

1-1-2004

## Undergraduate Catalog : 2004-2005

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs.

Follow this and additional works at: [http://digital.usfsp.edu/undergrad\\_catalogs](http://digital.usfsp.edu/undergrad_catalogs)

---

### Recommended Citation

University of South Florida St. Petersburg. Office of the Regional Vice Chancellor for Academic Affairs., "Undergraduate Catalog : 2004-2005" (2004). *Undergraduate Catalogs* . 11.  
[http://digital.usfsp.edu/undergrad\\_catalogs/11](http://digital.usfsp.edu/undergrad_catalogs/11)

This Other is brought to you for free and open access by the Academic Catalogs, Policies and Guidelines at Digital USFSP. It has been accepted for inclusion in Undergraduate Catalogs by an authorized administrator of Digital USFSP.

# USF St. Petersburg

UNIVERSITY OF SOUTH FLORIDA - 2004/2005 UNDERGRADUATE CATALOG

## Visiting USF St. Petersburg

Prospective students and other interested persons are invited to visit the beautiful campus on Bayboro Harbor in downtown St. Petersburg. St. Petersburg campus visits are offered on an appointment-only basis right now, although open houses take place twice a year. Tours begin in the Academic Advising Center in Davis Hall, room 134. Visitor parking is available in front of Davis Hall. No parking permit is required if visitor parking is used. Please call for an appointment at least one week in advance of your visit and remember: Wear comfortable shoes! To schedule a visit to the St. Petersburg campus, contact student recruiter John Vassel at (727) 553-1002 or email [vassel@spt.usf.edu](mailto:vassel@spt.usf.edu).

To get to the St. Petersburg campus from I-275, take Exit 22 to Second Street; then turn south and proceed two blocks to the campus.



The campus mailing address is:  
140 Seventh Avenue South  
St. Petersburg, FL 33701

## Information about USF St. Petersburg

### Academic Advising Center

DAV 134 – 553-4511

<http://www.stpt.usf.edu/advising>

### Admissions and Records

BAY 102 – 553-4142

<http://www.stpt.usf.edu/admissions>

### Applications and Admissions

BAY 102 – 553-4142

<http://www.stpt.usf.edu/admissions/application.htm>

### Bookstore

COQ 101 – 553-1173

### Campus Activities Center

601 Second Street South – CAC 124 – 553-4596

<http://www.stpt.usf.edu/studentlife/cac/cacmain>

### Campus Computing

BAY 230

Lab & Student Help Line – 553-4551

Computer Store – 553-4184

<http://www.stpt.usf.edu/computing>

### Career Development

Counseling & Career Center - BAY 119 – 553-4422

<http://www.stpt.usf.edu/studentdev/ccc>

### Colleges

Arts and Sciences – DAV 100 – 553-4156 / 3-4157

<http://www.stpt.usf.edu/coas>

Business – COB 348 – 553-4154

<http://www.stpt.usf.edu/cob>

Education – COQ 201 – 553-4155

<http://www.stpt.usf.edu/coe>

### Counseling Center

<http://www.stpt.usf.edu/studentdev/ccc>

BAY 119 – 553-4422

### Financial Aid

BAY 105 – 553-4128

<http://www.stpt.usf.edu/enrollment/aid>

### Fitness Center

CAC 109 – 553-4589

<http://www.stpt.usf.edu/studentlife/fitness>

### Honors Program

Director – SNL 100 – 553-4555

<http://www.stpt.usf.edu/coas/honors>

### International Affairs

Coordinator – BAY 204C – 553-4156

### Journalism Studies Program

FCT 204 – 553-4850

### Library (Nelson Poynter Memorial Library)

General Information – 553-4123

<http://www.nelson.usf.edu>

### New Student Orientation

CAC 137 – 553-4181

<http://www.stpt.usf.edu/studentlife/orientation>

### Parking and Traffic Services

ONE 300 553-4510

[http://www.stpt.usf.edu/parking\\_services](http://www.stpt.usf.edu/parking_services)

### Prospective and New Students

DAV 134A – 553-4002

<http://www.stpt.usf.edu/prospectives.html>

### Public Safety

PSD 001 – 553-4478

### Student Disability Services

Coordinator, BAY 111 – 553-4413

<http://www.stpt.usf.edu/saffairs/sds>

### Student Government

CAC 127 – 553-4144

### Student Life

<http://www.stpt.usf.edu/studentlife>

### Swimming Pool

COQ 108 – 553-4597

### Transcripts

Registrar's Office – BAY 104 – 553-4142

### Tutoring

<http://www.stpt.usf.edu/ccc/tutoring.htm>

### Transfer (Undergraduate) Student Issues

Recruiting – DAV 134 – 553-4511

### University Experience Program

### University Police

<http://www.stpt.usf.edu/police>

### Veterans Services

BAY 105 – 553-4128

### Waterfront

COQ 108 – 553-4597

## ACCREDITATION

The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, master's, specialist, and doctoral levels, including the Doctor of Medicine.

## UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

### Mission

USF St. Petersburg offers distinctive graduate and undergraduate programs in the arts and sciences, business and education within a close knit, student-centered learning community that welcomes individuals from the region, state, nation and world. We conduct wide-ranging, collaborative research to meet society's needs and engage in service projects and partnerships to enhance the university and community's social, economic and intellectual life. As an integral and complementary part of a multi-campus university, USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation and shared resources of a premier national research university.

### Values

- We value a collegial, inviting, and safe learning environment that stresses excellent teaching, encourages intellectual growth and rewards academic achievement.
- We value an education rich in both theory and practical experience that enables our graduates to pursue careers and professions with competence and confidence.
- We value collaboration throughout the campus community in scholarship, research and service.
- We value individuals, respect their diversity and varied perspectives and insist on tolerance of divergent views.
- We value academic freedom and responsibility, creative expression and the unfettered pursuit of truth.
- We value deliberative dialogue in making decisions and solving problems.
- We value shared governance and shared responsibility in the operation of the university and the allocation of its resources.
- We value honesty, integrity and openness while promoting ethical behavior.
- We value lifelong learning and recognize our responsibility to contribute to civic well being.
- We value longstanding, continuing partnerships that unite and benefit both the campus and community.
- We value efficient, trustworthy and able stewardship of our university.

### Vision

Guided by its mission and values, USF St. Petersburg commits itself to leadership in education, research and outreach on behalf of the people and communities it serves.

USF St. Petersburg will develop academic programs known for excellence and distinctiveness that focus on interdisciplinary study, creativity and exploration. We will provide the means and environment to ensure that our graduates acquire the skills and aptitudes for lifelong learning and achievement.

USF St. Petersburg will move aggressively and strategically to enhance existing academic programs and anticipate and address future needs by developing new initiatives determined by community-based educational priorities.

Our vision includes:

- Graduate and undergraduate degree programs known for accomplishing defined learning outcomes that strive to meet the highest of academic standards
- Academic, student and support operations that are caring, personal and service-oriented
- Enhanced opportunities for community-based research, service and learning

- Campus and community participation in decision-making and planning
- First-class, up-to-date learning facilities and technology
- Increased external support for scholarships, grants and academic initiatives

### Goals

- Strengthen governance structures and processes, achieve academic autonomy and earn separate institutional and program accreditations that signify the campus meets the highest standards of higher education.
- Establish a national and international academic reputation by developing distinctive programs; by enhancing established, existing academic programs; and by establishing new initiatives based on educational priorities.
- Create a campus life that challenges, supports and encourages student involvement in activities and programs that will enrich and enhance students' university experience and empower them for lifelong success.
- Promote, strengthen and support research as a pathway to learning, discovery, solving problems and contributing to the public good.
- Create a campus culture that in its composition, attitudes and actions, respects, encourages and embodies diversity.
- Increase the enrollment of students with the credentials and commitment to excel and provide them with the instructional support and services to allow them to realize their fullest potential.
- Provide for new and enhanced facilities and technology that support the campus's mission and that advance teaching, learning and discovery.
- Increase individual, corporate, and foundation support to accomplish strategic goals for the benefit of both students and the community.

Approved by the USF St. Petersburg Campus Board on February 24, 2003

## About USF St. Petersburg

USF St. Petersburg is the oldest and largest regional campus of USF, and it offers a wide range of complete programs in undergraduate and graduate studies. Classes are small and students receive individual faculty attention and a full array of services. Flexible scheduling and affordable tuition allows students of all ages to accommodate family, work and school in a balanced fashion.

- USF St. Petersburg places value on each and every individual it serves, making it a welcoming and nurturing environment for all who come to campus.
- Located along the waterfront of Bayboro Harbor, USF St. Petersburg is considered one of the loveliest and most inviting campuses in the nation. The campus also borders the downtown area's museums, galleries, performing arts venues and theaters. Its cultural programming is outstanding, with frequent public lectures and exhibits. Additional events often are sponsored through the Florida Humanities Council that is headquartered on campus. USF St. Petersburg also is at the center of a medical and scientific research hub that includes marine science and pediatrics.
- USF St. Petersburg's honors program challenges and enhances the quality education normally generated by the campus. Exciting programs are offered through the Science Journalism Center, which merges both disciplines to convey the latest scientific breakthroughs to the public.
- The campus also is known for its ethics programs. The Program for Ethics in Education and Community infuses the

teaching of ethics throughout the curriculum and beyond through a popular public lecture series. It also actively engages with the school system and the Stavros Institute in providing character education to all Pinellas students. Through its service learning program, the campus creates many community service opportunities that build character as well as résumés.

- The Nelson Poynter Memorial Library is known for its quality collections and excellent customer service. As part of the USF Library System, it offers cooperative access to over 1,500,000 volumes as well as outstanding electronic resources. Its special collections include signed documents of U.S. presidents, fine first editions of the writings of Mark Twain, a renowned collection of natural history illustration, and significant archives in local and regional history.
- As a research university, USF is a catalyst for economic development and in applying new knowledge to industry. The College of Marine Science located adjacent to USF St. Petersburg is recognized nationally and is one of the top research and grant award recipients in the entire State University System.
- The campus, in cooperation with the YWCA of Tampa Bay, opened a much-needed day care center so students with children can have their child-care needs met while they attend class. USF St. Petersburg students majoring in early childhood education also intern at the center so they can apply in a practical way what they learn in the classroom. The YWCA/USF Family Village also is a terrific example of a university/community partnership that benefits both groups enormously.
- The USF Women's sailing team is establishing a national reputation and ranking. It is the first varsity team based at USF St. Petersburg.

### Equal Opportunity Policy

It is the goal of the University to create and maintain a work and study environment free of discrimination. Discrimination on the basis of race, color, sex, marital status, religion, national origin, Vietnam or disabled veteran status, handicap, or age is prohibited by University policies, federal and state laws. Any person who believes that he or she has been subjected to discrimination may file a complaint with the Office of Equal Opportunity Affairs, ADM 274. The telephone number is (813) 974-4373. It shall be prohibited for any employee of USF to discriminate or take retaliatory action against any individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the provisions of applicable law.

### Guide to Resources for Students with Disabilities

All University programs, events, and services are open and available to persons with disabilities. The University of South Florida is committed to the principles of Equal Educational and Employment Opportunities without regard to disability.

**Academic Assistance for Students with Disabilities:** Student Disability Services (SDS) exists to ensure that students with disabilities have the technical, academic, and emotional support necessary to achieve academic and personal success at the University of South Florida. Course related assistance and academic accommodations are provided to eligible stu-

dents with documented disabilities. Services may include advocacy, reader services, interpreters, alternate exam administration, and note takers. Adaptive equipment, such as FM systems, large print computer access and Visualteks, is available for student use in Poynter Library. Students are encouraged to contact the Student Disability Office (BAY 111 – Phone (727) 553-4413) as early as possible prior to enrollment to make arrangements for appropriate services.

**Admissions:** Students with disabilities apply under the same guidelines as other students. If students believe that their disability has had an impact on grades, course choice or standardized test scores for admission, they may request consideration of this in the admissions process.

**Course Substitution:** Students with disabilities requesting substitution of course work for General Education, foreign language requirements, or CLAST should contact the Coordinator of Student Disability Services. Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to support their request for an exception.

**Disabled Parking:** Students with state parking privileges need only supply their state card as documentation for eligibility for a USF disabled parking hangtag/sticker. Students without state privileges need medical documentation to be considered for on-campus disabled parking.

Students with disabilities are encouraged to participate fully in all University events, programs, and other campus activities. Information on whom to contact to request accommodation or assistance should be listed on program information and advertisements. If you are unable to secure the requested assistance or need additional help with accessibility contact the Office of Student Disability Services.

The following offices arrange academic accommodations and assistance for students with disabilities:

USF St. Petersburg Student Disability Services Office  
Location/Phone: BAY 111 (727) 553-4413, Florida Relay 711  
Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m.  
Friday, 8:00 a.m. – 5:00 p.m.

### Facilities and Atmosphere

USF St. Petersburg sits on 46 acres, much of it bordering tranquil Bayboro Harbor. The campus features many inviting walkways and outdoor alcoves in which to study. Students can enjoy an outdoor pool that is heated in the winter or take part in the waterfront program that includes sailboats, kayaks and canoes. A full-service fitness center, racquetball courts and a gymnasium are available as well. The campus atmosphere is informal. Students and faculty dress casually and enjoy an unusually close relationship. Some classes are even held outside to take advantage of the area's extraordinary climate (average annual temperature is 72°F). Most buildings have open hallways, which blend colorful interiors with spacious exteriors, symbolically and architecturally suggesting the casual accessibility that has become a USF St. Petersburg trademark.

## ADMISSIONS AND RELATED MATTERS

Admission to USF St. Petersburg requires evidence of ability to handle academic work, capacity to think creatively, and strong motivation. The minimum admission requirements are designed to help identify applicants whose academic background indicates potential for success at USF St. Petersburg; however, satisfaction of minimum admission requirements does not guarantee acceptance. The admission of new students at all levels is on a selective basis within curricular, space, and fiscal limitations. The selection process may include such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, school recommendations, personal recommendations, and portfolios. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.

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

The University supports equal educational opportunity for disadvantaged students. Requests for waiver of the \$30.00 application fee are considered by the Director of Admissions & Records if payment of this fee creates severe financial hardship and serves as a deterrent to application.

Students are admitted to USF St. Petersburg in accordance with the mission and goals of the University and within enrollment limitations established by the Board of Education and the Florida Legislature.

### Admissions and Records

Location/phone: BAY 102 – (727) 553-4142  
140 Seventh Avenue S., St. Petersburg, FL 33701  
Web address: <http://www.stpt.usf.edu/admissions>

The Office of Admissions & Records at USF St. Petersburg provides a wealth of student, academic, and administrative services. In cooperation with the Office of Admissions and the Registrar's Office at the Tampa campus, this office is responsible for maintaining each student's academic record from the time of admission to degree. Therefore, virtually every USF St. Petersburg student is a consumer of services provided by the Office of Admissions & Records.

The Office of Admissions & Records staff publish and distribute the Schedule of Classes, coordinate registration and drop/add activities, process and distribute grade information each semester, prepare transcripts and diplomas, as well as certify student enrollment status. Admissions & Records staff also review and act upon student requests for reclassification of residency and process changes of name and student I.D. number.

Students interested in petitioning the Academic Regulations Committee (ARC), requesting late registration, late drop or posting of grade forgiveness will find information and forms in the Registrar's Office. A form is also available to request privacy.

The Office of Admissions & Records provides information and services to students via OASIS, the University's Online Access Student Information System. On-line technology services are also available over the telephone and on the Web. Using their self-declared personal identification number (PIN), students can register and drop/add, access registration appointment and hold information and view their grades. Students can also browse the University Schedule of Classes. Information and services are continually being added for students.

Although technology is being used to provide service that is available 24 hours a day, Admissions & Records staff provide in-person information and services on campus as well as over

the telephone. Records and Registration offices are also located on every USF campus.

## Applying for Admission

### Obtaining an Application

The USF online application is hosted on the FACTS (Florida Academic Counseling and Tracking for Students) website: <http://www.facts.org/>. FACTS.org is a central web resource for students to plan and manage their higher education experience. FACTS.org includes Florida community colleges, private and public universities, and is described as "Florida's online gateway for college information."

Online application instructions:

- Click the Apply Online link below to go to the FACTS.org site.
- Click the "Admissions" link in the left hand column.
- Review the Admissions Application instructions.
- Create your FACTS login.
- Choose to apply to the University of South Florida.
- Complete the online application by selecting USF St. Petersburg; then print and follow the Final Application Steps listed on the Confirmation Page.

Apply online at <http://www.facts.org/>.

As part of the State University System (SUS) of Florida, USF St. Petersburg uses the common SUS Application Form for undergraduates. Applicants who are attending Florida high schools or Florida community/junior colleges may obtain the SUS Application Form in school guidance offices. The USF International Student Application for Admission, as well as the SUS Application, may be requested from the Office of Admissions & Records, BAY 102, 140 7<sup>th</sup> Avenue South, St. Petersburg, FL 33701. All of the application forms are also available on all USF campuses. (When requesting an application, please indicate applicant category - freshman, undergraduate transfer, or international student.) Applications can be requested by phone, toll-free at 877-USF-BULL or by e-mail at [bullseye@admin.usf.edu](mailto:bullseye@admin.usf.edu). Application forms may also be downloaded from <http://www.stpt.usf.edu/admissions/application.html>

### When to Apply

Applications for admission are accepted as early as 12 months before the requested entry term. Applications for admission and the \$30.00 non-refundable application fee should be submitted by the priority date (see academic calendar) for the requested entry term or by the application deadline for the requested degree program (see specific program in this catalog), whichever is earlier. The priority date is normally about ten weeks prior to the first day of classes in each term. Applications for admission and application fees from international students (non-resident aliens) must be received at least five months prior to the requested entry term. Applications submitted after the priority date will be accepted but processing for the requested term of entry cannot be guaranteed.

### Who Should Apply

An application for admission must be submitted by all students who have not been admitted to and enrolled in a USF degree program within the last three terms. Former or continuing USF degree-seeking students must file another application for admission when applying for a second degree program, another level of study or readmission (see Readmission). Anyone who has previously been admitted and enrolled as a degree-seeking student and has paid an application fee will not be required to pay another fee.

The Director of Admissions & Records may waive payment of the application fee for disadvantaged applicants if the fee serves as a deterrent to application.

### Changing Requested Term of Entry

Applicants may update their application for admission for up to one year from the originally requested semester of admis-

sion. All requests for changes of entry term must specify any academic work attempted that was not reflected on the original application and must be received by the appropriate published application deadline for the new term of entry or degree program specified, whichever is earlier. Additionally, any issues related to criminal or academic misconduct that were not reflected on the initial application must be reported in writing to the Office of Admissions & Records. A new application and fee must be submitted when applicants wish to be considered for admission for a term that begins more than 12 months after the originally requested entry term.

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

## GENERAL ADMISSION POLICIES

### Transcripts and other admission documents

All official transcripts, test scores, and any other required credentials must be received directly from the issuing agencies. It is the applicant's responsibility to initiate the request for credentials to the issuing agencies and to assure their receipt by the USF St. Petersburg Office of Admissions & Records. (See "Minimum Requirements for Admission" below for information concerning required documentation.)

All credentials and documents submitted become the property of USF St. Petersburg. The originals or copies of the originals will not be returned to the applicant or forwarded to another institution, agency, or person.

### Provisional Admission

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

Applicants who do not meet standard Board of Education minimum admission requirements may be admitted to the University on academic probation. Students admitted on probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 grade point average (GPA) each term enrolled with no single term GPA below a 1.0 before the probationary status is removed. (A term GPA below 2.0 in the first term of enrollment results in permanent academic dismissal.) Advising is mandatory prior to registration. Failure to meet these conditions results in permanent academic dismissal from the University.

### Non-degree Seeking Status

Performance in courses taken as a non-degree-seeking student will not qualify an applicant for admission as a degree-seeking student. Similarly, courses taken as a non-degree-seeking student will not be utilized in determining an applicant's grade point average for purposes of admission.

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

Freshman and undergraduate transfer applicants denied admission to USF as degree-seeking students will not be permitted to enroll as non-degree-seeking (special) students.

### Admission Denials

Receipt of final official credentials which fail to substantiate eligibility will result in rescission of admission, reclassification to non-degree status, and denial of continued enrollment in subsequent terms.

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

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

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

### Required Summer Term Attendance

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

### CLAST Test Requirement

All undergraduate transfer students admitted to USF St. Petersburg must earn passing scores on all four sections of the College Level Academic Skills Test (CLAST) prior to receiving an A.A. certificate or baccalaureate degree from the University. Transfer students entering USF St. Petersburg with fewer than 45 transferable semester hours must take CLAST during the term in which 45 semester hours will be completed. Transfer students entering USF St. Petersburg with 45 or more transferable semester hours must take CLAST the first term it is offered after initial enrollment.

### Required Orientation

Prior to beginning classes, all new undergraduate students and some former students returning are required to participate in an Orientation/Academic Advising/Registration program at USF St. Petersburg. This program is designed to help new students become acquainted with the University, choose courses, register for classes, and complete all other necessary procedures. New students receive Orientation/Academic Advising/Registration information after admission.

### Required Proof of Immunity

Prior to registering for classes that meet on campus, all students born after 1956 are required to present documentation of proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). (See Immunization Policy.)

### Limited Access Programs

Undergraduates seeking entrance to quota/limited access degree programs must meet special program requirements in addition to requirements for admission to the University. While many quota/limited access programs admit students only at the junior level, some programs admit students for the freshman or sophomore years. The admission criteria and procedures for quota/limited access programs at USF St. Petersburg furnish equal access to A.A. degree holders from Florida public community/junior colleges, transfers from other SUS institutions, and USF St. Petersburg students of equivalent status. Transfer applicants with 90 or more transferable semester hours who are seeking admission to quota/limited access programs must meet the grade point average requirement specified by the program to be eligible for admission to USF St. Petersburg.

USF has established the following undergraduate programs as quota/limited access: Mass Communications; all degree programs in the College of Business; all degree programs in the College of Education; and all degree programs in the College of Nursing. The admissions requirements for these degree programs may be found with other program information in appropriate sections of the university-wide catalog.

## Minimum Requirements for Admission

### Freshman Applicants

To be considered for admission, freshman applicants must submit an SUS or USF Application for Admission, a non-refundable application fee of \$30.00, an official high school transcript, official GED scores if applicable, SAT or ACT scores, and a TOEFL score if applicable.

Although USF St. Petersburg has minimum freshman admission requirements, meeting these minimum standards does not guarantee admission. Applicants selected for admission usually exceed the eligibility requirements; however, USF St. Petersburg also considers applicants who do not fully meet minimum requirements but who have important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body. These freshman applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of ability to do successful academic work at USF St. Petersburg.

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

The University normally requires a diploma from a Florida public or a regionally accredited high school or the state-approved General Education Development (GED) diploma. Students admitted under the Early Admission Programs are exempted from this requirement. Students who are participating in an approved home schooling program are expected to provide acceptable copies of annual evaluations for the equivalent of grades 9 through 12. A portfolio or additional documentation may be requested if deemed necessary to complete an appropriate evaluation for admission. Other minimum requirements are outlined below.

1. Freshman applicants must submit an official test score from the Scholastic Aptitude Test (SAT) or the American College Test (ACT).
2. For freshman applicants earning a high school diploma, the following college preparatory academic units (year-long courses or equivalents) normally offered in grades nine through twelve are required: four units of English (three of the four must incorporate substantial writing requirements); three units of mathematics (algebra I and above); three units of natural sciences (two of the three must incorporate substantial laboratory requirements); three units of social sciences (history, civics, political science, economics, sociology, psychology and geography); two units of the same foreign language; and four additional units of academic electives. Substitution for any high school unit requirement may be provided for applicants who are hearing impaired, visually impaired, dyslexic or who have a specific learning disability. Documentation of the disability and its relationship to the substitution of a unit requirement should be submitted with the application for admission.
3. Freshman applicants must minimally meet one of the following to be considered for admission in good standing; however, satisfying these minimum requirements does not guarantee admission:

a. Required Test Scores & High School GPA			
H.S. GPA	SAT I	ACT	Admission Action
3.5+			Admit
3.20-3.49	900	18	Admit
3.0-3.19	950	19	Admit
2.90-2.99	970	20	Admit
2.80-2.89	980	21	Admit
2.70-2.79	990	21	Admit
2.60-2.69	1000	21	Admit
2.50-2.59	1010	21	Admit
2.25+	1200	26	Admit

\* SAT taken after 3/31/95  
\*\* EACT taken after 10/31/89

- b. Criteria for admission based on a GED diploma: An overall score of at least 300 for all five tests — at least 50 on each of the five tests — an SAT I verbal and quantitative combined score of 1010 or an ACT composite score of 21. These criteria also are required for students in approved home schooling programs;
  - c. Appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for successful academic work at USF St. Petersburg.
4. A first-time-in-college applicant whose native language is not English must present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing. If otherwise qualified, applicants who present TOEFL scores between 173 and 213 (computer-based test) or 500 and 547 (paper-based test) may be considered for admission with the condition that they must take a specified sequence of English courses. International students (non-resident aliens) must also comply with all requirements for admission of international applicants (next page).
  5. If a student has not earned the following scores on the SAT I or the EACT, then college preparatory work will be required during the first term of enrollment at USF St. Petersburg:  
SAT I - 440 verbal, 490 mathematics  
or  
ACT - English 17, Reading 18, Mathematics 21.

### Undergraduate Transfer Applicants

Applicants with fewer than 60 transferable semester credits are considered lower-level transfers; upper-level transfers are those with 60 or more transferable semester credits (see below). Regardless of category, grade point averages (GPA) for purpose of admission will be computed based only on grades earned in courses that are acceptable for transfer credit and as calculated by USF St. Petersburg.

USF St. Petersburg accepts transfer credits only from institutions that are accredited by one of the regional accrediting agencies/commissions recognized by USF St. Petersburg at the time the credits are earned. (See Evaluation of Transfer Credit). All credits earned during the period of time a regionally accredited institution was in a "candidacy" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full regional accreditation. For an applicant applying from a non-regionally accredited school, the admissions decision will be based on prior work at a regionally accredited institution. If all post-secondary work is from a non-regionally accredited school, the evaluation will be based on the high school record and test scores and the applicant will be regarded as a freshman for purposes of admission.

USF St. Petersburg reserves the right to evaluate specific courses and deny transfer credit. USF St. Petersburg does not award transfer credit that is determined to be occupational or vocational in nature.

### Lower-Level Transfer Applicants

(with fewer than 60 transferable semester credits)

To be considered for admission, transfer applicants with fewer than 60 transferable semester credits must submit an SUS or USF Application for Admission, a non-refundable application fee of \$30.00, an official transcript from each previous college attended, an official high school transcript, official GED scores if applicable, official SAT or ACT scores, and a TOEFL score if applicable.

Lower-level transfer applicants must minimally meet the following requirements to be considered for admission in good standing; however, satisfying these minimum requirements does not guarantee admission:



1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student;
2. Have an overall "C" average (2.0 on a 4.0 scale) as calculated by USF St. Petersburg in all college-level courses acceptable for transfer credit to USF St. Petersburg. (In the calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the courses are repeated at different institutions.);
3. Satisfy fully all freshman admissions standards as described in the previous section entitled "Freshman Applicants." (Meeting freshman admission standards is a critical requirement for undergraduate applicants with fewer than 60 transferable credits. Board of Education rules and policies do not provide for local exceptions to these requirements.);
4. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at the post-secondary level (as required by Florida Statute 240.233);

USF St. Petersburg also considers applicants who do not fully meet the minimum requirements as stated in #1 and #2 above but who have important attributes, special talents, or unique circumstances that may contribute to a representative and diverse student body. These undergraduate transfer applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of promise for academic success. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that supports potential for academic success at USF St. Petersburg.

#### Upper-Level Transfer Applicants (with 60 or more transferable semester credits)

To be considered for admission, transfer applicants with 60 or more transferable semester credits must submit an SUS Application for Admission, a non-refundable application fee of \$30.00, an official transcript from each previous college attended, and a TOEFL score if applicable.

Any transfer student with 90 or more semester hours who designates a desire for admission to a limited access undergraduate program must meet the overall admission GPA criteria of that program in order to be admitted to the University.

Applicants with Associate of Arts (A.A.) degrees from Florida public institutions will be admitted as juniors into the University within curricular, space and fiscal limitations. A.A. degree holders seeking admission to quota/limited access degree programs must also meet all requirements specified by the desired program. The admission of Florida community/junior college A.A. transfer students is governed by the Articulation Agreement between state universities and public community colleges in Florida.

Undergraduate transfer students who have not earned the A.A. degree from a Florida public institution or who have attended another college after receipt of the A.A. must meet the minimum requirements listed below to be admitted in good standing:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student;
2. Have an overall "C" average as calculated by USF St. Petersburg (2.0 on a 4.0 scale) in all college-level courses acceptable for transfer credit to USF St. Petersburg. (In calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the courses are repeated at different institutions.);
3. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at a previous college or university (as required by Florida Statute 240.233). Students who entered a Florida public community/junior college prior to August 1, 1989 and maintain continuous enrollment until the time of their USF St. Petersburg entry as degree-seeking

students may be admitted without the required foreign language study;

4. Meet the minimum grade point average required by the program if entering a quota/limited access program and transferring 90 or more semester hours;
5. Present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing. If otherwise qualified, applicants who present TOEFL scores between 173 and 213 (computer-based test) or 500 and 547 (paper-based test) may be considered for admission on the condition that they must take a specified sequence of English courses. International citizens [non-resident aliens] must also comply with all requirements for international applicants.

USF St. Petersburg also considers applicants who do not fully meet the minimum requirements as stated in #1 and #2 above but who have important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body. These undergraduate transfer applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of promise for academic success. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates a potential for academic success at USF St. Petersburg.

#### Students Entering the Florida Community College System and Planning to Finish their Degrees at USF St. Petersburg

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 USF St. Petersburg Undergraduate Catalog. This catalog explicitly describes the undergraduate program requirements and Florida's common prerequisites that should be followed to ensure maximum ease of transfer into the students' upper-level programs on a par with their native USF St. Petersburg counterparts.

#### Students Entering the Florida Community College System and Planning to Finish their Degrees in the State University System

An articulation agreement, in effect since April 13, 1971 and later adopted by the Florida Legislature in statute form as Florida law, governs an effective and orderly transfer of Florida community college students into the State University System (SUS).

The agreement defines and establishes the Associate of Arts degree from a Florida public community/junior college as the basis for all articulation rights. Among these guarantees, the following are central to the transfer process:

1. A.A. graduates will be granted admission to a university within the SUS, but not necessarily to the university or program of choice.
2. A.A. graduates will have the same opportunity to enroll in a university limited access program as the native university student.
3. Upon transferring to a public university in the Florida SUS, A.A. graduates will be awarded at least 60 credit hours towards the baccalaureate degree, exclusive of occupational courses and basic required physical education courses.
4. Credits that are part of the A.A. degree earned through articulated acceleration mechanisms, such as dual enrollment, International Baccalaureate, early admission, advanced placement and credit by exam, will be transferable to the state university.
5. As participants in the Statewide Course Numbering System, receiving institutions must accept all courses taken at the transfer institution if the courses at each institution have the same prefix and the same last three digits of the course number.

6. The university catalog in effect the year the A.A. degree student first enrolled at the community college will remain in effect for the student's entire program, provided the student maintains continuous enrollment as defined in that catalog.
7. Once a student has completed the general education core and this fact is noted on the transcript, regardless of whether or not an A.A. degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.

Included in these transfer guarantees is the right of appeal. Students may appeal to the university and to the Statewide Articulation Coordinating Committee. Students who have questions or want more information about the articulation agreement should contact the Academic Advising Office.

#### Evaluation of Transfer Credit

1. The receipt and evaluation of transfer credit is the responsibility of the Office of Admissions & Records. The Office of Admissions & Records will evaluate the acceptability of total credits transferable to the University. The college of the student's major will assign equivalent courses in determining which courses are applicable toward a specific degree at the University. In some instances, exact course equivalents will also be determined by other colleges that offer the same or similar courses as part of their programs of study. Transfer students should be prepared with personal copies of their transcripts of all past course work to discuss advisement and placement with the appropriate academic advisor and should contact the college of their major soon after registration so that an official evaluation may be completed.
2. USF St. Petersburg will accept credits only from those institutions accredited by one of the regional accrediting agencies/commissions\* at the time the credits are earned. (See \* below for agencies recognized by USF St. Petersburg.) All credits earned during the period of time a regionally accredited institution was in a "candidacy" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full accreditation.
3. USF St. Petersburg reserves the right to deny credit for specific courses. USF St. Petersburg does not award transfer credit from institutions that it determines to be occupational or vocational in nature.
4. Associate of Arts (A.A.) degree holders from Florida public accredited institutions will be considered as having met USF St. Petersburg general distribution requirements and are automatically awarded 60 semester hours of credit. A course-by-course transfer credit evaluation will be done for all out-of-state and private in-state A.A. degree holders.
5. Effective Fall Quarter 1976, all courses from a Florida Community College/University bearing the same State Common Course prefix and last three numbers as a USF St. Petersburg course are automatically transferred and transfer students may not be required to repeat these courses, unless a college age-of-record policy is involved. Excluded are graduate courses, studio courses in art, internships, practica, and performing arts courses such as dance, theater performance, voice, and instrumental music.
6. Virtually all USF St. Petersburg baccalaureate degrees require that at least 60 semester hours be earned from a baccalaureate-granting institution regardless of credit hours transferred from a community/junior college unless the student has received prior approval for waiver of this policy from the college of his/her intended major. This policy does not affect approved articulated programs based on the A.S. degree. For information regarding specific articulated A.S. degree programs, consult the USFSP Recruiting Office.
7. Credit will not be awarded for GED tests.
8. Military 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.

9. For ROTC and military science courses taken after Fall Quarter 1975, the maximum credit will vary with each college. A student must confer with his/her college advisor to determine the acceptability for his/her major. ROTC and military science taken prior to Fall 1975 are not acceptable for transfer credit.
10. A maximum of 45 semester hours of College Level Examination Program (subject and general examinations) credits can be accepted for transfer credit.
11. A maximum of 30 semester hours of extension, correspondence, and military service education credits can be applied toward a degree.
12. Grades earned in transferred courses are not computed in the student's USF GPA except for the purposes of admission to limited access programs, the awarding of honors at graduation, and class ranking of baccalaureate students.
13. International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student.
14. A continuously enrolled USF St. Petersburg degree-seeking student must obtain prior written approval from the college of the student's major in order for courses taken at other regionally-accredited institutions to be applied to the USF St. Petersburg degree program.

