate studies. To be admitted all students must furnished:

1. Satisfactory GMAT scores for the M.B.A., M.Acc., and M.S. in Management. Applicants for the M.A. in Economics must furnish satisfactory GRE scores. Scores on both the GRE and GMAT must be those taken within five years preceding application. See information on specific criteria for admission (page 42).

2. Acceptable undergraduate grade point averages. Candidates offering grade point averages less than 3.0 (B) are expected to achieve higher than normal scores on admission tests.

3. Three letters of recommendation.

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

M.B.A.—Assoc. Dean Charles A. McIntosh, Jr., Director of Graduate Studies.
M.Acc.—Prof. Jack L. Smith.
M.S. degree in Management—Assoc. Prof. Ruth M. Walsh

Special Students

See “Special Students” paragraph in Graduate Studies Section (page 43) for general instructions. The College of Business Administration will accept no more than nine hours of credit earned as a Special Student, to satisfy degree requirements, without the written permission of the Director of Graduate Studies in the College. To be eligible to register for graduate courses as a Special Student, he/she must have an undergraduate GPA of 3.0 (B) or higher, and have application on file.

Academic Standing

All Masters candidates are expected to maintain a cumulative grade point average of 3.0 (B) throughout their program. Failure to maintain the B average places the student on academic probation. Any student on academic probation for two consecutive quarters is subject to dismissal. The part time student must earn a cumulative 3.0 (B) average in the first 12 credit hours of graduate study, otherwise will be subject to dismissal.

THE MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) is a professional degree designed to prepare graduates for managerial roles in business and not-for-profit organizations. Graduates will develop the necessary skills and problem-solving techniques that will permit them to make an early contribution to management and to eventually move into broad, general management responsibilities at the executive level. The program is designed to meet the needs of qualified men and women, with degrees in the liberal arts, engineering, the sciences, and humanities, as well as those with prior preparation in business administration. The College makes no distinction in the selection process between applicants with experience and those coming directly from academic life. However, experience is a meaningful background which will permit the student to better understand the subject matter to be mastered.

The faculty utilizes various delivery systems in the classroom, namely, the traditional lecture/discussion, case method, simulation, model building and laboratory techniques. These methods emphasize an analytical, conceptual, and theoretical balance throughout the program which helps sharpen students’ resourcefulness in sorting complex problems and selecting optimal courses of action. Students are given many opportunities to demonstrate their writing and verbal competency and improve interpersonal communication.

Program and Curriculum

The M.B.A. program requires a minimum of 76 quarter hours and a minimum of 48 quarter hours. The full time student without course waivers will require two years (six quarters) to complete the program. Part time students who attend classes only in the evening can complete all work within a reasonable period. Students who have completed undergraduate courses in business and economics may receive course waivers and reduce their course load from the maximum requirement.

Courses are scheduled to accommodate both full time and part time students. All courses are at the graduate level. Students are expected to have sufficient competency in mathematics and communication skills to make the academic transition a smooth experience.

The Curriculum consists of:

Foundation Courses: These courses are designed to provide the basic background in the several functional areas in order to prepare for more advanced studies. The courses assume little or no prior knowledge in the field. Students having adequate previous preparation in any of these courses may seek a waiver subject to the standards set by the faculty. The conditions for waivers are explained more fully below.

Selective Courses: A select group of courses are identified that will insure breadth in the course of study. A limited number of courses are available from which the student will select three courses, one each in any three of the specified areas: Accounting, Economics, Finance, Management, and Marketing.

Elective Courses: These courses emphasize the flexibility of the program by continuing the breadth emphasis and permitting the student to develop one or more areas of concentration. Students are limited to 14 hours in a single field of concentration.

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

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

M.B.A. Program

Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>GEB 6705</td>
<td>Financial Accounting for</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>Managers</td>
<td></td>
</tr>
<tr>
<td>GEB 6716</td>
<td>Microeconomic Analysis</td>
<td>(4)</td>
</tr>
<tr>
<td>GEB 6725</td>
<td>Financial Management</td>
<td>(4)</td>
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<tr>
<td>GEB 6745</td>
<td>Marketing Management</td>
<td>(4)</td>
</tr>
<tr>
<td>GEB 6756</td>
<td>Statistical Methods for</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>Management</td>
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<tr>
<td>GEB 6757</td>
<td>Quantitative Methods for</td>
<td>(4)</td>
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<td></td>
<td>Operations Management</td>
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Other Required Courses

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GEB 6775</td>
<td>Information Systems for Management</td>
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</tr>
<tr>
<td>MAN 6065</td>
<td>The Management Process</td>
<td>4</td>
</tr>
<tr>
<td>MAN 6715</td>
<td>Social, Legal, and Political Environment of Business</td>
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Sub-Total 35

Selective Courses

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<tr>
<td>GEB 6717</td>
<td>Macroeconomic Analysis</td>
<td>4</td>
</tr>
<tr>
<td>GEB 6895</td>
<td>Integrative Administrative Business Policy</td>
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Sub-Total 8

Accounting

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<tr>
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<tbody>
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<td>ACC 6412</td>
<td>Management Accounting and Control</td>
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Economics

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<tr>
<td>ECO 6436</td>
<td>Advanced Business Fluctuation and Economic Forecasting</td>
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<td>ECP 6705</td>
<td>Advanced Managerial Economics</td>
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Finance

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<tr>
<td>FIN 6246</td>
<td>Advanced Money and Capital Markets</td>
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<tr>
<td>FIN 6446</td>
<td>Financial Policy</td>
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Management

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<td>MAN 6107</td>
<td>Managerial Behavior</td>
<td>3</td>
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<tr>
<td>MAN 6409</td>
<td>Management of Conflict</td>
<td>3</td>
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<tr>
<td>MAN 6569</td>
<td>The Management of Operations</td>
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Marketing

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<td>MAR 6708</td>
<td>Analysis for Marketing Management</td>
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</table>

Elective Courses

Limited to 14 hours in a single field of concentration

Total credit hours: Maximum 76 qtr. hrs. Minimum 48 qtr. hrs.

General

1. At least 23 quarter hours beyond the Foundation courses and Business Policy must be in departments outside the field of concentration.
2. When a course from the Selective Group is taken as part of the field of concentration, this will be included as part of the 14 credit hour limitation.
3. A minimum of 48 quarter hours of graduate courses is required for graduation. See Waiver Policy below.
4. At least one course with an emphasis in international business is required.
5. Student must take at least one course within the program in each of the academic departments.

Waiver Policy

A reduction of the 76 credit hour program may be accomplished by waiver of Foundation Courses and Macroeconomics as determined by the appropriate department based on: (1) transcript analysis if the student has completed a minimum of six semester hours or nine quarter hours (departments may require additional hours) in the field, with grade of "B" or better from an AACSB accredited school and completed within the last five years; or (2) subject examination requested by the student.

International Business

Students are required to take at least one international business course in their programs. The student may also obtain a concentration in the field by taking the several courses offered by the various departments.

Concentrations

Students are encouraged to have at least one area of concentration in their overall graduate programs. These concentrations may be in Accounting, Finance, Management, Marketing and International Business.

THE MASTER OF ACCOUNTANCY (M.Acc.) DEGREE

Requirements for the Master of Accountancy Degree

The Master of Accountancy Program is designed to meet the increasing needs of business, government, and public accounting for persons who have professional training in accounting as well as background in such areas as quantitative methodology, economic analysis, and management science.

For the student who has the equivalent of an undergraduate major in accounting, the program consists of approximately 48
quarter hours. A minimum of 18 quarter hours of the program is devoted to the study of professional accounting. Another 17 quarter hours of the program consists of study in the related areas of financial management, economics, management science, and quantitative decision models. The remaining 13 quarter hours of the program course work is elected by the student in consultation with his graduate school adviser. Elective courses taken in the area of accounting may not exceed eight (8) quarter hours.

Admission is open to any student who has a baccalaureate degree and meets the College of Business Administration graduate requirements. Applicants for the Master of Accountancy Program must submit a score of 475 or higher on the Graduate Management Admission Test (GMAT) and at least a 3.0 grade point average (B) in all work attempted while registered as an upper division student working for a baccalaureate degree. Students who do not have the equivalent of an undergraduate degree in accounting will be required to take additional courses. The number of additional courses deemed necessary will depend on the academic background of the individual student.

**Required Courses are:**

**Accounting Courses (18 cr. hours)**
- ACC 6451 Management Cost Analysis and Control (3)
- ACC 6511 Federal Tax Research and Planning (3)
- ACC 6691 Ethics and Responsibilities in Professional Accountancy (3)
- ACC 6745 Systems Theory and Quantitative Applications (3)
- ACC 6805 Contemporary Accounting Thought (3)
- ACC 6811 Development of Accounting Thought (3)

**Business Courses (17 cr. hours)**
- ECO 6414 Managerial Statistics (3)
- FIN 6246 Advanced Money and Capital Markets (3)
- GEB 6716 Microeconomic Analysis (4)
- GEB 6717 Macroeconomic Analysis (4)
- MAN 6721 Integrative Seminar (3)

**Electives (13 cr. hours)**
Elective courses taken in the area of accounting may not exceed eight (8) quarter hours. (13)

**THE MASTER OF ARTS (M.A.) IN ECONOMICS**

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

The M.A. degree in Economics is offered by the College of Business Administration. Applicants should submit results of the Graduate Record Examination Aptitude Test and meet other University requirements specified on pages 42-47. The primary requisites for success in graduate study are strong motivation, aptitude, and basic intellectual ability. An undergraduate major in economics is not required but a sound background in economic theory, mathematics, and statistics will permit completion of the master's program in the normal time span of one year.

The Master of Arts degree in Economics permits students to select one of three approaches. The first emphasizes terminal professional training to prepare the student for decision making and problem solving roles in business and other organizations. The second approach prepares the student for doctoral work and teaching in secondary and junior college educational institutions. In the third approach, students may emphasize public sector economics. The primary objective here is to provide the skills necessary for the performance of economic analysis and policy formulation in the public sector — particularly at state and local levels. The fields of economics stressed are public economics, urban economics, and industrial organization. Particular attention is devoted to such topics as planning, programming, budgeting, cost-benefit analysis, public revenue sources, issues in fiscal federalism, techniques of income redistribution, models of urban growth and development, intra-urban location patterns, analysis of urban social patterns and problems, anti-trust and other forms of government regulation business.

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

The economics department participates in the Junior College Teaching Program jointly with the College of Education as outlined on page 84.

Students must satisfy all University requirements listed on page 46. In addition, the department requires students to complete 45 hours of graduate credit selected with the approval of the graduate adviser of the department. At least 35 hours must be in economics. These 35 hours must include:
- ECO 6115 Micro-Economics (3)
- ECO 6206 Aggregate Economics (3)
- ECO 6305 History of Economic Thought (5)
- ECO 6414 Managerial Statistics (3)

Prior to clearance for the degree, each candidate must perform satisfactorily on a comprehensive examination.

**THE MASTER OF SCIENCE DEGREE IN MANAGEMENT**

**Requirements for the Master of Science Degree**

The purpose of the graduate program in Management is to develop excellence in the practice of managing people and resources in the pursuit of shared goals in task-organizational environments. Students will be admitted who have already demonstrated high motivation and excellence, or the promise of excellence, in managing in public or private organizations.

To be admitted, all students must furnish:
1. Satisfactory GMAT score
2. Acceptable undergraduate grade point average. Candidates offering grade point averages less than 3.0 (B) are expected to achieve higher scores on the GMAT.
3. Three letters of recommendation

The M.S. degree in Management may be earned by pursuing one of three emphases, namely, the regular M.S. degree in Management, Urban Management, or Health Management.

The curriculum contains three (3) sets of requirements:
1. The common body of knowledge encompassing up to 39 quarter hours depending on program. Students pursuing the regular M.S. degree in Management will complete the foundation courses and business policy course listed on page 65. The waiver policy on page 66 applies. Students in the special interest sections in Urban Management and Health Management are required to complete the same material but will do in block sections requiring 33 quarter hours.
2. The completion of 27 hours of graduate courses in management. These courses will vary depending upon the needs of individual students.
3. The successful completion of a master's thesis in the student's area of specialty (9 hours).