#### \*Accrediting Agencies/Commissions:

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

#### International Applicants (non-resident aliens)

To be considered for admission, international applicants (non-resident aliens) must submit a USF St. Petersburg International Student Application for Admission, a non-refundable application fee of \$30.00 payable in U.S. dollars, a TOEFL score if applicable, a Statement of Financial Responsibility, undergraduate or graduate admissions test scores as specified for appropriate applicant category, transcripts showing subjects and grades from the first year of secondary work to the time of application, and a Visa Clearance Form (if currently in the U.S.). Transcripts in a language other than English must be accompanied by a certified English translation.

International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student. Information about recommended and approved independent evaluators is available from the Office of Admissions & Records.

An international applicant (non-resident alien) must meet all admission requirements for the appropriate applicant category (freshman, undergraduate transfer, graduate).

Other minimum requirements are as follows:

1. An international applicant whose native language is not English must present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing. If otherwise qualified, applicants who present TOEFL scores between 173 and 210 (computer-based test) or 500 and 547 (paper-based test) may be considered for admission with the condition that they must take a specified sequence of English courses.

2. International applicants must be in good standing at the last institution attended.
3. International applicants must submit the USF St. Petersburg Financial Statement substantiating availability of financial resources sufficient to cover all educational, maintenance, and personal expenses while attending USF St. Petersburg, without financial assistance from the University.
4. International applicants seeking admission to limited access undergraduate degree programs must also meet all requirements specified by the program.

#### Non-Degree-Seeking Transient Applicants

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

#### Non-Degree Seeking Student

Non-degree seeking student enrollment is on a space-available basis and has been established for those individuals who, while not desirous of earning a degree, would like to enroll in all levels of university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desirous of taking courses for self enrichment, and senior citizens are examples of those eligible to utilize this enrollment method. Former USF undergraduate degree-seeking students may only enroll as non-degree seeking students if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to the Office of Admissions & Records (Attention: Student Records Area) prior to registration.

Individuals enrolling as non-degree seeking students who plan to make formal application to the University may not apply more than 14 semester hours toward an undergraduate degree.

Applicants denied admission to USF as degree-seeking undergraduates may not enroll as non-degree seeking students. Performance in courses taken in this category will not qualify an applicant for admission as a degree-seeking student.

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

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

Non-degree-seeking students also are not eligible to receive financial aid. Non-degree seeking students are subject to the academic probation and dismissal policy listed in this catalog. Non-degree seeking students who are academically dismissed from the University may appeal to the Academic Regulations Committee (ARC) through the ARC representative for the appropriate academic unit in which the student is pursuing courses. Potential non-degree seeking students should also refer to the section of the catalog of the college(s) offering the course(s) of interest to them to determine whether any special college requirements exist that must be met prior to enrolling.

NOTE: Prior to registration for classes that meet on campus, all students less than 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service.

Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)

#### Readmission (Former Students Returning)

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

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

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

Students who have attended one or more institutions since their last enrollment must request official transcripts of all work attempted at the other institution(s) be sent to the USF St. Petersburg Office of Admissions & Records. Acceptability of transfer credits toward completion of USF St. Petersburg degree programs will be determined by the college of the student's major.

Prior to registering for classes, former students returning who have been readmitted are required to participate in an orientation program. Former students returning will receive orientation information after readmission.

Transient students and non-degree-seeking students are not considered former students returning. These students who wish to enter as degree-seeking students must file an application with the Office of Admissions & Records prior to the deadline listed in the Academic Calendar for the requested term of entry. Former USF students who have earned the baccalaureate degree at USF St. Petersburg or at another institution and who now wish to return to USF St. Petersburg to earn another undergraduate degree must file an Undergraduate Application for Admission with the Office of Admissions & Records. No application fee is required. A student may not work on a second undergraduate degree if he/she has been accepted into a graduate program.

NOTE: Prior to registration for classes that meet on campus, all students less than 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service.

Students born after December 31, 1956 must also submit proof of immunity to measles. (See Immunization Policy.)

#### Evening Courses

The admission requirements and achievement levels in the day and evening courses are the same. Any student accepted to the University may enroll in any appropriate courses offered in the evening.

#### Senior Citizen Tuition Waiver\*

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

## SPECIAL PROGRAMS

### Honors Program

Superior students in all majors may avail themselves of Honors opportunities at USF St. Petersburg. University Honors Four Year Track is designed for first-time-in-college students. University Honors Two Year Track is designed for transfer or upper-level students. These exciting experiences are grounded in the liberal arts tradition and intended for students regardless of major. The primary goals of University Honors are the development of critical thinking skills, an appreciation of the liberal arts tradition and the development of creative, independent thought. Students in the Honors Program are required to complete a senior honors thesis.

Potential University Honors students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Students typically have 3.50 college GPAs and 1200 SAT or 27 ACT scores. Many scholarships are available for Honors students.

Students who satisfactorily complete Honors and graduate with at least an overall GPA of 3.3 and a USF GPA of 3.3 shall be identified as Honors Graduates at Commencement as well as on their diplomas and transcripts.

The program involves our best and brightest students in challenging seminar courses with a strong orientation toward interdisciplinary perspectives on major issues and works.

They work closely with faculty members in planning, researching and writing honors theses. The Honors Program gives students the opportunity to achieve scholastic distinction, perfect their critical thinking skills and their oral and written expression.

### Learning Community

Specially designed for the freshman year, the Learning Community (LC) Program provides a structure and environment for building both college and community relationships while developing skills for college success. Each Fall term, up to 50 students are admitted to the LC. For the Fall and Spring terms, these students share General Education classes linked by topic or theme, the University Experience class, and a Service Learning class. They also enroll in other courses appropriate for their majors.

The LC helps students achieve their individual academic goals through study groups and shared learning experiences. During this important first year in college, LC students enrolled in common courses also create friendships that are supportive and lasting.

Admission to the program is on a space-available basis and requires the submission of a Participation Agreement. For more information regarding admission, interested students should call (727) 553-4727 or (727) 553-1013, and visit our website at [www.stpt.usf.edu/coas/learning/index.htm](http://www.stpt.usf.edu/coas/learning/index.htm)

### Opportunities for Accelerated Progress Toward Undergraduate Degrees

USF St. Petersburg provides several options by which students may accelerate their progress toward completing the baccalaureate degree. These options recognize knowledge that has been acquired prior to or during attendance at USF St. Petersburg and provide the opportunity to earn University credit. Options that may be used include the following:

1. Recognition of satisfactory performance on tests offered through the College Level Examination Program (see CLEP).
2. Recognition of satisfactory performance on tests offered through Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Programs).
3. Recognition of the International Baccalaureate Diploma Program. Students who earn the IB Diploma will be awarded 30 semester hours of college credit and sophomore standing. Credit for higher level exams with a score of 5 or higher

may be awarded to those students who do not earn the IB diploma.

4. Educational Outreach courses by television.

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

Internal processes (such as auditions, portfolio reviews, and placement tests) utilized in the various departments for the sole purpose of determining a student's most appropriate area, level, or section placement in a program of study are not to be construed as examining mechanisms for the granting of credit.

### Dual Enrollment

The University of South Florida St. Petersburg is piloting a Dual Enrollment Program with St. Petersburg High School starting in the fall of 2004. Dual enrollment classes are open to academically qualified St. Petersburg High School students who are recommended by their guidance counselor or principal. During dual enrollment, students may only take courses that are creditable toward their high school diploma.

St. Petersburg High School students wishing to be accepted as Dual Enrollment students at the University of South Florida St. Petersburg **must**:

1. be at least 16 years old at the start of the term;
2. have completed their sophomore year;
3. achieve a grade point average of 3.0 or higher on a 4.0 scale;
4. satisfy any course prerequisites;
5. present acceptable SAT or (E)ACT scores;
6. present acceptable TOEFL scores, when applicable
7. obtain a written letter of permission from the School Principal or his/her representative.

Additional information about Dual Enrollment can be obtained by contacting the University Recruiter Office at 553-1002.

### USF St. Petersburg/Florida Public Community College Cross Enrollment

Some undergraduates may find it advantageous to cross enroll at a Florida public community college while attending USF St. Petersburg. *To prevent problems with financial and other registration issues, see a USF St. Petersburg academic advisor for detailed instructions and course approval.* Procedures to permit this type of registration are available during specified times printed in the University **Schedule of Classes**. 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 St. Petersburg advisor. The grade point average will not transfer to USF St. Petersburg.

### USFSP Transient Students

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

## FINANCIAL INFORMATION

### Florida Residency For Tuition Purposes

This notice summarizes the provisions of 240.1201 Florida Statutes, BOR Rule 6C-7.05 and University Policy/ Procedure concerning Florida Residency for tuition purposes.

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

guardian on federal income tax statement or whose parents provide 50% or more of their support).

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

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

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

1. Proof of purchase of permanent home in Florida.
2. Declaration of Domicile.
3. Florida's driver's license.
4. Florida voter's registration.
5. Florida vehicle registration.
6. Florida vehicle title.
7. Professional/occupational license in Florida.
8. Florida incorporation or other evidence of legal residence in Florida.
9. Full-time, non-temporary employment in Florida.

**PLEASE NOTE:** Rent receipts, leases, employment records, tax returns, school/college records are **NOT** evidence of establishing a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status. In rare cases, the law allows some students (e.g., military, public school teachers, etc.) who do not meet the basic requirements to be classified as Florida residents for tuition purposes. For more information about exceptional categories, contact the Office of the Admissions & Records.

### Fees

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

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

#### 1. Initial Application Fee

There is a non-refundable application fee of \$30. Checks or money orders must be made out to USF. Applications received without the application fee will not be processed until the appropriate fee is received.

#### 2. Tuition

Schedule/Fee Statements are no longer mailed. Tuition is due by the fifth day of each term. To find out the amount of the *total* tuition due (the amount will not reflect any payments made on the account), students can bring a photo ID to the Office of the Registrar, located in the Lobby of Bayboro Hall, and request a Registration Confirmation which will reflect total tuition and fees.

The student is responsible for paying fees in full by the appropriate due date stated in the particular term's "Schedule of Classes." Failure to do so may result in cancellation of the student's registration. Fees paid by mail must be postmarked

by the post office, *not* office meter stamped, on or before the fifth day of the term. Checks are payable to USF St. Petersburg.

To avoid a \$100.00 late payment fee, all tuition fees must be paid or postmarked by the U.S. Post Office, not office metered, by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal mail. A student whose registration has been cancelled may request registration reinstatement through the fourth week of class for the academic term. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full by cash, money order, or cashier's check before reinstatement will be affected.

#### a. Tuition Fee Structure

Please refer to the current Schedule of Classes for course fee information.

**NOTE:** There is no ceiling (maximum) on the amount that a student may be assessed for a single term.

A lab fee of \$8.00 to \$15.00 is charged on certain courses. Please consult your class schedule to locate the courses that require the fee and the amount of fee that applies to the course.

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.

Cashier's Office Hours - Regular Registration - See regular registration dates and times in "Schedule of Classes." Regular Cashier's Office hours are Monday through Thursday from 8:00 a.m. - 6:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Tuition fee payment should be mailed to:

Cashier's Office  
University of South Florida St. Petersburg  
140 7<sup>th</sup> Avenue South, BAY 132  
St. Petersburg, Florida 33701

\* Fees do not include books, on-campus seminars, housing or food service and may change without notice.

#### b. Off-Campus College of Education Courses

Students enrolling for off-campus (Continuing Education) courses will be assessed fees according to the fee structure "a" above. Continuing Education courses are designated by the "700 series" section number. The "Schedule of Classes," which is printed each semester, should be used as a reference for updated information.

#### 3. Late Registration Fee

All degree seeking 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 \$100.00 late registration fee.

#### 4. Financial Aid Disbursement

Upon satisfaction of eligibility criteria, financial aid will be credited to student accounts after the drop/add period is over. Monies in excess of charges will be mailed to students' local addresses.

#### 5. Cancellation for Non-Payment of Fees

Students not on an authorized deferred payment of fees and who have not paid their tuition fees in full by a specified day (per "Schedule of Classes") will have their registration for that term cancelled. This means, specifically, that a student will receive no credit for any courses taken during that term.

#### 6. Intern Certificate of Participation

Individuals who have supervised interns may register for courses during a term by presenting their intern Certificate of Participation. Prior to July 1, 1997, the Intern Participation Certificate stated that all fees were waived with the exception of the Bond and Trust Fee that was \$4.76 per credit hour. Certificates were valid for five years from the date of issuance.

The new Intern Participation Certificate effective July 1, 1997 states that certificate holders are entitled to a waiver of *only matriculation fees* for a maximum of six (6) credit hours

instruction during a single term. Certificates are valid for three years from the date of issuance.

Fees must be paid or postmarked by the U.S. Post Office (not office meter marked) by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal mail.

#### 7. Staff Employee Waivers

The University is developed a new program to provide a successor to the former tuition waiver benefit. Please check with Human Resources regarding this benefit.

#### 8. Tuition Deferment for VA Students

Students receiving VA benefits who have applied in writing no later than the date specified in the "Schedule of Classes" for the deferment in Veterans Services have until a specified date (see *Schedule of Classes*) to pay tuition in full.

#### 9. Florida Prepaid College Program

Students who are eligible to receive benefits under this program are responsible for the local portion of fees. For 2003/04, these fees are per credit hour are \$11.42 at USF St. Petersburg.

This fee must be paid or postmarked by the fifth day of the term to avoid being cancelled or charged the \$100.00 late payment fee.

#### 10. Mailed Payments

To avoid cancellation of registration or a \$100.00 Late Payment Fee, all fee payments must be postmarked, by the **post office not office metered**, by the applicable fee payment deadline listed in the Academic Calendar.

#### 11. Returned Registration Checks

A student's current registration is subject to cancellation if the check presented in payment of those fees is returned to the University unpaid. Dishonored fee payment checks must be redeemed within 10 calendar days to avoid cancellation of a student's current registration. **A \$100.00 Late Payment Fee and a \$25.00 administrative charge will be assessed on any registration check returned unpaid to the University.**

## Refund of Tuition/Fees Payment Release of Tuition/Fees Liability

The following refunds, less deductions for unpaid debts to the University, are authorized. A Refund Request form must be completed and presented to the Cashier's Office, BAY 132, to initiate the refund process. A two-week waiting period is observed for each refund to be sure checks have cleared.

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

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

## Fee Adjustment Request After Fifth Day of the Term

Effective January, 1989, USF St. Petersburg approves a refund of 100% of the tuition and registration fees if a student withdraws or drops a course due to circumstances determined by the university to be exceptional and beyond the control of the student. Requests for fee adjustments must meet one of the conditions below to be considered.

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

(1) Illness of a student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s),

(2) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation indicating the student's relationship to the deceased,

(3) Involuntary call to active military duty,

(4) A situation in which the university is in error as confirmed in writing by an appropriate University official,

(5) Other documented exceptional circumstances beyond the control of the student that precluded completion of the course(s) accompanied by letter of explanation and appropriate documentation.

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

## Payment of Accounts Due the University

Charges against students for loss or breakage of University equipment, books, fines and other charges are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. University regulations prohibit registration, or release of transcript, diploma, or grades for any student whose account with the University is delinquent. Payments should be brought to the Cashier's Office, BAY 132, by the appropriate deadline.

## Financial Aid

Location/phone: USF St. Petersburg: BAY 105, (727) 553-4128  
Office Hours: Monday through Thursday, 9 a.m. to 6 p.m.  
and Friday, 8 a.m. to 5 p.m.

Web Address: <http://www1.stpt.usf.edu/saffairs>

In addition to finding a wealth of information on the Web regarding your financial aid, you can apply for aid and monitor your aid application at USF St. Petersburg via the Financial Aid Web: <http://usfweb.usf.edu/finaid> and via OASIS: <http://usfonline.admin.usf.edu/>.

Complete and submit the FAFSA online at <http://www.fafsa.ed.gov>. Be sure to list USF St. Petersburg, school code #001537, as a school to receive your information.

Since many programs are funded on a limited basis, it is to your advantage to apply early. Priority application dates and detailed information regarding financial aid are provided each year in the Financial Aid Handbook and on our Web site. Conduct a nationwide scholarship search: <http://www.fastweb.com/> and check out USF St. Petersburg's scholarship information.

The Office of Financial Aid communicates important information regarding your aid via e-mail throughout the year. Therefore, it is extremely important that you ensure that your current e-mail address is in OASIS.

A tuition deferment prevents cancellation of registration for non-payment of fees, and temporarily prevents assessment of the late payment fee. The housing deferment temporarily prevents cancellation of your housing contract. Since financial aid is disbursed after drop/add, check OASIS to see if you have tuition and housing deferments prior to the start of each term (<http://usfonline.admin.usf.edu>). If you have a tuition deferment, avoid paying a late payment fee by paying your tuition as soon as financial aid is available, or by the deferred payment deadline, whichever comes first. Most financial aid is disbursed through your student account and is applied to tuition and other charges posted to the account before a check is issued for any remaining balance. Since tuition deferment prevents cancellation for non-payment, you must officially withdraw from all classes by the refund deadline to be relieved of liability to pay and to ensure that tuition is not later paid by disbursed financial aid. For further information regarding deferments go to <http://usfweb.usf.edu/finaid/>, at the bottom of the page, click on "Deferments & Bookstore Advance."

Short-term loans are also available for limited use. The deadline for deferred tuition payment and details about short-term loans are printed in the *Schedule of Classes*. Because we

are required by federal regulations to verify the last date of attendance in classes, at the end of each semester, the Office of Financial Aid mails letters to financial aid recipients who appear to have unofficially withdrawn. (Your semester grades are all F, U, or I.) Your last date of attendance may be considered the last date you submitted an assignment or took an exam, or your last date of actual attendance in classes. This letter requires a response within 14 days, or it will be assumed you did not attend beyond the 50% point of the term. This may require you to repay a portion of federal financial aid received.

St. Petersburg (727) 553-4636. If you are outside the calling area, call us at 1-877-USF-BULLS.

## Academic Scholarships

Academic scholarships are administered by a number of different offices within the University.

The Office of Admissions administers a variety of different scholarships for first-time-in-college students. All first-time-in-college students interested in academic and minority scholarships should contact the Admissions Office directly.

The Office of Adult and Transfer Student Services administers a variety of different scholarships for transfer students. All transfer students interested in academic and minority scholarships should contact the Office of Adult and Transfer Student Services directly.

All financial aid applicants are automatically considered for scholarships administered through the Office of Financial Aid, if applications are completed by the priority application dates published each year in the Financial Aid Handbook.

The individual colleges of the USF St. Petersburg (the College of Arts & Sciences, the College of Business, and the College of Education) administer some scholarships directly through the Dean's Office in each college. New students and transfer students are advised to contact the USF Admissions Office first, and then the individual colleges regarding scholarship opportunities.

For non-Florida residents, a limited number of out-of-state tuition waivers are available based on academic performance. New students and continuing students are eligible to apply for these awards. New students will be considered for the waiver based on their performance in high school or transfer institution. Continuing USF St. Petersburg students will be considered for the waiver based on cumulative academic performance at USF St. Petersburg. For information contact the Office of Admissions.

First-time-in-college students with general inquiries regarding scholarships should contact the Office of Admissions.

Transfer students with general inquiries regarding scholarships should contact the University Recruiting Office at 553-1002.

Currently enrolled students should contact the individual college in which they are registered or access information through the Office of Financial Aid Web page.

**Veterans Services** provides specialized services and programs to veterans, eligible dependents, active duty personnel, and members of the Selected Reserve. The staff assists students with their use of Department of Veterans Affairs (VA) Educational Benefits, and serve as information and referral resources. Veterans Services was established to act as a liaison, whenever possible, between the VA students and the VA or various USF offices in order to help resolve problems. Veterans Services is the point where students submit all paperwork concerning VA Educational Benefits. Programs to help students financially include VA Work-Study Program, VA Deferment of Fees, Advance Payment Program and VA Tutorial Assistance.

Office Hours: 9:00 a.m. to 6:00 p.m., Monday through Friday (except University holidays). For further information, contact the staff in BAY 105, call (727) 553-4128, or visit our web page (<http://usfweb.usf.edu/vetserve/>).

## University Police

The USF St. Petersburg Police Department provides a full range of public safety services to the campus community 24 hours a day, 7 days a week. All University Police officers are certified by the State of Florida. The USF St. Petersburg Police Department is accredited through the Commission for Florida Law Enforcement accreditation, Inc. Accreditation is the certification by an independent reviewing authority that an entity has met specific requirements and prescribed standards, and has long been recognized as a means of maintaining the highest standards of professionalism.

General services provided by the University Police include car patrol, foot patrol, bicycle patrol, criminal investigation of all misdemeanors and felonies, traffic law enforcement, traffic crash investigation, special events management, and crime prevention programs.

The University Police Department has an excellent working relationship with all local law enforcement agencies. The University Police maintain 24-hour contact with local, national, and international law enforcement agencies via computer networks such as the Florida Crime Information Center and the National Crime Information Center. The Florida Department of Law Enforcement and other local, state, and federal agencies are available to assist the University Police upon request.

### University Police Department Location:

The USF St. Petersburg Police Department is located near the intersection of Fifth Avenue South and Second Street South. The emergency number is "1-9-1-1" and the non-emergency number is (727) 553-4140.

## Victims' Advocacy Program

**Location:** DAV 115

**Hours:** 9 am – 6 pm Mondays, Wednesdays, Thursdays; 9 am – 8 pm Tuesdays (during Fall and Spring Semesters); 8 am – 5 pm Fridays.

This service is coordinated by the Counseling & Career Center at USF St. Petersburg. The service is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date, acquaintance or stranger rape), attempted sexual battery, stalking, or sexual harassment. The victim advocate provides information, support and guidance including short-term crisis intervention, assistance through the campus judicial process, referral to community-based victim assistance programs, help in resolving academic problems resulting from victimization, and referral for necessary counseling, medical, legal and social service assistance.

Advocates are available during regular office hours to provide crisis intervention, options, assistance and referrals. Police reports are not necessary to receive services from an advocate, and services are free and confidential.

Important numbers:

St. Petersburg Police Emergency	911
USF St. Petersburg Police	(727) 553-4140
USFSP Victim Advocate	(727) 553-4129
Pinellas County Rape Crisis Line	(727) 530-7233
Domestic Violence Crisis Line	
South County: CASA	(727) 898-3671
North County: The Haven	(727) 442-4128
Emergency Mental Health	(727) 791-3131

## Parking and Transportation

### Do you have to have a parking permit?

Parking permits are required for all vehicles parking at USF St. Petersburg 24 hours a day, 7 days a week. Each person may purchase only one vehicle permit (additional permit for motorcycle and/or bicycle are allowed). Permit campus designation is based on home campus/class location. Parking permit fees

vary based on parking lot location. If you don't have a permit, you must park at a metered parking space. For additional permit information, call 553-4510.

#### Do visitors need a parking permit?

Yes. Effective August 1, 1999 a daily parking fee of \$2.00 for a daily permit was implemented. The Fee is applicable to visitors and event attendees who park in campus lots, or visitors can choose metered parking during their visit.

#### How do you obtain a permit?

Parking permits may be purchased at the Cashier's Office located in Bayboro Hall. The hours of operation are Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. (A copy of the vehicle registration and a valid driver's license is required.) Permits also may be purchased by mail at the following address:

Parking Services  
USF St. Petersburg  
140 7<sup>th</sup> Avenue South, ONE 304  
St. Petersburg, FL 33701

#### How can I get help when I have a problem with a vehicle?

Low Tire? Keys locked in car? Need to jump-start your car? You can call Parking Services at 553-4510 Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m. (except holidays). You can call Campus Police at 553-4140 after hours and on weekends. The Department of Public Safety and Parking Services Department provide these services to our campus community free of charge.

#### Need an escort to your car?

Call Campus Police at 553-4140 for evening escort to your vehicle.

#### What happens if you get a parking ticket?

Parking regulations are designed to provide safe and orderly parking. Violation of these regulations can result in parking citations, immobilization of your vehicle, towing, or loss of parking privileges. Creating, modifying, or altering a parking permit is a serious parking violation and will result in immediate immobilization or towing of the vehicle. Respond to parking citations within 14 business days of issuance to avoid a late fee of \$11. Most common citations are for no decal, expired parking meter, and parking out of assigned area. For additional information, call 553-4480.

#### Questions?

Additional information may be obtained by calling 553-4480 or by visiting the Parking Services website:  
[http://www.stpt.usf.edu/parking\\_services](http://www.stpt.usf.edu/parking_services)

## Special Services

#### Department of Veterans Affairs (VA) Benefits

USF St. Petersburg is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USF St. Petersburg are approved by the State Approving Agency.

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

To be eligible for full-time VA benefits at USF St. Petersburg, undergraduate students must enroll for 12 or more semester hours, and graduate students must enroll for 9 or more semester hours each normal academic term.

VA regulations require that students take only courses that are applicable to their degree program or other approved program and make satisfactory progress toward their degree.

Students should consult the "Handbook for VA Students" by logging on to USF St. Petersburg Veterans Services web site: <http://usfweb.usf.edu/vetserve> for information on various programs/services, and VA rules and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. *It is the student's responsibility to inquire concerning all VA rules and regulations and to report any change in number of registered hours, change of majors, or adding a double major and/or minor which affects his/her benefits.* Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

Veterans with a service-connected disability approved for benefits under Chapter 31 may contact the Office of Student Financial Services no earlier than one week prior to the start of classes for a book and supplies voucher. 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 directly of enrollment and termination of enrollment. The VA toll-free number is 1-888-442-4551.

\*See "Resident Status," above

## ACADEMIC SERVICES

#### Academic Advising Center

Location/phone: DAV 134, (727) 553-4511

The Academic Advising Center is dedicated to promoting the successful achievement of students' academic goals through comprehensive advising services. The Center's primary responsibility is to provide academic advising to undergraduate students.

The following services are provided to these undergraduate students: advisement regarding academic policies and programs, assistance in the selection of a major, administration of special programs for at-risk student populations, and special advisement for under-represented students. The staff prepares students for entrance into all limited access majors.

## LIBRARY SERVICES

#### Media and Distance Learning Services

The Media Center in Poynter Library offers a large array of media and distance education technologies. This 7,500 square foot facility provides six large and small group listening and viewing rooms for all audio and video formats, a graphics lab, a studio and control room, production room, dubbing and archive room, storage and repair rooms, and an instructional materials center and juvenile collection reading area that seats 44. It also provides for duplication of copyright-compliant learning resources for students and faculty. Media Center staff also will assist with film showings, video taping services, portable public address systems, and other audiovisual support for campus lectures, presentations, and other activities. Media Services provides audiovisual technologies for instructional support in all campus classrooms. Each classroom is equipped, at minimum, with an overhead projector, television monitor, and VCR. Instructors may arrange for other standard audiovisual equipment, including still and video cameras, a portable computer projection system, slide projectors, and DVD or CD players, through written or online requests.

A broadcast studio located in the library Media Center is equipped to receive and send regularly scheduled classes, as well as video conferences or other televised activities. The USFSP Media Staff coordinate such transmissions through the Tampa-based Educational Outreach office responsible for maintaining the video network for all USF campuses. Students from up to ten remote sites may call in through two-way audio



to interact with their instructors. Fax links are also available. Faculty may schedule distance learning activities through the office of Academic Affairs. The distance learning studio, when not in use for classroom transmissions, may be used for teleconferenced meetings, lectures, symposia and other presentations. The class schedule for distance learning courses received or transmitted at USFSP and its distance learning sites is included in the regular USF St. Petersburg course catalog.

Further information regarding these services may be found on the web at [www.nelson.usf.edu/av](http://www.nelson.usf.edu/av)

### Poynter Library

The Nelson Poynter Memorial Library, opened in 1996, provides library services for USF St. Petersburg. Poynter Library is open 79 hours per week when school is in session. Librarians staff the reference desk at all times. Reference librarians are also available to help with classroom library instruction for faculty and with individual research assistance for students. Other library services include circulation, reserves (both print and electronic), interlibrary loan, and copier and media services. The library also provides a wireless network that provides access to electronic library resources as well as Microsoft Office programs. Over 200,000 books and approximately 800 periodicals are cataloged and arranged on open shelves using the Library of Congress classification system. A valid USF St. Petersburg ID card (available through Poynter Library's Media Services) is required to check out materials and to access various library services. Circulation, interlibrary loan, and other library guidelines and procedures are posted on the library web site: [www.nelson.usf.edu](http://www.nelson.usf.edu).

A USF St. Petersburg ID number also provides remote access to the USF Libraries' electronic resources. This electronic library features WebLUIIS (USF's online catalog), an electronic course reserve system, over 1,000 electronic journals, hundreds of databases, and digitized historical materials such as photographs, documents, and oral histories. Numerous library services such as interlibrary loan request forms, the ability to renew materials, and reference assistance requests are also available online. Through WebLuis and interlibrary loan services, students and faculty have access to all six libraries within the USF Library System, a combined collection of over 1,500,000 volumes. Catalogs of other state university libraries are also available through WebLuis. More information about the USF Libraries' online resources is available on the World Wide Web at [www.lib.usf.edu/](http://www.lib.usf.edu/)

Information about obtaining a Net ID number for remote access to library resources is available at <https://una.acomp.usf.edu/>

### USF ST. PETERSBURG I.D. CARD

Location/Phone: Media Center, Nelson Poynter Library (POY 221), 553-3409. Card cost is \$10, payable in advance at the Cashier's Office, BAY132.

The USFCard is the official I.D. card of USF St. Petersburg. University policies require that all student, faculty and staff members carry the USFCard while on campus. A valid ID card number is necessary to access many online academic and library services, including services to distance learners. Students may be denied services if they do not have one.

For additional information: [www.auxsc.usf.edu/usfcard.asp](http://www.auxsc.usf.edu/usfcard.asp)

### Office of Campus Computing

Web Site: <http://www.stpt.usf.edu/docs/lab/index.html>

Student Helpdesk: BAY 228, phone: (727) 553-4551

USF St. Petersburg Open-Use Computer Lab: BAY 226, phone: (727) 553-4551

Dialup Document Web Site: [www.acomp.usf.edu/access.html](http://www.acomp.usf.edu/access.html)

Web Email Access: <https://mailbox.acomp.usf.edu/>

The Office of Campus Computing at USF St. Petersburg is responsible for all functions that involve voice, computing, and

data communication services. The St. Petersburg Regional Data Center (SPRDAC) and Campus Computing Services (CCS) are part of the Office of Campus Computing and support these functions. The Office of Campus Computing is also involved in the planning and implementation of the information technology necessary to support the evolution of USF as a major research institution and the development of academic programs that require technology.

Campus Computing Services (CCS) provides services in direct support of instruction and research for students and faculty. CCS provides the resources and support necessary for faculty to bring technology into the classroom. Student support services are provided through the CCS Help Desk and open-use computer labs. Walk-in assistance for computer questions is available. All USF St. Petersburg students are provided with a NetID and email account. Registered students can obtain automatically generated NetID and email accounts and passwords at <https://una.acomp.usf.edu>.

Desktop computers, printers, and other associated equipment are maintained in open-use computer labs at USF St. Petersburg to enable students, faculty, and staff access to the network and provide processing support. Other services include phone support, on-line help, and tutorials. The open-use computer labs provide significant hours of access, normally six days (72 hours) a week.

Classroom Technology Resources (CTR), a division of Campus Computing Services, was established to support the computer technology needs of USF St. Petersburg faculty and students in a classroom setting. CTR provides the computing resources necessary for instructors to enhance the learning experience of all USF St. Petersburg students. Each campus classroom is equipped with adjustable lighting, an Internet connected Dell Optiplex computer with CD/DVD, Microsoft Office and Internet Explorer, a VCR, and a large screen multimedia presentation monitor.

The St. Petersburg Regional Data Center (SPRDAC) is a division within the Office of Campus Computing, and its support staff consists of Systems and Network Support, Hardware Repair and the SPRDAC Computer Store. SPRDAC operates as a computing utility, and provides the primary computing support for USF St. Petersburg and other agencies. SPRDAC administers the servers that are home to USF St. Petersburg Web services, telephone services, voice mail, applications software, print services, faculty/staff file storage, and administrative applications. For more information see <http://www.stpt.usf.edu/docs/lab/sprdac.html>.

The SPRDAC site includes:

- Sixteen (16) Window servers and three (3) Sun UNIX servers
- Casi-Rusco keyless entry service
- Video surveillance service
- Network Operations Center
- Cisco IP telephone service
- Trane energy management to the campus community.

SPRDAC is also responsible for the management and operation of STPnet, the campus-wide Backbone Network providing access to research facilities on campus and the world. STPnet is based on Ethernet technology, and SPRDAC is responsible for monitoring, cabling and its design. This switched network operates at speeds of over one billion bits per second and provides the infrastructure to transport vast amounts of information, voice, graphics and video needed to achieve institutional goals and position USF St. Petersburg as a major research institution.

The SPRDAC Computer Store was formed within the Office of Campus Computing as the authorized Dell reseller for USF St. Petersburg and provides departments, faculty, staff, and students with computers at the lowest possible cost. SPRDAC Hardware Repair provides Dell authorized warranty, upgrade, and repair services. All of the information concerning the computer store, including current products and pricing, can be found at: [http://www.stpt.usf.edu/docs/lab/dell/acc\\_ret.htm](http://www.stpt.usf.edu/docs/lab/dell/acc_ret.htm).

## ACADEMIC POLICIES AND PROCEDURES

The Office of Admissions & Records maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of Admissions & Records about general questions concerning academic policies and procedures of their current registration or academic record.

**Note:** Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

## ACADEMIC REGULATIONS AND INFORMATION

### Semester System

USF St. Petersburg operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See Academic Calendar for appropriate dates.

### Academic Load

The maximum load of an undergraduate student is 18 hours (Fall & Spring semesters) and 14 hours (Summer Term) unless approval is received from the dean or an authorized representative of the student's college. Students classified as Undecided must receive approval from the Center for Academic Advising. In the Fall or Spring Semester 12 hours is the minimum load for a student to be considered as full-time.

### Full-time Undergraduate Student Definition - Summer Term

Sessions "A" & "B" (6 weeks)

For: Academic purposes - 6 hours or more each session  
For: Financial aid - Students must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C."

Session "C" (10 weeks)

For: Academic purposes - 9 hours or more  
For: Financial aid - Students must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C."

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

Undergraduates may not enroll in 6000-level courses or higher without approval of the college/department in which the course is offered.

### Availability of Courses

USF St. Petersburg does not commit itself to offer all the courses, programs, and majors listed in this catalog unless there is sufficient demand to justify them. Some courses, for example, may be offered only in alternate semesters or years, or even less frequently if there is little demand.