Courses offered in the graduate program in management will be integrated through the completion of projects in ongoing organizational settings. A proportion of class time is devoted to the development of skills in managing, and students will be required to demonstrate excellence in the practice of managing as well as in knowledge about management.
The Management Department offers a variety of innovative delivery methods in the M.S. program. Special interest sections or classes have been formed in the fields of urban management and in health management. In these sections classes are block scheduled; that is, all students in a special interest section take approximately the same set of courses and remain together for the duration of the program. In some sections the department also offers non-traditional scheduling designed to fit the needs of participating students; e.g., some sections meet for eight (8) hours period on weekends. These methodologies facilitate learning through team interaction and other laboratory procedures.

All inquiries should be directed to the Graduate Adviser, Department of Management.

**Graduate Business Association**

The Graduate Business Association (GBA) is composed of graduate students in the College of Business Administration. The goals of the GBA include:

1. To enhance the quality of education for graduate students in the College of Business.
2. To function as a liaison between graduate students and the administration/faculty.
3. To provide the framework necessary for continued student involvement at the administrative level in the academic affairs affecting graduate programs.
4. To facilitate career planning and placement.
5. To foster fellowship among graduate students.

Graduate students are eligible for Beta Gamma Sigma National Business Honorary Society.

Further information regarding the Graduate Business Association may be obtained from the Dean's Office in the College of Business Administration.
The College of Education places an emphasis on each student learning what is relevant for the world of today and on his getting deeply involved in his own educational process. Thus, the emphasis is on the student learning to do his own thinking about himself and his universe.

The College of Education is committed to a continuous and systematic examination of the professional program of teacher education. Promising programs are examined experimentally under controlled conditions, which make possible an objective appraisal of effects in terms of learning outcomes.

The University of South Florida follows a University-wide approach to teacher education. Its programs for the preparation of teachers represent cooperative effort in planning and practice by faculties of all academic areas. Courses needed by teacher candidates but designed also for other students are offered outside the College of Education. Courses in the University which are primarily designed for teacher candidates are taught by the College of Education.

In the total teacher education program there is a special concern for developing in the student a deep interest in intellectual inquiry and the ability to inspire this interest in others. It is the task of the College of Education to give leadership to the instruction in subject matter and process, which means the total teacher education program.

BACCALAUREATE LEVEL DEGREE PROGRAMS

Admission to the College

While students admitted to the University are expected to have the qualifications to graduate, this does not necessarily mean that he has the qualifications to become a teacher.

The College of Education administers the admission policies to all teacher programs of the University. All students who plan to teach must apply for admission to a teacher education program through the Student Personnel Office of the College of Education.

Prospective secondary and K-12 teachers are enrolled in teacher education programs involving both the College of Education and various other colleges of the liberal arts areas.

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

1. Completion of a College of Education upper level application form.
2. Completion of the General Distribution requirements for Education majors. Provisional admission may be granted if no more than three individual General Distribution courses remain to be taken, provided Freshman English has been completed.
3. Completion of a minimum of 90 quarter hours.
4. An overall grade point average (GPA) of 2.0.
5. Students must submit a score from the American College Test (ACT) that was completed no longer than three years prior to the application deadline. It is recommended that this test be taken not more than one year prior to the application deadline.
6. Additional criteria established by each program. (See Admission to Programs below)

Admission to Programs

Admission to some programs is based on additional selection criteria beyond the College requirements stated above. Some programs accept a limited number of students. Additionally, selected programs admit students only in specified quarters. Students should refer to the specific program descriptions for additional admissions information. Information regarding admission requirements for the programs(s) of your choice may be obtained from the Student Personnel Office, College of Education, USF.*

*Approval of these program admission criteria is pending.

Admission Deadlines to the College

Students who are seeking admission to upper level programs in the College of Education must submit completed application forms by the following deadlines:

- Quarter II admission: October 2, 1978
- Quarter III admission: January 15, 1979
- Quarter IV admission: March 15, 1979
- Quarter I, 1979 admission: April 2, 1979

Students are advised that some College of Education programs do not admit students each quarter.

Admission to Internship Experience

The internship experience is observing and teaching in elementary, secondary, or exceptional schools. Time, sequence, and location of experience may vary among the programs. (Refer to specific program for further information.)

Special requirements for enrollment in the internship and seminar courses are:

1. Admission to the College of Education.
2. Completion of General Distribution Requirements.
3. Completion of an application for internship.
4. Completion of the professional education sequence and a minimum of two-thirds of the specialization, varying with the program, and a minimum 2.0 grade point average.
5. An overall 2.0 grade point average.
6. Successful completion of proficiency exams. Areas of examination vary with programs. See program for specific requirements.
7. Acceptance by a school approved by the College of Education and the Florida Department of Education.

Application for internship should be made two quarters prior to term in which experience is desired, except when the program has specific tracks and dates for applications to be submitted. The applications may be obtained in the Internship & Field Experience Office.

Fall Quarter (I) applications are due by last week of the Winter Quarter (II) of the previous school year.

Winter Quarter (II) applications are due by last week of the Summer Quarter (IV) of the previous school year.

Spring Quarter (III) applications are due by last week of the Fall Quarter (I) of the same school year.
Summer Quarter (IV) applications are due the last week of the Winter Quarter (II) of the same school year if and when summer internships are available.

Admission to Classes
The control of entry to all classes on all campuses will rest with the department chairperson. Each department will establish and publish priorities for allowing College of Education, other university, and special students to enroll in classes.

Students who are registered in a class but fail to attend classes during the first week may be dropped from the class roll.

College Requirements for Graduation
A student to be certified by the College of Education as having completed its requirements must have earned 180 quarter hours credit, including the last 45 credit hours on campus, with a minimum overall grade point average of 2.0. An average of 2.0 or better also must be made in the student's professional education sequence and in his teaching specialization courses. Satisfactory completion of supervised teaching is required. A student must also have completed the major requirements in an approved teaching program (which includes general preparation, teaching specialization, and professional preparation). A minimum of 12 credits in professional courses in addition to internship and 18 credits in specialization courses must have been earned in residence. The student must complete a minimum of 45 hours after admittance to an upper level program.

Specific Requirements
A minimum of 180 credit hours including the following:

General Distribution .................................................. 60 credit hours
Professional Education Core ....................................... 36-44 credit hours
Teaching Specialization .............................................. 41 to 73 credit hours
Program Requirements ............................................. Check individual program
descriptions for requirements beyond the College minimum.

As part of the 180 credit hour minimum requirement for graduation, students may include elective courses. These courses should be selected in consultation with a faculty advisor. The College of Education will not permit as part of the 180 hour requirement courses in Elective Physical Education and up to 12 hours of USF Army ROTC credits.

The College of Education will not permit either USF lower level students or transfer students to transfer "D" graded course work which is part of the professional core or specialization requirement. However, a "D" grade earned for such work taken after the student has been admitted to the college will be accepted for credit.

Programs Leading to the Baccalaureate Degree
The College of Education has programs leading to the Bachelor of Arts degree in the following fields:

Art Education ......................................................... (EDA)
Botany Education ...................................................... (BOE)
Business and Office Education ................................. (BOE)
Chemistry Education ................................................... (CHE)
Classics Education* ..................................................... (CLE)
Distributive Education .................................................. (DEP)
Elementary-Early Childhood Education .................... (EEC)
Elementary Education .................................................... (EDE)
English Education ....................................................... (ENE)
Exceptional Child Education ........................................ (EDM)
Emotional Disturbance ................................................ (MRD)
Mental Retardation ..................................................... (EDM)
Specific Learning Disabilities .................................... (SLD)
Foreign Language Education† .................................... (FOE)
Health Education ....................................................... (HEN)

Humanities Education ................................................ (HUE)
Industrial-Technical Education ..................................... (VIT)
Mass Communications-English Education .................... (MCE)
Mathematics Education ................................................ (MAE)
Music Education ....................................................... (EDM)
Physical Education ..................................................... (EDP)
Physics Education ...................................................... (PHE)
Science Education ..................................................... (SCM)
Social Science Education ............................................. (SSE)
Speech Communication-English Education .................. (SEE)
Zoology Education ..................................................... (ZOE)

College of Education
Student Organizations and Activities
The College of Education Association is the parent organization or umbrella for all student Education organizations. The student activities sponsor and the College of Education Association (CEA) officers make an annual budget and the approved monies are funded by the State. The CEA is responsible for helping organize new College of Education organizations approved by the Student Affairs Committee. They also aid the organizations financially, provide leadership, and distribute information for projects. The College of Education Council is composed of CEA officers, three elementary representatives, four secondary representatives, two special education representatives, and the Presidents of the other Education organizations. The Council meets regularly to coordinate and plan for the year.

Student Florida Education Association
The Student Florida Education Association is the professional organization that represents all the prospective teachers on the USF campus. As a member of SFEA, you also become a member of the Florida Education Association and the National Education Association. These organizations comprise the largest such group in the world.

Many benefits are available to you through the organization and, in addition, you are working with a club dealing with your main interest—education. All students in the field of Education, including freshmen, are encouraged to join this professional organization.

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

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

Student Council for Exceptional Children
The Student Council for Exceptional Children is an organization of those members of the University interested in the education of the exceptional—"different"—child. Various exceptionalities included are Gifted, Emotionally Disturbed, Physically Handicapped, Mentally Retarded, and Culturally Different.

Activities of the USF Chapter include field trips to various special education 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...
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 lower level students, interested in business education and enrolled in a business administration or business education course.

Kappa Delta Pi

Kappa Delta Pi is a national co-educational honor society in Education. The society was founded to recognize and encourage excellence in scholarship, high personal standards, improvement in teacher preparation, and distinction in achievement.

Physical Education Association (PEA)

The Physical Education Association (PEA) is open to all students enrolled in the Physical Education Program. Social and professional meetings are conducted throughout the year to promote interaction within the organization.

Student Guidance Organization (SGO)

The Student Guidance Organization is a Guidance Organization for graduate students presently enrolled in the Guidance Program. Social and professional meetings are conducted throughout the year. Members also participate in annual retreats and attend district and state meetings.

Mathematics Education Clinic

The Mathematics Education Clinic is mission-oriented in a broad sense in that it is primarily concerned with children and youth who evidence learning problems in mathematics. However, an important purpose of the clinic is one of obtaining hypotheses that can be studied to obtain generalizable professional knowledge to improve the teaching and learning of mathematics.

Clinical, correlative, normative, and experimental approaches are used in the study of the etiology and symptomatology of mathematical learning disabilities. General models and specific teaching strategies are provided the classroom teacher and the student-clinician for carrying out effective diagnostic and prescriptive programs.

Close professional relations are maintained between the Mathematics Education faculty and the appropriate faculties in the College of Education whose interests and professional skills are related to the work of the Clinic.

Library Student Association (LSA)

LSA is a professional organization associated with the Library, Media, and Information Studies Department and is open to all members of the university community interested in librarianship.

The USF group provides programs and guest speakers of interest to the campus community and publishes a newsletter for its members. It is the official voice of students in the department and members of the association are included on faculty-student committees within the department.

The Distributive Education Clubs of America (DECA)

The College Chapter of DECA is an integral part of the Distributive Education Teacher Preparation Program at the University of South Florida and provides Distributive Education majors with leadership opportunities, social experience, learning activities and professional involvement. The participation in the many activities of Collegiate DECA is required of undergraduate majors and is encouraged for graduate students.

Teacher Education Programs and Curricula

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 (60 cr. hrs.)

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

Area I
English Composition: Freshman English (ENC 0013 or 1102, and ENC 1135, 1168).

Area II
Fine Arts and Humanities: Any course offered by the Department of American Studies, Art, Communication (excluding all LIN prefixes except LIN 2200, 3010, 3801), Dance, English (excluding ENC 0013, 1102, 1135, 1168, ESL 1422, REA 0105), Foreign Languages, Humanities, Liberal Studies, Music, Philosophy (excluding PHI 3100), Religious Studies, Theatre.

Area III
Mathematics and Quantitative Methods: MAE 3810, MAE 3811, MTG 3204 for any program requiring MAE 4314; a minimum of eight hours of courses offered by the Department of Mathematics and/or any computer service course (COC, COP, CDA) and/or any of the following courses: Business and Economic Statistics (GEB 2111, 3121), Logic (PHI 3100), Social Science Statistics (STA 3122).

Area IV
Natural Sciences: A minimum of eight hours of courses offered by the Departments of Astronomy, Biology (including botany, microbiology and zoology), Chemistry, Geology, Physics and/or Introduction to Oceanography (OCE 3001).