### Transfer of Credit to USF

USF will accept credits only from those institutions accredited by one of the accrediting agencies/commissions recognized by USF. However, USF St. reserves the right to deny credit for specific courses. The receipt and evaluation of total transfer credit are the responsibility of the Office of Admissions & Records. The college of the student's major will determine which courses are applicable toward a specific degree and will assign equivalent courses (see Evaluation of Transfer of Credit under Admissions and Related Matters).

USF subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the associate of arts degree, or

in certain prior approved areas, the associate of science degree, before transferring. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Admissions & Records. Also, all transfer students should refer to other entries about undergraduate transfers in the Admissions section of this catalog.

### Former Student Returning

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

### Continuously Enrolled Degree-Seeking Student

The Office of Admissions & Records will determine the acceptability of transfer credits for continuing, degree-seeking students who take courses at regionally accredited institutions. However, PRIOR WRITTEN APPROVAL MUST BE OBTAINED from the college of the student's major if these credits are to be applicable to the USF degree program. A **properly-executed** Transient Student Form or Cross Enrollment form should be used for this purpose.

### Registration for Admitted Degree-Seeking Students

Continuing degree-seeking students register by appointment for their next semester's courses during the preceding term, either by telephone or in person (regional campuses only). Appointment times and instructions for all registration periods are published in the Schedule of Classes for the appropriate semester.

Prior to initial registration, all newly admitted undergraduate students and readmitted former undergraduate students returning are required to participate in an orientation/academic advising program. Newly admitted students and readmitted Former Students Returning receive Orientation/Academic Advising/Registration instructions from the USF St. Petersburg Office of Orientation.

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

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A \$100.00 late registration fee is charged during this week. (See the section on fees for additional information and the appropriate term's Schedule of Classes for dates.) To avoid cancellation of registration, fees are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). (See Academic Calendar for dates.)

**NOTE:** A Mandatory Medical History Form is required for all students (regardless of age). According to Florida Administrative Code Rule 6C-6.001(4), "Each student accepted for admission shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student."

### Immunization Proof Required

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documentation of proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). (See Immunization Policy.)

### Academic Advising for Undergraduate Students

USF St. Petersburg seeks to guide all students in selecting programs and courses best suited to their personal abilities, educational interests, and career objectives. Students who have been admitted to the University should meet regularly, by appointment, with their Academic Adviser in the Academic

Advising Center located in Davis Hall 134. This Center also serves as an initial point of contact for non-admitted, prospective, and/or non-degree seeking students who need information about the University's academic structure.

All students are encouraged to establish an advising relationship with the Academic Advising Center and periodically visit their advisors to keep abreast of any policy, procedural, or curriculum changes that may affect them. In fact, some colleges require advisor approval of student programs each semester. It is important for students to keep in mind that although the University provides advising services to assist students with academic planning, it is each student's responsibility to see that all graduation requirements are met.

### Initial Advising and Registration

It is necessary that all students meet with their academic advisor prior to first-class registration. The purpose of this initial contact is to provide the advising unit with routine information to assist it in collecting and maintaining the necessary records to assure the student's proper progress toward education goals. Transfer students should bring an unofficial or student copy of their transcript(s) to this advising session.

### Declaration of Major

First-year students often enter the university undecided about their career plans and intended majors and that usually creates little difficulty for them. Many of the more than 90 majors at USF allow students considerable options in their early course choices. However, some programs require completion of particular courses within the first two years. For instance, students with majors in the fine arts or engineering should begin specific coursework I their first year and are best served by declaring their majors upon entry to the university. In other fields, such as nursing, natural and physical sciences, education and business, students must satisfy state mandated course prerequisites and complete specific general education courses during the first two years to be admitted to those majors as juniors and to allow graduation on a timely basis. Therefore, students must make early decisions about those majors as well.

Unless restricted by limited access requirements, all students are expected to be officially declared in a major by the time they have completed 45 semester hours of course work. Beginning Fall Semester 2004, FTIC students who have not declared a major (or pre-major) and who have completed 45 or more credits of college level coursework will not be allowed to register for further credit coursework at the university until they have declared a major or pre-major.

Transfer students, especially those who have completed 60 hours of work prior to transferring to USF, should declare their majors upon entry to the university. Transfer students who have not declared a major (or pre-major) and who have completed 75 or more credits of college level credits of college level coursework will not be allowed to register for further credit coursework at the university until they have declared a major or a pre-major. Students transferring in 75 or more credits will be required to declare a major (or pre-major) at the time of admission.

Many resources are made available by the university to assist students in making career decisions and choosing their majors. Information about these resources is readily available from academic advisors. All entering FTIC students how have not made a career/major decision upon entry to the university will be encouraged to enroll in the University Experience course.

### Advising for Limited Access Programs

Students are cautioned that admission to the University does not imply admission to all the programs and courses offered by the individual colleges; this is especially true with respect to colleges with limited access programs. Colleges such as Business, Education, and Nursing have been designated as limited access colleges and require completion of certain prerequisites before a student may declare a major offered by one of the colleges. It is important that students check the college sections

of the catalog for advising and admission requirements. Students planning to enter a limited access program should be aware that their admission by the college may be denied or delayed and should be prepared with alternative plans of action. Students seeking admission to limited access programs must demonstrate successful academic progress toward meeting the limited access requirements in order to remain undeclared beyond 45 semester hours of credit.

Lower-level transfer students (entering the University with fewer than 60 semester hours) and upper-level transfer students (entering with 60 or more semester hours) who do not meet the requirements of a limited access major are assigned initially to Freshman/Sophomore level advisers. Upper-level transfer students (entering the University with 60 semester hours or more) who meet the admission requirements of a major are assigned to advisers specializing in the college of that major for advising.

### Course Attendance at First Class Meeting

This policy has been put into effect so that USF St. Petersburg may effectively utilize classroom space and to insure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats.

Students are required to attend the first class meeting of undergraduate courses for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department **prior to the first class meeting** to request waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will not be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

This policy is not applicable to courses in the following categories: Educational Outreach, Open University (TV), FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading, or study, individual research, thesis, dissertation, internship, practicums, etc.). Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.

### Schedule Changes

**PLEASE NOTE:** Class days, times and room assignments are subject to change as late as the first day of classes. For updates, please check OASIS at [www.stpt.usf.edu](http://www.stpt.usf.edu). Click on "Class Schedule Search."

### Adds

After a student has completed his/her registration on the date assigned, he/she may add courses on a space available basis until the add deadline specified in the Academic Calendar. See the appropriate semester's University Schedule of Classes for detailed instructions and dates.

### Drops

A student may drop a course(s) during the regular registration and drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

A student may also drop a course(s) between the second and tenth week of the semester (except for Summer sessions - see the Summer Schedule of Classes for dates). Registration fees must be paid for the course(s) and the academic record will

reflect a "W" grade for the dropped course(s). Courses dropped after the ninth week deadline (see Academic Calendar for date) will result in an automatic "F" grade.

### Auditing Privileges and Fees

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. A student must register to audit courses during the late registration period. (No audit registrations are processed during the regular registration periods.) Fees for audit are the same as for full enrollment for credit except out-of-state tuition is not charged. See University Schedule of Classes for detailed instructions and dates.

### Cancellation Before First Class Day

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

### Withdrawal

A student may withdraw from the University without academic penalty during the first ten weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of Admissions & Records. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the tenth week of classes in the Fall and Spring Semesters) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the Summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer Term. Students who withdraw may not continue to attend classes.

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 Cashier's Office. No refund is allowed after this period except for specified reasons. See Refund of Fees under Financial Information for complete details.

### Repeat Course Surcharges

Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, all state universities must monitor undergraduate student progress and charge students the full cost of instruction for certain repeats of undergraduate courses. This policy became effective Fall 1997 and requires USF St. Petersburg to charge students a substantial per credit hour surcharge when they attempt a course three or more times at USF St. Petersburg, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of-state tuition rates. It is important to note that all attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

Effective Fall 2000, the University, under the authority of Board of Regents Rule 6C07001(4)(c) and Statute 240.124, F.S., may grant exceptions to this rule based on extenuating circumstances and financial hardship. However, the University may only approve one appeal per course. The exceptions included in the Statute are extenuating circumstances and financial hardship and are defined as follows:

Extenuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to serious illness, documented medical condition preventing completion; death of an immediate family member, involuntary call to active duty; university error, other emergency circum-

stances or extraordinary situations.

The criteria used by the universities for determining financial hardship should include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

The student must fill out a Fee Adjustment Request Form and indicate the request is for a waiver of the repeat course surcharge. He/she must also submit a statement that explains the request and provide all documentation relating to it. The completed form with documentation should be submitted to the Office of Admissions & Records for consideration. If a student's request is denied, he/she may appeal the decision to the Office of the Dean of Enrollment Services.

### Transcript Information

Transcripts of a student's USF St. Petersburg academic record may be requested by the student through the Office of Admissions & Records. 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 Admissions & Records. By law, the request must include the student's signature and date. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up within two working days after the request is received. USF St. Petersburg Transcript Request forms are available at the Admissions and Registrar's Office.

Letter requests must include: (1) date of request and student's current address; (2) student ID number and full name; (3) name and complete address of recipient; and (4) number of copies and special instructions, such as, "hold for degree statement" or "hold for current term grades," and the student's signature. Degree statements are posted approximately four to six weeks after the graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

To order transcripts by mail, send payment (\$8.00 per copy, check or money order only) and Request Form or letter to:

Office of the Registrar  
USF St. Petersburg-BAY 102  
140 Seventh Avenue South  
St. Petersburg, FL 33701

To order a transcript in person, hand-carry payment (check, money order or cash) and Request Form or letter to the USF St. Petersburg Office of the Registrar, BAY 102.

Transcript request forms are available in this location. Students may complete the request process in one stop at the Cashier's Office.

### College Level Academic Skills Test

The College Level Academic Skills Test (CLAST) is a part of Florida's system of educational accountability. CLAST is a state-mandated achievement test that measures attainment of communication and mathematics skills expected of students completing their sophomore year in college. These skills were identified by the faculties of community colleges and state universities and adopted by the State Board of Education. A student must pass the CLAST or achieve alternate criteria to receive an Associate in Arts or a baccalaureate degree from any Florida public institution.

Students who have already earned a baccalaureate degree from a regionally-accredited institution are exempt from the CLAST requirement at USF St. Petersburg.

The State Board of Education has established minimum CLAST score standards for awarding the Associate in Arts degree and for the baccalaureate degree from October 1, 1992 as follows: Reading, 295; English Language Skills, 295; Mathematics, 295; and Essay, 6.

CLAST may be taken by undergraduate, degree-seeking students who have earned 18 semester hours or the equivalent and who apply to take the test on or before the deadline

established for registration. Students at USF St. Petersburg are required to take the CLAST by the time they complete 45 semester hours. First-time-in-college and lower-level transfer students are encouraged to take the CLAST as early as possible. Transfer students should take the CLAST the first semester they are enrolled as degree-seeking students if they have already exceeded the 45 hours from previous institutions.

If one or more subtests of the CLAST have not been passed, or exemptions have not been awarded by the time a student completes 70 semester hours, the student may not register for classes until he/she has met with the appropriate college CLAST advisor. A course or method of preparation to remediate content covered in the failed subtest(s) will be selected and required. Further registration may be restricted for failure to attend the designated preparation.

If a student has completed 36 hours of upper level (3000 and 4000) courses after the first attempt to pass CLAST and has not satisfied the CLAST requirement, registration will be restricted to 1000 and 2000 level courses. Preparation will be required in each of the subtests failed. Further registration at USF St. Petersburg will be denied for failure to complete the required preparation.

Students may receive exemptions for the CLAST examination by achieving specific EACT or SAT-I scores, or by earning a 2.5 GPA in specific courses. Exemptions are awarded for the communication subtests of CLAST if an SAT-I Verbal score of 500 or an EACT English score of 21 and an EACT Reading score of 22 are achieved. Exemptions are awarded for the mathematics CLAST subtest if an SAT-I Mathematics score of 500 or an EACT Mathematics score of 21 is earned. Students receive exemptions from the CLAST communication subtests if a 2.5 GPA is achieved in at least six hours of ENC 1101 and ENC 1102. Exemptions from the CLAST mathematics subtest are issued when students have earned a 2.5 GPA in at least six hours of MAC 2102 or higher, MGF 2202 or higher and STA 2022 or higher. Any combination of these courses is permissible, providing only one statistics course is used to calculate the six-hour mathematics GPA.

Waivers from individual CLAST subtests are granted in two situations: 1) a specific documented learning disability prevents the student from achieving the skills set forth in SBE 6A-10.0316 (consult with Student Disability Services) and; 2) a student has successfully completed courses related to a specific subtest, but has failed to satisfy the CLAST requirement with a passing score or an exemption. After failing a CLAST subtest five times and successfully completing three terms of documentable preparation and a specific three-hour course related to the failed subtest, a student may apply for a waiver by submitting appropriate documentation to the USF Institutional Test Administrator at the Tampa campus, Evaluation and Testing (SVC 2054). A list of approved courses to satisfy this requirement is available in the Evaluation and Testing Office. Please Note: CLAST exemptions or waivers are not acceptable for admission to or graduation from programs in the College of Education. Refer to the Office of Evaluation and Testing, SVC 2054, for the current policies on CLAST.

**Courses to Satisfy Rule 6A-10.030 ("Gordon Rule")**

Prior to receiving an Associate of Arts degree from a public community college or university or a Bachelor's degree from a public university, a student shall complete successfully the following in the areas of communication and computation:

**1. Communication:** Twelve semester hours of English courses in which a student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 6000 words.

**2. Computation:** Six semester hours of mathematics coursework at the level of college algebra or above. For the purpose of this rule, applied logic, statistics and other such computation coursework, which may not be placed within a

mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section. In order to receive credit for fulfillment of 6A-10.030, students must receive a grade of "C-" or higher in each course (no "S" grades).

In order to follow the specifics of 6A-10.030, USF St. Petersburg has designated the following courses in which the student may demonstrate the writing and mathematical skills as set forth in this rule.

**Communication (12 semester hours)**

AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora]	(3)
AFA 4150	Africa and the United States	(3)
AFA 4335	Black Women in America	(3)
AFS 2250	Culture and Society in Africa	(3)
AFS 3153	African Literature Survey	(3)
AMH 3510	U.S. Diplomatic History to 1898	(4)
AML 3604	African American Literature	(3)
AML 4303	Zora Neale Hurston: Major Works	(3)
AML 4624	Black Women Writers	(3)
AMS 3001	American Culture 1880-1915	(4)
AMS 3260	American Culture, 1830-1860	(4)
AMS 3370	Southern Women: Myth and Reality	(3)
ANT 4231	Folklore	(3)
ANT 4241	Magic and Religion	(3)
ANT 4340	The Caribbean	(3)
ANT 4432	The Individual and Culture	(3)
ANT 4620	Language and Culture	(3)
ANT 4750	Language and Social Interaction	(3)
ANT 4935	Rethinking Anthropology	(3)
ARC 4784	The City	(3)
ARH 4710	History of Photography	(4)
ARH 4721C	History of Printmaking	(3)
ARH 4792	Critical Studies In Art History	(4)
CCJ 4934	Seminar in Criminology	(3)
CHM 4070	Historical Perspectives in Chemistry	(3)
CIS 4250	Ethical Issues And Professional Conduct	(3)
CLA 3501	Women in Antiquity	(3)
CLT 3101	Greek Literature in Translation	(3)
CLT 3102	Roman Literature in Translation	(3)
COM 4020	Communicating Illness, Grief, and Loss	(3)
COM 4030	Women and Communication	(3)
COM 4710	Writing Lives	(3)
CRW 2100	Narration and Description	(3)
CRW 3111	Form and Technique of Fiction	(3)
CRW 3112	Fiction I	(3)
CRW 3121	Fiction II	(3)
DAN 2100	Introduction To Dance	(3)
DAN 4134	Dance History Through the 19th Century	(3)
EDF 3228	Human Behavior and Environmental Selection	(3)
EEC 4008	Literature in Early Childhood Education	(3)
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	(3)
EIN 4313C	Human Factors	(3)
ENC 1101	Composition I	(3)
ENC 1102	Composition II	(3)
ENC 1121	Composition I: Honors	(3)
ENC 1122	Composition II: Honors	(3)
ENC 2210	Technical Writing	(3)
ENC 3211	Communication for Engineers	(3)
ENC 3213	Professional Writing	(3)
ENC 3310	Expository Writing	(3)
EVT 4651	Equity in Schools and the Workplace	(3)
FIL 2001	Film: The Language Of Vision	(4)
FRT 3140	French Literary Masterpieces in English Translation	(3)
GEA 3405	Geography of Latin America	(4)
GEA 3500	Geography of Europe	(4)
GEO 4372	Global Conservation	(4)
GEY 3625	Sociocultural Aspects of Aging	(3)
HIS 4936	Pro-Seminar in History	(4)
HUM 4931	Seminar in Humanities	(4)

IDS 3115	Values and Choices	(3)	REL 4218	Women and the Bible	(3)
IDS 3663	Critical Issues Affecting the Arts	(3)	REL 4221	Who Wrote the Bible (Genesis-Kings)	(4)
IDS 3668	Images of Contemporary Urban Culture	(3)	REL 4670	Judaism and Christianity After the Holocaust	(4)
LAE 4414	Teaching Literature in the Elementary School, Grades K-6	(3)	RUS 3500	Russian Civilization	(3)
LAE 4416	Teaching Literature and Writing in the Elementary Grades	(3)	RUT 3110	Russian Classics in English	(3)
LAE 4464	Adolescent Literature for Middle and Secondary Students	(3)	RUT 3111	Twentieth-Century Russian Literature in English	(3)
LIN 3801	Language and Meaning	(3)	SCE 4236	Science, Technology, Society Interaction	(4)
LIT 2000	Introduction to Literature	(3)	SPC 3425	Group Communication	(3)
LIT 2010	Introduction to Fiction	(3)	SPC 4305	Communicating Emotions	(3)
LIT 2030	Introduction to Poetry	(3)	SPC 4632	Rhetoric and Social Change	(3)
LIT 2040	Introduction to Drama	(3)	SYA 3310	Qualitative Inquiry	(4)
LIT 3101	Literature of the Western World Through the Renaissance	(3)	SYP 4420	Consumer Culture	(3)
LIT 3102	Literature of the Western World Since the Renaissance	(3)	THE 4174	New British Theatre and Drama	(3)
LIT 3103	Great Literature of the World	(3)	THE 4180	Theatre Origins	(3)
LIT 3144	Modern European Novel	(3)	THE 4320	Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200)	(3)
LIT 3155	Modern Literature	(3)	THE 4330	Shakespeare for The Theatre	(3)
LIT 3301	Cultural Studies and the Popular Arts	(3)	THE 4360	The 19th Century Theatre Revolution	(3)
LIT 3383	The Image of Women in Literature	(3)	THE 4401	O'Neill and After	(3)
LIT 3451	Literature and the Occult	(3)	THE 4434	Caribbean Theatre	(3)
LIT 4386	British and American Literature by Women	(3)	THE 4435	Theatre of Pluralism	(3)
MUL 2111	Introduction to Music Literature	(3)	THE 4442	Comedy of The Classic and Neo-Classic Stage	(3)
NGR 6121	Theoretical Basis of Advanced Practice Nursing	(3)	THE 4562	Contemporary Performance Theory	(3)
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice	(3)	WST 3210	European Feminist History: Pre-18th Century	(3)
NUR 4194	An Interdisciplinary Perspective in HIV Disease	(3)	WST 4262	Literature by Women of Color in the Diaspora	(3)
PHH 2000	Introduction to Philosophy	(3)	WST 4310	History of Feminism in the U.S.	(3)
PHH 4600	Contemporary Philosophy	(3)	WST 4410	Third World Women Writers	(3)
PHH 4700	American Philosophy	(3)			
PHI 1401	Science and Society	(3)			
PHI 3700	Philosophy of Religion	(3)			
PHI 4300	Theory of Knowledge	(3)			
PHI 4320	Philosophy of Mind	(3)			
PHI 4800	Aesthetics	(3)			
PHM 3100	Social Philosophy	(3)			
PHM 4331	Modern Political Philosophy	(3)			
PHM 4340	Contemporary Political Philosophy	(3)			
PHP 3786	Existentialism	(3)			
PHP 4000	Plato	(3)			
PHP 4010	Aristotle	(3)			
PHP 4740	The Rationalists	(3)			
PHP 4745	The Empiricists	(3)			
PHP 4784	Analytical Philosophy	(3)			
PHP 4788	Philosophy of Marxism	(3)			
PHY 4031	Great Themes in Physics	(3)			
POS 4413	The American Presidency	(3)			
POS 4694	Women and Law II	(3)			
POT 4109	Politics and Literature	(3)			
PUP 4323	Women and Politics	(3)			
REL 2300	Introduction to World Religions	(4)			
REL 3111	The Religious Quest in Contemporary Films	(4)			
REL 3114	Comedy, Tragedy, and Religion	(3)			
REL 3145	Women and Religion	(3)			
REL 3170	Religion, Ethics and Society Through Film	(4)			
REL 3367	Islam in the Modern World	(3)			
REL 3465	Religion and the Meaning of Life	(3)			
REL 3500	History of Christianity	(4)			
REL 3561	Roman Catholicism	(3)			
REL 3600	Introduction to Judaism	(3)			
REL 3602	Classics of Judaism	(3)			
REL 3613	Modern Judaism	(3)			
REL 4171	Contemporary Christian Ethics	(4)			
REL 4177	Comparative Religious Ethics	(4)			
REL 4215	Ancient Israel and the Development of the Hebrew Bible	(3)			

All the above courses will require 6,000 written words per course. IDH courses will fulfill the writing requirement for all University Honor students only.

#### Computation (6 semester hours)

Any courses offered by the Mathematics Department may be used. Only one course from the following list (some of which are not in the Mathematics Department) may be used.

#### Course Number and Title Semester Hours

CGS 2060	Introduction to Computers and Programming in Basic	(3)
PHI 2101	Introduction to Formal Logic	(3)
QMB 2100	Business and Economics Statistics I	(3)
STA 2023	Introduction to Statistics	(4)
STA 2122	Social Sciences Statistics	(3)

Note that CGS 2060 will not satisfy the USF St. Petersburg General Education Quantitative Methods requirement.

CLEP general/subject examinations in mathematics, calculus, college algebra, college algebra-trigonometry, and trigonometry may satisfy this requirement.

## Grades, Scholarship Requirements, and Review Procedures

The University is interested in each student making reasonable progress towards his/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 that indicates whether or not a student is showing sufficient progress toward meeting degree requirements. Notations of Grades, Academic Probation and Academic Dismissal are posted to the student's academic record.

When a student is academically dismissed from the University and is ineligible to re-enroll, it may be in his/her best interest to re-evaluate his/her educational goals with an academic advisor at the college. If the student's poor academic performance has resulted from extenuating circumstances or if after a period of time the student feels he/she has gained adequate maturity and motivation, he/she may petition the Academic Regulations Committee for permission to re-enroll. See Academic Regulations Committee, for information on petitioning.

### Grading System

Effective Fall Semester, 2000, USF St. Petersburg faculty may use a plus/minus grading system to assign student grades. The use of the plus/minus grading system is at the discretion of the individual faculty member.

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

Plus/Minus Grades		
A+	4.00	
A	Excellent performance	4.00
A-		3.67
B+		3.33
B	Good performance	3.00
B-		2.67
C+	2.33	
C	Average performance	2.00
C-		1.67
D+	1.33	
D	Poor performance	1.00
D-		0.67
F	Failure	0.00

#### Other Grades

- E Course repeated, not included in GPA
- FF Failure/academic dishonesty
- I Incomplete
- IF Incomplete grade changed to Failure
- IU Incomplete grade changed to Unsatisfactory
- M No grade submitted by instructor
- MF Missing grade changed to Failure
- MU Missing grade changed to Unsatisfactory
- N Audit
- S Satisfactory
- U Unsatisfactory
- W Withdrawal from course without penalty
- WC Withdrawal for extenuating circumstances
- Z Indicates continuing registration.

Please note that the grade of C- will satisfy specified minimum requirements of the Gordon Rule courses and the common prerequisites unless otherwise specified in the Catalog.

#### Grade Point Average

The University uses the quality points listed above. The grade-point average (GPA) is computed by dividing the total number of quality points by the total hours attempted at USF. 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. Credit hours for courses with grades of I, IU, M, MU, N, S, U, W, Z, and grades that are preceded by a "E" are subtracted from the total hours attempted before the GPA is calculated.

Credit hours for repeated USF coursework will be awarded only once per course unless the course is a university-approved repeatable course. "D" and "F" grades, however, for repeated USF coursework will be counted in the computation of the student's GPA as many times as those grades for that course are recorded. If a student originally earns a "C" or higher in a course that may not be repeated for additional credit and earns

a "C" or higher on a subsequent enrollment the new grade is not computed in the USF GPA unless the forgiveness policy is being applied.

#### "I" Grade Policy

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

#### "M" Grade Policy

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

#### S/U Grade System

No-option Courses. Certain courses have been designated as S/U courses. The "S" and "U" grades are used to indicate the student's final grade. These S/U only courses are identified with (S/U only) after the course definition in this catalog. No grading system option is available to students or faculty in these courses.

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

1. Required courses in the major may not be taken on an S/U basis.
2. Specifically designated required courses in the distribution requirements of the student's college may not be taken on an S/U basis.
3. Courses to satisfy 6A-10.30 (Gordon Rule) may not be taken on an S/U basis.
4. Courses to satisfy USF's B.A. foreign language requirement may not be taken on an S/U basis.
5. 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 that 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 that 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/she wishes to take the course on an S/U basis.
2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar "S" or "U" consistent with the following:
  - a. Letter grade, A, B, or C, shall be equivalent to a letter grade of "S."
  - b. Letter grades D or F shall be equivalent to a letter grade of "U." "S" and "U" grades are not computed in the student's GPA.

#### Grade Forgiveness Policy

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

The grade forgiveness policy cannot apply to any course in which the grade of "FF" has been recorded.

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

1. Complete a "Grade Forgiveness Request Form" (available in the Office of Admissions & Records) 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/D- or higher (grades of S/U are not permitted).
  - d. All grades remain on the transcript. The original course grade will be annotated with "E" to indicate that the course has subsequently been repeated and the original grade is not computed in the GPA.
  - e. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

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

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

#### Good Standing

USF St. Petersburg students will be considered in Good Standing if they are currently enrolled or eligible to return to USF St. Petersburg.

#### Academic Record

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

#### Academic Probation and Academic Dismissal for Undergraduate Students

The first time the academic record of an undergraduate or non-degree seeking student falls below a cumulative 2.00 grade point average (GPA), counting only USF grades, he/she will be placed on Academic Probation (AP). If the cumulative GPA is not raised to 2.00 or higher at the end of the next term of enrollment, the student will be placed on Final Academic Probation (FP). A student on Final Academic Probation who fails to raise his/her cumulative USF GPA to 2.00 or higher at the end of the next term of enrollment will be Academically Dismissed (AD) from the university.

A student admitted to the university on probationary status will be placed on Academic Probation (AP) his/her first term with the above rules related to Final Academic Probation and Academic Dismissal applying. Academic advising prior to registration is mandatory until the student is removed from probationary status.

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 or who has been placed on Conditional Readmission by the Academic Regulations Committee will be Academically Dismissed.

The determination and notification of probationary status or academic dismissal will be made by the Office of Admissions & Records on the student's semester grade report and academic record.

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

If a student who has accumulated fewer than 60 semester hours is academically dismissed from USF or falls below a 2.0 GPA and subsequently achieves an A.A. degree or an articulated A.S. degree from a Florida public community/ junior college (or other SUS institution), that student, when returning to the University, will be automatically credited with a maximum of 60 semester hours and have his/her academic record cleared and the USF GPA will begin again.

If a student who has accumulated 60 or more semester hours is academically dismissed from USF falls below a 2.0 GPA and subsequently receives an A.A. or an articulated A.S. from a Florida public community/junior college (or other SUS institution), that student, when returning to the University, will not automatically have his/her record cleared. The student must consult with his/her Academic Regulations Committee representative and must either:

- a. Request that his/her academic record be cleared. If the student chooses this option and the Academic Regulations Committee approves the request, the student will be credited with a maximum of 60 semester hours and the USF GPA will begin again; or
- b. Request that the USF hours and GPA be retained and receive specific stipulations from the Academic Regulations Committee to clear the academic record.

In either case, the decision must be made in the term of USF St. Petersburg enrollment following the receipt of the AA degree and is considered to be a binding decision.

If a student is academically dismissed or falls below a 2.0 GPA from USF and subsequently receives a BA/BS from another four-year institution, that student, when accepted to the University with the post-baccalaureate status, will have his/her academic record cleared.



The posting of the AA shall not remove the previous GPA generated at USF for a student who has earned credit at USF and is academically eligible to return to the university and who subsequently receives an A.A. from a community college.

**Academic Renewal**

USF St. Petersburg recognizes that not every student's academic record is flawless and that many times students get off to such a poor start that their future academic opportunities are limited. USF St. Petersburg can offer many of those students a second chance. The University's Academic Renewal policy allows students, who provide evidence that they might now achieve academic success, to renew their pursuit of baccalaureate degrees without the burden of having to overcome the effects of low grades and low grade-point-averages that reflect academic work attempted years earlier. To facilitate this opportunity, students who qualify for Academic Renewal may, with the approval of the Academic Regulations Committee, have portions of their academic record not counted in the determination of their grade point averages (GPAs) for graduation purposes. Their entire academic record, however, will continue to be reflected on their transcripts even though a selected portion will not be counted in their GPAs.

**Academic Renewal I** – Students with fewer than 60 credits: Students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.0) but who otherwise were eligible to return from USF St. Petersburg or other institutions of higher education prior to their successful completion of 60 transferable credits, may be admitted to the University with Academic Renewal after completing all requirements for the Associate in Arts degree or equivalent (including general education, Gordon Rule and CLAST requirements) at a two- or four-year college. Academic Renewal I students will enter USF St. Petersburg as juniors and their USF grade point average will be calculated from that point forward. Such students will be required to earn 60 credits from USF, with a grade point average of at least 2.0 subsequent to the AA degree, in order to graduate from USF St. Petersburg. They also may be excluded from admission to limited access programs. Further, students who exercise the Academic Renewal policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

**Academic Renewal II** – Students with 60 or more earned credits: Students who were academically dismissed (but who otherwise were eligible to return) from USF St. Petersburg or other institutions of higher education after the successful completion of 60 transferable credits may be admitted to the University with Academic Renewal II if they are able to provide convincing evidence of changes that indicate they might be successful given a new opportunity. Normally, such students will have been engaged in successful non-academic activities such as work or the military for at least five years. Academic Renewal II students will be offered an opportunity to enter USF St. Petersburg with all coursework and grades from any three academic semesters (or equivalent) prior to their academic dismissal dropped from consideration in grade-point-average calculations at the University. Students who elect to exercise the Academic Renewal policy will not be allowed to use any credit earned during the academic terms from which courses are dropped from grade-point-average consideration toward meeting degree requirements at the University\* and they may be excluded from admission to limited access programs. Further, students who exercise the Academic Renewal policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

\*Students who engage the Academic Renewal II policy will lose the credit they earned during the terms (up to three) they choose to exclude from GPA calculations. They will not necessarily

have to repeat a course completed with a grade of "C" or higher to meet specific course requirements.

**College Policies For Academic Progress**

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to those established by USF St. Petersburg. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

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

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

**Class Standing**

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

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

**Admission to a College**

All newly-admitted students must be advised initially by an academic advisor. All undecided students are assigned to the Freshman/Sophomore level advisers for purposes of advising until a choice of major is made. At that time, he/she may enter the college containing the major department. Undecided students may remain in this classification until a maximum of 90 semester hours is earned. After that time, a major must be selected. New transfer students who have completed 90 or more hours may remain undeclared for a maximum of two terms following initial USF St. Petersburg entry.

**Change of Major**

All undergraduate students desiring to change their major should consult the Academic Advising Center.

**Administrative Holds**

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

**Student Information Changes**

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

**Final Examinations**

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

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

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

**Comprehensive Final Examinations:** The last 6 days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination must be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. The period of two hours shall be allotted for each final examination. If a student has a direct conflict of scheduled examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The final examination schedule shall be published in the same manner and place as the Schedule of Classes.

**Vice President's Scholar List**

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Vice President's Scholar List." To be eligible for the Vice President's Scholar List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Vice President's Scholar 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 St. Petersburg 4.0 GPA (ties at the 90th percentile will be included in the honors group).

**Dean's List**

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Dean's List." To be eligible for the Dean's List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Dean's List shall consist of the fewer of: 1) the upper 10% of the enrollment of the college or 2) students in the college with a USF St. Petersburg 3.9-3.75 GPA (ties at the 90th percentile will be included in the honors group).

**Academic Regulations Committee**

The Academic Regulations Committee (ARC) meets regularly to review petitions submitted by undergraduate students to waive University academic regulations. Students must petition and secure approval of the committee to return to the University

after having been academically dismissed or to waive academic deadlines.

Effective Fall, 1998, the University has implemented a statute of limitations on student petitions for retroactive adds, drops, withdrawals, and registration. A student will be limited to two calendar years (six academic semesters/terms) for such appeals whether the student is in attendance or not.

The committee normally meets once a week on Tuesday. To petition the committee, a student must secure the appropriate form from the Office of Admissions & Records and consult with the ARC representative from his/her college prior to submitting the petition form. Completed forms should be returned to the Academic Advising Center no later than the preceding Tuesday, to be reviewed at the next week's meeting. Students will receive notification of the committee's action the following week.

**Student Academic Grievance Procedures**

Student academic grievance procedures exist at USF St. Petersburg to provide students the opportunity for an 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 undergraduate college for the general purpose of considering student academic grievances and making recommendations based on these considerations to the Dean of the college in which the alleged grievance occurred.

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

**Procedures for Alleged Academic Dishonesty or Disruption Of Academic Process**

Alleged violations of academic dishonesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the Faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the instructor must attempt to schedule a meeting with the student to discuss the alleged dishonesty or disruptions.

After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the chairperson of the department or equivalent, e.g. campus dean, responsible for the course outlining the facts of the incident and the agreed-upon solution signed by both the instructor and student. A copy of this statement shall be given to the student. If no solution is reached, the matter should be referred to the chairperson of the department or the equivalent, e.g. campus dean, for attempt at resolution.

**Academic Dishonesty and Disruption Of Academic Process**

Students attending USF St. Petersburg are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. Academic dishonesty cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

**Plagiarism**

Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or

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

1. Examples of proper citation (footnote format) are as follows [Footnoting/citation styles will depend upon those used by different academic disciplines. Many disciplines in the Natural Science areas, for example, will cite the sources within the body of the text.]
  - a. "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." 1[Direct quotation] 1Harry Shaw, *Concise Dictionary of Literary Terms* (McGraw-Hill, 1972), pp. 209-210.
  - b. As Harry Shaw states in his *Concise Dictionary of Literary Terms*, "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." 1[Direct quotation with an introductory statement citing the source.] 1(McGraw-Hill, 1972), pp. 209-210.
  - c. Plagiarism is literary theft. To emphasize that point, Harry Shaw states that the root of the word comes from the Latin word meaning "kidnapping." 1[Paraphrasing] 1*Concise Dictionary of Literary Terms* (McGraw-Hill, 1972), pp. 209-210.
  - d. In defining plagiarism, "Strategies for Teaching with Online Tools" suggests that visibility makes intellectual theft less probable. 1[Paraphrasing a Web site] 1<http://bedfordstmartins.com/technotes/hccworkshop/plagiarism.htm>
2. Examples of proper citation (in body of text):
  - a. Shaw (1972) states that the root of the word comes from the Latin word meaning "kidnapping." [Paraphrasing; complete information about source will be cited in a section at the close of the text.]
  - b. Shaw (1972) was correct when he stated that "plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." [Quotation; complete information about source will be cited in a section at the close of the text.]
  - c. Plagiarism.org suggests that a searchable database of papers might assuage what Shaw called a "kidnapping" of intellectual content. [Paraphrasing of a Web site; the complete information on the Web site will appear in the works cited section.]
3. The following are examples of plagiarism because sources are not cited and appropriate quotation marks are not used:
  - a. Plagiarism, from a Latin word meaning "kidnapping," ranges from inept paraphrasing to outright theft.
  - b. Plagiarism comes from a Latin word meaning "kidnapping" and ranges from paraphrasing to theft.
  - c. Plagiarism ranges from inept paraphrasing to outright theft.
  - d. Visibility online makes plagiarism much more difficult for the would-be thief.

#### **Punishment Guidelines:**

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

#### **Cheating**

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

#### **Punishment Guidelines for Academic Dishonesty:**

Punishments for academic dishonesty will depend on the seriousness of the offense and may include assignment of an "F" or a numerical value of zero on the subject paper, lab report, etc., an "F" or an "FF" grade (the latter indicating academic dishonesty) in the course, suspension or expulsion from the University. A student who receives an "FF" grade may not use the university's Grade Forgiveness Policy if the course is subsequently repeated. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved. Procedures for student notification concerning the academic dishonesty remain with the instructor and/or department chair. (See Procedures for Alleged Academic Dishonesty or Disruption Of Academic Process.) Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation:

For the first "FF" recorded in a student's USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing them of appeal rights and placing him or her on "Academic Warning" for the remainder of enrollment at USF. Students with any "FF" grade on record will not be eligible for honors at graduation.

For the second "FF" recorded, the student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

For the third "FF" recorded, the student will be permanently dismissed from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.

Note that the maximum penalty for receipt of any FF grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student's formal record and transcript: Dismissed for Academic Dishonesty.

- a. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an "F" with a numerical value of zero on the test, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.
- b. For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an "F" in the course.

- c. For the use of another student, a stand-in, to take an examination for the enrolled student, it is suggested that the enrolled student receive an "F" in the course and be suspended from school for one year and that the stand-in, if a University student, be suspended from school for one year.
- d. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an "F" in the course and may be expelled from the University.
- e. It is suggested that students who receive or give stolen computer programs receive an "F" with a numerical value of zero on the program or programs, and the "F" be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

### Disruption of Academic Process

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

### Punishment Guidelines for Disruption of Academic Process:

Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of "W," if the student is passing the course, shown on the student record. If the student is not passing, a grade of "F" will be shown on the student record.

### Procedures for Handling Student Violations Involving Alleged Academic Dishonesty and Disruption of Academic Process

Alleged violations of academic dishonesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the Faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the instructor must attempt to schedule a meeting with the student to discuss the alleged dishonesty or disruptions.

After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the Dean of the college responsible for the course outlining the facts of the incident and the agreed-upon solution signed by both the instructor and student. A copy of this statement shall be given to the student. If no solution is reached, the matter should be referred to the dean of the college for attempt at resolution. If no resolution is reached, the matter should be referred to the Associate Vice President for Academic Affairs for attempt at resolution. If no solution is reached, the associate vice president shall appoint a student/faculty committee consisting of an equal number of students and faculty to hear the two sides of the incident and to advise the Dean regarding the disposition of the case.

### Academic Committee Pre-Hearing Procedure.

Within a reasonable time following the failure of the student/instructor/dean meetings to bring about a solution, and in no event later than three (3) months after such failure, the Dean shall cause formal charges to be filed with the appointed academic committee. The charged student shall be provided a written notice of charges, in sufficient detail to prepare for the

hearing, no less than three (3) days before the hearing, except in cases of emergency as specified below.

### Hearings

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

**Non-Emergency Hearings.** Non-emergency hearings are held before the Academic Committee.

### General Principles for Non-Emergency Hearings

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

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

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

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

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

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

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

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

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

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

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

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

**Hearing on Appeal.** The charged student may appeal the decision of the academic committee or appointed academic administrator within thirty (30) working days of decision to the Vice President of USF St. Petersburg. The record of the initial hearing may be considered on appeal and the student is entitled to access the record when appealing. The decision of the Vice President of USF St. Petersburg is final.

## Liberal Arts Requirements

All new USF St. Petersburg students and Former Students Returning are required to take 45 semester hours to satisfy the complete liberal arts requirements. Thirty-six (36) semester hours will satisfy the general education course requirements and 9 semester hours will satisfy the exit requirements. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from the 9 semester hour exit requirements. The requirements are distributed as follows:

General Education Requirements*	Semester Hours
English Composition	6
Quantitative Methods	6
Natural Sciences	6
Social Sciences	6
Historical Perspectives	6
Fine Arts	3
African, Latin American, Middle Eastern or Asian Perspectives	3
	<u>36</u>
Exit Requirements*	
Major Works and Major Issues	6
Literature and Writing	3
	<u>9</u>

\*Courses may be certified in more than one area, but students may use each course in **only** one (1) area.

**LIBERAL ARTS GENERAL EDUCATION COURSE REQUIREMENTS (36 Semester Hours)**

**English Composition:** This requirement consists of a minimum of six (6) semester hours of approved course work in English Composition. Students may satisfy this requirement during the second semester freshman level of composition in the following ways: by earning a letter grade of "C-" or better at USF or another institution or by receiving AP or IB English credit. Students with satisfactory CLEP performance will satisfy part of the English Composition requirement, but they will still need to complete ENC 1102 or its equivalent. To satisfy the Gordon Rule, students must earn a letter grade of "C-" or better in each of these courses.

**Quantitative Methods:** Competence in a minimum of six (6) semester hours of approved mathematics coursework (see the list below). These courses should include both a practical component-providing students with an appreciation of how course content relates to their everyday experiences, and an historical component-providing students with an understanding of the application of the material to other disciplines. To satisfy the Gordon Rule, students must earn a letter grade of "C-" or better in each of these courses.

Only the courses in the list below may be used to satisfy the General Education Quantitative Methods requirement. At least one course must have either an MAC or an MGF prefix. The other course may be any course in the list. To satisfy the Gordon Rule, students must earn a letter grade of "C-" or better in these courses.

While CGS 2060 is applicable to the Gordon Rule Computation requirement, it cannot be used to satisfy USF's General Education Quantitative Methods requirement.

**Natural Sciences:** Students should successfully complete a minimum of six (6) semester hours of approved coursework in the natural sciences. Students are encouraged to enroll in courses with a laboratory component. It is a goal that all students have at least one science course with a laboratory; however, facilities and personnel resources prohibit that requirement at this time. Courses may be interdisciplinary. The courses may deal with the content, theories, history, presuppositions, and methods of the discipline. They will include demonstrations and address problems, ambiguities, and different perspectives in the discipline. They will also provide students with an appreciation of how the discipline fits within the natural sciences and relates to their own lives and the broader human experience.

**Social Sciences:** Students must successfully complete a minimum of six (6) semester hours of approved coursework in the social sciences; the courses may be interdisciplinary and need not be sequential. Courses in the social sciences shall involve those disciplines considered to be social sciences in that they deal theoretically and empirically with individuals and their relationships to each other and to society. Courses must deal with the content, theories, history, presuppositions, and methods of the discipline. They should also address problems, ambiguities, and different perspectives in the discipline. These

courses will provide students with an appreciation of how the discipline fits within the social sciences and relates to their own lives and the broader human experience.

**Historical Perspectives:** A minimum of six (6) semester hours of approved coursework in artistic, cultural, economic, intellectual, religious, social, and/or political history is required. At least three (3) semester hours will be in the history of Western Civilization. Courses are not limited to those in the discipline of history; however, the courses will have a historical perspective in that they provide students with a sense of the evolution of societies and peoples, including analysis of their history. A sense of chronology is necessary in these courses, but not sufficient. A historical perspective also entails analyses of various elements, such as the intellectual, cultural, artistic, economic, social, political, and religious characteristics of societies and peoples.

**Fine Arts:** Students are required to successfully complete a minimum of three (3) semester hours of approved coursework in the fine arts. Courses in the fine arts shall involve those disciplines considered to be fine arts in that they deal theoretically and experientially with the aesthetic dimensions of individuals and groups. Courses will concern the creative experience that takes into account the perspectives of both the artist and the public. They may be interdisciplinary and must involve the content, theories, history, presuppositions, and methods of the fine arts. They will address problems, ambiguities, and different perspectives in the disciplines of fine arts. These courses will also provide students with an appreciation of how the disciplines fit within fine arts and relate to their everyday experiences.

**African, Latin American, Middle Eastern, or Asian Perspectives (ALAMEA):** Students will take a minimum of three (3) semester hours of approved coursework in one of the above listed geographical areas. Course content may include social, political, and economic as well as artistic, cultural, and intellectual subject matter. The material will be presented within a geographical, chronological, and/or humanities background and will necessarily be selective.

All courses listed are certified as meeting the General Education requirements as of November, 2003. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

**LIBERAL ARTS GENERAL EDUCATION REQUIREMENT**

**ENGLISH COMPOSITON**

ENC 1101	Composition I -6A	(3)
ENC 1102	Composition II -6A	(3)
ENC 1121	Composition I: Honors -6A	(3)
ENC 1122	Composition II: Honors -6A	(3)

**QUANTITATIVE METHODS**

MAC 1105	College Algebra -6A	(3)
MAC 1140	Precalculus Algebra -6A	(3)
MAC 1147	Precalculus Algebra and Trigonometry -6A	(4)
MAC 2233	Business Calculus -6A	(4)
MAC 2241	Life Sciences Calculus I -6A	(4)
MAC 2242	Life Sciences Calculus II -6A	(4)
MAC 2281	Engineering Calculus I -6A	(4)
MAC 2282	Engineering Calculus II -6A	(4)
MAC 2311	Calculus I -6A	(4)
MAC 2312	Calculus II -6A	(4)
MGF 1106	Finite Mathematics -6A	(3)
MGF 1107	Mathematics for Liberal Arts -6A	(3)
MGF 1131	Chaos and Fractals -6A	(3)
MGF 3301	Bridge to Abstract Mathematics -6A	(4)
PHI 2101	Introduction to Formal Logic -6A	(3)
QMB 2100	Business And Economic Statistics I -6A	(3)
STA 1022	Basic Statistics -6A	(3)
STA 2023	Introductory Statistics I -6A	(4)
STA 2122	Social Science Statistics -6A	(3)





REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	(3)
REL 4218	Women and the Bible -6A	(3)
SYD 3441	Peasant Perspectives	(3)
WST 3015	Introduction to Women's Studies	(3)

### LIBERAL ARTS EXIT REQUIREMENTS FOR UNDERGRADUATES IN ALL DISCIPLINES (9 Semester Hours)

A student's liberal arts education will continue throughout the college years and not be limited to a relatively small number of required courses in the first two years of college. Exit requirements will provide students with an opportunity during their junior and senior years at USF St. Petersburg to integrate their knowledge within the context of liberal arts. Courses that satisfy the exit requirements will, where appropriate, incorporate considerations of values and ethics; international and environmental perspectives; race and ethnicity; and gender. By their junior and senior years, students will have a foundation in liberal arts and be better able to reflect upon ethical issues in a constructive way. Students graduating from the College of Education or the College of Engineering may be required to complete only six hours (two exit courses) and should consult with their advisors regarding exceptions to this requirement. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from the liberal arts exit requirements.

Students will take at least one of the Liberal Arts Exit courses outside their disciplinary cluster(s). For purposes of this policy, the term "discipline" refers to the following fields: business, education, engineering, fine arts, health sciences, letters, natural sciences, and social sciences (See list below of "Outside the Disciplinary Cluster" Liberal Arts Exit Courses). One of the Major Works and Major Issues courses, if taken outside the student's major disciplinary cluster(s), may be taken for S/U credit with the consent of the instructor. Only courses numbered 3000 or above may be used to satisfy the exit requirements. **Exit requirements must be taken at USF St. Petersburg.**

All exit requirement courses will be seminar-size courses in which enrollment will be targeted at approximately 20 to 25 students. These courses will be taught by regular faculty.

Students majoring in the College of Education are permitted to graduate with only six credits of Liberal Arts Exit courses, all of which may be taken in the College. The distribution of those six credits varies by major. Students majoring in the College of Engineering are permitted to graduate with only six credits of Liberal Arts Exit courses, and may meet the Literature/Writing requirement by completing ENC 3211. Students graduating from the College of Nursing are permitted to graduate with six credits of Liberal Arts Exit courses, both of which may be Major Works/Issues courses within the College.

#### Major Works and Major Issues (6 credit hours required):

A portion of the exit requirements consists of a minimum of six (6) semester hours of approved coursework concerning major works and major issues. Courses will focus on major issues, documents, or works, and will allow students to read primary texts. These courses may allow students to delve into topics on an interdisciplinary basis. Students will be encouraged to write enough to fulfill Gordon Rule requirements. One of the Major Works and Major Issues courses, if taken outside the student's major discipline(s), may be taken for S/U credit with the consent of the instructor.

Major Works and Major Issues courses must offer the opportunity for integration of content. These courses will have a liberal arts content and, when appropriate, will contain in-depth discussions of values and ethics, international and environmental perspectives, race and ethnicity, and gender. Courses may be interdisciplinary and may be team taught. This will provide students with an opportunity to explore, in-depth and on an interdisciplinary basis, major topics that are important but outside of the major field of study.

**Literature and Writing (3 credit hours required):** In addition, students will take three (3) semester hours of approved exit requirement coursework in literature and writing. These courses

will allow students to read significant literature of the world and write at least 6,000 words. The 6,000-word requirement meets Gordon Rule requirements and is for students who may wish to satisfy some of this requirement with upper-level courses. The writing requirement may be satisfied with assignments that include, for instance, revision and process writing. The course may be taken within the major if appropriate. The courses will focus on the dimensions of values and ethics, international and environmental perspectives, race and ethnicity, and gender.

All students must achieve an overall average of "C" (2.0GPA) in the lower level requirements and a grade of "C" or better in each of the exit requirement courses.

Although post-secondary foreign language courses may not be required for all graduates, students are encouraged to become competent in at least one foreign language. Foreign language study enriches the command of English, enlarges cultural perspective, and enhances learning skills.

All courses listed are certified as meeting the Exit requirement as of November, 2003. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

### LIBERAL ARTS EXIT REQUIREMENT COURSES

#### MAJOR WORKS AND MAJOR ISSUES

AFA 4313	Black English	(3)
AFA 4333	The African Diaspora: Blacks in the Construction of the Americas	(3)
AFA 4335	Black Women in America -6A	(3)
AFA 4350	African American Community Research	(3)
AFA 4400	Middle Passage	(3)
AFA 4500	Slavery in the Americas and the Caribbean	(3)
AML 4303	Zora Neale Hurston: Major Works -6A	(3)
AMS 4804	Major Ideas in America	(3)
ANT 4172	Historical Archaeology -6A	(3)
ANT 4195	Fantastic Archaeology	(3)
ANT 4241	Magic and Religion -6A	(3)
ANT 4302	Gender in Cross-Cultural Perspective	(3)
ANT 4316	Ethnic Diversity in the United States	(3)
ANT 4340	The Caribbean -6A	(3)
ANT 4401	Exploring Cross-Cultural Diversity	(3)
ANT 4432	The Individual and Culture -6A	(3)
ARC 4784	The City -6A	(3)
ARH 3475C	Contemporary Issues in Art	(4)
ARH 4455	Modern Political Iconography	(4)
ARH 4710	History of Photography -6A	(4)
BSC 4057	Environmental Issues	(3)
CCJ 4934	Seminar in Criminology -6A	(3)
CEG 4850	Capstone Geotechnical/Transportation Design	(3)
CES 4740	Capstone Structural/Geotechnical/Material Design	(3)
CGN 4122	Professional and Ethical Issues in Engineering	(3)
CHM 4070	Historical Perspectives in Chemistry -6A	(3)
CIS 4250	Ethical Issues And Professional Conduct -6A	(3)
CLT 3101	Greek Literature in Translation -6A	(3)
CLT 3102	Roman Literature in Translation -6A	(3)
COM 4030	Women and Communication -6A	(3)
CWR 4812	Capstone Water Resources/Environmental Design	(3)
ECH 4615	Plant Design	(4)
ECO 3703	International Economics	(3)
ECO 4323	Radical Political Economy	(3)
ECP 3201	Economics of Women and Work	(3)
ECP 3302	Environmental Economics	(3)
ECP 3613	Economics of the Urban Environment	(3)
ECS 4003	Comparative Economic Systems	(3)
EDF 3228	Human Behavior and Environmental Selection -6A	(3)
EDF 3604	Social Foundations of Education	(3)
EEL 4471	Electromagnetics	(3)



EEL 4906	Professional Issues and Engineering Design	(2)	PAD 4144	Nonprofit Organizations and Public Policy	(3)
EGN 4831	Technology and Society	(3)	PET 3252	Issues in Sport	(3)
EIN 4365	Facilities Design II	(3)	PHH 4600	Contemporary Philosophy -6A	(3)
EML 4551	Capstone Design	(3)	PHH 4700	American Philosophy -6A	(3)
ENV 4891	Capstone Environmental Engineering Design	(3)	PHI 4073	African Philosophy	(3)
EVR 4027	Wetland Environments	(3)	PHI 4300	Theory of Knowledge -6A	(3)
EVT 4651	Equity in Schools and the Workplace -6A	(3)	PHI 4320	Philosophy of Mind -6A	(3)
FRE 4392	African Images in Francophone Film	(3)	PHI 4632	Feminist Ethics	(3)
FRT 3001	Great French Love Stories in Translation	(3)	PHI 4800	Aesthetics -6A	(3)
FRT 3140	French Literary Masterpieces in English Translation -6A	(3)	PHM 4120	Major Black Thinkers	(3)
FRW 4100	The French Novel	(3)	PHM 4322	Ancient and Medieval Political Philosophy	(3)
FRW 4101	Introduction to French Drama and Poetry	(3)	PHM 4331	Modern Political Philosophy -6A	(3)
GEB 4890	Strategic Management and Decision Making	(3)	PHM 4340	Contemporary Political Philosophy -6A	(3)
GEO 4372	Global Conservation -6A	(4)	PHP 4000	Plato -6A	(3)
GEO 4470	Political Geography	(4)	PHP 4010	Aristotle -6A	(3)
GEO 4604	Advanced Urban Geography	(4)	PHP 4740	The Rationalists -6A	(3)
GET 3100	German Literature in English Translation	(3)	PHP 4745	The Empiricists -6A	(3)
GEY 4635	Business Management in an Aging Society	(3)	PHP 4788	Philosophy of Marxism -6A	(3)
GEY 4647	Ethical and Legal Issues of Aging	(3)	PHY 4031	Great Themes in Physics -6A	(3)
GLY 4045	Moons, Planets, and Meteors: An Introduction to Planetary Science	(3)	POS 4694	Women and Law II -6A	(3)
GLY 4053	Theories and Arguments about the Earth	(3)	POT 4661	The Politics of Identity, Difference and Inequality	(3)
GLY 4734	Beaches and Coastal Environments	(3)	PUP 4323	Women and Politics -6A	(3)
GLY 4805	Geology and Development of Modern Africa	(3)	REL 3114	Comedy, Tragedy, and Religion -6A	(3)
HIS 3308	War and Society	(3)	REL 3146	Womanist Vision in Religion	(3)
HIS 3938	Major Issues in History	(3)	REL 3155	Life After Death	(3)
HIS 4936	Pro-Seminar in History -6A	(4)	REL 3280	Biblical Archaeology	(3)
HUM 4938	Major Issues in the Humanities	(3)	REL 3303	Comparative Religion: Judaism and Islam	(3)
IDS 3115	Values and Choices -6A	(3)	REL 3375	Issues in Caribbean Religions	(3)
IDS 3186	Scientific and Ethical Dimensions of Human Disease	(3)	REL 3465	Religion and the Meaning of Life -6A	(3)
IDS 3663	Critical Issues Affecting the Arts -6A	(3)	REL 3561	Roman Catholicism -6A	(3)
INR 3018	World Ideologies	(3)	REL 3602	Classics of Judaism -6A	(3)
INR 3033	International Political Cultures	(3)	REL 3613	Modern Judaism -6A	(3)
INR 3202	International Human Rights	(3)	REL 4113	The Hero and Religion	(3)
INR 4083	Conflict In The World	(3)	REL 4133	Mormonism in America	(3)
INR 4254	Africa in World Affairs	(3)	REL 4171	Contemporary Christian Ethics -6A	(4)
INR 4936	Senior Seminar	(3)	REL 4177	Comparative Religious Ethics -6A	(4)
ISS 4935	Seminar in the Social Sciences	(3)	REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	(3)
LIT 3103	Great Literature of the World -6A	(3)	REL 4218	Women and the Bible -6A	(3)
LIT 3155	Modern Literature -6A	(3)	REL 4221	Who Wrote the Bible (Genesis-Kings) -6A	(4)
LIT 3301	Cultural Studies and the Popular Arts -6A	(3)	REL 4626	Reason in Religion: Talmudic Logic	(3)
LIT 3374	The Bible As Literature	(3)	REL 4670	Judaism and Christianity After the Holocaust -6A	(4)
LIT 3383	The Image of Women in Literature -6A	(3)	RUS 3500	Russian Civilization -6A	(3)
LIT 3451	Literature and the Occult -6A	(3)	RUT 3110	Russian Classics in English -6A	(3)
LIT 4386	British and American Literature by Women -6A	(3)	RUT 3111	Twentieth-Century Russian Literature in English -6A	(3)
LIT 4804	Literature as Cultural Study	(3)	SCE 4236	Science, Technology, Society Interaction -6A	(4)
MHF 4403	The Early History of Mathematics	(3)	SPA 4050	Introduction to the Clinical Process	(3)
MHF 4406	The History of Modern Mathematics	(3)	SPC 4201	Oral Tradition	(3)
MHS 4052	Human Relations Skills in Counseling	(4)	SPC 4632	Rhetoric and Social Change -6A	(3)
MUH 3301	Music History/Baroque And Classic	(3)	SPC 4714	Communication, Culture and Community	(3)
MUH 3302	Music History/Romantic And 20th Century	(3)	SSE 4380	Global And Multicultural Perspectives in Education	(3)
MUH 4058	Intercultural Music In The Twentieth Century	(3)	SYA 4935	Senior Seminar	(3)
NGR 6080	Family and Population-Based Health Promotion	(3)	SYO 4430	Disability and Society	(3)
NGR 6121	Theoretical Basis Of Advanced Practice Nursing -6A	(3)	SYP 4420	Consumer Culture -6A	(3)
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice -6A	(3)	THE 3110	Theatre History I	(3)
NUR 3829	Ethical Legal Aspects in Nursing and Health Care	(3)	THE 3111	Theatre History II	(3)
NUR 4194	An Interdisciplinary Perspective in HIV Disease -6A	(3)	THE 4174	New British Theatre and Drama -6A	(3)
NUR 4645	Substance Abuse Across the Lifespan -6A	(3)	THE 4180	Theatre Origins -6A	(3)
			THE 4320	Theatre Of Myth And Ritual/Northern European (950-1600) & Oriental (400-1200) -6A	(3)
			THE 4330	Shakespeare For The Theatre -6A	(3)
			THE 4401	O'Neill And After -6A	(3)
			THE 4434	Caribbean Theatre -6A	(3)
			THE 4435	Theatre Of Pluralism -6A	(3)
			THE 4562	Contemporary Performance Theory -6A	(3)
			WST 3225	Women, Environment and Gender	(3)
			WST 4310	History of Feminism in the U.S. -6A	(3)

WST 4350	Women and Science	(3)
WST 4522	Classics in Feminist Theory	(3)
ZOO 4512	Sociobiology	(3)
<b>LITERATURE AND WRITING</b>		
AFS 3153	African Literature Survey -6A	(3)
AML 3604	African American Literature -6A	(3)
AML 4303	Zora Neale Hurston: Major Works -6A	(3)
AML 4624	Black Women Writers -6A	(3)
CLA 3501	Women in Antiquity -6A	(3)
DAN 4134	Dance History Through the 19th Century -6A	(3)
EEC 4008	Literature in Early Childhood Education -6A	(3)
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues -6A	(3)
FRT 3140	French Literary Masterpieces in English Translation -6A	(3)
IDS 3668	Images of Contemporary Urban Culture -6A	(3)
LAE 4414	Teaching Literature in the Elementary School, Grades K-6 -6A	(3)
LAE 4416	Teaching Literature and Writing in the Elementary Grades -6A	(3)
LAE 4464	Adolescent Literature for Middle and Secondary Students -6A	(3)
LIT 3103	Great Literature of the World -6A	(3)
LIT 3155	Modern Literature -6A	(3)
LIT 3301	Cultural Studies and the Popular Arts -6A	(3)
LIT 3383	The Image of Women in Literature -6A	(3)
LIT 3451	Literature and the Occult -6A	(3)
LIT 4386	British and American Literature by Women -6A	(3)
NGR 6121	Theoretical Basis Of Advanced Practice Nursing -6A	(3)
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice -6A	(3)
NUR 4194	An Interdisciplinary Perspective in HIV Disease -6A	(3)
NUR 4645	Substance Abuse Across the Lifespan -6A	(3)
POT 4109	Politics and Literature -6A	(3)
REL 3613	Modern Judaism -6A	(3)
REL 4177	Comparative Religious Ethics -6A	(4)
REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	(3)
REL 4218	Women and the Bible -6A	(3)
REL 4221	Who Wrote the Bible (Genesis-Kings) -6A	(4)
REL 4670	Judaism and Christianity After the Holocaust -6A	(4)
RUT 3110	Russian Classics in English -6A	(3)
RUT 3111	Twentieth-Century Russian Literature in English -6A	(3)
SYA 3310	Qualitative Inquiry -6A	(4)
SYP 4420	Consumer Culture -6A	(3)
THE 4174	New British Theatre and Drama -6A	(3)
THE 4180	Theatre Origins -6A	(3)
THE 4320	Theatre Of Myth And Ritual/Northern European (950-1600) & Oriental (400-1200) -6A	(3)
THE 4330	Shakespeare For The Theatre -6A	(3)
THE 4360	The 19th Century Theatre Revolution -6A	(3)
THE 4401	O'Neill And After -6A	(3)
THE 4434	Caribbean Theatre -6A	(3)
THE 4435	Theatre Of Pluralism -6A	(3)
THE 4442	Comedy Of The Classic And Neo-Classic Stage -6A	(3)
THE 4562	Contemporary Performance Theory -6A	(3)
WST 4262	Literature by Women of Color in the Diaspora -6A	(3)
WST 4410	Third World Women Writers -6A	(3)

### "Outside the Disciplinary Cluster" Liberal Arts Exit Courses

"Outside the disciplinary cluster" in Liberal Arts Exit courses is defined as outside a cluster of departments or programs. Students with majors from one cluster, must take at least one certified Liberal Arts Exit course from any of the other clusters identified below.

**Disciplinary Cluster 1: Arts & Letters** - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 2-8.

American Studies	Humanities
Classics & Classical Languages	Italian
Communication	Liberal Studies
English	Mass Communications
French	Philosophy
German	Religious Studies
	Russian
	Spanish

**Disciplinary Cluster 2: Natural Sciences** - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1 or 3-8.

Biology	Interdisciplinary Natural Sciences
Chemistry	Mathematics
Environmental Science and Policy	Medical Technology
Geology	Microbiology
	Physics

**Disciplinary Cluster 3: Social Sciences** - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1 or 2 or 4-8.

Africana Studies	History
Anthropology	Interdisciplinary Social Sciences
Communication Sciences and Disorders	International Studies
Criminology	Political Science
Economics (Social Sciences)	Psychology
Geography	Social Work
Gerontology	Sociology
	Women's Studies

**Disciplinary Cluster 4: Business** - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1-3 or 5-8.

Accounting	Management Information Systems
Economics (Business)	Management
Finance	Marketing
General Business	
Administration	

### Disciplinary Cluster 5: Engineering

Chemical Engineering	Industrial & Management Engineering
Civil Engineering	Information Systems (Engineering)
Computer Engineering	Mechanical Engineering
Computer Science	
Electrical Engineering	
Engineering Science	

**Disciplinary Cluster 6: Fine Arts** - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1-5 or 7-8.

Art	Music
Art History	Theatre
Dance	

### Disciplinary Cluster 7: Education

Behavior Disorders	Mental Retardation Education
Early Childhood Education	Physical Education
Elementary Education	Science Education
English Education	Specific Learning Disabilities Education
Foreign Languages	
Educiton	

### Disciplinary Cluster 8: Nursing

Bachelor of Independent Studies majors may use certified courses for any disciplinary cluster to meet the Liberal Arts Exit requirements.

### Freshman English Requirement

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

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

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

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

### Credit by Examination

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

## Baccalaureate Degree - University Requirements

University minimum requirements for graduation consist of the following: earn a minimum of 120 semester hours with an overall 2.00 GPA, including a 2.00 GPA in all courses attempted at USF; a transfer student must have a GPA of 2.0 or higher when combined with all work attempted at other institutions; satisfactorily complete CLAST and the writing and computation course requirements of 6A-10.30; earn a minimum of 48 semester hours of upper-level work (courses numbered 3000 and above); complete Liberal Arts requirements; complete residency requirement; complete program requirements as determined by the college; and be recommended for graduation by the dean of the appropriate college. The requirements must be met by every student upon whom a degree is conferred. The total number of semester hours needed to complete the baccalaureate degree depends upon the academic major field of study. No grades may be changed following graduation.

All students entering USF St. Petersburg with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship to the individual. (See Summer Enrollment Requirement.)

### Summer Enrollment Requirement

As stated above, effective September 1, 1976, all students entering USF St. Petersburg with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer semesters. The University may waive the application of this rule in cases of unusual hardship. A student who wishes to have the rule waived must complete a "Request for Waiver of Mandatory Summer Enrollment Form" available in the Office of Admissions & Records. After submission of the form to the Office of Admissions & Records, the student will be notified by mail of the action taken.

The requirement may be fulfilled only by attending one of the universities in the State University System: University of South Florida (any location); Florida Agricultural and Mechanical University, Tallahassee; Florida Atlantic University, Boca Raton; Florida Gulf Coast University, Fort Myers; Florida International University, Miami; Florida State University, Tallahassee; University of Central Florida, Orlando; University of Florida, Gainesville; University of North Florida, Jacksonville; and University of West Florida, Pensacola.

### Foreign Language Graduation Requirement for B.A. Students

In addition to the foreign language entrance requirement (as required by FS 240.233) all students applying for a Bachelor of Arts degree from USF St. Petersburg must demonstrate competency in a foreign language. To demonstrate this competency, students may take either two semesters of a beginning college-level foreign language or one semester of a higher-level course and earn a letter grade of "C" (no "S" grades) or above in the appropriate level course or demonstrate equivalent competency by passing an examination. Languages should be selected from among the ones listed below:

#### Classical Languages

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

#### Modern Languages

- Arabic
- Chinese
- French
- German
- Greek (Modern)
- Hebrew (Modern)
- Italian
- Japanese
- Polish
- Portuguese
- Russian
- Spanish
- Yoruba

### American Sign Language

Approval needed by the student's program/department major. The following programs accept Sign Language Competency for the exit requirement: Anthropology, Criminology, History, Mass Communications, Political Science, Religious Studies, Women's Studies, and all programs in the College of Education.

Students electing to take the examination in French, German, Italian, Portuguese, Russian, or Spanish should apply to the Director of the Division of Modern Languages and Linguistics. Students taking the examination in Ancient or Modern Greek or in Latin should also apply to the Director of the Division of Modern Languages and Linguistics. Students taking the examination in New Testament Greek or in Hebrew should apply to the Chairperson of Religious Studies. Students utilizing American Sign Language should apply to the Chairperson of Communication Sciences and Disorders.

### Foreign Language Placement

Students with two or more years of study in a foreign language in high school, or with postsecondary course(s) in foreign language, or with experiential learning of a foreign language may not enroll for credit in courses in that language without first taking a placement examination administered by World Language Education. Should the placement examination indicate that remedial work is required (1120-1121), the student will be allowed to enroll with the understanding that the grade eventually earned will be either an "S" or "U."

Under no circumstances will a student who places above the first year level or who passes a higher-level course be allowed to register for or receive credit for a lower-level course in that specific language. Students to whom this regulation applies should inquire of the Division of Modern Languages and Linguistics at the Tampa campus for the placement examination.

### Academic Residence

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credit in USF courses. The approval of the dean of the college granting their degree must be secured for any transfer credits offered for any part of these last 60 hours.

Exceptions to the above rules are students who are enrolled at other universities on approved exchange programs, cooperative education students enrolled in other institutions (prior approval having been secured from their USF St. Petersburg advisors) while on their training periods, and students taking correspondence work from the University of Florida. CLEP credit does not count toward academic residency.

### Academic Major

USF St. Petersburg offers curricula leading to the baccalaureate degree in the following fields. The degree is indicated in parentheses after each major code. For clarification, the following terms are defined:

**Specialization:** Those courses required to give the student academic concentration and baccalaureate identification such as Mathematics, Accounting, Psychology, etc.

**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.

**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.

### College of Arts and Sciences:

Art (Graphic Design Concentration) (B.F.A.)  
Criminology (CCJ) (B.A.)  
English (ENG) (B.A.)  
Environmental Science & Policy (ESP) (B.S.)  
Geography (GPY) (B.A.)

History (HTY) (B.A.)  
Interdisciplinary Social Science (ISS) (B.A.)  
Mass Communications (COM) (B.A.)  
Journalism Sequence:  
    News Editorial  
    Magazine Writing  
    Visual Communications  
Political Science (POL) (B.A.)  
Psychology (PSY) (B.A.)