Area V
Social and Behavioral Sciences: (A minimum of 16 hours is required in AREA V as specified below)

I. Behavioral Science
   a) For all programs PSY 2012 and SOC 2000

II. Social Science
   a) For programs requiring SSE 4313, AMH 2010, 2020.
   b) For all other programs a minimum of eight hours of courses offered by the departments (or programs) of Afro-American Studies, Aging Studies, Anthropology, Criminal Justice, Geography, History, Political Science, Psychology, Sociology, Interdisciplinary Social Sciences (excluding STA 3122), Women's Studies and/or any of the following courses: Contemporary Economic Problems (ECO 1000), Educational Psychology (EDF 3210), Survey of Mass Communications (MMC 3000).

Courses required for a student's major program will not be counted in the total 60 hours although areas of the general distribution requirements may be waived where appropriate. A student will be limited to 12 hours in a single department toward distribution requirements in any area. None of the above may be taken S/U.
2. Professional Education Core (36-44 credit hours)

The required courses in the professional education core are as follows:

- **EDF 3214** Human Development and Learning (4)
- **EDF 3604** Social Foundations of Education or EDF 3542 Philosophy of Education (4)
- **EDG 4200** Curriculum & Instruction Methods Course(s) (4-12)
- **Internship & Seminar** (15)
- **Reading Requirement (see note below)** (4)

3. Teaching Specialization Preparation (41-73 credit hours)

Course requirements in the area of teaching specialization vary according to subject field of specialization.

Note: State Board of Education regulation (6A-5.25) revised July 10, 1973, was amended to require that all (elementary and secondary) approved programs of teacher education must include information on teaching reading skills. For elementary majors, additional competencies over and above those taught in RED 4310 are required. This applies to all students graduating after August, 1974. Please check with your adviser with respect to the ways and means of meeting these competencies.

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**ELEMENTARY EDUCATION CERTIFICATION PROGRAMS**

Elementary Education majors are prepared to teach in grades one through six. Currently there are two options for completing the elementary coursework and internship requirements.

Students may pursue a program by taking required education courses during their junior and senior year with practical field experiences during their senior year. These experiences include pre-internship as part of EDG 4200 and EDE 4301 and a full quarter internship assignment in a selected elementary school.

Students may pursue a program of elementary teacher preparation which provides continuous daily laboratory experiences in local schools. Students electing this program must arrange to spend a minimum of two hours daily working in a variety of classroom situations. Pre-internship and internship credit is earned during this field experience which extends over a period of five quarters.

**Selective Admissions**

All students requesting admission to the Elementary Education or Elementary-Early Childhood programs must participate in a selective admissions process. Admission to the program will be competitive and will be based upon the applicant's previous scholastic record and performance on the American College Test (ACT). In addition, students will be required to satisfactorily complete a testing program in English and Mathematics as one condition to continued enrollment in these programs.

**Retention Policy**

Students admitted to the Elementary and Elementary-Early Childhood Education programs are required to demonstrate competence in English and Mathematics as a condition to continued enrollment in these programs. All students are required to take Mathematics and English examinations the first quarter in which they are admitted to the programs. The students passing the examinations will be retained in the programs. Those students who do not satisfactorily pass one or both of the examinations will be given an opportunity to undertake remediation, but must pass both examinations by the end of the second quarter following their admission to the programs. Students who do not pass the examinations by the end of the second quarter after admission will not be permitted to continue enrollment in the programs.

**ELEMENTARY SPECIALIZATION (EDE)**

The major consists of an elementary specialization sequence. The 41 hours of elementary specialization courses include:

- ARE 4313 (4)
- MAE 4314 (5)
- RED 4310 (5)
- HLP 4460 (4)
- MUE 4313 (2)
- SCE 4310 (5)
- LAE 4314 (4)
- MUE 4315 (3)
- SSE 4313 (5)
- LAE 4414 (4)

Students are encouraged to choose a concentration in a subject taught in the elementary school. With careful planning, a student may receive dual certification in elementary education and a junior high subject area.

**ELEMENTARY-EARLY CHILDHOOD (EEC)**

Students interested in early childhood teaching, which includes children ages 3-8, should pursue a program leading to certification both in early childhood and elementary education. All students wishing to enter the Elementary-Early Childhood program must participate in the selective admissions process and satisfactorily complete the testing program described in the introduction to the Elementary Education Certification Programs. This program includes 50 hours of course work as follows:

- ARE 4313 (4)
- HLP 4460 (4)
- MUE 4315 (3)
- EEC 4203 (5)
- LAE 4414 (4)
- RED 4310 (5)
- EEC 4303 (4)
- MAE 4314 (5)
- SCE 4310 (5)
- EEC 4706 (4)
- MUE 4313 (2)
- SSE 4313 (5)

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**SECONDARY EDUCATION CERTIFICATION PROGRAMS**

Candidates are required to meet specialization requirements in broad subject fields or in subject combinations. The secondary school specialization requirements can be satisfied in more than 15 subject areas in eight broad fields.

**CLASSICS EDUCATION (CLE)**

**Latin-English Education**

- **Specialization Requirements (71 cr. hrs.)**
  - Latin (36 cr. hrs.)

**Select three courses from the following:**

- CLA 3000 (5)
- CLT 3370 (4)
- EUH 3412 (4)
- CLA 4100 (4)
- EUH 2101 (4)
- EUH 3413 (4)
- CLA 4120 (4)
- EUH 2102 (4)
- HIS 3930 (4)
- CLT 3290 (4)
- EUH 3401 (4)
- PHP 4000 (4)
- CLT 3300 (4)
- EUH 3402 (4)
- PHP 4010 (4)
- CLT 3322 (4)

**Select six additional upper level Latin courses from the following:**

- LNW 4311 (4)
- LNW 4381 (4)
- LNW 4665 (4)
Latin-Modern Foreign Language Education:

Specialization Requirements (72 cr. hrs.)

Latin (36 cr. hrs.)
Select three courses from the following:
- CLA 3000 (5)
- CLA 4100 (4)
- CLA 4120 (4)
- CLT 3290 (4)
- CLT 3300 (4)
- CLT 3322 (4)

Select six additional upper level Latin courses from the following:
- LNW 4311 (4)
- LNW 4312 (4)
- LNW 4322 (4)
- LNW 4361 (4)
- LNW 4362 (4)

Modern foreign language course requirements are 36 hrs. beyond intermediate courses including:
- Composition I and II
- Conversation I and II
- FRW 4100 (4)
- FRW 4101 (4)
- GEW 4100 (4)

FOL 5742, FOW 5405, LIN 3010, LIN 3801, LIN 4377 may be among the selected courses to total 36 hours.

ENGLISH EDUCATION (ENE)

The minimum requirement for acceptance into this program is a 2.5 grade point average. Graduation requirements: "C" grade or better in Methods Course.

Specialization Requirements (61-64 cr. hrs.)

- AML 3010 (5)
- ENL 3041 (5)
- LIN 4370 (5)
- ENC 3466 (5)
- ENL 3313 (5)
- LIT 3150 (5)
- ENC 3486 (5)
- ENL 3313 (5)
- SPC 2023 (5)
- ENL 3030 (5)

Two additional 4000-level literature courses

One of the following:
- ENG 3130 (3)
- MMC 3000 (3)
- MMC 3700 (4)

One of the following:
- EDG 4451 (4)
- LIT 3930 (5)
- ENG 4512 (5)
- LIT 4600 (4)

Two special methods courses, LAE 4335 and LAE 4642 are included in the professional education sequence.

FOREIGN LANGUAGE EDUCATION (FOE)

Foreign Language-English Education:

Specialization Requirements (71 cr. hrs.)

English (35 cr. hrs.)

- ENC 3466 (5)
- LIN 4370 (5)
- SPC 2023 (5)
- Eng 3486 (5)

Two of the following:
- ENL 3010 (5)
- ENL 3133 (5)
- ENL 3430 (5)
- ENL 3041 (5)
- ENL 3351 (5)
- ENL 3441 (5)

One of the following:
- AML 3010 (5)
- AML 3102 (5)
- AML 3107 (5)
- AML 3111 (5)
- AML 3102 (5)

One of the following:
- ENG 3138 (5)
- ENG 4225 (5)
- ENG 4744 (5)
- ENG 3136 (5)
- ENG 4466 (5)
- LIT 3150 (5)
- ENG 4224 (5)

If an elective is needed, ORI 3000 is recommended. Foreign Language requires a minimum of 36 credit hours beyond intermediate courses.

Course requirements are:
- Composition I and II
- Conversation I and II
- FRW 4100 (4)
- FRW 4101 (4)
- GEW 4100 (4)

Student and adviser will select the additional foreign language courses to total a minimum of 36 credit hours. FOL 5752, FOW 5405, LIN 3010, LIN 3801, and LIN 4377 may be among the selected courses.

Two special methods courses (FLE 4333 and LAE 4335) are included in the professional education sequence.

Two Foreign Language Education:

Specialization Requirements (63 cr. hrs.)

Beginning and intermediate foreign language requirements (or equivalents) must be completed. In the major language (French, German, Italian, Russian, or Spanish), the student must earn a minimum of 36 credit hours, and in the minor language 27 credit hours. The required upper level foreign language courses for the major language are:
- Composition I and II
- Conversation I and II
- FRW 4100 (4)
- FRW 4101 (4)
- GEW 4100 (4)

Student and adviser will select the additional foreign language courses to total a minimum of 36 credit hours. FOL 5752, FOW 5405, LIN 3010, LIN 3801, and LIN 4377 may be among the selected courses.

Two special methods courses (FLE 4333 and LAE 4335) are included in the professional education sequence.

*Spanish majors only.*
The minor language requirements in upper level foreign language courses are:

- **Composition I and II**
  - FRE 3240 (4) FRE 4241 (4) FRW 4100 (4)
  - FRE 3420 (4) FRE 4421 (4) FRW 4101 (4)
- **Conversation I and II**
  - FRW 4100 (4) GER 4101 (4) SPW 4100 (4)
  - FRW 4101 (4) ITW 4100 (4) SPW 4101 (4)
  - GEW 4100 (4) ITW 4101 (4)
- Plus additional selected hours in the minor language to total 27.

**Single Foreign Language Education**

After consultation with a foreign language education adviser, the Dean may give permission for a student to elect a single foreign language. The following courses are:

- **French (45 cr. hrs.)**
  - GER 4100 (4) GER 4101 (4) GER 4102 (4) GER 4103 (4) GER 4104 (4)
  - GER 4105 (4) GER 4106 (4) GER 4107 (4) GER 4108 (4) GER 4109 (4)
  - GER 4110 (4) GER 4111 (4) GER 4112 (4) GER 4113 (4) GER 4114 (4)
  - GER 4115 (4) GER 4116 (4) GER 4117 (4) GER 4118 (4) GER 4119 (4)
  - GER 4120 (4) GER 4121 (4) GER 4122 (4) GER 4123 (4) GER 4124 (4)
- **Italian (45 cr. hrs.)**
  - ITA 3240 (4) ITA 3241 (4) ITA 3242 (4) ITA 3243 (4) ITA 3244 (4)
  - ITA 3245 (4) ITA 3246 (4) ITA 3247 (4) ITA 3248 (4) ITA 3249 (4)
  - ITA 3250 (4) ITA 3251 (4) ITA 3252 (4) ITA 3253 (4) ITA 3254 (4)
  - ITA 3255 (4) ITA 3256 (4) ITA 3257 (4) ITA 3258 (4) ITA 3259 (4)
  - ITA 3260 (4) ITA 3261 (4) ITA 3262 (4) ITA 3263 (4) ITA 3264 (4)
- **Spanish (45 cr. hrs.)**
  - SPN 3240** (4) SPN 3241 (4) SPN 3242 (4) SPN 3243 (4) SPN 3244 (4)
  - SPN 3245 (4) SPN 3246 (4) SPN 3247 (4) SPN 3248 (4) SPN 3249 (4)
  - SPN 3250 (4) SPN 3251 (4) SPN 3252 (4) SPN 3253 (4) SPN 3254 (4)
  - SPN 3255 (4) SPN 3256 (4) SPN 3257 (4) SPN 3258 (4) SPN 3259 (4)
  - SPN 3260 (4) SPN 3261 (4) SPN 3262 (4) SPN 3263 (4) SPN 3264 (4)

**HEALTH EDUCATION (HEN)**

The two-year Health Education program is designed to prepare health educators for the public schools or community health programs through combined course work and field work/internship in public schools and community health programs. This program is a competency based curriculum with an S (Satisfactory) / U (Unsatisfactory) grading system. Prerequisites for entering the program include admission to the College of Education, a survey course in health science (HES 2000 or equivalent), biology with laboratory, and an interview for program guidance.