### College of Business (B.A./B.S. option):

Accounting (ACC)  
Economics (ECN)  
Finance (FIN)  
General Business (GBA)  
International Business (ITB)  
Management Information Systems (ISM)  
Management (MAN)  
Marketing (MKT)

### College of Education (B.A./B.S. option):

Elementary Education  
English Education (BEN)  
Varying Exceptionalities (BVE)

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

Nursing (NUR)  
Nursing (Registered Nurse) (NRN)

Other USF campuses offer curricula for baccalaureate degrees in many additional fields. Please check the university-wide catalog for specific details.

### Academic Minor

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

Each academic minor conforms to the University requirements:

1. A minimum of 8 semester hours of credit used to satisfy the requirements of a minor must be from USF courses.
2. A student desiring a minor must have a major in a different program option.
3. USF coursework for a minor must have a GPA of at least 2.0.
4. Only an undergraduate degree-seeking student at USF is eligible for a minor.
5. A minor can be applied for and received only in conjunction with applying for and receiving a baccalaureate degree except for students who have already received a baccalaureate degree from USF who may earn certification of a minor by taking additional undergraduate coursework at the University and applying for the certification.

USF St. Petersburg offers curricula leading to an academic minor in the following fields:

### College of Arts and Sciences:

Criminology  
English  
Environmental Policy  
Geography  
History  
Mass Communications  
Political Science  
Psychology

### College of Business:

Accounting  
Economics  
Finance  
General Business  
International Business  
Management  
Management Information Systems  
Marketing

### College of Education:

Leadership Studies

Other USF campuses may offer additional academic minors. Please check the university-wide catalog for specific details.

### Student's Choice of Catalog

In order to graduate from USF St. Petersburg, each degree-seeking student must meet all of the graduation requirements specified in the USF St. Petersburg catalog of his/her choice. A degree-seeking student may choose any USF St. Petersburg 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 USF St. Petersburg, continuous enrollment is defined as enrolling as a degree seeking student at least one term each twelve month period. Therefore, students cannot choose a USF St. Petersburg catalog published prior to or during an academic year in which they did not maintain continuous enrollment. (Each catalog is considered to be published during the academic year printed on the title page.)

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

USF St. Petersburg's 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 that has been repeated may be counted only once toward the minimum 120 semester hours of credit (earned hours) required for graduation. All credit hours (except when grade forgiveness is applied) are calculated in the GPA. (See Repeat Course Surcharges.)

#### 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 advisor 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 & Records and meet the major requirements as determined by the college. (Exceptions to this rule are students who had been previously accepted for a "Double Undergraduate Major" but graduated with only one major.) After acceptance by the appropriate college and proof of completion, the student's "permanent academic record" will be posted accordingly.\*

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

#### Two Degrees (USF St. Petersburg Students)

A student at USF St. Petersburg may receive two baccalaureate degrees provided he/she meets University graduation requirements for both degrees. In addition to the minimum 120 semester hours that apply toward the first degree and include at least 60 semester hours from a baccalaureate institution, the student must also earn at least a minimum of 30 semester hours in on-campus USF undergraduate courses that will apply toward the second degree. The student must also meet the requirements of the college awarding the degree and the residency requirement.

#### Second Baccalaureate Degree (Transfer Students)

A student already graduated from an accredited four-year institution must earn a minimum of an additional 30 semester hours of USF undergraduate courses to apply toward his/her second baccalaureate degree. Students must also meet the University's regular graduation requirements, including the 9 semester hours of Exit Requirements, as well as the requirements of the college awarding the degree and the residency requirements.

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

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

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

#### Application for Graduation

In order to graduate, a student must submit an application for the bachelor's degree or associate of arts certificate to the Academic Advising Center. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for the bachelor's degree or for the associate of arts degree is available from the Academic Advising Center.

The completed application must first be certified (signed or stamped in the section, "Office Use Only") by the Academic Advising Center. Inquiries concerning approval or denial of graduation should be made to the Academic Advising Center.

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

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

A student applying for a minor must:

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

For purposes of honors recognition at the ceremony, students must have a 3.50 GPA before the term in which they plan to graduate to have honors recognized publicly at the commencement ceremony.

#### Posthumous Degrees or Degrees in Memoriam

The University may award a posthumous baccalaureate, master's or doctoral (and medical) degree to a student who was in good standing at the University at the time of his or her death and who had completed all substantive requirements for the degree. The University may also award baccalaureate, master's, doctoral and medical degrees in memoriam to a student who was in good standing at the University at the time of his or her death.

To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which the student is enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other requirements (e.g., grade point average, CLAST and other tests) must have been satisfied as well.

To award a thesis degree, all courses must be completed as described above and the thesis must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

### Procedures for Award of Posthumous Degrees or Degrees in Memoriam

The college dean, on his or her own initiative or upon the request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the Associate Vice President for Academic Affairs at USF St. Petersburg. If approved by the Associate Vice President, the recommendation with supporting documentation will be forwarded to the Vice President of USF St. Petersburg for approval. If the Vice President approves the recommendation, the Office of Admissions & Records will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student's family in an appropriate setting.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Bachelor of Arts in Memoriam, Bachelor of Science in Memoriam," "Master of Arts in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death. Undergraduate students who have not chosen a major at the time of death will be awarded the "Bachelor of Arts in Memoriam."

### Honors at Graduation

To be considered for honors at graduation, a baccalaureate candidate must have completed at least 40 credits of graded coursework at USF and have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF. In addition, to be eligible for honors, transfer students and USF St. Petersburg students who have postsecondary work elsewhere must have an overall GPA of 3.50 or higher counting all USF courses as well as all transferable work attempted at other institutions. The forgiveness policy at USF St. Petersburg or other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors.

In addition, students with a record of academic dishonesty appearing on any transcripts will not be eligible for honors at graduation.

In addition, students with a record of academic dishonesty appearing on any transcripts will not be eligible for honors at graduation.

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.50 but below 3.70 shall receive a diploma designation of cum laude (with honor).

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.70 but below 3.90 shall receive a diploma designation of magna cum laude (with high honor).

Candidates with a USF GPA of 3.50 or higher and an overall GPA of 3.90 or above shall receive a diploma designation of summa cum laude (with highest honor).

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

NOTE: The GPA is not rounded up when determining honors at graduation (e.g., 3.69 is not the same as 3.70).

### Commencement

Commencement ceremonies at USF St. Petersburg are held each Fall and Spring.

To receive information regarding the commencement ceremonies, students must submit an application to graduate. Information regarding the ceremony will be mailed to the students during the term in which they should participate. If information is not received, the student should contact the Office of Admissions & Records.

### Associate of Arts Certification Requirements

Upon the student's successful completion of the minimum requirements for the Associate of Arts Certificate, the University

will present the student who has properly made application with an appropriate certificate.

1. To receive the Associate of Arts, the student must complete 60 semester hours of university credit; at least 20 of the last 30 semester hours counted toward the Certificate must be completed in residence at USF; the minimum grade point average must be 2.0 based on work attempted at the USF St. Petersburg; in addition, a transfer student must have a GPA of 2.0 or higher when combined with transfer work accepted and evaluated by the USF St. Petersburg Office of Admissions & Records; and the General Education Requirements of USF St. Petersburg must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate of Arts. In addition the student must present a score (passing score after August, 1994) on the College-Level Academic Skills Test and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate of Arts Certificate.

2. Application Procedure for the Associate of Arts Certificate. The Application for an Associate of Arts Certificate can be obtained from the Academic Advising Center prior to the application deadline. The deadline to apply for a degree/certificate in each semester is stated in the Academic Calendar in the catalog.

3. The Associate of Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

4. Final processing for the Associate of Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate of Arts Certificate.

5. Any incomplete grades shown on the permanent record of an Associate of Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.

6. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.

7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at USF, and included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at USF St. Petersburg for the Associate of Arts Certificate.

8. An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.

9. In approving any application for the Associate of Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.

10. All USF St. Petersburg colleges with undergraduate programs will accept the Associate of Arts from any USF location. That is, the student will be placed at least, at the junior level and will be considered to have met the University's General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly,

any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate of Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.

11. The awarding of the Associate of Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.

12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate of Arts certificate prior to the completion of 90 semester hours.

**Student Records Policy**

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records
2. Privacy in their education records
3. Challenge the accuracy of their education records
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.

5. Copies of the University's student records policy, USF Rule 6C4-2.0021, may be obtained from:  
 University Registrar  
 University of South Florida St. Petersburg  
 140 7<sup>th</sup> Avenue South, BAY 102  
 St. Petersburg, FL 33701

**Release of Student Information**

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as directory information, may be released via official media of USF St. Petersburg (according to USF St. Petersburg policy):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.

The University Directory, published annually by the University, contains only the following information, however: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of directory information are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF St. Petersburg Office of Admissions & Records in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

Notification to the University of refusal to permit release of directory information via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

**College Level Examination Program (CLEP)**

USF St. Petersburg allows students to receive up to 45 semester hours of credit towards the baccalaureate degree upon successful completion of General and Subject College Level Examination Program (CLEP) and DANTES examinations. Performance levels necessary to achieve credit have

been established at a common level for all universities and community colleges in the State system. Credit earned through one examination program may not be duplicated by another examination or course. The following limitations should be recognized:

1. 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, students may not receive duplicate credit for the course and the CLEP test in the following areas:

- Test Courses  
 English Composition with Essay ENC1101 & ENC 1102  
 Mathematics MAC 1105 & MGF 1106

2. Credit earned for the Freshman English courses through the CLEP program does not count toward the twelve hour writing requirement for SBE Rule 6A-10.030 ("Gordon Rule");

3. CLEP General/Subject Examinations in mathematics, calculus, college algebra, trigonometry satisfy the mathematics requirement for SBE 6A-10.030;

4. CLEP credit will not satisfy USF St. Petersburg's residency requirement;

5. Credit for the General Natural Science examination will be granted for non-majors only; and

6. Each College at USF St. Petersburg has the prerogative to exclude CLEP from the required 48 hours of upper level credit.

Certain General and Subject CLEP Examinations noted in the table below may apply to the General Education Liberal Arts Requirements. Some programs do not award credit toward the degree for certain CLEP examinations, and certain graduate or professional schools such as law, medicine and engineering may not grant equal recognition to students with extensive examination credits. An academic advisor should be consulted to ascertain the applicability of a specific CLEP examination toward a student's degree requirements and the advisability of taking the examinations in a student's specific situation.

Descriptions of the examination content and other information are available from Educational Testing Service in Princeton, New Jersey or in the Office of Evaluation & Testing (SVC 2054).

**CLEP Subject Area Examinations**

For updated qualifying scores, please check the website [www.usf.edu/ugrads/eandt/clep.htm](http://www.usf.edu/ugrads/eandt/clep.htm)

**Advanced Placement Credit Program**

The University participates in the Advanced Placement (AP) Program conducted by the College Entrance Examination Board. The Advanced Placement Test is based on specific college level courses that are offered in a number of high schools. Interested students should contact their high school counselors or principals for additional information. Please note: not all colleges will interpret AP test results in the same manner. Consult the table below to ascertain how USF St. Petersburg interprets AP test results.

**AP Tests and Their Course Equivalents at USF**

AP Exam Score	USF Equivalent	Cr. Hrs.	Qual.
Art History	ARH 2050	3	3
Art History	ARH 2050, ARH 2051	6	4 or 5
Art Studio Drawing Portfolio	ART 2301C	3	3, 4, or 5*
Art Studio General Portfolio	ART 2201C	3	3, 4, or 5*
Biology	BSC 2010, BSC 2010L	3 + 1	3
Biology	BSC 2010, BSC 2010L, BSC 2011, BSC 2011L	6 + 2	4 or 5
Calculus AB	MAC 2311	4	3, 4, or 5
Calculus BC	MAC 2311	4	3
Calculus BC	MAC 2311, MAC 2312	8	4 or 5

Chemistry	CHM 2045	3** or 4**	3
Chemistry	CHM 2045, CHM 2046	6** or 8**	4 or 5
Computer Sci. A	CGS 2060***	3	3, 4, or 5
Computer Sci. AB	CGS Elective***	3	3, 4, or 5
English Language & Composition	ENC 1101	3	3
English Language & Composition	ENC 1101, ENC 1102	6	4 or 5
English Literature & Composition	ENC 1101	3	3
English Literature & Composition	ENC 1101, ENC 1102	6	4 or 5
Economics: Macro.	ECO 2013	3	3, 4, or 5
Economics: Micro.	ECO 2023	3	3, 4, or 5
Environmental Sci	EVR 2001, EVR 2001L	4	3, 4, or 5
French Language	FRE 2200	3	3
French Language	FRE 2200, 2201	6	4 or 5
French Literature	FRE 3230	3	3, 4, or 5
German Language	GER 2200	3	3
German Language	GER 2200, GER 2201	6	4 or 5
Geography: Human Geog. (2001)	GEO 3402	3	3, 4, or 5
Govt. and Politics: Comparative	CPO 2002	3	4 or 5
Govt. and Politics: United States	POS 2041	3	4 or 5
History: European	EUH 2030	3	3
History: European	EUH 2030, EUH 2031	6	4 or 5
History: U.S.	AMH 2010	3	3
History: U.S.	AMH 2010, AMH 2020	6	4 or 5
Internat. English Language	ENS 1483	3	3, 4, or 5
Latin: Latin Lit. (Catullus-Cicero)	LNW 4634 or	4	3, 4, or 5
Latin: Latin Lit. (Catullus-Horace)	LNW 4654 or	4	3, 4, or 5
Latin: Latin Lit. (Catullus-Ovid)	LNW 4644	4	3, 4, or 5
Latin: Latin Lit. (Vergil)	LNW 2660	4	3, 4, or 5
Music Theory	MUT 1111, 1241	4****	4, or 5
Physics B (Noncalculus)	PHY 2053	3*****	3
Physics B (Noncalculus)	PHY 2053, PHY 2054	6*****	4 or 5
Physics C (Mechanics)	PHY 2048	3*****	3
Physics C (Mechanics)	PHY 2048, PHY 2049	6	4 or 5
Physics C (Elect./Magnet.)	PHY Elective	3	3, 4, or 5
Physics C (Elect./Magnet.)	PHY Elective	4	4 or 5
Psychology	PSY 2012	3	3, 4, or 5
Spanish Language	SPN 2200	3	3
Spanish Language	SPN 2200, SPN 220	6	4 or 5
Spanish Literature	SPW 3030	3	3, 4, or 5
Statistics	STA 2022	3	3, 4, or 5

\* Plus satisfactory portfolio review.

\*\* Laboratory credit (CHM 2045L or CHM 2046L) is not automatically granted, but may be when specific information concerning secondary school lab program is provided.

\*\*\* As of May, 1999 C++ is the language being assessed (not BASIC); prior to May 1999, the language was PASCAL

\*\*\*\* Pending results of Music Theory Placement Test.

\*\*\*\*\* Plus satisfactory grade on USF Department of Physics test covering thermodynamics, wave motion, sound, and optics

### Independent Study

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

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

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

### Enrollment in Evening Courses

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

### State University System Correspondence Courses

The University of Florida's Department of Independent Study by Correspondence administers all correspondence instruction for Florida's State University System (SUS).

Over 150 college credit, high school credit, and continuing professional education courses are available anytime, anywhere through regular mail or fax. In many cases, students also have the option to e-mail their assignments to the instructor. Enrollment in all courses is possible at any time of the year: to be used toward a diploma or a degree.

For a free brochure, please contact: Department of Independent Study, 2209 NW 13<sup>th</sup> Street, Suite D, Gainesville, FL 32609-3498: (352) 392-1711, ext. 200; or e-mail: [Learn@nervm.nerdc.ufl.edu](mailto:Learn@nervm.nerdc.ufl.edu). Be sure to check out the home page: <http://www.doce.ufl.edu/indstudy>.

USF St. Petersburg considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses taken by Cooperative Education students while on a training period are transferred and will be used in computer the USF GPA.

### International Affairs

Location/Phone: BAY 204 (727) 553-4890

Web site: <http://www.stpt.usf.edu>

The International Affairs Center provides leadership, advocacy, development, and support for all central and college-based international activities. The Center works in collaboration with the colleges and regional campuses to promote international education, research, outreach, and service programs. The Center leads the development of academic program offerings (area studies) and services, international exchanges, partnerships with business, industry, and government both in the U.S. and overseas, and to establish the venues for international activities, and enhance faculty, student and staff training and development.

### Study Abroad Programs and Exchanges

Location/Phone: BAY 204 (727) 553-4890

Web site: <http://www.stpt.usf.edu>

USF offers students the world as their classroom through its programs abroad. Whether a student chooses a short-term summer program, a semester or year spent at a university overseas, an internship, service learning or international co-op, there is a program for each student need. Studying abroad provides a unique learning environment, which extends and enhances courses taken on the home campus. Students can study abroad at any time in their academic careers. All disciplines offered at USF can be found in partner universities abroad, and so students have a wide range of study options.



USF overseas programs are designed to appeal to a wide audience. Students in any discipline can find a program of study to enhance their undergraduate degrees. Courses provide USF credit and thus students can be assured that if they plan carefully, they will continue to make steady progress towards graduation while they are abroad. Students seeking to round out their resumes with experiences abroad, which include internships, service learning, and co-op, will find options for them also. Several programs of overseas study lead to dual degrees, certificates, or double majors.

Many programs include organized cultural excursions, visits to important sites, and opportunities to interact with local people. All include unparalleled opportunities for cultural immersion and in-depth insight into the host country.

USF study abroad programs range in length from one week (over winter or spring break) to a semester. A large number of faculty-led summer programs of 2-6 weeks provide the opportunity to concentrate study abroad in a summer session and help students fulfill the 9-hour summer school requirement. All programs are developed as cost-effectively as possible, recognizing the financial concerns of today's students. Federal and state financial aid can be applied to USF programs abroad, and some additional scholarship assistance is available through the Study Abroad Office.

For additional information or a copy of the individual program brochures, please visit the Study Abroad Office, or check the web site.

Students who plan to participate in study abroad programs should consult their departmental advisors to determine whether the course of study they plan to pursue will be acceptable for meeting degree requirements.

#### **International Student and Scholar Services (ISSS)**

Location/Phone: BAY 204 (727) 553-4890

Web site: <http://www.stpt.usf.edu>

The University of South Florida welcomes qualified students from all over the world to our campus community. The resulting international educational exchange leads to the enrichment of our common life, the intellectual development of our students, the research endeavors of the University, and mutual understanding between the peoples of the world represented at USF. The ensuing exchange of life stories exposes all USF students, faculty, and staff to the likenesses and differences that exist between cultures, worldviews, experiences, and ideas.

ISSS is the main administrative and advising office for approximately 2,500 foreign students and 200 visiting faculty members and researchers at USF. ISSS has many administrative duties, including the issuance and maintenance of all visa documentation for foreign nationals at the University. ISSS staff persons are experienced in cross-cultural counseling and crisis management in a cross-cultural setting. Advisement is available related to immigration matters, adjustment to life in the United States, culture shock, and other personal and academic matters. To further assist internationals in adjusting to life at USF, ISSS provides letters of enrollment and expenses, orientation, and immigration workshops. International students and scholars may also contact ISSS to get information regarding Tampa area activities, transportation, housing, tourist attractions, and Florida drivers' licenses. ISSS also offers opportunities to be involved in outreach programs of community service groups such as the American Mentors Program, and Friends of Internationals.

Students may also contact the ISSS to find information concerning St. Petersburg area activities, transportation and housing, tourist attractions, and Florida driver's licenses. As the focal point for community service to international students on campus, the ISSS offers students the opportunity to be involved in the Conversational English Program, the American Mentors Program, and numerous social activities (including parties, cultural events, and the International Festival).

## **DIVISION OF STUDENT AFFAIRS**

The University of South Florida St. Petersburg embraces USF's commitment to total student development – curricular, co-curricular, and extracurricular. Accordingly, the Division of Student Affairs is committed to the promotion of the balanced pursuit of students' intellectual, physical, personal, social, cultural, moral, and leadership development. Student Affairs designs and implements services and programs that challenge, support, and encourage student growth, empowerment, and success. The Division's programs provide opportunities for students to appreciate cultural differences, and enhance the quality and spirit of campus and community life.

USF St. Petersburg's Division of Student Affairs offers a comprehensive set of services and developmental programs that meet or exceed professional standards and are both necessary and sufficient to achieve separate accreditation. This array of services and programs will be determined by best practice and student needs assessment, and will be improved continually through outcomes assessments.

Students who attend the University of South Florida St. Petersburg are subject to University policies in addition to guidelines established by the Florida Board of Education (Section 6-C, Administrative Code of Florida), the University Board of Trustees, and the USF St. Petersburg's Campus Board. USF St. Petersburg's Associate Vice President for Student Affairs, as well as other University officials, is charged with interpreting policies of the respective Boards to students, their families, and others in the University Community.

### **DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs is comprised of the Student Affairs Administration Office (BAY 111), and the Departments of Student Services, Student Development, and Student Life.

Student Affairs staff provide prospective and new students assistance in obtaining information about the University before and after they arrive on campus. The staff also offers services to students to help them cope more effectively with the many challenges of college life that can affect students' academic work: new student orientation, financial aid, health education, individual and or group counseling, alcohol drug education, career planning, placement, procedures for addressing grievances and resolving problems, standards for student conduct, due process in the event of disciplinary action, and advice and or assistance in time of difficulty.

A variety of programs and services provide students with an opportunity for growth and development outside the classroom: student activities and leadership development, the Bishop Program for Ethical Leadership Studies, student government, student organizations, student publications, intramural and recreation sports, and events of special interest.

### **STUDENT AFFAIRS DIVERSITY STATEMENT**

The Division will develop a system that will create a learning community where each individual's primary identity as a person has worth and value. Individuals from diverse ethnic, racial, religious and social backgrounds will willingly interact frequently displaying attitudes and behaviors of respect, shared purpose, commitment to common welfare, mutual cooperation and support. In this community all persons will be judged on the content of their character and all individuals will have a voice.

### **STUDENT SERVICES**

Location/phone: BAY 111 (727) 553-4162

Office Hours: Monday through Thursday 9 a.m. – 6 p.m., and Friday 8 a.m. – 5 p.m.

### **Student Advocacy**

The purpose of student advocacy is to provide information and answer questions about the University and its policies. Advising is provided to students about their rights and responsibilities. Assistance is provided in navigating through issues

that arise, such as reinstatement for non-payment of fees, and referrals to other helpful offices.

## Standards and Student Judicial Procedures

### Standards of Conduct

Just as the University maintains high standards of academic performance, the members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for the academic and personal freedom within the University community. The Student Code of Conduct sets forth a foundation of values that represent a standard of expected behavior both inside and outside the classroom. The University reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the University or impair the welfare or freedom of other members of the University community.

### Judicial Procedures

Student judicial procedures are followed when a student fails to exercise his/her responsibility in an acceptable manner or commits an offense as outlined in the Student Code of Conduct found at the University web site <http://www.stpt.usf.edu>. The University disciplinary procedures afford students the opportunity to participate in discussions of the matter and to present information in one's own behalf, to seek counsel in one's own best interest, and the right of appeal. The University Judicial procedures are described on the University web site.

For Academic Grievances: students should follow the academic grievance procedure which may be obtained from the appropriate Academic College Dean.

For Non-Academic Grievances: In order to assure students the right to redress of grievances, the Student Affairs Administration Office is responsible for a grievance procedure involving non-academic matters. Any student may file a question, complaint, or statement of grievance in the Student Affairs Administration Office, in person or in writing. A course of action or other answer will be given by the Director of Student Services, as soon as possible.

### Student Disability Services

Location/phone: BAY 111, Voice: (727) 553-4162  
Florida Relay System for Hearing Impaired Dial 711  
Office Hours: Monday through Thursday 9 a.m. – 6 p.m.,  
and Friday 8 a.m. – 5 p.m.  
Web address: <http://www1.stpt.usf.edu/saffairs/sds.html>

The University recognizes and values students with disabilities. The faculty and administration strive to insure that students with disabilities participate in all aspects of university life. Academic accommodations are arranged through the Office of Student Disability Services.

The Office of Student Disability Services, located in BAY 111, (727) 553-4162, is responsible for determining eligibility of students for disability status and facilitating services and accommodations for those who qualify. Accommodations that are developed in collaboration with students and faculty, include, but are not limited to, extended time on examinations, alternate formats for printed materials, and the services of sign language interpreters.

Each student is responsible for self-identifying and applying for accommodations and services at this office. There are two essential elements to receiving accommodations and services. First, the student must identify herself/himself as a person with a disability and register with the Office of Student Disability Services (SDS). Second, the student is responsible for providing documentation of the disability to SDS, and it typically takes five working days for SDS to review the application.

If the documentation is adequate, the student will be approved for accommodations. The student will be given guidelines for accessing services and a memorandum of each professor for that semester. Each semester, a memorandum of accommodation will be prepared for each professor.

The cooperation of faculty in the implementation of accommodations is an essential feature of the institutional compliance with the Americans with Disabilities Act of 1990. Examination accommodations, the most frequently needed accommodations, are the responsibility of the faculty. This office provides accommodated examinations if the faculty are unable to do so. Faculty members will be provided guidelines for accessing exam accommodations for their students. Faculty questions, concerns, and comments are welcome by SDS.

### Off-Campus Housing

Location/phone: BAY 111, (727) 553-4162  
Office Hours: Monday through Thursday 9 a.m. – 6 p.m.,  
and Friday 8 a.m. – 5 p.m.

The Student Affairs Administration Office maintains a list of off-campus apartments, homes, and other rental properties available to the public. Notices of available rentals are posted on various campus bulletin boards.

### Student Housing

Location/phone: BAY 111, (727) 553-4162.  
Office Hours: Monday through Thursday, 9:00 a.m. - 6:00 p.m.  
and on Fridays from 8 a.m. - 5 p.m.

Although on-campus housing does not exist at this time, a comprehensive residence life/student life study completed in the spring of 2002 made specific recommendations which are in various stages of implementation. It is anticipated that student housing, to accommodate a limited number of students, will become available in the near future. When such housing is realized, a residence life program will be developed emphasizing student learning and development and one which promotes a safe, secure, and healthy living-learning environment where individual differences are appreciated and respected.

### Volunteer Services

Location/phone: BAY 111, (727) 553-4162  
Office Hours: Monday through Thursday 9 a.m. – 6 p.m.,  
and Friday 8 a.m. – 5 p.m.

The University believes that an important ingredient in student learning is engaging in community service either as volunteers or as academic service-learners. The Volunteer Service program in Student Affairs, Bay 111, provides referrals to over 60 community agencies and projects, organizes several projects throughout the year, and plans two Volunteer Fairs each year for showcasing various opportunities. Service-learning projects are linked to academic courses and this office provides resources for classes requiring fieldwork as well as site agreements to formalize partnerships with the community agency.

## Student Development

### Counseling & Career Center

Location/phone: DAV 115, (727) 553-4129  
Office Hours: Monday, Wednesday, Thursday, 9:00 a.m. – 6:00 p.m.,  
Tuesday (during Fall and Spring semesters) 8:00 a.m. – 8:00 p.m.,  
Friday 8:00 a.m. – 5:00 p.m.  
Web address: <http://www1.stpt.usf.edu/cc/>

The Counseling & Career Center supports the holistic development of students, enabling them to maintain psychological and physical health, to complete their academic programs successfully, to participate in the campus community, to achieve career goals, and to thrive personally and professionally upon

graduation. To this end, the Center provides a comprehensive array of professional counseling and related services, consultation and community intervention efforts that improve the quality of campus life. All services preserve the confidentiality of students. For more information about any of the following services, call 727-553-1129 or stop by DAV 115.

### Personal Counseling Services

The Center provides short-term individual, couples, and group counseling to enhance students' personal development. Professional counselors are available to assist students develop a clear sense of identity, established autonomy, discover strengths and potential, and become a more insightful, self directed person. Counseling services assist students resolve a variety of problems such as stress, improving self-esteem, overcoming anxiety or depression, improving relationships, coping with loss, dealing with problem behaviors, resolving personal crises and dealing with one's own or others' substance abuse or dependency. If the Center does not offer the services a student needs, or if longer-term care is required, the student will be referred to other appropriate community or campus services.

### Crisis Counseling Services

Although appointments for counseling are encouraged, counselors are available on a walk-in or emergency basis for individuals whose concerns require immediate attention.

### Group Counseling and Workshops

The Center presents workshops and counseling groups to help students achieve personal, social, career and educational goals. A brochure listing the workshops and groups is available at the beginning of each semester.

### Victims' Advocacy Service

This service is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date, acquaintance or stranger rape), attempted sexual battery, stalking, or sexual harassment. The victim advocate provides information, support and guidance including short-term crisis intervention, assistance through the campus judicial process, referral to community-based victim assistance programs, help in resolving academic problems resulting from victimization, and referral for necessary counseling, medical, legal and social service assistance.

Advocates are available during regular office hours to provide crisis intervention, options, assistance and referrals. Police reports are not necessary to receive services from an advocate, and services are free and confidential.

Important numbers:

St. Petersburg Police Emergency	911
USF St. Petersburg Public Safety	(727) 553-4140
USF St. Petersburg Victim Advocate	(727) 553-4129
Pinellas County Rape Crisis Line	(727) 530-7233
Domestic Violence Crisis Line	
South County: CASA	(727) 898-3671
North County, The Haven	(727) 442-4128
Emergency Mental Health	(727) 791-3131

### Learning Skills Services

The Center offers individual consultation and workshops to assist students in becoming more effective and efficient learners. Counselors help students with learning related concerns including time management, study skills, note-taking, reading comprehension, testing skills, and reducing test anxiety. Students may also use the Center to access preparation material for improving performance on graduate school admissions exams such as the GRE and the GMAT.

### Career Development Services

The Center offers a full range of services for students with planning and achieving career goals and with making the transition from college to professional employment.

### Career Counseling

Individual counseling and workshops help students make sound career, life planning, and employment decisions. Counselors help students to choose a major, to develop career goals, and to refine and implement job search plans. To assist students with these decisions, the Center offers vocational assessment inventories for exploring interests, values and other characteristics relevant to career choice. In addition, the computerized career information and guidance program SIGI PLUS is available to assist students in the process of self-assessment and career exploration. Counselors also assist students with resume/cover letter preparation and critiques, interview skills, and job search strategies.

### Career Resource Library

A Career Resource Library contains current occupational information, and a computer lab is available to access career and employer information on the Internet.

### eRecruiting

eRecruiting is a web-based program that allows students to view job listings for full time professional employment vacancies as well as part-time jobs, internships and cooperative education opportunities. Students may also use this program to register their resume and make it available for referral to employers.

### Part-time Student Employment

On- and off-campus part-time employment provides students an opportunity to gain valuable work experience, develop employability skills and earn money. Part-time jobs and temporary employment listings are maintained in the Center.

### Experiential Education Programs

There are two types of experiential, practical learning experiences available to students. Both types are intended to give students hands-on experience in a work setting, assist them in obtaining practical experience, and assist them in determining a future career.

**Cooperative Education:** "Co-op" is a structured, supervised program that integrates practical, paid work experience with a student's academic program. Two types of Co-op plan are available. The Alternating Plan allows students to alternate full-time semesters of work with full-time semesters of study. The Parallel Plan allows students to take classes and work simultaneously.

**Internships:** Internships are credited or non-credited learning experiences that give students an opportunity to implement and enhance academic learning at an on-campus or off-campus site. Internships are typically one semester long and are supervised by the internship site supervisor.

### On-Campus Recruiting

Each semester, employers visit campus to interview students for full-time professional employment, part-time employment and internships. Students may sign up for interviews at the Center office or online through eRecruiting.

### Career Expo

Held in January of each year, Career Expo is a campus and community-wide event that brings together employers, students and the community. This event provides an opportunity for students and employers to network and discuss employment opportunities.

### Health and Wellness Services

The Senior Health Educator provides individual consultation and information concerning a wide range of lifestyle issues including fitness and exercise, general health, nutrition, stress management, HIV/AIDS, sexually transmitted illnesses, contraception, alcohol and drug abuse prevention, and prevention of date or acquaintance rape. Information on safer sex and free condoms are available in the Center. Health and wellness information brochures are available to students in the Davis Hall Student Lounge, the Bayboro Café, and the Fitness Center. The Health Educator coordinates and promotes Wellness programs on campus in cooperation with the Campus Fitness Center.

### Immunization Clinics

To help students comply with state university regulations concerning measles and rubella vaccinations, immunization clinics are held every semester. The vaccination fee is \$35.

### Student Health Services

There is currently no student health facility located at USF St. Petersburg. USF St. Petersburg students can receive medical services at the Student Health Service (SHS) at USF Tampa by paying a \$75 student health fee each semester. The Student Health Service (SHS) is located east of the USF Bookstore and north of the Student Services Building. For more information about services, call (813) 974-2331 or consult the SHS web site at [www.shsweb.shs.usf.edu](http://www.shsweb.shs.usf.edu).

The Health Fee entitles students to:

- Unlimited visits to the ambulatory clinic
- Access to SHS specialty clinics at a reduced cost (Gynecology, Dermatology)
- Reduced costs for laboratory tests
- Reduced cost for medications dispensed at the SHS
- Antigen injections (If you require allergy shots, SHS can store and administer your injections. Complete written instructions must be submitted by the prescribing physician for antigen therapy to be approved by the SHS's medical director.)

**Health Insurance:** Health insurance is available for all students. The Student Insurance Office (974-5407) with the assistance of the Insurance Committee has contracted with a reliable insurance company to provide students with an affordable student health insurance plan for sickness and accidental injury tailored to the particular needs of college students. Health insurance can be purchased on an annual or semester basis and is available for the spouse and children of registered students. The SIO assists students in understanding the available health insurance plans and encourages all registered students who do not have health insurance to visit the office at USF Tampa. The SIO is located just west of the Student Health Service in the lower level of the Bookstore building (next to textbook buyback).

At USF St. Petersburg, applications for Student Health Insurance may be obtained at the Student Affairs Administration (BAY 111) Student Life (CAC 124) offices and the Counseling and Career Center (DAV 112).

### Mandatory Medical Requirements for Registration

#### 1) Medical History Form (required for all students, regardless of age)

According to Florida Administrative Code Rule 6C-6.001(4) "Each student accepted for admission shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." New admits will be provided a Medical History/Immunization Form with their admissions letter. In order to register, this form must be completed, signed, and returned to:

Student Health Services  
University of South Florida  
4202 East Fowler Avenue, SHS 100  
Tampa, FL 33620-6750  
Immunization Fax: (813) 974-5888  
Telephone: (813) 974-4056

#### 2) SUS Immunization Policy

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to **RUBEOLA** (measles) and **RUBELLA** (German measles). The documented date of immunization for both measles and rubella should indicate the day, month, and year. However, only month and year will suffice if the month and year indicate that the immunization was given at least 13 months after the month of birth. Exceptions to this policy may be granted in the event of valid medical contraindications, or for religious reasons.

Consistent with Department of Health and Rehabilitative Services guidelines, acceptable proof of immunity for Rubeola (measles) and Rubella (German Measles) are as follows:

**A) RUBEOLA (MEASLES):** Students can be considered immune to measles only if they have documentation of at least one of the following:

1. Documentation of immunization with two (2) doses of live measles virus on or after the first birthday.

*Note: Persons vaccinated with killed or an unknown vaccine prior to 1968 must be revaccinated. Persons born before 1957 may be considered to have had a natural infection and, therefore, do not need measles vaccine.*

2. Laboratory serologic [IgG] evidence of measles immunity.

3. A written, dated statement signed by a physician on his or her stationery, that specifies the date seen, and states that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101 degrees Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles.

**B) RUBELLA (GERMAN MEASLES):** Students are considered immune to Rubella only if they have documentation of immunization with live rubella virus vaccine on or after the first birthday or Laboratory (serologic) [IgG] evidence of rubella immunity.

**If the student has no documentation** of any doses of measles vaccine, vaccine should be given at the time of entry and the second dose no less than twenty-eight (28) days later. It is recommended that both doses of measles vaccine be given as a combined measles-mumps-rubella (MMR) vaccine. **Vaccinations and blood titers are available at the Student Health Service.**

**PLEASE NOTE: ALL FEMALES SHOULD BE AWARE THAT THEY SHOULD NOT BE VACCINATED IF THERE IS ANY POSSIBILITY OF PREGNANCY.**

Temporary Medical exemptions must be submitted by the attending physician and must include reason for exemption and duration of exemption.

- For religious exemption applications, contact the Student Health Service.
- For off-campus term exemptions, contact the Registrar's Office at 974-2000.

Records will be kept in electronic (computer) form. Hard Copy proof submitted by students will not be available for return.

## SUS Health Insurance Requirement for International Students

The State University System of Florida requires that all international students have medical insurance in order to register for classes at USF.

## STUDENT LIFE

### Student Life Office

Location/Phone Campus Activities Center (CAC), (727) 553-4596

Hours: Monday – Thursday, 9:00 a.m. – 6:00 p.m., Friday, 8:00 a.m. – 5:00 p.m.

The Student Life Department at USF St. Petersburg offers an assortment of educational, recreational, and cultural programs for the campus community. It coordinates the facilities, services, and programs designed to meet the campus out-of-classroom needs. The Department also services as the administrative liaison to student clubs and organizations. The Department consists of the Fitness Center, Recreation and Intramurals, Student Activities, and the Waterfront.

### Honor Societies

Honor Societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations is usually by invitation.

### Leadership Development

A variety of leadership opportunities are available to students through involvement with student government, student organizations and on campus employment. Formal leadership development programs are offered through academic courses, conferences, retreats, and workshops. The Bishop Program for Ethical Leadership Studies works closely with the variety of leadership programs to enhance moral development and understanding the practice of leadership.

### Student Organizations

Student organizations of all types are present at USF St. Petersburg. There are a variety of opportunities for involvement and new groups are added every semester based on student interest, so if students have an interest that is not represented a new club can be created to do so.

The following organizations are currently recognized at USF St. Petersburg as of this publication date: Anthropology Club, Bayboro Sailing Club, Campus Crusade for Christ, Campus Women's Collective, Criminology Club, Friendship Association of Chinese Students and Scholars, Harborside Productions (student activities board), Management Information Systems, Marine Science Advisory Committee, One World: International Students Association, Phi Theta Kappa Alumni Association, Student Business Organization, Student Council for Exceptional Children, Student Education Association and Student Government.

### Student Publications

Location/Phone CAC128A, (727) 553-3113

The student newspaper for USF St. Petersburg, *The Crow's Nest*, is a 5-column tabloid published bi-weekly. The newspaper provides experience for those students interested in print journalism.

### Xtra Ed. Program

These are non-credit courses offered in a variety of areas including fitness, lifeguard training, martial arts, sailing, etc. The program is designed to offer the campus community an opportunity for courses that develop special interests and expand experience.

### Campus Activities Center (CAC)

Phone: (727) 553-4596

Hours: Monday – Thursday 7:00 a.m. - 10:00 p.m., Friday, 7:00 a.m. – 6:00 p.m.

Saturday, 9:00 a.m. – 5:00 p.m., Sunday 1:00 p.m. – 5:00 p.m. (Holiday and semester break hours vary.)

This is a multipurpose facility designed to accommodate a variety of recreational, cultural and educational events. The building features a gymnasium that doubles as an auditorium, fitness center, locker rooms, racquetball court, meeting rooms, and kitchen. The information desk, located in the main lobby, serves as an information center for campus. Offices located in the CAC include: *Crow's Nest* (student newspaper), Harborside Productions (student activities board), New Student Orientation, Student Government, and student organization workspace. Services within the CAC include: athletic and recreation equipment use, copy services, facility reservations, faxing services, information distribution, laminating services, student football tickets, typewriter use, and vending machine refunds.

### Campus Fitness Center

Location/Phone CAC, (727) 553-4589

Hours: Monday – Thursday 7:00 a.m. - 10:00 p.m., Friday, 7:00 a.m. – 6:00 p.m.

Saturday, 9:00 a.m. – 5:00 p.m., Sunday 1:00 p.m. – 5:00 p.m. (Holiday and semester break hours vary.)

The mission of the Campus Fitness Center is to enhance the educational experience by promoting the pursuit of high quality physical, social and personal well-being through comprehensive fitness and wellness programs. These programs are designed to meet the diverse needs of the USF community, and bring an awareness of realistic self-appraisal and expectations. This exercise facility has various Nautilus machines, a cross-trainer, lifesteps, lifecycles, treadmills, and free weights. Services offered include fitness assessments, the diet-balancer, aerobics, and other fitness classes.

### New Student Orientation

Location/Phone CAC 137, (727) 553-4181

Hours: Monday – Thursday 9:00 a.m. – 6:00 p.m., Friday, 8:00 a.m. – 5:00 p.m.

New Student Orientation provides an introduction to both academic and student life aspects of USF St. Petersburg. To facilitate a smooth transition of students into the academic environment of the University, New Student Orientation provides opportunities for entering students to develop realistic academic and personal goals, to locate student support programs and resources, and to meet staff and continuing students. New Student Orientation is required for all new students and former students who were readmitted to the University.

### Recreation and Intramurals

Location/Phone CAC & Waterfront (727) 553-4596 or 553-4597

Monday – Thursday 9:00 a.m. – 6:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Currently, intramural sports occur with pick up play on the recreation field and in the CAC. The Student Activities Office is working to increase participation and organize intramural play.

Recreational equipment is available for check-out at the Waterfront Office.

### Swimming Pool

Location/Phone COQ 108, (727) 553-4597

Hours: Sunday – Saturday 9:00 a.m. – 7:00 p.m.

(Holiday and semester break hours vary. Hours change with daylight savings time.)

The campus pool is open year round and heated at 81 degrees in the winter. A lifeguard is always on duty during the hours that the pool is open. The 100' x 40' pool has a diving board and swimming lanes, and open water sections are available. A volleyball net is in the shallow end.

### Waterfront

Location/Phone COQ 108, (727) 553-4597  
Hours: Monday – Friday 9:00 a.m. – 6:00 p.m.  
Saturday – Sunday, 11:00 a.m. – 6:00 p.m.  
Holiday and semester break hours vary.)

The Waterfront Office strives to offer students and other members of the campus community opportunities to enjoy the water surrounding the campus and the swimming pool. In addition to sailboats, canoes, kayaks, recreation equipment and camping gear are also available for use at the Waterfront. *Please note: To use the boats, you must complete a one-time sailing/swim test and facility introduction.*

## OTHER CAMPUS SERVICES

### Intercollegiate Athletics

USF St. Petersburg students may participate in intercollegiate sports both as spectators and as direct participants. Admission to all athletic events is free of charge upon presentation of the USF Card. (Student Identification.)

USF St. Petersburg hosts women's sailing; all other athletic teams are based in Tampa. USF fields 18 intercollegiate sports for men and women, all at the NCAA Division I level. In men's competition, USF has baseball, basketball, football, soccer, cross country, outdoor track, golf and tennis. On the women's side are basketball, softball, tennis, golf, cross country, indoor and outdoor track, sailing, soccer and volleyball.

USF became a charter member of ConferenceUSA in 1995.

### International Student and Scholar Services (ISSS)

Location/Phone: BAY 111, (727) 553-4162  
Hours: The last Thursday of each month (may change each semester) from 10:30 a.m. to 5:30 p.m.

The University welcomes qualified students from other countries to the campus community. This international exchange leads to the enrichment of life, intellectual development, research and understanding, and exposes students, faculty and staff to cultural and national differences in outlook, experience, and ideas.

USF St. Petersburg Student Affairs Administration Office hosts an ISSS advisor once a month. The ISSS advisor is experienced in cross-cultural counseling and is able to advise students concerning immigration, adjustment to life in the United States and at the University.

### USF Tampa

Location/Phone CPR 245, (813) 974-5102  
Email [daustell@iac.usf.edu](mailto:daustell@iac.usf.edu)

### University Bookstores

The on-campus bookstore is operated by the Barnes and Nobles. The primary function of the university bookstores is to extend services to the students, faculty, staff, alumni and visitors of the university.

VISA, MasterCard, Discover and American Express are accepted at all stores.

### USF St. Petersburg Bookstore

Location/Phone: Coquina Hall (COQ 101) at USF St. Petersburg, (727) 553-4172

Usual Hours: Monday through Thursday 9 a.m. to 6 p.m. and Friday from 9:00 a.m. to 5:00 p.m.

The bookstore offers textbooks and course-required supplies for USF St. Petersburg classes and a wide variety of merchandise including a large selection of writing implements, folders, binders, paper and other class supplies; college clothing, imprinted souvenirs and gift items, candy, snacks, sodas, medicine and Hallmark greeting cards. Popular computer software applications also are available at greatly reduced educational pricing (to USF students, faculty and staff members only).

Personnel are available to assist customers in finding and/or ordering course texts and general books. The USF St. Petersburg bookstore offers a buyback program during the week of final exams at the end of each semester, providing a source for cashing in used textbooks.

Regalia for graduation can be purchased at the bookstore prior to each commencement ceremony. Class ring sale representatives come on campus at various times throughout the year.

### Campus Dining Services

Bayboro Café  
Location/Phone: Coquina Hall 102, (727) 897-9190

The Bayboro Cafe in Coquina Hall offers everything from a quick snack on the run to breakfast, hot meals, soup and sandwiches, munchies, fresh fruit, build-your-own salads and hot and cold beverages. In addition to the regular menu, the Bayboro Cafe features daily specials, vegetarian dishes and special holiday meals.

A list of contractual caterers is available for on-campus events. For more information contact Student Life (CAC) or the Student Affairs Administration Office (BAY 111).

### USF I.D. Card

Location/Phone: Nelson Poynter Library (POY 221)

The USFCard is the official I.D. card of the University of South Florida. University policies require that all student, faculty, and staff members carry the USFCard while on campus. Students may be denied services if they do not have an ID card. The USFCard may also be used to make purchases from on-campus copiers, snack and vending machines equipped with card readers. Value can be added to the vend stripe at Cash-to-card machines located around campus and at most coin/card copiers in the Library. This eliminates the need to carry coins and even saves money. If a student has an account with the USF Federal Credit Union, the USFCard can be used as an ATM card. The USFCard can also serve as a campus-MCI calling card. For additional information: <http://www.auxsvc.usf.edu/usfcard/index.htm>

## COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is a community of scholars dedicated to the idea that educated people are the basis of a just and free society. The essences of education are a capacity for and an appreciation of social change within a context of prior human achievement. The faculty of the Arts and Sciences strive to instill in their students a history of human ideas, a sense of love for learning, and an understanding of the means that scholars have used in their search for beauty and order in the natural world.

The education provided by the disciplines of the Arts and Sciences is the foundation upon which the lives and professions of our students are built, and the basis from which personal growth occurs. The College of Arts and Sciences takes as its goal a melding of the natural, humanistic and social philosophies into a comprehensive whole that encourages the development of new ideas and new approaches to the understanding of our universe.

Great universities provide direction for their communities and service for their needs. The faculty of the Arts and Sciences as well as the staff, who support and encourage their work, explore their scholarly interests within the home and community created by the academic society. It is the responsibility of scholars to share their discoveries for the betterment of society. Thus, the Arts and Sciences embrace disciplines that strive to make immediate use of knowledge in the service of social goals as well as disciplines whose discoveries contribute to the fund of basic information that is the stepping stone of applied knowledge.

### General Information

The College of Arts and Sciences Dean's Office is located in Davis Hall (DAV) Room 100. For additional information about the College, visit our web site at <http://www.stpt.usf.edu/coas/index.htm>. Information regarding advising, admission to the College, graduation requirements, special programs, and departments follows. The College of Arts and Sciences Office is open Monday – Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m.

### Undergraduate Advising Information

The Academic Advising Center, located in Davis Hall (DAV), Room 134, handles all student-related academic matters. Students contemplating a major in Arts and Sciences or who have specific questions about a department/major should make an appointment with an advisor in their area of interest. Office hours are 8-6 p.m. Monday – Thursday and 8-5 p.m. on Fridays. To make an appointment, call (727) 553-4511. For general questions related to Arts & Sciences majors call (727) 553-4507 or (727) 553-4152.

### Undergraduate Admission to the College of Arts and Sciences

Admission to the College of Arts and Sciences is open to students who have been accepted to the University of South Florida and who declare a major in a particular field. Mass Communications/Journalism is a *limited access degree program* and has additional requirements listed under "Departments and Programs." Undergraduate students must submit a formal application for admission into the College. This usually occurs during orientation and advising for new students. This application is also available in the Arts and Sciences Advising Office (DAV 134) for continuing students. Students preparing for a science or mathematics career must plan their courses carefully because of the sequential nature of the science curricula, and students seeking entrance into a professional school or the medical technology internship program

require specialized counseling. Therefore, immediate application for admission into the College is strongly recommended.

Information on admission criteria, departments, majors, programs, counseling and other services of the College may be obtained from the Advising Office (DAV 134), College of Arts and Sciences, USF St. Petersburg, St. Petersburg, FL 33701 or visit our web site at <http://www.stpt.usf.edu/coas/index.htm>.

### General Requirements for B.A./B.S. Degree

#### Within the College of Arts and Sciences

The College of Arts and Sciences offers three undergraduate degrees: Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work.

#### **IT IS EACH STUDENT'S RESPONSIBILITY TO MEET GRADUATION REQUIREMENTS:**

1. Complete at least 120 accepted semester hours, 124 for Mass Communications/Journalism, with a USF cumulative gpa and an overall gpa of 2.000.
2. Maintain major gpa of 2.000. Note: In English and Mass Communications students must have a 2.500 major gpa.
3. Complete the Foreign Language Entrance Requirement if entering USF fall semester, 1987 or later. Students pursuing a B.A. degree must complete the Foreign Language Exit Requirement.
4. Students enrolling in a college in January, 1983 or after must satisfy State Rule 6A-10.30 (Gordon Rule) concerning computation and communications. Transfer students who enter the University of South Florida with 60 or more semester hours from a regionally accredited institution are considered to have met the communications portion of the Gordon Rule.
5. Complete Liberal Arts Requirements (for more information, see section titled "Liberal Arts Requirements.")

#### *General Education Requirements (36) hours credit:*

- Six (6) hours credit in English Composition
- Six (6) hours credit in Quantitative Methods
- Six (6) hours credit in Natural Sciences
- Six (6) hours credit in Social Sciences
- Six (6) hours credit in Historical Perspectives
- Three (3) hours credit in Fine Arts
- Three (3) hours credit in African, Latin American, Middle Eastern, or Asian Perspectives

#### *Exit Requirements (9) hours credit*

- Six (6) hours credit in Major Works and Major Issues
  - Three (3) hours credit in Literature and Writing
6. Elective Physical Education is limited to 2 semester hours.
  7. ROTC is limited to 9 semester hours.
  8. When double majoring a maximum of 2 courses or 8 hours may be used to satisfy requirements between majors.
  9. Maximum of 20 hours of S/U option. S/U contracts must be negotiated in writing within the first three (3) weeks of the term. None of the 20 credits may be taken in the student's major unless S/U is the only grading option. English 1101 or 1102 may not be taken S/U.
  10. The Audit option is available only during the first 5 days of classes; none permitted later.
  11. Complete at least 9 semester hours during summer terms if entering USF with fewer than 60 semester hours.
  12. "D" grades are not acceptable in the major and supporting sciences for all natural sciences majors. "D" grades are not acceptable for the major area in English, History, Mass Communications, Psychology, and Social Work. Only one "D" is allowed in the major for Criminology. (Important! All grades including "D"s and "F"s are used to calculate gpa's for students in the College of Arts and Sciences.)
  13. Complete all major course requirements.
  14. Complete a minimum of 48 hours of upper-level courses (numbered 3000 or above). Lower-level course work from 2-year or 4-year schools, though, equivalent to a 3000-level course at USF, does not meet this requirement.

15. Thirty (30) of the last 60 semester hours must be completed at USF to fulfill the residency requirement.
16. Criminology, Economics, English, Mass Communications, and Political Science have established minimum major course hours to be taken in residency at USF. See the department section of the catalog for these credit-hour requirements. In addition, all students who have majors in arts and letters and in the social sciences must take a minimum of 80 hours outside of the major department.
17. Students must satisfy CLAST (College Level Academic Skills Test).
18. Transfer credit for MAT 1033 will only be acceptable towards a bachelor's degree in the College of Arts and Sciences if it was earned as part of an Associate of Arts degree awarded by a public community college in the State of Florida or is part of a Florida public community college transcript which explicitly indicates that general education or general distribution requirements have been met.

Turn in your graduation application to DAV 134 during the *1st to the 4th week* of the semester in which you plan to graduate. Applications are not accepted late.

#### DEPARTMENTAL MINOR

Minors generally require half as many hours as required for the major. In order to help students develop some concentration in elective work taken in conjunction with their chosen major, the College of Arts and Sciences offers minors in the following: Anthropology, Criminology, English, Environmental Science and Policy, Geography, History, Mass Communications, Political Science, and Psychology.

Certain restrictions apply to students earning a minor: (a) students may not use courses in the major for the minor; and (b) ISS majors may not earn a minor in any of the cognate areas incorporated in their contracts. In some departments, S/U grades within the minor curriculum are not countable. Specific requirements for the different minors appear under the departmental summaries listed under "Departments and Programs."

#### Baccalaureate-Level Degree Programs

The departments and programs in the College of Arts and Sciences include Anthropology, Criminology, English, Environmental Science and Policy, Geography, History, Interdisciplinary Social Sciences, Mass Communications, Political Science, and Psychology. The College of Arts and Sciences offers major fields of study as described in the following pages.

##### BACHELOR OF ARTS (B.A.)

Criminology (CCJ)  
 Economics (ECN)  
 English  
 English and American Literature (LIT)  
 Professional and Technical Writing (CWT)  
 Geography (GPY)  
 Environmental Concentration (EVG)  
 Urban Concentration (USG)  
 Government and International Affairs  
 Political Science (POL)  
 Graphic Design  
 History (HTY)  
 Interdisciplinary Social Sciences (ISS)  
 Mass Communications  
 Journalism/Magazine Production Concentration (MAG)  
 News Concentration (NWS)  
 News Editorial Concentration (JOU)  
 Visual Communications Concentration (VIC)  
 Psychology (PSY)

##### BACHELOR OF FINE ARTS (B.F.A.)

Art – Graphic Design Concentration

##### BACHELOR OF SCIENCE (B.S.)

Environmental Science and Policy (ESP)

#### • ART (B.F.A.)

#### Requirements for the B.F.A. Degree in Studio Art with a Concentration in Graphic Design

The Graphic Design Concentration includes a series of courses in design, history and theory of art and graphic design, as well as the technical approaches to creative visualization. Courses cover typography, layout, digital media, graphics, video technology, print and digital reproduction processes and professional practices. The goal of creative and professional development focuses upon challenging students with projects that demand creative content, structure, management of complexity, and exploration into visual solutions involving information, design limitations, and budget restrictions.

The graphic design curriculum will expose students to graphic design foundation, principles, and techniques most often used in successful visual communication for both print and digital media.

The B.F.A. Studio Art Degree with a concentration in graphic design is a limited access, upper-level program. Each fall a cohort will follow a sequential course schedule. Specific equipment requirements for this program are delineated on the university's website at [www.usf.edu/gd](http://www.usf.edu/gd).

Admission into the B.F.A. program is contingent upon the student having a 3.25 major GPA, which must be maintained for the degree to be awarded. Student competency will be evaluated individually and based upon criteria such as GPA, writing skill, and a portfolio of work indicative of: (1) concept, execution and presentation of studio artwork, (2) conceptual understanding of art and design standards, (3) application of art and design concepts, (4) examples of drawing methods and materials, and (5) historical knowledge of art and design as evidenced by previous assignments in visual problem solving.

Transfer credit from other institutions is accepted on the basis of portfolio and transcript evaluation. The School of Art and Art History accepts transfer credit from all Florida programs that are part of the "common course prerequisites".

The following courses are necessary for completing a B. F. A. degree in Studio Art with a Concentration in Graphic Design:

**I. Art Foundation** (Requires a "C" or better in all courses taken to progress to courses numbered 3000 and up)

##### I. Art Foundations

ARH 2050 History of Visual Arts I*	(3)
ARH 2051 History of Visual Arts II*	(3)
ART 2201C Fabrications I**	(3)
ART 2203C Fabrications II**	(3)
ART 2300C Beginning Drawing	(3)
ART 3301C Intermediate Drawing	(3)
<b>Total</b>	<b>18 hours</b>

\*History of Visual Arts I and II must be used to satisfy the General Education Historical Perspectives requirement if the student is to remain within 120 hours for the degree.

\*\*Fabrications I or II must be used to satisfy the General Education Fine Arts requirement if the student is to remain within 120 hours for the degree.

##### II. Additions to the Art Foundation requirements:

2000 level studio elective	(3)
2000 level courses the areas of Computer Language and/or Media	(3)
MMC 3602 Mass Com and Society (program requirement)	(3)
<b>Total</b>	<b>9 hours</b>

#### Graphic Design Program Requirements

##### III. Fall Semester

ART 2280C Typography	(3)
VIC 3001 Intro to Visual Communications	(3)



GRA 3545 Graphic Design I	(3)
GRA 3549 Multimedia Systems I	(3)
ARH 4430 19th Century Art	(4)
<b>Total 16 hours</b>	

**IV. Spring Semester**

GRA 3548 Computer Graphics	(3)
PGY 3801C Digital Media I	(3)
ART 4925 Media Workshop: Design Production	(3)
ARH 4724 History of Graphic Design	(4)
Support Course	(3)
<b>Total 16 hours</b>	

**V. Fall Semester**

PGY 4420C Digital Media II	(3)
ART 4929C Visual Designs for the Internet	(3)
ART 4243C Graphic Design: Senior Studio	(3)
ARH 4450 20th Century Art	(4)
Support Course	(3)
<b>Total 16 hours</b>	

**VI. Spring Semester**

ART 4955C Senior Project: Portfolio	(3)
ART 4974 Professional Practicum	(3)
ART 4940 Internship	(2)
ARH Art History Course (Exit)	(4)
<b>Total 12 hours</b>	

**Total 87 Art hours**

Total Semester Hours for the B.F.A. degree in Art Studio with a Concentration in Graphic Design:

General Education*	(24)
Exit Requirements**	(3)
Art Requirements	(87)
Special Requirement	(6)
<b>TOTAL</b>	<b>120 HOURS</b>

\*Please note that 9 hours of General Education requirements are satisfied by the Art School curriculum and that the actual total hours in General Education remains 36 as state-mandated.  
 \*\*Please note that 6 hours of Exit requirements must be completed in the Art School or in the College of Visual and Performing Arts and satisfy either B.F.A. program requirements or a portion of the special requirement. This ensures that the required total of 9 exit hours is satisfied within the 120 hours.

• **ANTHROPOLOGY (ANT)**  
**Requirements for the Minor in Anthropology**

The minor in Anthropology consists of a minimum of 18 credit hours with a "C" average (2.0), distributed among three areas. Students will normally progress through these areas in the order listed below, selecting courses prerequisite or otherwise appropriate to courses desired in subsequent areas. Exceptions to this pattern must be approved by the department's undergraduate advisor. Students are urged to consult with an advisor to create the most beneficial set of courses.

- 2000-level required core course (4 credit hours)  
 ANT 2000 Introduction to Anthropology
- Intermediate-level core courses (3-6 credit hours)  
 ANT 2410 Cultural Anthropology  
 ANT 2511 Biological Anthropology  
 ANT 3101 Archaeology  
 ANT 3610 Anthropological Linguistics
- 4000-level elective courses (9-12 credit hours)  
 As described above in the listing of elective courses in

archaeology, physical anthropology, anthropological linguistics, and cultural anthropology.

• **CRIMINOLOGY (CCJ)**

The major in Criminology provides students with an in-depth exposure to the total criminal justice system including law enforcement, detention, the judiciary, corrections, and probation and parole. The program concentrates on achieving balance in the above aspects of the system from the perspective of the criminal justice professional, the offender, and society. The program provides a solid background in the theory, issues, and methodology comprising Criminology.

The objective of the undergraduate program in Criminology is to develop a sound educational basis either for graduate work or for professional training in one or more of the specialized areas comprising the modern urban criminal justice system.

**Recommended Prerequisites (State Mandated Common Prerequisites)**

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

*There are no State Mandated Common Prerequisites for this degree program.*

Transfer students should be aware that by university regulation they are obligated to establish academic residency by completing the equivalent of one academic year (30 semester hours) in "on-campus" courses. All undergraduate transfer students electing Criminology as their major will be required, moreover, to take a minimum of 30 credit hours in major coursework at the University of South Florida. The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

**Requirements for the Major in Criminology**

A minimum of 36 semester hours is required of all undergraduate majors in Criminology including:

- Each of the following core courses:  
 CCJ 3024 (3)\*      CCJ 3610 (3)\*  
 CCJ 3701 (3)\*\*      CCJ 4934 (3)
- At least two of the following substantive courses:  
 CJL 3110 (3)      CJE 4114(3)  
 CJL 4410 (3)      CJC 4010(3)  
 CJE 4010 (3)
- 18 semester hours of electives within the major.

\* These are gateway courses and are required for all other coursework in the major or minor; therefore, they need to be taken first.

\*\*Students who plan to continue on to graduate school must also take CCJ 4700 as one of their electives within the major.

NOTE: No more than six (6) hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours in the major.

These residence requirements are designed to ensure that transfer students who subsequently receive their baccalaureate degree from the University of South Florida with a major in Criminology will have been exposed to the same body of knowledge in their major as those students who complete all or a major portion of their coursework at the University of South Florida.

Any student who receives a grade of "D" or lower in more than one USF CCJ course will be automatically barred from continuing as a Criminology major.

**Requirements for the Minor in Criminology**

The program in Criminology offers a minor in Criminology. The minor consists of:

- Two required courses:  
CCJ 3024 (3)      CCJ 3610 (3)
- The selection of four of the following 3 hour courses for a total of 18 semester hours:  
CJL 3110            CCJ 3621  
CJE 4114            CJL 4410  
CJC 4010            CJE 4010

Students must receive approval from Advising prior to starting their minor work. A minimum of 9 semester hours must be completed at USF. Students minoring in Criminology are subject to the program's "2 D" Rule.

### • Economics (ECN)

A student may earn a Bachelor of Arts degree with a major in Economics through the College of Arts and Sciences by satisfactorily completing 33 credits in Economics in addition to Arts and Sciences college requirements.

The 33 credits must include:

- ECO 2013 Economic Principles: Macroeconomics (3)
- ECO 2023 Economic Principles: Microeconomics (3)
- ECO 3101 Intermediate Price Theory (3)
- ECO 3203 Intermediate Income & Monetary Analysis (3)
- ECO 4935 Economic Statistics (3)
- or
- QMB 3200 Business and Economics Statistics II (3)
- Economics electives numbered 3000 or higher (18)

ECO 3100, Managerial Economics, may be substituted for ECO 3101. Students may not take both ECO 3100 and ECO 3101 for credit.

Either ECO 1000 (if taken before both ECO 2013 and ECO 2023) or QMB 2100 (if taken as a prerequisite to QMB 3200) may be substituted for a maximum of 3 hours of upper level elective credit.

Grades of "C" or better in ECO 2013 and ECO 2023 are required for graduation with a major in Economics. Students must obtain a grade of "C" or higher in ECO 3101 or ECO 3100 in order to enroll in any course for which ECO 3101 or ECO 3100 is a prerequisite. At least 9 of the 18 hours of upper level economics electives must be in courses for which either ECO 3101, ECO 3100 or ECO 3203 is a prerequisite. No more than 3 hours credit can be applied toward a major from ECO 4905 and/or ECO 4914. At least 12 hours must be taken in residence at USF St. Petersburg.

**Requirements for the Minor in Economics:** Students from throughout the University may earn a minor in Economics by satisfactorily completing 18 hours in Economics including:

- ECO 2013 Economic Principles: Macroeconomics (3)  
ECO 2023 Economic Principles: Microeconomics (3)  
Economics electives numbered 3000 or higher (12)  
ECO 1000, if taken before both ECO 2013 and ECO 2023, may be substituted for 3 hours of upper level electives.  
ECO 4905 and ECO 4914 may not be counted toward the minor.
- Before being recognized as a minor in economics, a student must obtain program approval by an Undergraduate Advisor.
- A grade point average of 2.0 or higher must be achieved in minor course work for certification of the minor for graduation.
- At least 9 hours must be taken in residence at USF St. Petersburg.

**Prerequisites (State Mandated Common Prerequisites) for Students Transferring from a Community College:** The State of Florida has identified common course prerequisites for the major in Economics. These courses must be completed

with a minimum grade of "C" before the degree is granted. If the courses are not transferred in, they may be taken at USF.

- ECO x013 Economic Principles: Macro-economics and
- ECO x023 Economic Principles: Micro-economics or ECO XXXX and ECO XXXX

### • ENGLISH (ENG) Requirements for the Major in English Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements, thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements, including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students should complete the following **prerequisite courses** listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of "C-" is the minimum acceptable grade.

- ENC 1101 Composition I
- ENC 1102 Composition II

or

Six semester hours earned in courses taught in the English program, **EACH** with 6,000 words of evaluated writing for a **TOTAL** of 12,000 words.

Suggested electives:

- |          |                     |   |
|----------|---------------------|---|
| AMH 2010 | American History I  | 3 |
| AMH 2020 | American History II | 3 |
| EUH 2021 | Medieval History I  | 3 |
| EUH 2022 | Medieval History II | 3 |

### Upper-level coursework in the English Major:

The program in English provides three areas of specialization (divided into two degree-options below):

*English and American literature* - The primary mission of the literature option is to provide a solid foundation in the study of British and American literature. The program also offers courses in other world literatures in translation, cultural studies, feminist and ethnic studies, and both traditional and more recent critical approaches.

*Professional and technical writing* - The professional and technical writing option combines the study of English and American literature with an introduction to writing found in the professional workplace.

The English Education major is described under the section for the College of Education. Major requirements for English majors are listed below. A grade of "D" will not be counted toward fulfilling the major requirements. Grades of "D" or "F" in English courses will, however, be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy. Students may not use more than one Directed Study toward meeting the major requirements. Transfer students must earn at least 15 hours in the major at USF. A 2.5 GPA in the major is required for graduation.

### OPTION I: English and American Literature

Twelve courses (36 hours) as follows:

- Two of the following:  
AML 3031 American Literature to 1860  
AML 3032 American Literature 1860-1912  
AML 3051 American Literature 1912-1945
- Four of the following:  
ENL 3015 British Literature to 1616  
ENL 3230 British Literature 1616-1780  
ENL 3251 British Literature 1780-1900

- ENL 3273 British Literature 1900-1945  
 ENL 3331 Early Shakespeare or  
 ENL 3332 Late Shakespeare
3. Five of the following, at least two of which must be from Group A:  
*Group A*  
 AML 4111 19th Century American Novel  
 AML 4121 20th Century American Novel  
 ENL 4122 British Novel through Hardy  
 ENL 4132 British Novel: Conrad to the present  
 ENL 4311 Chaucer  
 ENL 4338 Advanced Studies in Shakespeare  
 ENL 4341 Milton  
 LIT 3101 Literature of the Western World Through the Renaissance  
 LIT 3102 Literature of the Western World Since the Renaissance  
*Group B*  
 AML 3031 American Literature to 1860  
 AML 3032 American Literature 1860-1912  
 AML 3051 American Literature 1912-1945  
 AML 3604 African-American Literature  
 AML 4261 Literature of the South  
 AML 4330 Selected American Authors  
 ENG 4060 History of the English Language  
 ENL 3015 British Literature to 1616  
 ENL 3230 British Literature 1616-1780  
 ENL 3251 British Literature 1780-1900  
 ENL 3273 British Literature 1900-1945  
 ENL 3331 Early Shakespeare  
 ENL 3332 Late Shakespeare  
 ENL 4303 Selected British Authors  
 LIN 4671 Traditional English Grammar  
 LIN 4680 Structure of American English  
 LIT 3022 Modern Short Novel  
 LIT 3043 Modern Drama  
 LIT 3073 Contemporary Literature  
 LIT 3144 Modern European Novel  
 LIT 3374 Bible as Literature  
 LIT 3410 Religious and Existential Themes  
 LIT 3700 Survey of Poetry  
 LIT 4930 Selected Topics in English Studies
4. ENG 4013 Literary Criticism (Required for Literature majors)

### **OPTION II: Professional and Technical Writing**

This 36-hour program allows undergraduates to concentrate their studies in professional writing, wherein they will master special writing skills demanded by industry, business, government, and the professions. The English Department may arrange semester-long internships with local businesses, industries, and professional organizations. Interns will earn three credit hours and, in some cases, receive compensation from their employers for their duties.

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

#### 1. *Composition requirements:*

Five of the following:

- CRW 2100 Narration and Description  
 ENC 2210 Technical Writing  
 ENC 3213 Professional Writing  
 ENC 3310 Expository Writing  
 ENC 4260 Advanced Technical Writing  
 ENC 4311 Advanced Composition  
 ENC 4931 Selected Topics in Professional and Technical Writing

#### 2. *Literature requirements:*

The student must select seven literature courses from those listed in OPTION I. Two courses must be from Group 1, four courses from Group 2, and one course from Group 3 and/or Group 4.