The Health Education Selective Admissions Committee will base its admission decisions on the following:

1. Applicant's previous scholastic record and performance on the American College Test.
2. Interview for program guidance.
3. References (3).
4. Related work experience.
5. Written statements by student about reasons for wanting to become a Health Educator.

**MASS COMMUNICATIONS-ENGLISH EDUCATION (MCE)**

The minimum requirement for acceptance into this program is a 2.5 grade point average. Graduation requirements: 2.5 GPA in major and "C" grade or better in Methods Course.

Specialization Requirements (4 cr. hrs. in HUM 4906, Selected Topics in Humanities; and 42 cr. hrs. from the following):

- **HUM 4433, 4434** Classical Arts and Letters (4,4)
- **HUM 4435, 4436** Medieval Arts and Letters (4,4)
- **HUM 4437, 4438** Renaissance Arts and Letters (4,4)
- **HUM 4440, 4441** The Enlightenment (4)
- **HUM 4442, 4443** Arts and Letters of the Romantic Period (4,4)
- **HUM 4444, 4445** Nineteenth-Century Arts and Letters (4,4)
- **HUM 4471, 4473** Twentieth Century Arts and Letters (5,5)
- **HUM 4905** Directed Study (1-5)
- **HUM 5452, 5453, 5454** Humanities in America (4,4,4)
- **HUM 5485, 5486** Selected Non-Western Humanities (4,4)
- **HUM 5412** Humanities in the Orient; India (4)
- **HUM 5414** Humanities in the Orient; China (4)
- **HUM 5415** Humanities in the Orient; Japan (4)
- **HUM 5465** Latin American Arts and Letters (4)

Also required (a minimum of 9 cr. hrs. in the creative or performing arts from the following areas: Theatre, Art, Music, Dance, and English.) Academic work in these areas taken prior to entering the College of Education will be considered toward the satisfaction of this requirement.
Two special methods courses LAE 4335 and LAE 4642 are included in the professional education sequence.

**English (40 cr. hrs.)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 3010</td>
<td>5</td>
</tr>
<tr>
<td>ENL 3041</td>
<td>5</td>
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<tr>
<td>SPC 2023</td>
<td>5</td>
</tr>
<tr>
<td>ENL 3030</td>
<td>5</td>
</tr>
<tr>
<td>LIN 4370</td>
<td>5</td>
</tr>
</tbody>
</table>

One of the following:

- ENG 4224 (5) ENG 4466 (5) LIT 3150 (5)
- ENG 4225 (5) ENG 4744 (5)

One additional English course in literature or one English course and ORI 3000.

**MATHEMATICS (MAE)**

The minimum requirements for acceptance into this program include the following: 2.5 overall grade point average and 2.5 grade point average in mathematics courses.

The typical program for prospective mathematics teachers consists of a minimum of 47 credit hours in mathematics above the 200 level. The specialization requirements are:

- MAC 3411 (5) MAE 4320 (4) MHF 3102 (3)
- MAC 3412 (4) MAE 4330 (4) MTG 4212 (3)
- MAC 3413 (4) MAS 3103 (4) MTG 4213 (3)
- MAC 3414 (4)

Upper level mathematics electives (STA 3023 and MAS 4301 are strongly recommended).

The student has the option of completing a Natural Science major with a concentration in mathematics. This requires a minimum of 36 credit hours in mathematics and a minimum of 24 credit hours in the College of Natural Sciences outside of mathematics. These latter 24 hours must be approved by the student's adviser and must include a minimum of three courses at the 3000 level or above.

**SCIENCE**

**Botany (BOE), Chemistry (CHE), Physics (PHE), Zoology (ZOE):**

A student planning to teach science at the secondary level should complete the departmental major in the corresponding science area (in Botany, Chemistry, Physics, or Zoology). Requirements for these programs are listed in the catalog under the science departments of the College of Natural Sciences. SCE 4631 is recommended for biology teachers, SCE 4630 is recommended for physical science (chemistry and physics) teachers.

**Science Education (SCE):**

The minimum requirement for acceptance into this program is the completion of 24 quarter hours of required science courses with no grade less than a "C."

An alternate program is available in which the prospective teacher must meet the minimum requirements of the interdiscipli- nary major in the Natural Sciences. This requires a minimum of 36 credit hours in the discipline of major concentration and a minimum of 24 credit hours within the Natural Sciences and outside the concentration area. These latter 24-32 hours must be approved by the student's adviser and include at least three 3000 level courses. (Total program, 68 credit hours minimum). Concentrations are available in biology, physics, and chemistry. A typical program for a biology concentration includes:

- **Minimum credit within concentration (36-44 credit hours)**
  - BSC 2010C (4) BSC 2012 (4) PCB 3063 (4)
  - BSC 2011C (4)

*Additional selections from:*

- BOT 3713C (5) PCB 4023C (5) PCB 4043 (4)
- MCB 3010C (4) ZOO 3203C (5)
- PCB 5115C (4) ZOO 3713C (6)

Minimum credits outside of concentration (24-32 hours)

Courses outside biology would normally include:

- CHM 2045 (3) CHM 2046L (1) CHM 3210 (3)
- CHM 2045L (1) CHM 2047 (3) CHM 3210L (2)
- CHM 2046 (3) CHM 2047L (1) CHM 3211 (3)

Electives (0-8)

Additional courses selected from Chemistry, Mathematics, Physics, and Geology are recommended.

The student with either a departmental or interdisciplinary major must earn a grade of C or higher in all courses required in the program, both in the major concentration and in supporting courses of the major.

**SOCIAL SCIENCE (SSE)**

The College of Education provides a program of study which enables students to attain a degree in secondary social science education (7-12). To teach at the secondary level the minimum requirements of a social science education major must be met. All programs in the social science education major specify 64 credits or more in the social sciences. A teaching emphasis requires a minimum of 24 credits in one discipline within an approved specialization which will lead to certification in the broad area of social sciences. However, a student may concentrate his study in one of the separate subject areas (political science, history, geography, American history). Each program contains both required and elective courses which each student in consultation with his adviser will select.

Graduation requirements: 2.5 GPA in major and "C" grade or better in Methods Course.

**SPEECH COMMUNICATION-ENGLISH EDUCATION (SEE)**

The minimum requirement for acceptance into this program is a 2.5 grade point average. Graduation Requirements are a 2.5 GPA in the major and a "C" grade or better in Methods Course.

Specialization Requirements (67-68 cr. hrs.)

**Communication (37-38 cr. hrs.)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 3003</td>
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<tr>
<td>ORI 3000</td>
<td>4</td>
</tr>
<tr>
<td>SPC 2023</td>
<td>5</td>
</tr>
<tr>
<td>LIN 2200</td>
<td>4</td>
</tr>
</tbody>
</table>

One of the following:

- SPC 3441 (4) SPC 3513 (4)

Two of the following:

- SPC 3210 SPC 3441 SPC 3601 LIN 4600 (8)
- SPC 3301 SPC 2513

At least two electives from:

- COM 4120 ORI 4120 ORI 4310 SPC 3653 (8-9)
- LIN 3010 ORI 4140 ORI 5145 SPC 4681
- LIN 3801 ORI 4230 SPC 3633 THE 3080C

**English (30 cr. hrs.)**

Two of the following:

- ENL 3010 ENL 3133 ENL 3351 ENL 3430 (10)
- ENL 3030 ENL 3320 ENL 3401 ENL 3441
- ENL 3041

One of the following:

- AML 3010 AML 3102 AML 3107 AML 3111 (5)
- ENG 3138 ENG 3156 ENG 4744 LIT 3150 (5)
- ENC 3466 ENC 3486

One of the following:

- LIN 3010 LIN 4370 (5)
- LIN 4370 (if not taken under Communication above)

The following special methods courses are included in the professional education sequence:

- LAE 4335 (4) RED 4360 (2) SED 4371 (2)
- (Speech-English SED 4374 (2)
- Education Section)
Candidates meet teaching requirements for all grade levels from Kindergarten through the senior year of high school.

ART EDUCATION (EDA)

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.

The following courses constitute a program of study:

Art Education (25 Credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ARE 3044</td>
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</tr>
<tr>
<td>ARE 4260</td>
<td>(2)</td>
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<tr>
<td>ARE 4443</td>
<td>(4)</td>
</tr>
<tr>
<td>ARE 3354</td>
<td>(5)</td>
</tr>
<tr>
<td>ARE 4440</td>
<td>(5)</td>
</tr>
<tr>
<td>ARE 4642</td>
<td>(5)</td>
</tr>
</tbody>
</table>

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

Specialization (52 cr. hrs.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 3000</td>
<td>ART 2202C</td>
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<tr>
<td>ART 2203C</td>
<td>ART 2205C</td>
</tr>
</tbody>
</table>

28 cr. hrs. from the following courses as approved by the adviser:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 3110C</td>
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<tr>
<td>ART 4631C</td>
<td>ART 5472C</td>
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<td>ART 3301C</td>
<td>ART 4320C</td>
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<td>ART 4702C</td>
<td>ART 5532C</td>
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<td>ART 3400C</td>
<td>ART 4421C</td>
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<td>ART 5604C</td>
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<td>ART 4341C</td>
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<td>ART 5340C</td>
<td>ART 5642C</td>
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<td>ART 4471C</td>
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<td>ART 5422C</td>
<td>ART 5730C</td>
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<td>ART 3630C</td>
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<td>ART 5936</td>
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<tr>
<td>ART 3701C</td>
<td>ART 4601C</td>
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Plus the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ARH 4450</td>
<td>(4)</td>
</tr>
<tr>
<td>ART (Art History Elective)</td>
<td>(4)</td>
</tr>
<tr>
<td>Six hours from any Music, Dance, Theatre</td>
<td>(6)</td>
</tr>
</tbody>
</table>

EXCEPTIONAL CHILD EDUCATION

The Exceptional Child Education Baccalaureate Level Degree Program offers students three tracks leading to Rank III Certification in that specific area of emphasis.

The Exceptional Child Education Selective Admission Committees will base their admission decisions on the applicant's previous scholastic record and performance on the American College Test.

Students will be admitted to Exceptional Child Education programs only for Quarters I and II. They will be required to take a test in English and Mathematics during their first quarter of attendance after admission to the College. They must attain an acceptable score on these tests within three quarters of admission as a condition for continued enrollment. The number of students admitted to these programs is limited. Prospective students should contact the respective program coordinators.

Mental Retardation (MRD)

The planned program includes:

Specialization Requirements (72 cr. hrs.)

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<td>EDF 3228</td>
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<td>EME 3800</td>
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<td>LAE 4414</td>
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<td>EED 4011</td>
<td>(4)</td>
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<tr>
<td>EME 4310</td>
<td>(4)</td>
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<tr>
<td>MAE 4314</td>
<td>(5)</td>
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<td>or</td>
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<tr>
<td>EED 4321</td>
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<td>LIS 4301</td>
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<td>SCE 4310</td>
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<td>or</td>
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<td>EED 4941</td>
<td>(4)</td>
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<tr>
<td>MAE 4314</td>
<td>(5)</td>
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<tr>
<td>SPA 2001</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Elective: four credit hours agreed upon jointly by student and adviser. Internship may be taken only after all other requirements have been satisfied.

Specific Learning Disabilities (SLD)

The planned program includes:

Specialization Requirements (68 cr. hrs.)

<table>
<thead>
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<tbody>
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<td>EED 4370</td>
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<td>EME 4410</td>
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<td>or</td>
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<tr>
<td>EGI 3011</td>
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</tbody>
</table>

MUSIC EDUCATION (EDM)

All students seeking a degree in music education are required to take a placement examination in music theory-history and to pass an audition in their respective performance area. Students must obtain the dates for these examinations from the Music Office; completion of the examinations is required before registration in music courses can be permitted.

Special requirements for all music education majors; successful completion of the piano proficiency requirement as defined by the music and music education faculties; participation in a major performing ensemble each quarter the student is enrolled in applied music; and the presentation of a one-half hour recital in the major performing medium during the senior year.

Students enrolled in the professional sequence (MUE 4050, MUE 4130, MUE 4314, MUE 4331, and MUE 4332) may have required pre-interning observations and/or assignments in addition to the class meetings.

Students are encouraged to attend on-campus musical events (major ensemble concerts, student and faculty recitals, and Artist Series concerts).

A. Instrumental Specialization (115 cr. hrs.)

Music Education courses (25 cr. hrs.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MUE 2420</td>
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<td>MUE 3414</td>
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<tr>
<td>MUE 4130</td>
<td>(4)</td>
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<tr>
<td>MUE 4480*</td>
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</table>

*Elective for band emphasis

Music courses (90 cr. hrs.)

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<td>MUT 113</td>
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<td>MUT 2118</td>
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<td>MUH 3211</td>
<td>MUH 3212</td>
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<tr>
<td>MUH 3213</td>
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</tr>
<tr>
<td>Applied Music</td>
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</tbody>
</table>

Applied Music Secondary

(One each: wind, brass, string, percussion, voice)

Art, Dance, Theatre

(To be selected from any 2 programs)

Performing Ensembles

(75 cr. hrs.)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>MUE 3413</td>
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<tr>
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(Repeatable to 6)

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<td>SSE 4313</td>
<td>(5)</td>
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<tr>
<td>MUE 4315</td>
<td>(3)</td>
</tr>
</tbody>
</table>

(Repeatable to 6)
Prospective physical education teachers. In order to be considered for program admission, all students must participate in a selective admissions procedure which includes an on-campus conference, as enrollment in this program is limited. During each of the three quarters of the junior year, students should be prepared to spend a minimum of two hours per day in an elementary school physical education situation in addition to their on-campus study. In the senior year students participate in both part day and whole day teaching experiences at the secondary level. Those requirements (see admission to internship experience) which are necessary for admission to supervised teaching experience must be met before a student will be allowed to register in "Seminar and Internship in Physical Education."

After applying for admission to the University, all students must apply directly to the department on or before April 1. No student will be admitted to the program unless application has been made prior to this date. Direct requests to:

Coordinator
Professional Physical Education Program
College of Education

The following are the required courses in the physical education program of study (71 cr. hrs.):

- HES 2400 (3)
- PET 3377C (4)
- PET 3944C (5)
- PEL 4942C (5)
- PEP 3205 C (3)
- PEQ 3101C (3)
- PET 3001C (5)
- PET 3372 (4)
- PET 3943C (5)
- PET 4944C (5)

**VOCA TIONAL AND ADULT EDUCATION CERTIFICATION PROGRAMS**

Candidates planning to teach in county-wide adult and secondary education programs, junior college associate of arts and area vocational schools, continuing education centers, model cities programs, and other vocational, adult and technical schools may pursue one or more of the following specializations.

**BUSINESS AND OFFICE EDUCATION (BVE)**

Students should complete a program in the Specialization Area with a concentration in either Office Administration or Office Technology. Specific basic competencies in the specialization are required. Competency examinations should be scheduled as soon as possible after selecting business and office education as a major. This requirement applies to all transfer as well as lower level students.

In the Professional Education and Teaching Specialization Areas, no course work grade may be lower than a "C" and students must earn a 2.5 grade point average in all attempted course work. Two quarters of full-time residency must be planned with an adviser and sequential in the senior year. Special prerequisites are required for BTE 4360, BTE 4364, and BTE 4369.

**General Distribution (60 cr. hrs.):**

Recommended selections which are particularly appropriate to the specialization are:

- Area II—LINC 2200, MUT 1001
- Area III—COC 3300
- One of the following: GEB 2111, MAC 2242, or STA 3122
- For Business Administration Concentration: GEB 3121
- Area V—EOG 1000, WST 2010

**Professional Education Core (45 cr. hrs.):**

- Preliminary Courses: EDF 3214 (4), EDF 3542 (5) or EDF 3604 (5), EDG 4200 (5) (14 hrs.)

Field Experience Block: BTE 4360 (4), BTE 4364 (4), BTE 4948 (4). This block must be sequenced the term immediately prior to the Student Teaching Block. Prerequisite competencies must have been completed.

Student Teaching Block: EDG 4936, EDG 4940 (15 hrs.)

Reading Requirement: (4 hrs.)

**Specialization Area (53-73 cr. hrs.):**

**Concentration**

- Office Administration
- Office Technology

- Accounting: ACC 2001 (3), ACC 2021 (3), ACC 3301 (3)
- Administration: BTE 3365 (5), BTE 3365 (5)
- Business: GEB 3211 (4), GEB 3211 (4)
- Business Law: BUL 3112 (5), BUL 3112 (5)
- Business Machines: BTE 3363 (5), BTE 3363 (5)

**DISTRIBUTIVE EDUCATION (VDE)**

**Specialization (62 cr. hrs.):**

**Distributive (22 cr. hrs.):**

- DEC 4174 (4)
- DEC 4382 (4)
- DEC 4362 (5)
- DEC 4941 (1-8)

**Business (21 cr. hrs.):**

- ACC 2001 (3), MAR 3023 (5), MAR 3403 (3)
- ECO 1000 (5), MAR 3303 (3), MAR 4203 (4)
- ECO 2023 (4)

Electives, as approved by adviser, in Education and/or Business Administration courses to bring total to 62 hours.

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

■ INDUSTRIAL-TECHNICAL EDUCATION (VIT)

Enrollment in the Industrial-Technical Education program is restricted to persons with employment experiences qualifying them to teach Industrial, Technical, or Health Occupations.

MASTER'S LEVEL DEGREE PROGRAMS

Admission
Candidates for admission to graduate study must present satisfactory evidence of:
1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score—1000 minimum.
2. Any additional requirements specified by the program.
3. Receive favorable recommendation from department chairperson.

Filing of Program
During the first term of graduate study the candidate for the master's degree must file a planned program of studies. This Graduate Planned Program is to be completed in consultation with the adviser. The completed report should be filed with the Coordinator of Graduate Studies in the College of Education.

Quality of Work
Candidates for the master's degree must maintain a 3.0 GPA. If at any time the student's GPA falls below the minimum, the student will be placed on probation. During the probationary status the student's academic progress will be reviewed to determine: 1) removal from probation. 2) continuation on probation. 3) drop from graduate program.

Special provision is made for students to satisfy four (4) of the six (6) years of work experience by completing an Associate of Science degree program in a Technological specialty from one of the State Community Colleges.

Acceptability of work experience will be determined by the State Department of Education, Division of Certification, Tallahassee, Florida.

Students may validate up to 45 quarter hours of credit through the Occupational Competency Testing Program.

In addition to the professional core requirements, students must complete 29 quarter hours in Adult & Vocational Education selected from the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADE 5385</td>
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<tr>
<td>EVT 2063</td>
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<td>EVT 4815</td>
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<td>DEC 4174</td>
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<tr>
<td>EVT 4365</td>
<td>(4)</td>
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<tr>
<td>EVT 5367</td>
<td>(4)</td>
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</tbody>
</table>

In addition, students must meet the General Distribution Requirements of 60 credit hours and SPC 2023.

Acceptability of work experiences will be determined by the Adult and Vocational staff at the University of South Florida.

Residency
The candidate for the master's degree will be required to meet the residency requirement established by each program area. Consult the appropriate program area for details.

Comprehensive Examination
During the last term of enrollment, prior to completion of degree requirements, the candidate must perform satisfactorily on a comprehensive examination.

Process Core Examination
Graduate students with sufficient undergraduate background may take the Process Core Examinations after consultation with their advisers. Successful performance on the examination enables a student to waive the course requirement, but he must take elective courses in lieu of the hours required. The Process Core Examinations are in the Foundations of Measurement, Psychological Foundations and Social Foundations of Education. Graduate students on a Plan II Master's Program (see below) are not eligible to take the Process Core Examinations unless they have had a comparable course at the undergraduate level.
Master of Arts Programs

Qualified persons may pursue graduate study in the following majors:

- Art Education (EDA)
- Elementary Education (EDE)
- English Education (ENE)
- Exceptional Child Education tracks in:
  - Emotional Disturbance (EMD)
  - Mental Retardation (MRD)
  - Specific Learning Disabilities (SLD)
  - Foreign Language* (FOE)
  - Guidance (EDG)
- Humanities Education (HUE)
- Library, Media and Information Studies (EDL)
- Mathematics Education (MAE)
- Music Education (EDM)
- Physical Education (EDP)
- Reading Education (EDR)
- School Psychology (PSE)
- Science Education† (SCE)
- Social Science Education (SSE)
- Speech Communication Education (SPH)
- Vocational Education with tracks in:
  - Adult Education (VAD)
  - Business and Office Education (VBU)
  - Industrial-Technical Education (VIT)
  - Junior College Teaching:
    - Astronomy (AST90)
    - Biology (BIO90)
    - Business (BUS90)
    - Chemistry (CHM90)
    - Economics (ECN90)
    - Engineering‡ (EGP90)
    - English (ENG90)
    - French (FRE90)
    - Geography (GPY90)
    - Geology (GLY90)
    - History (HTY90)
    - Mathematics (MTH90)
    - Physics (PHY90)
    - Political Science (POL90)
    - Sociology (SOC90)
    - Spanish (SPA90)
    - Speech Communication (SPE90)

*French, German, or Spanish.
†With concentrations in Biology, Chemistry, or Physics.
‡Engineering bachelor's degree required.

Program Plans of Study

Plan I

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

A. Process Core (4-16 hours)
   Students will take a minimum of one Process Core (Foundations) course. Substitution for the remaining courses may occur upon the advice of the Degree Program and concurrence of the College Program Policy Committee, Process Core:
   a. EDF 6211 Psychological Foundations of Education
   or
   b. EDF 6215 Principles of Learning
   or
   c. EDF 6431 Foundations of Measurement
   d. EDF 6481 Foundations of Educational Research
   e. EDF 6517 Historical Foundations of American Education
   or
   EDF 6544 Philosophical Foundations of American Education
   or
   EDF 6606 Socio-Economic Foundations of American Education

B. Current Trends Course in Teaching Specialization (4 hours)
C. Specialization (27 hours minimum)
   This is an individually planned graduate major in the teaching field or in an appropriate College of Education program for K-12 specialists.

D. Internship (9 hours)
   Enrollment will be EDF 6947 which involves planned observation and supervision by a member of the University faculty and a secondary school staff member. In-service teachers are required to complete this assignment over two quarters. Students should have completed the professional requirement and 2/3 of the requirements in the area of specialization at the graduate level or an equivalency (using hours taken in the field of specialization taken at the undergraduate level to complete the 2/3 requirement).

Plan II

Plan II is a program of graduate studies designed for the holder of a non-education baccalaureate degree who desires to meet initial certification requirements as part of a planned program leading to the Master of Arts degree. (This program is not available in the area of elementary education.)

Plan III

Plan III is a program of graduate studies for holders of a non-education baccalaureate degree who do not wish to meet teacher certification requirements in the State of Florida. The primary difference in this plan from Plan II is that students will not be
required to take EDG 5691, Curriculum & Instruction and EDG 6947, Internship.

A. Process Core (16 hours)

- EDF 6431 Foundations of Measurement;
- EDF 6481 Foundations of Educational Research;
- EDF 6211 Psychological Foundations of Education;
- EDF 6606 Socio-Economic Foundations of American Education

**ELEMENTARY EDUCATION PROGRAMS**

**ELEMENTARY EDUCATION (EDE)**

This program requires full certification as an elementary teacher for admission. Students pursuing the master's degree in elementary education are required to present credit in the following courses: ARE 6248, EDG 6935, RED 6116. A minimum of 48 hours is required. The student will choose from one of the following areas of emphasis:

A. Elementary Curriculum Emphasis: At least three courses must be selected from:

- ARE 6358
- LAE 6616
- SCE 6616
- SSE 6617
- LAE 6415
- MAE 6116

Additional work is available through consent of the adviser as part of a planned program.

B. Reading Emphasis: The following are required:

- EDF 6301
- LAE 6415
- LAE 6616
- RED 6516

C. Supervision Emphasis: Required courses are:

- EDA 6061
- EDS 6050
- EDS 6930

**SECONDARY EDUCATION PROGRAMS**

**ENGLISH EDUCATION (ENE)**

Plan I—Requirements for admission: A bachelor's degree in English Education from a recognized institution, or Rank II certification in Secondary English from the State of Florida or other equivalent certification.