### **Requirements for the Minor in English English and American Literature Minor (15 hours)**

#### 1. *One of the following:*

- AML 3031 American Literature to 1860  
 AML 3032 American Literature 1860-1912  
 AML 3051 American Literature 1912-1945

#### 2. *Two of the following:*

- ENL 3015 British Literature to 1616  
 ENL 3230 British Literature 1616-1780  
 ENL 3251 British Literature 1780-1900  
 ENL 3273 British Literature 1900-1945  
 ENL 3331 Early Shakespeare  
 ENL 3332 Late Shakespeare

#### 3. *One course at the 4000 level listed in major OPTION I*

#### 4. *One additional 3000- or 4000-level course accepted for the major with AML, CRW, ENC, ENG, ENL, LIN, or LIT prefix.*

### **Professional and Technical Writing Minor (15 hours)**

#### 1. ENC 2210 Technical Writing

- ENC 4260 Advanced Technical Writing

*Any two of the following courses:*

- CRW 2100 Narration & Description  
 ENC 3213 Professional Writing  
 ENC 3310 Expository Writing  
 ENC 4311 Advanced Composition  
 ENC 4931 Selected Topics in Professional and Technical Writing

#### 2. One AML or ENL course listed in OPTION I

### **• ENVIRONMENTAL SCIENCE AND POLICY (EVR)**

The status of the earth's environment has been a major concern since the 1960s. As we enter the 21<sup>st</sup> century, it represents one of the most critical issues facing nearly all nations individually as well as the earth community as a whole. Increased population, technology, globalization and diminishing natural resources all play an important role in the changing environment. As a consequence, governments at all levels are devoting resources to help understand the problems that we are facing and to aid in their mitigation. This includes everything from public education to cleaning up toxic waste sites.

The environmental industry is a growing arena for employment for degree holders at all levels. Students completing the Bachelor of Science (B.S.) in Environmental Science and Policy have found employment with government agencies (city, county, state, and federal), private industry, and non-profit organizations. Examples of careers include field scientist, research scientist, policy analyst, lobbyist, conservationist, and educator. Some also go on to attend graduate or law school.

The B.S. in Environmental Science and Policy was approved in 1995. This interdisciplinary program spans multiple colleges within the university but is housed in the College of Arts and Sciences. All students must complete the University's General Education Requirements. All majors in the program must complete the required courses including two introductory courses in environmental science and policy, 2 semesters each of general biology and general chemistry, environmental ethics, environmental politics and policy, statistics, and physical science (either geology or physics). In addition, majors take 6-7 courses that allow them to sub-specialize in science or in policy. Students choosing to sub-specialize in science take 2 semesters of calculus, 1 semester of organic chemistry and lab, and 4 electives within designated tracks. Students choosing to sub-specialize in policy take environmental law and environmental economics and 4 electives within designated categories. Finally, all majors must complete an upper division seminar and an internship or project.

## Requirements for the Major in Environmental Science and Policy

### Recommended Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements. *There are no State Mandated Common Prerequisites for this degree program.*

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students are encouraged to complete the following required supporting major courses prior to entering the university. Unless stated otherwise, a grade of "C" is the minimum acceptable grade.

BSC 2010, 2010L & BSC 2011, 2011L Biology I and II with Lab	8
<b>and</b>	
CHM 2045 & CHM 2045L General Chemistry & Lab	4
CHM 2046 & CHM 2046L General Chemistry II & Lab	4
<b>plus</b>	
STA 2023 Statistics	3
One approved Geology or Physics Course with Lab	4

The calculus sequence is only required for students pursuing the ESP-Science concentration.

MAC 2241 & MAC 2242 Life Sciences Calculus	4
<b>or</b>	
MAC 2281 & MAC 2282 Engineering Calculus	4
<b>or</b>	
MAC 2311 & MAC 2312 Calculus	3

All students majoring in Environmental Science and Policy are required to see the advisor each semester prior to registration for the following term. Students who are eligible for an internship must see the internship coordinator for six weeks prior to the beginning of the semester in which they will complete the internship.

### REQUIREMENTS FOR ALL ENVIRONMENTAL SCIENCE MAJORS

EVR 2001	Intro to Environmental Science
EVR 2001L	Intro to Environmental Science Lab
EVR 2861	Intro to Environmental Policy
EVR 4921	ESP Seminar
EVR 4910	ESP Project
<b>or</b>	
EVR 4940	ESP Internship
BSC 2010	Biology I
BSC 2010L	Biology Lab I
BSC 2011	Biology II
BSC 2011L	Biology Lab II
CHM 2045	General Chemistry I
CHM 2045L	Chemistry Lab I
CHM 2046	General Chemistry II
CHM 2046L	Chemistry Lab II
PUP 4203	Environmental Politics and Policy
PHI 3640	Environmental Ethics

#### Statistics

STA 2023	Introductory Statistics
<b>or</b>	
QMB 2100	Business and Economic Statistics
<b>or</b>	
EGN 3443	Engineering Statistics

#### Geology or Physics

GLY 2010	Dynamic Earth
GLY 2015L	Essentials of Geology Lab

**or**  
GLY 2100 Historical Geology  
GLY 2015L Essentials of Geology Lab

**or**  
PHY 2048 General Physics  
PHY 2048L General Physics Lab

**or**  
PHY 2053 General Physics  
PHY 2053L General Physics Lab

#### Science Track

MAC 2241 Life Sciences Calculus I  
MAC 2242 Life Sciences Calculus II

**or**  
MAC 2281 Engineering Calculus I  
MAC 2282 Engineering Calculus II

**or**  
MAC 2311 Calculus I  
MAC 2312 Calculus II

**and**  
CHM 2210 Organic Chemistry  
CHM 2210L Organic Chemistry Lab

#### Policy Track

ECP 3302 Environmental Economics  
POS 3697 Environmental Law

#### Science Track

MAC 2241 and MAC 2242 **OR** MAC 2281 and MAC 2282 **OR** MAC 2311 and MAC 2312 and CHM 2210 and CHM 2210L plus 4 electives from one of the following tracks: Restoration, Water Quality, Environmental Monitoring or Marine Resources. Please contact the Program office for a current list of electives under these categories.

#### Policy Track

ECP 3302 and POS 3697 plus four approved policy-related electives. Please contact the advising office for a current list of electives under this category.

## Requirements for the Minor in Environmental Policy

A total of 19-20 credits are required for the minor in Environmental Policy, 12 of which must be completed at USF. The Minor in Environmental Policy consists of the following program outline:

Required core courses:

EVR 2001	Introduction to Environmental Science
EVR 2001L	Introduction to Environmental Science Lab
EVR 2861	Introduction to Environmental Policy

Three of the following four courses:

PUP 4203	Environmental Politics and Policy
PHI 3640	Environmental Ethics
ECO 3302	Environmental Economics (prerequisite: ECO 2023 Microeconomics)
POS 3697	Environmental Law

Plus one approved policy-related elective. Please contact the advising office for a current list of electives under this category.

### • GEOGRAPHY (GPY)

The degree program in Geography consists of 10 courses (41 hours total), 5 of which are core courses required of all majors. The Urban track focuses on the social and spatial effects of the growth of cities, including issues such as the historical evolution of urban form and function, land-use changes and conflicts, economic restructuring, the growth and decline of inner-cities, and urban racial and ethnic relations.

## Requirements for the Major in Geography Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required

for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer without an A.A. degree and have fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

GEO XXXX	3
GEO XXXX	3

Two introductory courses in Geography with GEO prefix.

**Upper-level Course Requirements**

A major in Geography consists of 11 courses as follows:

*Required core courses (6 courses + lab):*

GEO 3013	Intro to Physical Geography	(3)
GEO 3013L	Intro to Physical Geography Lab	(1)
GEO 3402	Human Geography	(4)
GEO 3180	Digital Thematic Mapping	(4)
GEO 3164C	Quantitative Methods	(4)
GEO 4933	Geography Colloquium	(1)
GEA XXXX	One course with GEA prefix	(4)

*Supporting Courses (5 courses):*

Majors will select among courses in the Urban and Environmental tracks for their additional coursework. They must take an additional 5 courses, 2 of which *may* be outside of their track. If more than 1 course is taken outside of the track, 1 of them *must* be a techniques (elective) course. The following list designates supporting courses by track (or elective technique).

*Urban Track Courses:*

GEO 3602	Urban Geography	(4)
GEO 4502	Economic Geography	(4)
GEO 4604	Advanced Urban Geography	(4)
GEO 4700	Transportation Geography	(4)
GEO 4470	Political Geography	(4)
URP 4052	Urban and Regional Planning	(4)
GEO 4421	Cultural Geography	(4)
GEO 4340	Natural Hazards	(4)

*Techniques Courses (electives):*

GEO 4114C	Geographic Techniques and Methodology	(4)
GEO 4131C	Remote Sensing of the Environment	(4)
GEO 4151C	Geographic Information Systems (GIS)	(4)

*Courses Excluded as Electives for the major:*

GEO 1930	Geography of Current Events	(4)
GEO 2371	Earth System Science	(3)

*Only 4 combined hours of the following courses may be applied toward the degree:*

GEO 4900	Directed Reading	(1-4)
GEO 4910	Individual Research	(1-4)

**Requirements for the Minor in Geography**

A minor in Geography consists of 16 credit hours, with a minimum grade-point average of 2.0. The required courses are:

GEO 3013 (3) GEO 3013L (1) GEO 3402 (4)  
 One GEA elective (4) and one upper level GEO, MET or URP elective (3000-5000 level) (4).

Students may not apply upper level Geography electives to the Geography minor that are being used to satisfy their major requirements.

**• GOVERNMENT & INTERNATIONAL AFFAIRS (INT/POL/PAD)**

The program in Government and International Affairs includes the study of Political Science. Its goal is to provide students the opportunity to study the nature of government, politics, and administration at the local, national, and international levels, as well as the interdisciplinary nature of the

international system. Towards that end it offers students an undergraduate degree. The program in Government and International Affairs provides students with a range of courses of study and areas of concentration.

**POLITICAL SCIENCE (POL)**

The undergraduate program leading to the B.A. degree in political science offers a general purpose degree, and a number of more specialized alternatives. The program is designed for students interested in and seeking to understand political problems, issues, and the nature of the political process, as well as the philosophical and legal basis of political structures and processes at local, state, national, and international levels. Satisfying the degree requirements prepares students for positions in the public and private sectors, for law school, for graduate work in political science, international relations, public administration, and related disciplines, for positions in education, and for applied political activity.

**Requirements for the Major in Political Science**

**Prerequisites (State Mandated Common Prerequisites)**

Students should complete any two introductory courses with a POS, INR, or CPO prefix (ideally POS 1041 or POS 2041, and POS 1112 or POS 2112) at the lower level prior to entering the university. If these introductory courses are not taken at the community college, they must be completed before the degree is granted. A grade of "C" is the minimum acceptable grade.

**Upper-level Course Requirements**

A minimum of 36 credit hours is required to satisfy the requirements of the major. Students must take the 12 credit hours of required core courses in political science. No more than six credit hours can be taken from POS 4905, POS 4910, and POS 4941. Students enrolled in the Washington, D.C. semester program may have this rule altered by their advisor. (A GPA of 3.0 is required to enroll in these courses; the Chair may grant special exception for students with a GPA between 2.70 and 2.99).

In addition, all Political Science majors are required to take at least 3 credit hours of Economics (See your advisor for recommendations).

Students transferring credit hours toward a major in political science must complete a minimum of 21 credit hours within the program, regardless of the number of credits transferred.

The undergraduate curriculum in political science is composed of the following:

*Required Core Courses (12 credit hours)*

CPO 2002	Introduction to Comparative Politics	(3)
or		
INR 2002	Introduction to International Relations	(3)
AND		
POS 2041	American National Government	(3)
POT 3003	Introduction to Political Theory	(3)
POS 3713	Empirical Political Analysis	(3)

Note that either CPO 2002 or INR 2002 must be taken as a core course. However, the other course not taken as a core course may be taken as an elective.

Students should complete POT 3003 and POS 3713 by the end of their junior year; students transferring with 45 credit hours or more must complete these courses within their first two semesters in residence at USF. A grade of "C" or better is required in all core courses.

Students must choose electives from the seven fields (24 credit hours) with at least one course from Field I, one course from Field II or III, and one course from any of Fields IV, V, VI, or VII. Core courses must be completed before a course from a given field or field grouping can be taken.

**Field I Political Theory**

POT 3013 (3)	POT 4064 (3)	POT 5626 (3)
POT 4054 (3)	POT 4204 (3)	

Field II	<b>Comparative Government and Politics</b>		
	CPO 4034 (3)	CPO 4930 (3)	CPO 5934 (3)
Field III	<b>International Relations</b>		
	INR 3102 (3)	INR 3370 (3)	INR 4403 (3)
	INR 3038 (3)	INR 4035 (3)	INR 4502 (3)
	INR 3336 (3)	INR 4254 (3)	INR 4334 (3)
	INR 5086 (3)		
Field IV	<b>American National and State Governments</b>		
	POS 2080 (3)	POS 3273 (3)	POS 4413 (3)
	POS 2112 (3)	POS 3453 (3)	POS 4424 (3)
	POS 3173 (3)	POS 4204 (3)	POS 5094 (3)
	POS 3182 (3)	PUP 4323 (3)	
Field V	<b>Urban Government and Politics</b>		
	POS 3142 (3)	POS 4165 (3)	URP 4050 (3)
	POS 3145 (3)	POS 5155 (3)	PUP 4534 (3)
Field VI	<b>Public Policy</b>		
	INR 3102 (3)	INR 4334 (3)	POS 3145 (3)
	PUP 4002 (3)	PUP 4007 (3)	PUP 4203 (3)
	PUP 4323 (3)	PUP 4534 (3)	PUP 5607 (3)
	URP 4050 (3)		
Field VII	<b>Law and Politics</b>		
	INR 4403 (3)	POS 3691 (3)	POS 4624 (3)
	POS 3283 (3)	POS 4614 (3)	POS 4693 (3)
	POS 4694 (3)		

The following courses are not included within any of the seven fields, but may still be used as elective hours:

PAD 3003 (3)	POS 4936 (3)	PAD 4204 (3)
POS 4941 (3-15)	POS 4905 (1-3)	POS 4970 (3)
POS 4910 (1-3)	POS 3931 (3)	POT 4109 (3)
POT 4661 (3)	POT 4936 (3)	

### Requirements for the Minor in Political Science

A minor in political science requires the completion of a minimum of 18 credit hours, made up of two courses (6 credit hours) from among CPO 2002 (or INR 2002), POS 2041, and POT 3003. An additional 12 credit hours of courses included in the Political Science major are also required.

Students transferring credit hours toward a minor in political science must complete 12 credit hours within the program, regardless of the number of credit hours transferred.

### Requirements for the Pre-Law Plan in Political Science

The Political Science Program offers a pre-law plan designed for the undergraduate students who are considering a career related to law (Courses on Law and Politics are listed under Field VII of the Political Science undergraduate curriculum). The courses making up the field are of particular interest to law-oriented students, but may be taken by others as well. Majors are required to complete courses that can help them develop necessary skills to study law. Students receive the skills and information needed for entry into a number of law-related positions in business and government. Please see the departmental pre-law advisor to obtain more information about the pre-law plan.

Prior to admission to law school, a student must take the Law School Admission Test (LSAT), as given by the Educational Testing Service of Princeton, New Jersey.

The Law School Admission Test is given simultaneously several times each year at the University of South Florida and numerous other testing centers throughout the state. Students should plan to take the test at least one year prior to planned enrollment in law school. Additional information is available from the Academic Advising Center (DAV 134).

### Recommended Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements

thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

*There are no State Mandated Common Prerequisites for this degree program.*

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students are encouraged to complete the following prerequisites, or major, support, or elective courses if available, during the program of study at the community college, and when feasible in General Education/Gordon Rule courses. Unless stated otherwise, a grade of "C" is the minimum acceptable grade.

AMH 2010	American History I	(3)
AMH 2020	American History II	(3)
ENC 3310	Expository Writing	(3)
EUH 1000	World Civilization I	(3)
EUH 1101	World Civilization II	(3)
POS 2112	State and Local Government	(3)
SPC 2600	Public Speaking	(3)

### • HISTORY (HTY)

The discipline of history embraces a diverse world of ideas, peoples, and events. Our faculty seeks to inform and question, to provoke, and to challenge our students to a higher level of understanding of the past. History at USF St. Petersburg offers the student an opportunity to explore civilizations from around the globe and from the ancient through contemporary eras. We encourage our students to move beyond traditional memorization of material to a critical level of thinking, analysis, and synthesis. Accomplished history majors are attractive to all kinds of employers in any number of fields, as well as to graduate and professional schools. USF history alumni can be found in such diverse professions as law, medicine, business, government, foreign service, politics, and education.

### Requirements for the Major in History

A minimum of 32 semester hours is required for a major in history. A minimum grade of "C" or better must be attained in each course counted toward the 32-hour requirement. However, grades of "D" or "F" in history coursework will be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy.

### Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. If students transfer with fewer than 60 semester hours of acceptable credit, they must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements. The transfer student should be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students at a community college planning to transfer to USF and major in history are encouraged to complete as many of the lower level requirements as possible at the community college level. Courses that fulfill the General Education/Gordon Rule requirement would be especially valuable. The minimum acceptable grade for courses being transferred for history department credit is a "C." If these courses have not been completed satisfactorily upon enrolling at USF, they must be taken before the degree is granted.

### Lower-level Course Requirements for the Major

A minimum of 12 hours of 2000 level courses, or their equivalent, constitute the lower level requirements. Two of these courses must be sequential. Students may choose from introductory courses in the fields of Ancient, Medieval, Modern

European, or American history to fulfill this two-course sequence. The remaining hourly requirements may be filled by taking any of the other 2000 level history courses.

### Upper-level Course Requirements for the Major

A minimum of 20 hours of course work from the 3000-4000 level is required to fulfill the 32-hour minimum requirement. Two of these courses, the Pro-Seminar and the Theory of History courses are required for all majors. These courses may only be taken in the last two semesters prior to graduation and may not be taken during the same semester. The remaining 12 hours of credit may be chosen from the department offerings each semester. It is recommended that history majors take ENC 3310, "Expository Writing," SPC 2600, "Public Speaking," and LIS 2937, "Library/Internet Research Skills." Additional hours can be profitably drawn from the following disciplines: Anthropology, Economics, Geography, Government and International Affairs, Literature and Psychology. Majors intending to pursue graduate work should take a minimum of two years of classical or modern foreign language.

Open University courses and exit courses titled "Issues in History" (HIS 3938) and "War and Society" (HIS 3308) are not eligible for major field credit.

### Requirements for the Minor

The minor in History entails a 15-hour program organized and contracted by the student and the department around the specific needs of the student's major program. A minimum of 8 hours must be completed at the University of South Florida and the student must maintain a 2.0 GPA in the minor. A minimum grade of "C" or better must be attained in each course. One lower-level sequence is required, earning 6 credit hours. The department will supervise certification of the minor. Students interested in a minor in history are encouraged to see the History department advisor as early in their undergraduate program as possible.

Open University courses and exit courses titled "Issues in History" (HIS 3938) and "War and Society" (HIS 3308) are not eligible for minor field credit. On-line courses are also not accepted for minor credit.

## • INTERDISCIPLINARY SOCIAL SCIENCES (ISS)

The ISS program is designed to provide an interdisciplinary integration of the social sciences for students who are interested in a broad educational experience. ISS offers a wide choice of courses, and an opportunity to design a quality program geared toward individual needs and interests. Students plan their program in ongoing consultation with the advisor who approves each individual curriculum contract.

Specific requirements for a B.A. degree in Interdisciplinary Social Sciences (ISS) are outlined below:

### Recommended Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

Please be aware of the immunization, foreign language, and continuous enrollment policies of the university.

*There are no State Mandated Common Prerequisites for the ISS degree program.*

Some of the following courses if available, during the program of study at the community college, and when feasible in General Education/Gordon Rule courses, could count toward the ISS degree. A grade of "C" is the minimum acceptable grade.

AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora]	(3)
AMH 2010	American History I	(3)
<b>or</b>		
AMH 2020	American History II	(3)
ANT 2000	Introduction to Anthropology	(3)
ECO 2013	Economic Principles (Macroeconomics)	(3)
ECO 2023	Economic Principles (Microeconomics)	(3)
GEA 2000	World Regional Geography	(4)
POS 2041	American National Government	(3)
<b>or</b>		
POS 2112	State and Local Government	(3)
SYG 2000	Introduction to Sociology	(3)
WST X015	Introduction to Women's Studies	(3)

### Interdisciplinary Core Courses

Two of these courses, an introductory course (3010) and the senior seminar (4935), introduce and employ the interdisciplinary social science perspective. These courses involve students in the study of human life and experience; the various concepts, theories and methods used in the social sciences; and apply them to contemporary issues and questions. Social Science Statistics is the third core course required for majors in Interdisciplinary Social Sciences.

### Coursework required for Interdisciplinary Social Sciences Majors

- Required core courses for the major are:
 

ISS 3010	Introduction to Social Sciences	(3)
ISS 4935	Seminar in the Social Sciences - <i>MW</i>	(3)
STA 2122	Social Sciences Statistics - <i>6A QM</i>	(3)
- The ISS student chooses two cognate areas and completes twelve hours in each. In addition, three special electives emphasize cultural diversity.
- Students should work out a program of study at the onset of their junior year, particularly before too many courses are completed in the College of Arts and Sciences. **No student should assume that courses already completed will automatically count toward the ISS degree.**
- The student must complete of 42 approved hours of course work from the College of Arts and Sciences (CAS), with a minimum of 30 hours at the 3000 or above level.
- Students must maintain a minimum grade point average of 2.0 in ISS to graduate.
- ISS majors must satisfy two semesters of a foreign language in order to graduate.
- Other personal curricula may be tailored for those highly motivated students, with a minimum grade point average of 3.2, developed with the approval of the advisor. This course of study will be directed toward the special educational interests of these students. An in-depth Honors Research Paper will be required of students taking this option.

### No transfer courses with grades of "D" are acceptable for credit in the ISS major.

**COGNATE AREAS** - Students select two areas and take 12 hours in each. Cognates must be selected from the areas of study listed below:

Africana Studies, American Studies, Anthropology, Communication Sciences and Disorders, Criminology, Economics, Environmental Science and Policy, Gerontology, Geography, History, Humanities, International Studies, Latin American Studies, Library and Information Science, Political Science; Psychology; Public Administration, Religious Studies, Social Work, Sociology, and Woman's Studies.

## • MASS COMMUNICATIONS/JOURNALISM (COM)

Mass Communications/Journalism introduces students to the theories, principles, and problems of communications, emphasizing the concept of freedom of information as the

cornerstone of constitutional democracy and preparing students for future leadership roles in communications media. Graduates should understand the structure and functions of mass media systems as well as the basic processes of communication. In addition, students specialize in an area of mass communications (advertising, journalism, public relations, or telecommunications) to blend a strong introduction to professional skills with the theoretical orientation.

Majors seeking careers in the mass media will be directed to the various media in close contact with the School for summer internships, practica, and part-time work. A limited number of students will have the opportunity to serve as interns with a mass communications organization and take MMC 4945 for three hours credit. Students may not receive credit for both an internship (MMC 4945) and a practicum (ADV 4940, JOU 3940, JOU 4941, JOU 4944, PUR 4700, RTV 3941, RTV 4942, VIC 3943).

### Requirements for the Major in Mass Communications/Journalism

To be admitted to the core curriculum in Mass Communications/Journalism, students must have completed general education requirements or a minimum of 45 hours with a 2.75 minimum Overall Grade Point Average, including ENC 1101 and 1102 with a minimum grade of "C" in each. Applicants must establish a minimum score of 60 percent on the Mass Communications English Diagnostic Test prior to entering MMC 2100 (Writing for Mass Media). (Students who transfer MMC 2100 or its equivalent must pass the Mass Communications/Journalism English Diagnostic Test with a score of at least 70 percent, which is the same score required for the successful completion of MMC 2100 at USF.) Both courses in the Mass Communications core curriculum (MMC 2100 and MMC 3602) must be completed with a minimum grade of "C" before any other Mass Communications/Journalism course may be taken. Students failing to achieve a minimum grade of "C" in both MMC 2100 and MMC 3602 will be disallowed as majors in the School. A 2.5 GPA in Mass Communications courses is required for graduation, and no student may graduate with a grade lower than "C" in any Mass Communications/Journalism course.

The Mass Communications/Journalism major requires six hours of core curriculum courses (MMC 2100 and MMC 3602) and 31 hours of a combination of required and selective sequence courses for a total of 37 hours in Mass Communications within the 124-hour degree requirement. Six hours in Mass Communications/Journalism writing courses (three hours in addition to MMC 2100) are a part of the graduation requirement.

Mass Communications/Journalism majors are required to take a minimum of 80 hours in courses outside the journalism and mass communications areas, with no fewer than 65 hours in the basic liberal arts and sciences. (Liberal Arts courses are listed in materials available from the School program advisor.) To facilitate this, no more than 44 hours of Mass Communications/Journalism courses may be applied toward the bachelor's degree within the 124-hour graduation requirement. Mass Communications/Journalism majors taking more than 44 hours of Mass Communications/Journalism courses, regardless of the departments in which those courses are listed, must add those hours to the 124 hours required for graduation. In particular, film and photography courses offered in other departments may be considered to be Mass Communications/Journalism courses and added to the 124-hour degree requirement.

At least twenty-two (22) hours of resident School courses are required.

All material submitted by students as assignments in writing, reporting, editing, photography, and electronic news gathering and production classes is subject to publication or broadcast. The School uses a variety of print and electronic media outlets.

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

Most Mass Communications/Journalism courses have prerequisites as specified in the course description (these prereq-

uisites are separate from the State Mandated Common Prerequisites for program admission listed below). Refer to each prerequisite listed to determine progressive prerequisites for each course. Students also should note that the Mass Communications/Journalism major is a four-semester program at a minimum and the majority of courses are offered only during the day.

### Prerequisites (State Mandated Common Prerequisites)

*This is a limited access program.* Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students must complete 18 semester hours outside the Mass Communications/Journalism curriculum and beyond the 36 hours general education requirements prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. A grade of "C" is the minimum acceptable grade. Students are encouraged to complete the following prerequisites, or major, support, or elective courses if available, during the program of study at the community college, and when feasible in General Education/Gordon Rule courses.

English Composition (minimum grade of "C") (6)

MMC 3602 Mass Communications and Society (3)

Prior to being admitted to the School of Mass Communications, a student must:

Complete a minimum of 45 semester hours including all General Education requirements and six hours of English composition (with a minimum grade of "C"), earn a 2.75 overall GPA, and pass a School-administered English Diagnostic Test.

A maximum of nine semester hours in Mass Communications courses will be accepted from a community college or other lower-level program toward a degree in Mass Communications. It is suggested that the nine hours include the equivalent of the School core curriculum and one sequence introduction course. Approval by an appropriate advisor is required.

### Required Upper-level Coursework for the Mass Communications Major

#### School Core Curriculum

MMC 2100 Writing for the Mass Media

MMC 3602 Mass Comm and Society

#### Sequence Requirements

##### JOURNALISM Requirements

##### News-Editorial Option

JOU 2100 Beginning Reporting

JOU 3101 Advanced Reporting

JOU 4181 Public Affairs Reporting

JOU 4200 News Editing I

MMC 4200 Communications Law

MMC 4203 Media Ethics

JOU 4206 Newspaper and News Publication Design

or

PGY 3610 Photojournalism I

Selective Requirements (10 hours required, selected with advisor's approval)

##### Other Requirements:

The following courses are required outside the School to complete sequence requirements:

ECO 1000 Basic Economics

PHI 1103 Critical Thinking

POS 2041 American National Government

POS 2112 State and Local Government and Politics

or



POS 3142 Intro to Urban Politics & Government  
**and**  
 SYG 2010 Contemporary Social Problems  
*Magazine Option*  
 JOU 2100 Beginning Reporting  
 JOU 3101 Advanced Reporting  
 JOU 3308 Magazine Article and Feature Writing  
 JOU 4200 News Editing I  
 JOU 4212 Magazine Design and Production  
 MMC 4200 Communications Law  
 MMC 4203 Media Ethics  
 MMC 4420 Research Methods  
 Selective Requirements (7 hours required, selected with advisor's approval)

**Other Requirements:** The following courses are required outside the School to complete sequence requirements:

ECO 1000 Basic Economics  
 CRW 2100 Narration and Description  
 PHI 1103 Critical Thinking  
 POS 2041 American National Government  
 POS 2112 State and Local Government and Politics

**or**  
 POS 3142 Intro to Urban Politics and Government  
**and**

SYG 2010 Contemporary Social Problems  
 See specific courses for prerequisites.

*Visual Communications Option*

Sequence Core Curriculum (all 9 courses required):

JOU 2100 Beginning Reporting  
 JOU 4200 News Editing I  
 JOU 4206 Newspaper and News Publication Design  
 MMC 4200 Communications Law  
 MMC 4203 Media Ethics  
 MMC 4936 Selected Topics: Visual Communication and New Media  
 PGY 3610 Photojournalism I  
 VIC 3001 Introduction to Visual Communications  
 VIC 3943 Visual Communications Practicum

Selective Requirements (6 hours required, selected with advisor's approval)

Other Requirements: The following courses are required outside the School to complete the sequence requirements:

An advisor-approved 6-hour concentration  
**or**  
 ECO 1000 Basic Economics  
 SYG 2010 Contemporary Social Problems

### Requirements for the Minor in Mass Communications

The minor in Mass Communications is available to students pursuing any other major at USF. Students who wish to minor must apply for admission to the Advising Office and must meet all admission standards required of majors. Please see "Requirements for the Major in Mass Communications" for more admission information.

The minor in Mass Communications requires a minimum of 18 hours of Department coursework, including:

MMC 2100 (3) MMC 3602 (3)

The other 12 hours may be selected from among Department offerings and must include a minimum of 9 hours at the 3000-level or higher. All major course prerequisites must be met. A grade of "D" or "F" will not be counted toward a mass communications minor and a 2.5 grade point average in all minor coursework must be maintained. All minor hours must be completed at USF.

### • PSYCHOLOGY (PSY)

Psychology involves the scientific study of behavior and mental processes. Because of this focus, psychology is relevant to many other areas of study both inside and outside of the social and behavioral sciences. The undergraduate program in

Psychology offers the student a well-rounded liberal arts education. In addition, the program provides excellent training for qualified students who wish to pursue graduate work in such disciplines as Clinical, Cognitive and Neural Sciences. The undergraduate major emphasizes the breadth of psychology while allowing the student some electives to pursue in depth a particular aspect of the field.

### Requirements for the Major in Psychology Prerequisites (State Mandated Common Prerequisites)

Students wishing to transfer to USF should complete the A.A. degree at the community college. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. If students transfer with fewer than 60 semester hours of acceptable credit, the students must meet the university's entering freshman requirements including ACT or SAT test scores, GPA, and course requirements.

The transfer student should also be aware of the immunization, foreign language, and continuous enrollment policies of the university.

Students should complete the following **prerequisite courses** listed below at the lower level prior to entering the university. If these courses are not taken at the community college, they must be completed before the degree is granted. Unless stated otherwise, a grade of "C" is the minimum acceptable grade.

PSY X012 Introduction to Psychology **and** any other lower level Psychology course within the Psychology inventory  
 STA XXXX Any level Statistics course (X000 - X099)  
 BSC XXXX Any level General Biology course (**or** BSC X200-X209, **or** ZOO X010)

Majors must complete at least 34 semester hours in the field. A minimum grade of "C-" or better must be attained in each course in the major, except for PSY 3044 and PSY 3213, where a C or better is required. Although a C- is allowable for individual courses, a major GPA of 2.0 minimum is required for graduation. All majors must complete:

### Requirements for Psychology Majors

- 2000/3000 Level Requirement (6 semester hours)  
 PSY 2012 Psychological Science I (if not already taken at a community college)  
 PSY 3044 Psychological Science II
- Methods Course Requirement (7 semester hours)  
 PSY 3213 Research Methods  
 and one of the following:  
 CLP 4433 Tests and Measures  
 PSY 4205 Experimental Design and Analysis  
 or another methods course approved by the undergraduate advisor in Psychology.
- 4000 Level Requirement (21 semester hours)

Courses in categories 1 and 2 must be completed before any 4000 level courses are attempted. Successful completion of 7 additional Psychology courses numbered at the 4000 level selected as follows: At least two courses from each of the two groups below:

#### Group I

EXP 4204C Perception  
 EXP 4404 Psychology of Learning  
 PSB 4013C Physiological Psychology  
 EXP 4304 Motivation  
 EXP 4523C Cognitive Psychology

#### Group II

CLP 4143 Abnormal Psychology  
 INP 4004 Industrial Psychology  
 SOP 4004 Social Psychology  
 DEP 4005 Developmental Psychology  
 PPE 4004 Personality

and any 3 additional courses numbered at the 4000 level.

**Note:** No more than a total of 3 hours of the following courses may count toward the major:

PSY 4913 Directed Study  
 PSY 4970 Honors Thesis.

PSY 4932 may not count toward the major. Nor may EAB 4715 (Supervised Practicum) count towards the major for those in the Applied Behavior Analysis program.

Statistics and Biological Science are required. Otherwise, students majoring in psychology are encouraged to complete a varied undergraduate program.

A prerequisite for all 4000-level courses is a grade of "C" or better in both PSY 3044 and PSY 3213, not "C-". For students minoring in Psychology, a grade of "C" or better in any college-level statistics course will substitute for the PSY 3213.

For students majoring in Interdisciplinary Social Sciences, any college-level statistics course with a grade of "C" or better may serve as prerequisite for 4000 level courses in Psychology but does not substitute for the PSY 3213 requirement.

### Requirements for the Minor in Psychology

A minor in Psychology consists of a minimum of 15 credit hours, comprising PSY 2012, PSY 3044, and any three 4000-level psychology courses except PSY 4913. Students minoring in Psychology must also obtain a "C" or better in any college level statistics course in lieu of PSY 3213, or must complete PSY 3213 with a "C" or better. A GPA of 2.0 or better in the minor is required for certification. The purpose of the minor is to help students majoring in other disciplines to obtain an appropriate psychology background that will complement their work in their major. See the USF St. Petersburg Office of Academic Advising for suggested minor programs for students majoring in various fields.