Course Sequence: Process Core (4-16 hours), English Education (4-16 hours), English courses (6 courses selected under advisement as preparation for terminal examination over a reading list including selected works from most periods of English and American literature; students may select one course each in linguistics and advanced composition for teachers), Education Electives (selected under advisement to bring the program to a total of 48 hours).

Plan II—Requirements for admission: A bachelor's degree in English from a recognized Liberal Arts Institution of higher learning.

Course sequence: Process Core (16 hours), Curriculum (5 hours), English Education (4 hours), English courses (28 hours selected as for Plan I, above), Internship (9 hours).

**FOREIGN LANGUAGE EDUCATION (FRENCH, GERMAN, SPANISH) (FOE)**

Candidates for the M.A. degree in foreign language education must present satisfactory evidence of:

1. Undergraduate grade point average of 3.0 or better on the last half of the B.A., or GRE aptitude score of 1000.
2. Baccalaureate degree in chosen foreign language, or in foreign language education from an accredited institution of higher learning, or equivalent.

**HUMANITIES EDUCATION (HUE)**

In order to fulfill the degree requirements, a graduate student must take a minimum of twenty-seven (27) credit hours in

**D. Early Childhood Emphasis: Prerequisites are EEC 4203, EEC 4706, or equivalent certification. Courses in the program include:**

- EEC 5406
- EEC 5926
- EEC 6261
- EEC 6405
- EEC 5705

**E. Elementary School Mathematical Emphasis: Individually planned emphasis to include four courses from the following:**

- MAE 5636
- MAE 6337
- MAE 6356
- MAE 6549
- MAE 6116
- MAE 6338
- MAE 6548

Additional work in related areas may be planned with the adviser.

**F. Social Studies Emphasis:** SSE 6617 and any four courses from:

- SSE 5354
- SSE 5647
- SSE 6795
- SSE 6939
- SSE 5445
- SSE 6117

In addition, Plan II requires an internship in the Foreign Language. A minimum of 27 quarter hours are required in the Foreign Language courses on the 5000 and 6000 levels. However, depending upon the candidate's background and strengths, Foreign Language course requirements can go as high as 36 quarter hours. Unless otherwise approved by adviser, at least 21 hours in French should be on the 6000 level; in Spanish at least 18 hours should be on the 6000 level.

**HUMANITIES EDUCATION (HUE)**

In order to fulfill the degree requirements, a graduate student must take a minimum of twenty-seven (27) credit hours in
Humans and five required courses in Education. A student should have the following minimum credit structure:

1. **EDF 6431**  
   **EDF 6211**  
   **EDF 6215**  
   **EDF 6606**  
   and  
   **EDF 6481**  
   3. **ART HISTORY**

2. At least four courses on the HUM 6000 level  
   16 credit hours

3. **HUM 6915**, Directed Research  
   3 credit hours

4. The remaining eight credit hours may be chosen from appropriate courses on either the 5000 or 6000 level. In exceptional cases, the student may substitute up to four hours in a non-Humanities graduate area:

   - **HUM 5412**  
   - **HUM 5456**  
   - **HUM 6475**  
   - **HUM 6496**

   - **HUM 5414**  
   - **HUM 5465**  
   - **HUM 6493**  
   - **HUM 6497**

   - **HUM 5415**  
   - **HUM 5485**  
   - **HUM 6494**  
   - **HUM 6909**

   - **HUM 5452**  
   - **HUM 5486**  
   - **HUM 6495**  
   - **HUM 6934**

   - **HUM 5454**

   HUM 4813, Theory and Practice, is required for entrance into the M.A. Humanities-Education program. Students not having had it as an undergraduate may take it in remedy of a deficiency during their graduate study. Credit will not count toward graduation.

### MATHEMATICS EDUCATION (MAE)

This program requires a minimum of 51 quarter hours. MAA 4211, MAA 4212, MAA 4213 and any Mathematics courses from the 5000 and 6000 levels may be included in the planned program. Education courses include:

- **EDF 6431**  
- **EDF 6211**

and

- **EDF 6481**  
- **EDF 6215**  
- **EDF 6606**  
- **EDF 6608**

A concentration in Mathematics Education is also possible in the M.Ed. program in Curriculum and Instruction. See page 86 for a description of this program.

### SCIENCE EDUCATION (SCE)

Concentrations in Biology, Chemistry, or Physics are available in a cooperative program with the College of Natural Sciences. In each instance, before admission to the degree program, the student must satisfy the Biology, Physics, or Chemistry adviser that he has the competence to undertake the program. Education courses include:

- **EDF 6431**  
- **EDF 6211**  
- **EDF 6606**

and

- **EDF 6481**  
- **EDF 6215**

Specialization shall consist of at least 27 credit hours, approved by the adviser in the discipline. Satisfactory completion of the program must be certified by both the College of Natural Sciences and the College of Education.

A concentration in Science Education is also possible in the M.Ed. program in Curriculum and Instruction. See page 86 for a description of this program.

### SOCIAL SCIENCE EDUCATION (SSE)

Advanced training for the purpose of becoming better teachers in grades 7-12. Plan I is for certified teachers, and Plan II for those with a social science baccalaureate degree but not certified to teach.

Plan I - For teachers who are certified to teach general secondary social studies or one of the separate subject areas.

Education courses include: EDF 6431, SSE 6636 and 9-12 hours of electives.

Each student in consultation with his adviser will select at least seven courses at the 5000 or 6000 level from courses offered in the College of Social and Behavioral Sciences. Three or more of these courses must be at the 6000 level.

Plan II - Students will complete all of the Plan I requirements, take SSE 4333, EDG 5691 and EDG 6947, plus any other social science courses which the Social Science Education department deems necessary for fulfilling minimum state certificate requirements.

### SPEECH COMMUNICATION EDUCATION (SPH)

Admission requires a bachelor's degree from a recognized institution, and approval by the Speech Communication Education faculty.

Course Requirements range from 60 to 61 hours and include: 10 hours in speech communication education; 35 hours in communication divided as follows: 3 courses in rhetoric, 2 courses in oral interpretation, 1 course in speech science, and the introductory graduate seminar in speech communication; EDF 6431, Foundations of Measurement, plus 1 additional Foundations course; and 2 electives in Education (11-12 hours) approved by the adviser.

Each candidate for the M.A. degree in Speech Communication Education must complete a written and oral comprehensive examination successfully.

### KINDERGARTEN THROUGH TWELFTH GRADE PROGRAMS

#### ART EDUCATION (EDA)

In consultation with a graduate adviser, a student may develop a program in art education with a specialization in one of three areas:

- **Studio/ new media**
- **Art Administration, Supervision & Curriculum Innovation**
- **Research Methods for Art Education**

A portfolio or slides of recent creative work must be submitted prior to admission into the program. The departmental requirements for all degree-seeking candidates are:

- **Art Education** (12 credits: ARE 6262, ARE 6706, ARE 6844)
- **Art Studio** (12 credits minimum)
- **Art History** (3 credits minimum)

The remainder of the credit hours, totaling a minimum of 54, may relate to one of the three areas of specialization. An innovative master's paper or project developed under the guidance of a faculty committee is required before graduation.

#### EXCEPTIONAL CHILD EDUCATION

The Exceptional Child Education offers four tracks at the Master's Degree Program Level. Students must select their area of emphasis.
Emotional Disturbance (EMD)

The purpose of this program is to train educators for emotionally disturbed children. An individualized program is available under both Plan I, for certified and experienced teachers, and Plan II, for those with a non-education baccalaureate degree.

Plan I—Through a Plan I program, a certified, experienced teacher may satisfy the requirements for graduation within four quarters. Of the minimum 49 hours, at least 32 hours are allocated to the area of specialization. The following or equivalents are required:

- EED 6201
- EED 6222
- EEX 6201
- EED 6211
- EED 6943
- EEX 6936
- EED 6221

Additional courses, including electives, are planned jointly by the student and his adviser. Students who have not completed an undergraduate Elementary or Exceptional Child Education degree or the following courses must take:

- MAE 4314
- RED 4310
- RED 4515

Plan II—The student with a non-education baccalaureate degree may meet initial certification through a Plan II program. The individually designed course of study will include the minimum 32 hours of specialization (as outlined above) plus:

- EDG 5691
- MAE 4314
- RED 4515
- EDG 6947
- RED 4310

and any other courses necessary to meet certification requirements.

Gifted (GIF)

The Gifted Child Teacher Training program provides advanced training for experienced teachers to work with gifted and talented children and to work with other teachers on a consultant or teacher-certified teacher can anticipate preparing for completion of an internship in a liberal arts area.

It is highly recommended by the Mental Retardation Program that any student who is about to apply for Graduate work in the area of Mental Retardation contact that office for advising purposes before any courses are taken or application made for admission.

Plan I—Through a Plan I program, a certified teacher may satisfy the requirements for graduation within four quarters.

Education courses to include:

- EDF 6431
- EDF 6211
- EDF 6517
- or
- EDF 6481
- EDF 6215
- EDF 6544
- and
- EDF 6606
- or
- EDF 6606

At least 28 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

Basic Course Requirement: EEX 6936, or the equivalent.

Courses required:

- EDF 6217
- EMR 6932
- LAE 6415
- or
- EEX 6201
- EMR 6934
- or
- EEX 6303
- EMR 6936
- or
- EDF 6606

Two electives, chosen from the following (8):

- EDF 6971
- EEX 6511
- EMR 5012
- or
- EEO 6201
- ELD 6141
- EPH 5051
- or

Plan II—Process Core Requirements (21-22 hours)

At least 40 hours are allocated to the area of specialization with an emphasis on Mental Retardation.

Prerequisites:

- EMR 3011
- EMR 3400
- EMR 4310
- or
- EEX 4221
- MAE 4314
- MAE 4545
- RED 4515
- or
- EMR 6936
- LAE 6415
- or
- EMR 6934
- or
- EDF 6217
- EEX 6303
- EMR 6934
- or
- EDF 6947
- EMR 5803
- EMR 6936
- or
- EEX 6201
- EMR 6932
- SPA 6930

Specific Learning Disabilities (SLD)

The course of study is designed to prepare the student to become a more effective learning disabilities specialist.

Plan I—Process Core Requirements (21-22 hours)

At least 40 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Basic Course Requirement: EEX 6936, or equivalent.

Courses required:

- EDF 6217
- EEX 6303
- EMR 6934
- or
- EDF 6947
- EEX 6303
- EMR 6934
- or
- EEX 6201
- EMR 6932
- SPA 6930

Plan II—Process Core Requirements (21-22 hours)

At least 48 hours are allocated to the area of specialization with an emphasis on Specific Learning Disabilities.

Prerequisites: EEX 6221, MAE 4314, MAE 4545, RED 4310, RED 4515, SPA 2001.

Basic Course Requirements:

- EEX 6936
- LAE 6415
- MAE 6548
- or
- EDF 6217
- ELD 6141
- RED 6546
- or
- EED 6201
- EMR 6936
- MAE 6549
- or
- EPH 5051
- EEX 6201
- LIS 6203
- or
- ELD 6115
- LIS 6586

Courses required:

- EDF 6217
- ELD 6115
- MAE 6549
- or
- EDF 6947
- ELD 6141
- RED 6546
- or
- EED 6201
- EMR 6936
- RED 6548
- or
- EPH 5051
- EEX 6201

Mental Retardation (MRD)

The course of study is designed to prepare the student to become a more effective teacher or supervisor of teachers for the retarded.
GUIDANCE (EDG)

In addition to meeting the University and College requirements, applicants to the Guidance program must present three (3) letters of recommendation, a personal statement of professional goals, and have personal interviews with at least two (2) members of the Guidance faculty. Applications for admission are processed once each quarter. The deadline for all requirements to be met is usually four weeks before the quarter ends. Applications are processed in the quarter preceding the one in which the applicant expects to begin the program. The applicant should contact the Guidance program to ascertain the deadline dates for specific quarters and to obtain instructions regarding the transmission of letters of recommendation and the arrangements for the personal interviews.

Plan I
A. Process Core Requirements: (minimum of 16 hours)
   1. EDF 6431 or EDF 7437
   2. One of the following:
      EDF 5136  EDF 6213  EDF 6217
      EDF 6120  EDF 6215
   3. EDF 6354
   4. One additional Foundations course

B. Specialization Requirements:
   Elementary School Guidance Emphasis (38 hours)
   EGC 6005  EGC 6225  EGC 6305  EGC 6935 (2 credits)
   Five hours of elective credit
   Secondary and Adult Guidance Emphasis (38 hours)
   EGC 6005  EGC 6225  EGC 6935
   Eight hours elect

Plan II
A. Process Core Requirements: (minimum of 16 hours)
   1. EDF 6431 or EDF 7437
   2. One of the following:
      EDF 5136  EDF 6213  EDF 6217
      EDF 6120  EDF 6215
   3. EDF 6354
   4. One of the following:
      EDF 6606  EDF 6517  EDF 6544

B. Specialization Requirements:
   (Same as Plan I)

C. Additional Requirements: (14 hours)
   EDG 5691 and EDG 6947

The Guidance program has no full-time residency requirement. Students who are employed on a full-time basis are limited to 8 hours per quarter. Exceptions are made only with permission of the Guidance Program Committee.

LIBRARY, MEDIA, AND INFORMATION STUDIES (EDL)

See EDUCATION FOR LIBRARIANSHIP, page 85

MUSIC EDUCATION (EDM)

Plans in both instrumental and vocal music are offered. A placement examination is required of all new registrants in musical styles. Each candidate must meet the undergraduate level of piano proficiency before the quarter in which he expects to graduate. Participation in ensembles is required for at least three quarters. Three plans are available to the candidate: 48 hours plus thesis, 51 hours plus recital, or 54 hours without thesis or recital.

Vocal Music: 11 credits in music education including MUE 6780, MUE 6416, and MUE 6640; 12 credits in music theory-literature, and at least 4 credits in applied music.

Instrumental Music: 14 credits in music education, including MUE 6780, MUE 6189, MUE 6417, MUE 6641; 17 credits in music theory-literature, including MUL 6505; and at least 4 credits in applied music.

PHYSICAL EDUCATION (EDP)

Areas within the program in which a student may focus study are Elementary Physical Education, Secondary Physical Education, or Physical Education for the Handicapped.

Enrollment in PET 601C, Professional Assessment, is required of all students. Preferably this course will be completed during the first quarter of study in the program and not later than the completion of eight quarter hours of credit in the physical education curriculum area.

READING EDUCATION (EDR)

The Master's degree in Reading Education is designed to prepare special reading teachers, reading clinicians, and supervisors-directors-coordinators of reading for school systems.

In addition to meeting the University and college requirements, applicants to the Reading program must present three (3) letters of recommendation, and a personal statement of professional background, experience and goals. Applications for admission are processed once each quarter. The deadline for all requirements to be met and all materials to be in the Reading Department office is usually 4-5 weeks before the quarter ends. Applications are processed in the quarter preceding the one in which the applicant expects to begin the program. The applicant should contact the Reading program to ascertain the deadline dates for specific quarters and to obtain instructions regarding the transmission of letters of recommendation and statements of goals.

Education courses include:
Plan I EDF 6431 and EDF 6481 and one of
   EDF 6211  EDF 6606  EDF 6544  EDF 5691
   EDF 6215  EDF 6517

Plan II requires all of the process core.

Specialization in Reading Education shall include a minimum of 28 credit hours:
   RED 6116  RED 6365  RED 6548  RED 6838
   RED 6247  RED 6546  RED 6747

Students entering the program with an undergraduate major outside elementary education should substitute RED 4310 and RED 4515 for RED 6116.

Electives must be chosen by conference with adviser. Residency requirements may be met by enrolling for two courses, at least eight credits, during a quarter when the student is not engaged in full-time work assignment.

Selective retention policies require that the student maintain a "B" average and receive no more than two "C" grades, one only of which can be in the major area. * If this criterion is not met the student will be immediately dropped from the program. The student may be reinstated by petitioning the faculty. Reinstatement will occur when the student retakes one of the courses in which he/she received a "C" and makes an "A" grade in said course.

SCHOOL PSYCHOLOGY (PSE)

The School Psychology program is offered jointly with the Department of Psychology in the College of Social and Behavioral Sciences.

Plan I—Course Requirements—except where equivalent courses are transferred into the program, the student must complete the following minimum quarter hours: 8 hrs. in Statistics and

*Major area courses are RED 4310, RED 6116 and all Reading Education courses.
VOCATIONAL AND ADULT EDUCATION PROGRAMS

Adult Education (VAD)

1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 48 credit hours. The process core requirements consist of 16 credit hours in:
   EDF 6431 and EDF 6481
   EDF 6211 or EDF 6215
   and one of the following:
   EDF 6606, EDF 6517, or EDF 6544
Specialization requirements of 24 credit hours in Adult Education are designed to provide competencies in organization and administration, supervision, adult learning characteristics, curriculum development, program planning, methods of teaching, and research techniques as each of these relates to adult education programs. Generally, specialization courses will be selected from the following, depending upon the individual's background of experience:
   ADE 4360
   ADE 5385
   ADE 6387
   EVT 6563
   ADE 5160
   ADE 6380
   EVT 4065
   EVT 6930
   ADE 5161
2. Requirements in a related area may include a concentration of courses in one of the following areas: psychology, sociology, guidance, administration, complementary basic, or a vocational field.

Business and Office Education (VBU)

1. In consultation with the graduate adviser, a program will be planned which will include a minimum of 45 credit hours. Process core requirements include:
   EDF 6431 and EDF 6481
   EDF 6211 or EDF 6215
   and one of the following:
   EDF 6606, EDF 6517, or EDF 6544
2. A minimum of 12 credit hours in the specialization area of Business and Office Education. Individualized programs will include courses to be taken from the following:
   BTE 5171
   EVT 4065
   EVT 6563
   EVT 6930
   BTE 5245
   EVT 6300
Any deficiencies needed for business teacher certification must be included in the Master's candidate's program.
3. Selected courses from which to choose in Vocational and Adult Education:
   ADE 5385
   BTE 6944
   EVT 5190
   EVT 6386
   ADE 6197
   EVT 4065
   EVT 5367
   EVT 6563
   BTE 4360
   EVT 4815
   EVT 6300
   EVT 6926
   BTE 5171
   EVT 4945
   EVT 6385
   EVT 6930
   BTE 5245
4. Selected courses in one related area such as Guidance, Exceptional Child Education, Business Administration, resulting in either a thesis or colloquium paper.

Internship—A full-time internship of two academic quarters is required.

Plan II—Students without educational certification are required to take EDF 5691. For the School Psychology program, the internship requirement for Plan II is the same as that for Plan I.

JUNIOR COLLEGE TEACHING PROGRAM

Plan II—The University of South Florida has developed a program for junior college teachers which leads to the Master of Arts degree and Florida State Department of Education certification at this level. The College of Education, in cooperation with the other colleges on campus, has formulated the program.

The Junior College program includes:

<table>
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<tr>
<th>Field</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Astronomy</td>
<td>Geology</td>
</tr>
<tr>
<td>Biology</td>
<td>History</td>
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</tbody>
</table>

Business, Mathematics, Chemistry, Physics, English, Political Science, Engineering*, Sociology, Economics, Spanish, French, Speech, Geography, Communication

*Engineering bachelor's degree required.
Admission and Advising

Because of the unique character of the Junior College Program which integrates academic, public, school, and special libraries, and assists them to develop the professional attitudes necessary for their involvement in the social, intellectual, cultural, economic, and scientific interests of the community where they will work, regardless of the type of library in which they will be employed. The programs of the Library, Media, and Information Studies department are designated major field advisers. This "typical" program is based on the assumption that the student has an undergraduate background in his specialization area which is roughly equivalent to the pattern of the appropriate University of South Florida major. Students admitted without such preparation may be required to correct deficiencies. By the same token, unusually well prepared students may be permitted to take fewer courses in his specialization area, substituting approved electives from other fields of study.

2. Professional Education (9-18 hours)
   a. Courses in Higher Education (9 hours)
      EDH 6061, The Junior College in American Higher Education (4)
      EDH 6938, Seminar in College Teaching (5)
   b. EDG 6947, Internship (1-9 hours)

Those students who have not met the internship requirement for certification (up to nine hours credit in Junior College internship or two years or more of successful full-time teaching experience) must complete EDG 6947, Internship. Typically, the internship will consist of full-time supervised teaching for one quarter or part-time teaching for two quarters. At least one-half of the internship must be in the junior college, the other half being left to the discretion of the student's adviser.

Those students who have met an internship requirement or who have had two years or more of successful full-time teaching experience) prior to admission to the program will not normally be required to take EDG 6947, Internship. This does not preclude the possibility of an internship for less than 9 credit hours if the advisers deem it to be desirable.

EDUCATION FOR LIBRARIANSHIP

LIBRARY, MEDIA AND INFORMATION STUDIES (EDL)

Goals and Objectives

The Library, Media, and Information Studies department prepares students to assume a wide variety of service and leadership roles in academic, public, school, and special libraries, and assists them to develop the professional attitudes necessary for their involvement in the social, intellectual, cultural, economic, and scientific interests of the community where they will work, regardless of the type of library in which they will be employed. The programs of the Library, Media, and Information Studies department are designed to encourage students and graduates to establish high standards of intellectual inquiry through scholarship and research and to provide an intellectual environment in which the student may develop creative self-direction. The faculty of the department attempts to impress upon students the social significance of libraries and related agencies in a democratic society and the importance of maintaining freedom of expression as guaranteed by the First Amendment to the Constitution of the United States.

The goals are supported by the following departmental objectives:

1. Providing a common core curriculum as well as specific learning experiences to enable students to meet the needs of groups they will serve in libraries.
2. Preparing students to apply the benefits of technology in the rapidly changing field of librarianship.
3. Establishing conditions and providing opportunities for students to make choices, solve problems, and arrive at appropriate judgments and decisions relating to their future roles as librarians and media specialists.
4. Teaching students to make maximum use of the resources and facilities of libraries in the development of programs to support the needs, interests, and needs of the clientele their libraries will serve.
5. Combining practical with theoretical knowledge through experiences.
6. Working cooperatively with students in organizing and conducting workshops, institutes, and symposia to provide new and/or continuing educational experiences.
7. Providing a system for the continuous evaluation of the total program of education for librarianship by students as well as faculty members and the restructuring of the program's curriculum when changes must be made to meet the needs of libraries.
8. Helping students to understand the concept that education is a continuing process.
9. Promoting professionalism among faculty and students by encouraging participation in the activities of professional organizations.
10. Making students aware of the contributions of library and related organizations to librarianship and to library education.

Admission and Graduation Requirements

Criteria for admission and graduation include those general criteria specified by the College of Education for admission into
master's level degree programs. In addition, the Library, Media, and Information Studies department asks for an interview with the program chairperson, the program's admission committee, or an individual designated by the chairperson. The department also requires that each applicant submit a typewritten statement expressing personal reason(s) for wanting to pursue graduate study in librarianship. Graduation requirements include the completion of six core courses – LIS 5404, LIS 6520, LIS 6260, LIS 6608, LIS 6271, and LIS 6735, plus a planned program of electives developed for each student in conjunction with his/her adviser. The minimum length of a program is ordinarily 55 quarter hours.

Accreditation and Certification
The Library, Media, and Information Studies department master's degree program is fully accredited by the American Library Association. In addition, completion of the required program of studies for the school media librarianship specialization results in Florida certification as an Educational Media Specialist. Students may also plan electives to meet the certification requirements of other states, if they wish to do so.

Additional Information
Even though degree-oriented undergraduate study is not offered by the department, the faculty will counsel those undergraduates interested in exploring the kind of program most appropriate as a basis for graduate study in librarianship at USF. Details concerning the graduate program, including information on the profession, are available from the chairperson, Library, Media, and Information Studies Department, University of South Florida, Tampa, Florida, 33620.

MASTER OF EDUCATION PROGRAMS

■ ADMINISTRATION AND SUPERVISION

This Master of Education (M.Ed.) degree is to prepare administrators and supervisors with organizational, management, and instructional leadership skills. Admission requirements include: (1) certification in a teaching field, (2) at least two years of successful teaching experience or Rank II certification in an instructional area, (3) current USF graduate admission requirements, (4) College of Education requirements for admission to graduate study. Successful completion of the program leads to both the M.Ed. degree and Florida Rank II certification in Administration and Supervision.

■ CURRICULUM AND INSTRUCTION

This is a practitioner rather than a research degree. No specific research and thesis will be required. The objective of this program is to prepare classroom teachers in instructional leadership and teaching skills through graduate study in a selected variety of courses in curriculum, methods, supervision, learning principles, human interaction, and areas of specialization which may include courses in other colleges.

To be admitted to this program, the applicant must be certified and have two years of teaching experience. The degree requires at least 50 quarter hours with 60 percent or more at the 6000 level. Programs will consist of 16 quarter hours of Process Core and will also contain EDG 6205, Theoretical Issues in Curriculum and Instruction. For all students the remainder of the (minimum) 12 quarter hours of required concentration and (minimum) 18 quarter hours in area of specialization will be determined by and with the student and the student's committee. Successful completion of the program will lead to both the Master of Education degree and Florida Rank II certification. For example see below.

Mathematics Education:
In addition to the general requirements stated above, a concentration in Mathematics Education requires:

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<th>Quarter Hours</th>
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<tbody>
<tr>
<td>Process Core</td>
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<tr>
<td>Mathematics Core (and related education courses)</td>
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<tr>
<td>Mathematics</td>
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<td>Total—Minimum</td>
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Science Education:
This concentration is designed to improve teaching competencies in Science for teachers who are certified in Science and who have successfully completed two years of teaching. In addition to the general requirements stated above, a concentration in Science Education requires:

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<tr>
<th>Quarter Hours</th>
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</thead>
<tbody>
<tr>
<td>Process Core</td>
</tr>
<tr>
<td>Science Methods (and related education courses)</td>
</tr>
<tr>
<td>Science</td>
</tr>
<tr>
<td>Total—Minimum</td>
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ADVANCED GRADUATE EDUCATION

Goals:
The College of Education is a professional school which offers advanced degree programs for a variety of specialized educational practitioners and for researchers. A major goal of the advanced graduate program is to contribute to the improvement of public schooling through the preparation of highly competent practitioners and preparation of researchers. All programs have as their central focus the development and the application of disciplined inquiry skills. Rigorous inquiry expands and improves the theoretical and the informational bases upon which instructional and administrative practices are developed. From this orientation the following objectives are derived:

1. To foster disciplined and rigorous inquiry into educational practices, theories, and proposals.
   a. To create a vigorous community of scholars having complementary proficiencies in inquiry.
   b. To promote and to encourage conclusion-oriented inquiry to provide a base of verified concepts and theories for education.
   c. To promote and to encourage decision-oriented inquiry as a means for extending the validity of findings from conclusion-oriented investigation and to aid in the development of verifiably better practices and policies in education.
   d. To promote the development of alternatives to existing theories and practices. Such alternatives developed out of an a-political criticism of existing practices contributes to the development of an educational system which is responsive rather than wedded to practices on "non-educational" grounds.

2. To conduct training programs which will:
   a. Contribute to the maintenance of the proficiency of the membership of the system through in-service training and consultation.
b. Maintain the performance level in the systems and extend professional/personal opportunities by providing programs for personnel in teaching areas and in the areas of administration, supervision, other school services (guidance, school psychology, etc.), curriculum.

c. Train personnel to conduct different types of inquiry so that the system is self-correcting.

d. Produce personnel able to design training programs based on the results of both conclusion-oriented and decision-oriented inquiry so that school systems can be both self-sufficient and responsive.

3. To form a center that can assist educational clientele in the design of in-service training programs, in planning, in evaluation of projects, and in developing strategies for coping with other unanticipated problems related to schooling and education.

Programs:

Ed.S. Program

The Education Specialist (Ed.S.) program has been developed to provide for State approved Rank 1-A certification. The program offers specialization in Curriculum and Instruction with emphases in curricular areas such as Early Childhood Education, Exceptional Child Education, Mathematics Education, and Reading and Language Arts Education.

Candidates for admission to Ed.S. study must present satisfactory evidence of:
1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; or GRE aptitude score—1000 minimum (Quantitative and Verbal).
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. An earned Master's Degree.
5. Any additional requirements specified by the program.

Application deadlines for admission to Ed.S. study are May 15 (for Quarters IV and I) and November 15 (for Quarters II and III).

Ph.D. Program

The Doctor of Philosophy degree is available in Education. Specialization is in Curriculum and Instruction with research emphasis on problems related to specific areas of curriculum such as Early Childhood Education, Exceptional Child Education, Mathematics Education, and Reading and Language Arts Education, and other curriculum areas. For information on additional emphases within the Curriculum and Instruction specialization, contact the Director of Graduate Studies in the College of Education.

Candidates for admission to Ph.D. study must present satisfactory evidence of:
1. Undergraduate grade point average of 3.0 (B) minimum on the last half of the baccalaureate degree; and GRE aptitude score—1000 minimum (Quantitative and Verbal).
2. Three letters of recommendation.
3. Favorable recommendation from program chairperson.
4. Any additional requirements specified by the program.

Although classroom teaching experience is not required, the candidate must present evidence that would indicate a commitment or interest in education. Also, internships are required of candidates who do not have school experience.

Application deadlines for admission to Ph.D. study are May 15 (for Quarters IV and I) and November 15 (for Quarters II and III).
COLLEGE OF ENGINEERING

Have you ever felt you would like to be the "somebody" who will do "something" about the many problems we face? Our modern society requires new, practical solutions to its many complex technological problems. Spearheading this action will be the engineer and the engineering profession. The engineer, as always, will continue to be responsible for and obliged to use his/her knowledge for the benefit of mankind.

The increasingly rapid changes in our life style place an ever stronger responsibility to society and our future on both those who are providing the engineering education as well as those who are being educated. The College of Engineering recognizes this in its approach to the education of tomorrow's engineers as well as in the content of the other programs under its direction which are vital to the technological progress of our society. Its curricula provide for an individual's development in both technical competency and human values.

The programs offered by the College of Engineering to meet the diverse requirements of the future can be broadly divided into three areas: PROFESSIONAL ENGINEERING, APPLIED SCIENCE, and TECHNOLOGY. The degrees and services associated with these areas are as follows:

### Professional Engineering Degree Programs

- Bachelor of Science in Engineering degree (Professional Program)—various options
- Master of Science in Engineering degree (Thesis or Project)
- Master of Engineering degree (Non-Thesis)

### Applied Science Degree Programs

- Bachelor of Science in Engineering Science degree—Computer Science Option
- Bachelor of Science in Engineering Science degree—other options
- Master of Science in Engineering Science degree—Computer Science Concentration

### Technology Degree Program

Bachelor of Engineering Technology degree

Computer Service Courses (Undergraduate and Graduate)

The above spectrum of program offerings provides the prospective student with a choice of avenues depending upon individual interests 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 address their inquiries to the College of Engineering marked for the attention of the following:

**Contact**
- Specific department or Office of the Dean
- Office of the Dean
- Assistant Chairman for Computer Science, Department of Electrical and Electronic Systems

**Engineering Technology**
- Director of Engineering Technology

**Computer Service Courses**
- Department of Industrial Systems

### PROFESSIONAL ENGINEERING

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 the Master of Science in Engineering degree. Other students interested more in operational responsibilities may wish to complete their initial engineering education at the baccalaureate level. For this purpose a Bachelor of Science in Engineering degree is offered which provides 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.

The College of Engineering recognizes that modern engineering solutions draw on knowledge of several branches of engineering. It also recognizes that future technological and societal developments will lead to shifting of the relative emphasis on various branches of engineering, triggered by new needs or a reassessment of national goals. For this reason the College's program includes a strong engineering foundation (core) portion, designed to equip the prospective engineer with a broad base of fundamental, technical knowledge. To this foundation is added the student's specialization (option) of sufficient depth to prepare him/her to successfully embark on a professional career.

While the baccalaureate degree is considered the minimum educational experience for participating in the Engineering profession, and as such the first professional degree, students are strongly encouraged to pursue advanced work beyond the baccalaureate either at this or other institutions. It is becoming increasingly evident that a large segment of today's engineering profession is involved in some form of post-baccalaureate study.

Engineers are earning advanced degrees in ever increasing numbers in order to obtain the information and training necessary to meet tomorrow's technological challenges. All are faced with the continuous problem of refurbishing and updating their information skills and most are obtaining advanced information by means of formal graduate study, seminars, special institutes and other such systems designed for this purpose.

The Bachelor of Science in Engineering degree program, which requires 201 quarter hours, and the five year program leading to the Master of Science in Engineering degree, which is an integrated
program of 246 quarter hours, are the programs specifically designed to prepare an individual for a professional career as an engineer. Both programs have as their foundations a 152 quarter hour core of subject material encompassing Humanities, Social Science, Mathematics, Science, and Engineering which is required of all students. In addition to the core subject material each student will complete a specialization option under the direction of one of the administrative departments of the College. Those options which are available and the administrative unit responsible for the options are as follows:

**Option** | **Department**
--- | ---
General | All Departments
Chemical | Energy Conversion & Chemical Design
Electrical | Electrical & Electronic Systems
Industrial | Industrial Systems
Mechanical | Energy Conversion & Mechanical Design
Structures, Materials & Fluids | Structures, Materials & Fluids

The Engineers' Joint Council for Professional Development has inspected and accredited the curricula of the College of Engineering defined by the Chemical, Electrical, Industrial, Mechanical, and Structures, Materials & Fluids options.

**Preparation for Engineering**

The high school student anticipating a career in engineering should elect the strongest academic program that is available while in high school. Four years each of English, mathematics and science (preferably including Chemistry and Physics), as well as full programs in the social sciences and humanities, are most important to success in any engineering college. A foreign language, while not a necessity, provides a desirable background for students, many of whom will continue for advanced study.

Prospective students who are considering engineering at the University of South Florida who lack certain preparation in high school should elect a summer program which will assist them in overcoming their deficiencies. One alternative might be that a student select a summer program at the University of South Florida to update knowledge in mathematics and the physical sciences. Another alternative might be for the prospective Engineering student to take some remedial work and a less accelerated program at the University of South Florida. For financial or other reasons, students may wish to avail themselves of the state's system of junior/community colleges which offer a wide range of remedial coursework. Engaging in a course structure of the engineering program makes it desirable to enter the program as soon as the interest in and potential ability for engineering is recognized. Students should note that the characteristics of the engineering program do not require an identification of the area of engineering specialization (option) at the time of declaring engineering as a major. Students need to make this decision no later than their junior year.

**Admission to the College**

Freshmen and transfer students may elect to enter the College of Engineering's professional engineering program upon initial entry into the University by declaring the Bachelor of Science in Engineering degree program as their major. If not declared on initial entry, a student can at any time declare his/her intention to pursue the Bachelor of Science in Engineering degree program by applying in person in the Advising Office of the College.

To qualify for admission a student must have been accepted by the University as a degree-seeking student, must be in good academic standing, and must be otherwise acceptable to the College. More stringent requirements may be invoked by the college to limit enrollment to a level which is compatible with available resources. For information on supplementary admissions requirements contact the Office of the Dean, College of Engineering.

Students whose native language is other than English entering the College of Engineering must have taken, during the last year, the Test of English as a Foreign Language (TOEFL), and have the score sent to the University's Admissions Office. A score of 550 or better is required.

Potential engineering students should note that the critical course structure of the engineering program makes it desirable to enter the program as soon as the interest in and potential ability for engineering is recognized. Students should note that the characteristics of the engineering program do not require an identification of the area of engineering specialization (option) at the time of declaring engineering as a major. Students need to make this decision no later than their junior year.

Engineering coursework identified as 3000 level or higher is considered professional level work and students enrolling for this work must have been admitted to the college or have received prior permission from the Office of the Dean or the department chairman sponsoring the coursework.

**Engineering Advising**

Effective pursuit of engineering 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 freshman year. It is therefore important, and the college requires, that each student plan a curriculum with, and has it approved by, a faculty adviser in the College of Engineering.

Students transferring from other colleges within the University must contact the Coordinator of Engineering Advising in the Dean's Office for a faculty adviser assignment prior to acceptance into the college. New students must attend the University's Orientation program. They are assigned an engineering adviser during this program and receive advisement for their first quarter at that time.

Students who have made a decision regarding the engineering option they plan to follow are assigned a faculty adviser in the department corresponding to their interest. Students who have decided to follow a program of engineering studies but who are undecided on the specialty are advised in the Dean's Office.

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. A student may change advisers with the concurrence of the new adviser and the Dean's Office. The advisers maintain the College of Engineering's student records. A student transferring within the University normally starts the process to change majors in the advising office of the College where the old major is housed.

**Departments & Programs**

The supervision of the academic programs for the College is the function of the four administrative departments together with a sound total program. Interested students should contact the Dean's Office furnishing sufficient detail to permit meaningful response.