## STUDENT ORGANIZATIONS IN THE COLLEGE OF ARTS AND SCIENCES

**Anthropology Club** - To promote and encourage an interest in Anthropology among individuals within the USF community, to provide a forum for the exchange of anthropological ideas between faculty and students, and foster an informal and creative atmosphere for interaction. For further information please see our website <http://web.tampabay.rr.com/rllewel/index.htm>

**Arts and Sciences Honor Society** - To recognize high academic achievement by students in the College of Arts and Sciences. Membership is by invitation. One induction is held each year during the fall semester. For further information, contact Academic Advising (DAV 134)

**Psi Chi** - Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to graduate and undergraduate men and women who meet the minimum qualifications. Psi Chi is a member of the Association of College Honor Societies and is an affiliate of the American Psychological Association and the American Psychological Society.

## ARTS AND SCIENCES FACULTY

### Anthropology

*Professor:* J. Sokolovsky, *Assistant Professor:* J. Arthur.

### Art

*Assistant Professors:* S. Bundrick, J. Spadaro; *Visiting Assistant Professor:* Lucy Karl

### Criminology

*Assistant Professors:* D. Cecil, L. Holland-Davis, W. Ruefle; *Visiting Instructor:* J. Davis

### English

*Professor:* D. Wells; *Assistant Professors:* J. Armstrong, L. Culp, P. Kalliney, J. Walker, L. Starks; *Instructors:* K. Minor, K. White.

### Environmental Science and Policy

*Assistant Professors:* D. Cassill, J. Krest, A. Price-Smith, M. Riedinger-Whitmore, D. Smoak, K. Carvalho-Knighton

### Florida Studies

*Professors:* R. Arsenault, G. Mormino

### Geography

*Assistant Professors:* B. Dixon, D. Mustafa, T. Smucker.

### History

*Associate Professor:* D. R. Carr, *Assistant Professors:* S.J. Fernandez, J. Kessenides.

### Government and International Affairs

*Professors:* A. Njoh, D. Paulson; *Assistant Professors:* M. Mathews, N. Johnson, J. Scourfield McLauchlan, T. Smith

### Interdisciplinary Social Sciences

*Assistant Professors:* C. Meindl, E. Schmidt; *Visiting Instructor:* V. Hilliard

### Mass Communications

*Professors:* D. Elliott, G. M. Killenberg; *Associate Professor:* R. Dardenne; *Assistant Professors:* E. Huang, C. Koski, M. Walters, P. Stark-Adams.

### Mathematics

*Assistant Professors:* M. Gaulter, B. McKay, G. Yanev; *Visiting Instructor:* L. Zhornitskaya

### Psychology

*Professor:* R. Fowler; *Associate Professor:* J. McHale; *Assistant Professors:* T. Joseph, S. Partan, M. Pezzo.

### World Language Education

*Assistant Professors:* Y. Angulo-Cano, M. Fernandes.

## COLLEGE OF BUSINESS

The College of Business offers courses of study leading to both undergraduate and graduate degrees. All degree programs offered by USF are fully accredited by AACSB International — The Association to Advance Collegiate Schools of Business.

The undergraduate curriculum that leads to a Bachelor of Arts or Bachelor of Science degree is composed of several segments: (1) broad general education in the arts, humanities and sciences; (2) the common body of knowledge for management responsibilities; and (3) specialized areas of concentration in Accounting, Economics, Finance, General Business, International Business, Management, Management Information Systems, and Marketing. Through flexibility in its requirements, the College is able to satisfy the different interests and career objectives of students with diverse backgrounds.

The College of Business is in Bayboro Station near the corner of 3<sup>rd</sup> Street South and 13<sup>th</sup> Avenue South in St. Petersburg.

### Mission

The mission of the College of Business at USF St. Petersburg is to educate, develop, and promote effective and socially responsible managers, professionals, and other leaders through discipline-specific and multidisciplinary learning, research, and service in an increasingly global environment.

### Undergraduate Admission to the College

Admission to the College of Business is based upon availability of faculty and space within each discipline. The College is an upper-level, limited access college, which means that it has admission requirements in addition to those of the University in general. Students interested in pursuing a degree in the areas offered by the College of Business must complete the required prerequisites for entering the college in addition to other related criteria listed in 1-4 below.

#### Requirements for Entering the College of Business

1. Before declaring a major in the College, students must satisfy the following criteria:
  - a. Minimum of 60 semester hours of college credit earned.
  - b. Minimum of 2.5 cumulative grade point average on all college-level work and a minimum 2.0 on all credit attempted at USF, including any prior to renewal.
  - c. Completion of the following State Mandated Common Prerequisites (or equivalents) with a grade of C or higher:
    - ACG X021 Financial Accounting  
(or ACG X001 & ACG X011)
    - ACG X071 Managerial Accounting  
(Accounting majors are not required to take ACG 2071 and may enroll in ACG 3103 upon completion of ACG 2021 and admission to the College of Business)
    - CGS X100 Computers in Business  
(or acceptable substitute)
    - ECO X013 Principles of Macroeconomics
    - ECO X023 Principles of Microeconomics
    - MAC X233 Elementary Calculus or MAC 2230
    - STA X023 Introductory Statistics or QMB X100
  - d. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
2. Students working toward meeting the limited access criteria will be permitted to enroll in all foundation courses in Business (listed below) except GEB 4890 provided they have completed 60 semester hours and have met course prerequisites.
3. A minimum score of 550 on paper and pencil or 213 on computerized TOEFL is required, when applicable.
4. Students must be admitted to the College of Business at least one term before their anticipated graduation date.

#### Transfer Students

Transfer credits will be accepted from accredited institutions; however, all hours earned may not be applied toward USF business degree requirements. Individual courses will be evaluated by an academic advisor and appropriately credited toward requirements in the student's program at USF.

Florida public junior/community college students enrolled in an Associate of Arts (AA) program should normally complete the general education requirements and the State Mandated Common Prerequisites at the junior/community college. As a rule, AA students should avoid taking any business courses at the junior/community college that are listed as 3000 and 4000 level courses at USF. Normally, courses in finance, marketing, management, and accounting, as well as other business administration and economics courses, taken at the lower division level that are offered as upper division courses at USF will not be accepted for upper division credit in business administration or economics. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of written examinations prepared and administered by the College of Business Administration or by successfully completing specified advanced courses in the discipline.

Florida public junior/community college students pursuing an Associate of Science (AS) program in Business Administration are fully admissible to USF. Please see a business advisor to determine the articulation courses, discuss admission to the College of Business and prepare a program plan for degree completion. Students transferring to the College of Business with an A.S. in Business Administration may earn a major in General Business Administration only.

Florida public junior/community college students pursuing an Associate of Science (AS) program in any other discipline should contact the Director of the BSAS program in the Office of Undergraduate Studies, SVC 2002, (813) 974-4051, for information regarding course transferability and degree articulation.

## BACCALAUREATE LEVEL DEGREE PROGRAMS

### General Requirements for B.A./B.S. Degree in Business

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

As a part of the 120-hour requirements for the B.A. or B.S. degree, the following criteria also apply:

**GPA:** A minimum grade-point average of 2.0 must be achieved in the major and/or minor field, as well as in all College work and in all USF work, for students to be certified for graduation.

**CLAST and Gordon Rule:** Students must have satisfactorily completed CLAST and the writing and computation course requirements of 6A-10.30 ("Gordon Rule").

**Foreign Language:** For a Bachelor of Arts degree, students must demonstrate competency in a foreign language (refer to the Academic Policies and Procedures section of this catalog). The College of Business does not approve American Sign Language for the Foreign Language Exit Requirement.

**Residency:** College of Business residency requirements for graduation exceed the minimum requirements established for USF. Students are required to complete satisfactorily at USF a minimum of 50 percent (30-33 semester hours depending on major) of required business courses, including 12-18 semester hours in the major field. Normally, independent study and independent research courses do not fulfill this requirement.

**International Course Requirement:** All business students are required to select at least one course that deals with contemporary international topics. This course can be included in the business, non-business, or elective category. Consult with a business advisor for suggestions on acceptable courses.

**No S/U courses in major or minor:** All courses in the major or minor field and all foundation coursework in business must be taken on a graded basis; the S/U option is not available.

## Degree Requirements

NON-BUSINESS (54 hrs. minimum)	Semester Hours
1. General Education Requirements*	
a. English Composition	6
b. Quantitative Methods (Calculus is required)	6
c. Natural Sciences	6
d. Social Sciences	6
e. Historical Perspectives	6
f. Fine Arts	3
g. African, Latin American, Middle Eastern, or Asian Perspectives	<u>3</u>
<b>Total</b>	<b>36</b>
2. Liberal Arts Exit Requirements*	
a. Major Works and Major Issues	6
b. Literature and Writing	<u>3</u>
<b>Total</b>	<b>9</b>
*See Liberal Arts Requirements for more details	
3. Speech/Writing Requirements for Business Majors	
a. SPC 2600 Public Speaking	3
or	
COM 3110 Communication for Business and the Professions	
b. ENC 3213 Professional Writing	<u>3</u>
or	
ENC 3310 Expository Writing or equivalent	
<b>Total</b>	<b>6</b>
4. Additional elective credits	
Students may or may not need to take additional hours to meet the minimum of 54 non-business credits (see "Electives" heading below for a suggested course)	
<b>Total non-business credit hours</b>	<b>54</b>

### BUSINESS (60-69 hrs. minimum)

1. Foundation Courses in Business	
Required - a minimum grade of C- in each foundation course with an overall 2.0 GPA	
ACG 2021 Principles of Financial Accounting	3
ACG 2071 Principles of Managerial Accounting	3
ECO 2013 Economic Principles: Macroeconomics	3
ECO 2023 Economic Principles: Microeconomics	3
QMB 2100 Business & Economic Statistics I	3
BUL 3320 Law and Business I	3
FIN 3403 Principles of Finance	3
ISM 3011 Information Systems in Organizations	3
QMB 3200 Business & Economic Statistics II	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3
GEB 4890 Strategic Mgmt/Decision Making	<u>3</u>
<b>Total</b>	<b>36</b>
2. Major Requirements (specific courses for each major are listed in the "Departments and Programs" section below.)	18-27
3. Business Electives (sufficient electives to meet 60 credit hour minimum in Business)	0-6
<b>Minimum Business Credits</b>	<b>60-66</b>

### ELECTIVES IN BUSINESS OR NON-BUSINESS

Sufficient elective courses to reach a minimum of 120 hours (ranges from 0-6 credit hours if above requirements are met)

**Minimum total hours** **120**

## Student Advising and Records

The Office of Undergraduate Advising and Programs (located in Davis Hall, DAV 136) provides the following services for College of Business students:

1. Processing of student admission applications for the College of Business.
2. Academic advising and program information.
3. Orientation for undergraduate pre-business students.
4. Evaluation of undergraduate transcripts of transfer students.
5. Maintenance of academic advising records for all admitted students.
6. Certification of graduation.

### Advising Offices

*St. Petersburg Campus:* DAV 136, (727) 553-4511

### Office Hours

St. Pete Campus: 8am-6pm Monday-Thursday. 8am-5pm on Fridays. Students are seen by appointment.

While the University provides advising services to assist students with academic planning, **the responsibility for ensuring that all graduation requirements are met ultimately rests solely with the student.**

## Academic Dismissal

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

## DEPARTMENTS AND PROGRAMS

### • GENERAL BUSINESS (GBA)

The General Business major provides students with substantial preparation in two functional areas of business and prepares them for positions in a business world that is increasingly interdisciplinary and values cross-functional abilities.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hours program as listed in the General Requirement section, students must complete two minors from the following business disciplines: accounting, economics, finance, management, management information systems, or marketing. A minimum of 24 hours of upper-level course work must be earned with a GPA of at least 2.0 in each minor. The requirements for each minor are listed with the description of the major.\* Minors applied to the General Business major will be referred to as concentrations. Concentrations used as part of the General Business Major will not also be subsequently listed as independent minors on the transcript.

\***One exception:** A minor/concentration in economics must consist of four upper level economics courses, excluding QMB 3200.

**Requirements for a Minor in Business Administration (Non-Business Majors Only):** Students are required to process an application for the minor in the College of Business. Students must complete an introductory computer course (with a content similar to CGS 2100 Computers in Business) or obtain a waiver for this requirement from the College of Business by demonstrating competence in the use of computers.

1. The course requirements are as follows:	
ACG 3074 Managerial Accounting for Non-Business Majors*	3
ECO 1000 Basic Economics**	3
FIN 3403 Principles of Finance	3
MAN 3025 Principles of Management	3
MAN 4XXX Managerial Applications (see advisor)	3
MKT 3023 Basic Marketing	<u>3</u>
<b>Total</b>	<b>18</b>

2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
3. At least 12 hours of the required 18 credit hours must be taken in residence at USF.

\*ACG 2021 & ACG 2071 can be substituted for ACG 3074.  
 \*\*ECO 2013 & ECO 2023 can be substituted for ECO 1000.

• **ACCOUNTING (ACC)**

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

The baccalaureate program also prepares students for entry into the Master of Accountancy (M.Acc.) professional degree program.

The State of Florida, like most states, requires a fifth year of education in order to sit for the CPA examination. Questions concerning the CPA examination should be directed to members of the Accounting faculty.

**Requirements for the B.A./B.S. Degree:** In addition to the non-business and business foundation courses listed in the General Requirements section, students must complete a minimum of 27 hours of upper-level accounting courses, of which 18 credit hours must be taken in residence at USF.

**Required Accounting Courses:**

ACG 3103 Intermediate Financial Accounting I	3
ACG 3113 Intermediate Financial Accounting II	3
ACG 3341 Cost Accounting and Control I	3
ACG 3401 Accounting Information Systems	3
ACG 4632 Auditing I	3
TAX 4001 Concepts of Federal Income Taxation	3

**Electives (9 hours selected from):**

ACG 4123 Intermediate Financial Accounting III	3
ACG 4351 Cost Accounting and Control II	3
ACG 4642 Auditing II	3
ACG 4931 Selected Topics	3
ACG 5201 Advanced Financial Accounting	3
ACG 5501 Governmental/Not-for-Profit Accounting	3
ACG 5675 Internal and Operational Auditing	3
TAX 5015 Federal Taxation of Business Entities	3
<b>Total</b>	<b>27</b>

The student's program must also include course work taken in behavioral sciences and humanities, such as psychology, anthropology, and sociology, and the political environment of business and society, such as political science, public administration, and ethics. College of Business advisors will recommend courses that will satisfy the program requirements.

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

Accounting majors must earn a "C" (not C-) grade in each of the sequential upper-level accounting courses before being allowed to go on to the next course: i.e., ACG 3103, ACG 3113, ACG 3341, ACG 4632, and TAX 4001.

**Requirements for a Minor in Accounting (for Business Majors Only):** Students majoring in Business Administration may minor in Accounting. The requirements are:

1. ACG 3103 Intermediate Financial Accounting I 3  
 ACG 3341 Cost Accounting and Control I 3  
 ACG 3401 Accounting Information Systems 3  
 TAX 4001 Concepts of Federal Income Taxation 3
2. A grade of "C" (not C-) or better must be earned in each of the four upper-level accounting courses taken. All attempts will be included unless grade forgiveness has been used. Only one grade forgiveness may be used in the minor.
3. All 12 credit hours must be taken in residence at USF.

• **ECONOMICS (ECN)**

Economics offers a clear and logical approach to business decision-making. The department offers broad course choices allowing students to tailor their programs to provide training for careers in business as well as teaching, government, and law..

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program as listed in the General Requirements section, students must complete a minimum of 21 hours of upper-level economics beyond the foundation courses for business.

**Required Economics Courses:**

ECO 3101 Intermediate Price Theory or	
ECO 3100 Managerial Economics	3
ECO 3203 Intermediate Macroeconomics	3
15 hours of upper-level economics courses	15
<b>Total</b>	<b>21</b>

Students must obtain a grade of "C" or higher in ECO 3101 Intermediate Price Theory or ECO 3100 Managerial Economics to enroll in any course for which ECO 3101 or ECO 3100 is a prerequisite. Students cannot take both ECO 3101 and ECO 3100 for credit. No more than 3 hours credit can be applied toward a major from ECO 4905 and/or ECO 4914. At least 12 hours must be taken in residence at USF.

**Requirements for a Minor in Economics:** All students, regardless of college can earn a minor in Economics by satisfactorily completing 18 hours in Economics. The requirements are:

1. ECO 2013 Economic Principles: Macroeconomics 3  
 ECO 2023 Economic Principles: Microeconomics 3  
 Upper-level economics electives  
 (may include QMB 3200) 12  
**Total Economics Hours** 18  
 Business majors can obtain a minor with 9 additional upper-level hours in economics beyond the foundation requirements for business.
2. Before being recognized as a minor in economics, a student must obtain program approval by the Economics Department Undergraduate Advisor.
3. A grade point average of 2.0 or higher must be achieved in minor course work at USF and in all minor courses completed at other institutions. ECO 4905 and ECO 4914 may not be counted toward the minor.
4. At least 9 hours must be taken in residence at USF.

• **FINANCE (FIN)**

The Finance major provides a broad-based, analytical program for students anticipating a career in the management of both large and small organizations. Finance provides a good background for students seeking general careers in business. Finance majors can elect to follow tracks that prepare them for entry and advanced careers in

- financial management of corporations
- management of financial institutions
- investments
- financial services, insurance, and real estate.

In addition, the program in Finance is designed to provide the skills required by students earning degrees in other business disciplines and by students who seek professional degrees in areas such as law and public administration.

The Finance program offers applied and theoretical courses that enable the graduate to identify and solve problems in the acquisition and allocation of funds by organizations in the public and private sectors in domestic and international settings. It provides the background necessary for managing wealth in a risky environment. Finance relies on an interdisciplinary approach that draws on economic theory, accounting, information systems, and the quantitative decision frameworks of statistics and mathematics.

The major is designed to ensure that graduates are familiar with the tools of financial decision-making and that they possess the skills to stay abreast of the developments in the field. Finance graduates will understand the functions and operations of financial markets, become familiar with computer applications in finance, and know how to access and utilize financial information. Course content is designed to provide majors with an appreciation of cooperative work skills and to enhance their verbal and written communication skills.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours of upper-level finance courses beyond FIN 3403. At least 12 hours must be taken in residence at USF.

Required Finance Courses:

FIN 4303	Financial Institutions and Markets	3
FIN 4414	Advanced Corporation Finance	3
FIN 4504	Principles of Investments	3
Additional upper-level Finance electives		9-15
Total		18-24

Finance electives can be selected from among those 3000 and 4000 level classes that have FIN, REE, and RMI prefixes. At least two electives must have an FIN prefix. Independent Study (FIN 4905) and Independent Research (FIN 4915) will not be accepted as credit toward the minimum degree requirements for a major in Finance. The courses listed below are suggested electives that are relevant for students who might want to pursue careers in the following areas:

#### Corporate Financial Management

FIN 3604	International Finance
FIN 4412	Working Capital Management
FIN 4443	Financial Policies and Strategies
FIN 4461	Financial Statements Analysis

#### Management of Financial Institutions

FIN 3233	Money and Banking
FIN 3604	International Finance
FIN 4324	Bank Management
FIN 4412	Working Capital Management
FIN 4443	Financial Policies and Strategies
FIN 4461	Financial Statement Analysis

#### Investments

FIN 3604	International Finance
FIN 4461	Financial Statement Analysis
FIN 4514	Advanced Investment Analysis & Management
REE 4303	Real Estate Investment Analysis

#### Financial Services

FIN 3604	International Finance
FIN 4514	Advanced Investment Analysis & Management
REE 3043	Real Estate Decision-Making
REE 4303	Real Estate Investment Analysis
RMI 3011	Principles of Insurance

**Requirements for a Minor in Finance (for Business Majors only):** Students majoring in Business Administration can minor in Finance. The requirements are

1. FIN 4504 Principles of Investments 3  
FIN 4303 Financial Institutions and Markets 3  
FIN 4414 Advanced Corporation Finance 3  
Another upper-level Finance Elective with an  
FIN, REE, or RMI prefix 3  
Total Finance Hours 12
2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
3. At least 9 of the required 12 credit hours must be taken in residence at USF.

## • INFORMATION SYSTEMS AND DECISION SCIENCES (ISM)

The Management Information Systems (MIS) major provides the skills and knowledge necessary for information systems development and support positions in both business and non-business organizations.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program listed in the General Requirements section, students must complete a set of 6 required MIS courses and 2 approved MIS electives. MIS majors must earn a "C" or higher (not C-) in the six required MIS courses and must have a 2.0 or higher GPA in the major; they can use grade forgiveness for only one upper-level MIS course. At least 15 hours must be taken in residence at USF.

Required MIS Courses:

ISM 3232	Business Application Development*	3
ISM 3113	Systems Analysis and Design*	3
ISM 4212	Database Administration	3
ISM 4220	Business Data Communications	3
ISM 4300	Managing Information Resources	3

One of the following:

ISM 4234	Object Oriented Design and Development (C++)	
ISM 4141	Web Application Development (Java)	3

Plus Approved MIS Electives\*\* 6  
Total Hours Required for B.A./B.S. Degree 24

\*ISM 3232 (Business Application Development) must be taken before, or concurrently with, ISM 3113 (Systems Analysis and Design), which is a prerequisite for all other required MIS courses.

\*\*No more than three hours of ISM 4950 can be counted as MIS electives. (ISM 4905 will not count as an MIS elective.)

**Requirements for a Minor in MIS (for Business majors only):** Students majoring in Business Administration may minor in MIS. The requirements are

1. ISM 3232 Business Application Development 3  
ISM 3113 Systems Analysis and Design (PR/CR ISM 3232) 3  
ISM 4212 Database Administration 3  
Approved MIS Elective 3  
Total MIS hours 12
2. A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
3. At least 9 hours of the required 12 credit hours must be taken in residence at USF.

## • MANAGEMENT (MAN)

The undergraduate degree in the Department of Management prepares students for entry level positions in human resource management, general and small business management. It also prepares students for entry into graduate programs, such as the Master of Science in Management and the Master of Business Administration.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program listed in the General Requirements section, students must complete 18 hours of management beyond MAN 3025. At least 12 hours must be taken in residence at USF.

Required Management Courses:

MAN 3240	Organizational Behavior Analysis	3
Additional upper-level management courses		15-21
Total		18-24

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

**Requirements for a Minor in Management (for Business Majors Only):** Students majoring in Business Administration may minor in Management.

The requirements are:

- |                                     |    |
|-------------------------------------|----|
| 1. MAN 3240 Organizational Analysis | 3  |
| MAN 3301 Human Resource Management  | 3  |
| MAN 4282 Organizational Assessment  | 3  |
| MAN 4600 International Management   | 3  |
| Total Management hours              | 12 |
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
  - At least 9 hours of the required 12 credit hours must be taken in residence at USF.

• **MARKETING (MKT)**

Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion. Marketing poses many challenges and yields generous rewards for those who meet these challenges. Marketing operations are carried out domestically and internationally in virtually all business organizations that offer 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 deals with 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 and to much of the dynamic nature of marketing.

The Marketing program at USF St. Petersburg prepares students for initial entry and management positions in many areas of marketing with a curriculum that is concerned with:

- Understanding how to attract and retain customers;
- Having the ability to find and analyze information;
- Being able to design, collect, and analyze marketing information to be used in managerial decision making;
- Using electronic and traditional media to create satisfied loyal customers;
- Having personal communication skills that businesses demand;
- Being capable of writing a winning marketing plan;
- Understanding and being able to apply the latest marketing concepts, including marketing automation.

**Requirements for the B.A./B.S. Degree:** Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours in marketing beyond MAR 3023. At least 12 hours must be taken in residence at USF.

Required Marketing Courses:

- |  |       |
|--|-------|
| MAR 3823 Marketing Management            | 3     |
| MAR 3613 Marketing Research              | 3     |
| MAR 3400 Professional Selling            | 3     |
| MAR 4333 Electronic/Promotion Management | 3     |
| MAR 4824 Marketing Management Problems   | 3     |
| Additional upper-level marketing courses | 3-9   |
| Total                                    | 18-24 |

It is strongly recommended that marketing majors take an internship course as part of their plan of study. It is also recommended that courses in information technology, finance, management, and international business be included in the business electives.

Undergraduate students in the College of Business not majoring in Marketing can greatly enhance their attractiveness to employers by taking a minor in Marketing or taking selected courses from the Marketing curriculum to broaden their backgrounds. Marketing is particularly complementary for College of Business students majoring in Information Systems, Finance,

and Management. For non-business majors, Marketing is very complementary with degrees such as communications, liberal arts, and engineering.

**Requirements for a Minor in Marketing (for Business Majors Only):** The requirements are:

- |  |    |
|--|----|
| 1. MAR 3823 Marketing Management   | 3  |
| Any 3 upper level Marketing courses with a MAR prefix (excluding MAR 4824) | 9  |
| Total Marketing Hours  | 12 |
- A grade point average of 2.0 or better must be achieved in the minor course work at USF and in all minor courses completed at other institutions.
  - At least 9 hours of the required 12 credit hours must be taken in residence at USF.

• **INTERNATIONAL BUSINESS (ITB)**

The Bachelor of Arts in International Business (IB) provides students with the knowledge, skills and experience necessary for successful careers in the global business environment.

Graduates will have not only the International Business major, but also a minor in one of the functional areas of business (finance, management, marketing, economics and information systems). With this preparation, graduates will find employment in many manufacturing, service or knowledge-based industries with international markets, international suppliers, international sources of finance or an internationally diverse work force.

The IB program is unique in that it combines preparation in business administration with language training, area studies, and a meaningful overseas work or study experience. The curriculum includes, in addition to the general education and liberal arts requirements, a strong grounding in business core courses, and 18-hour major in international business and area studies subjects, a minor in a functional area of business, training in a foreign language and overseas academic or business experience. A minimum of 120 hours is required to complete a B.A. in International Business.

**International Business Major (18)**

Business Courses (9)

Students should see a COBA advisor for an approved list of upper level international business courses.

Area Studies Courses (9)

Students should see a COBA advisor for an approved list of upper level area studies courses.

**Business Minor/Concentration (12)**

Students will choose a minor from the following disciplines:

- |                     |            |
|---------------------|------------|
| Economics           | Finance    |
| Marketing           | Management |
| Information Systems |            |

Within each concentration one course must be an international business course. The international business course is in addition to the three international business courses as required in the above International Business Major area.

**Foreign Language Above First Year (9)**

Language(s) selected should support the area and the Area Studies courses.

**Overseas Business Internship (3) or Semester Abroad**

The International Business Major is designed to be completed within 120 credit hours. Certain courses satisfy requirements in more than one area. To maximize academic options, students should seek guidance from a COBA advisor/or the Office for International Affairs, BAY 204C, once a decision has been made to pursue this major.

## Minor in International Business

### Students Majoring in Business Administration

To qualify for the minor in International Business, students with a major in one of the degree programs in Business Administration must successfully complete a minimum of 12 hours of international business or related course work. At least 9 semester credit hours in the minor must be selected from a set of approved upper-level international business courses (see below). One of the courses in the minor, relevant to the student's international area of interest, can be an approved area studies course, or other course, taken outside the College. A minimum of 9 semester hours of the minor course work must be taken at USF. A grade point average of 2.0 or higher must be achieved in minor course work taken at USF, as well as in any transfer work applicable to the minor. Competency to effectively communicate in a foreign language is strongly advised.

### Non-Business Administration Majors

To qualify for the International Business minor, non-business majors must complete the requirements for the minor in Business Administration (see previous Requirements for a Minor in Business Administration) and complete at USF a minimum of 9 semester credit hours selected from a set of approved upper-level international business courses (see below). A grade point average of 2.0 or better must be achieved in the minor course work taken at USF, as well as in any transfer work applicable to the minor program. Competency to communicate in a foreign language is strongly advised.

A statement attesting to the completion of the Minor in International Business will appear on the student's official transcript.

### Courses Approved for International Business

The following courses are currently approved for the International Business major and minor:

ECO 3703	International Economics
ECO 4713	International Macroeconomics
ECO 4723	International Trade and Policy
ECO 4XXX	Economics of Latin America
ECS 3013	Economic Development
ECS 4003	Comparative Economic Systems
FIN 3604	International Finance
ISM 4382	Global Information Systems
MAN 4600	International Management
MAR 4156	International Marketing

Other courses will be added as they are developed and approved. In addition, the College frequently offers *Selected Topics* courses that qualify for International Business. Students should consult with an advisor for additional approved courses.

## Student Organizations within the College of Business

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.

**Management Information Systems Society** - The MIS Society is a career oriented organization focusing on all areas of business data management and information systems development.

**Student Accounting and Business Organization** - Promotes professionalism in accounting and other business disciplines.

## BUSINESS FACULTY

### Accounting/Law

*Professors:* J. A. Fellows, G. H. Lander; *Instructors:* S. P. Danese, J. F. Jewell; *Lecturer:* R. J. Teichman. *Visiting Instructor:* J. Stachan; *Director of SRCR:* D. Walker

### Economics

*Associate Professors:* T. Carter, J. G. Spence, R. M. Wilson; *Assistant Professor:* R. Bergman, R. Smith, *Instructors:* A. Chris, R.L. Moss.

### Finance

*Associate Professors:* T. Shank; *Assistant Professors:* G. Patterson, W. Guan; *Instructor:* M. Bers; *Visiting Instructors:* C. Long, D. Manullang

### Information Systems & Decision Sciences

*Associate Professor:* E. M. Hufnagel; *Assistant Professors:* C. Davis, G. Kearns, A. Watkins; *Instructors:* J. Gum, N. Jones, D. C. White; *Visiting Instructors:* G. DeCosmo

### Management

*Associate Professor:* J. Gaines; *Assistant Professors:* C. Bean, S. Geiger, D. Marlin, M. Street; *Instructor:* B. Teague; *Visiting Instructors:* K. Bebout.

### Marketing

*Assistant Professor:* K. Braunsberger, T. Ainscough, M. Luckett, P. Trocchia; *Instructor:* A. Nelson.



## COLLEGE OF EDUCATION

The USF College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE). All Teacher education programs must meet the requirements of Chapter 6A-5, Rules of the State Board of Education of Florida, and have "Approved Program" status.

The USF St. Petersburg College of Education is dedicated to preparing highly qualified educators from diverse backgrounds to lead the continuing reinvention of schools, meeting the needs of learners in a changing society and creating and extending knowledge related to education by engaging in scholarly research with regional, state, national and international implications.

The College of Education is committed to a continuous and systematic examination of the professional program of teacher education. Each subdivision of the college maintains professional standards by participating in nationally-certified program reviews and also through ongoing departmental appraisals of learning outcomes.

The USF St. Petersburg College of Education follows a University-wide approach to teacher education. Its programs for the preparation of teachers represent a cooperative effort in planning and practice by faculties in appropriate academic areas. Liberal Arts courses and courses in the content areas are offered through the College of Arts and Sciences. Courses primarily designed for teacher candidates are taught by the College of Education faculty.

For information concerning required courses in each major, students should consult the following "Programs" section accessible from the USF St. Petersburg site. Other important information is available from the College of Education website at <http://www.stpt.usf.edu/coe.index.htm>.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

### Preliminary Requirements for Students Entering Teacher Education Programs

Students who wish to teach in a particular subject area or field should begin preliminary coursework during their first year in college. However, students are not admitted to the College of Education (and into a teacher education program) until they finish the university's liberal arts freshman and sophomore requirements and the state-mandated common prerequisites for education.

Students may apply for entrance into one of the upper-level teacher education programs offered by the College of Education after completing prerequisite courses. All students who plan to teach apply for admission to a teacher education program through the Academic Advising Center.

Admission to an upper-level teacher education program is contingent upon meeting the following preliminary college requirements:

1. Completion of a College of Education application form.
2. Completion of the University's General Education requirements (36 cr. hrs.). (See "Liberal Arts Requirements" section of the catalog.) **Note:** Students should contact an academic advisor to make certain they are enrolled in courses appropriate to their intended major.
3. Completion of all portions of the CLAST with passing scores. No exemptions or waivers accepted.
4. Although no longer required for admission to the College of Education, students are still encouraged to take the ACT or SAT. Many existing scholarships still require these scores.
5. Completion of State Mandated Common Prerequisites **Note:** The following prerequisites are required for all education majors who enter as freshmen in Fall 2003, but students

should consult their intended majors (listed under "Programs," below) for a list of other specific course prerequisites and requirements beyond these listed below:

- EDF 2005 Introduction to Education 3
- EDG 2701 Teaching Diverse Populations 3
- EME 2040 Introduction to Educational Technology 3
- Six (6) semester hours in humanities (to include philosophy and fine arts) in fine arts
- Nine (9) semester hours in English to include writing, literature, and speech
- Nine (9) semester hours in science to include earth science, life science, and physical science, with a minimum of one associated laboratory
- Nine (9) semester hours in mathematics to include college algebra or above and geometry
- Twelve (12) semester hours in social sciences to include American history and general psychology
- Six (6) semester hours of courses with an international and/or diversity focus (in addition to EDG 2701). If these courses are taken elsewhere, the institution transferring credit to USF must certify that the course content satisfies the international/diversity focus requirement. Refer to the list below for courses *that satisfy both the General Education and the international and/or diversity course requirements.*

#### International/Diversity Courses Credits

AFA 2000	Introduction to the Black Experience in Africa and Its Diaspora	3
AFS 2250	Culture and Society in Africa	3
AMH 2010	American History I	3
AMH 2020	American History II	
AMS 2030	Introduction to American Studies	3
ANT 2000	Introduction to Anthropology	3
ANT 2410	Cultural Anthropology	3
ARH 2050	History of Visual Arts I	3
ARH 2051	History of Visual Arts II	3
BSC 2025	Food: Personal and Global Perspectives	3
COM 2000	Introduction to Communication	3
EGN 2031	History of Technology	3
EUH 2011	Ancient History I	3
EUH 2021	Medieval History I	3
EUH 2022	Medieval History II	3
EUH 2030	Modern European History I3	
EUH 2031	Modern European History II	3
FIL 2001	Film: Language of Vision	4
GEO 1930	Geography of Current Events	4
GEO 2371	Introduction to Earth Systems Science	3
INR 1015	World Perspective	3
LAH 2734	Latin American History in Film	3
LIT 2010	Introduction to Fiction	3
LIT 2040	Introduction to Drama	3
MUL 2011	The Enjoyment of Music	3
MUH 2051	Folk and Traditional Music of World Cultures	3
MUH 2632	Music in the United States	3
MUL 2111	Introduction to Music Literature	3
POS 2080	The American Political Tradition	3
REL 2300	Introduction to World Religions	4
REL 2306	Contemporary World Religions	4
REL 3501	History of Christianity	4
SPT 2524	Women Writers of Latin America	3
SYG 2000	Introduction to Sociology	3

6. Minimum GPA: An overall minimum GPA of 2.50 on all attempted hours.
7. Additional criteria as may be established by each program. Credit requirements in each major include courses in the following categories: Professional Education Core (25-30 cr. hrs.), Teaching Specialization Preparation (27-49 cr. hrs.), and Liberal Arts Exit Requirements (6 credit hours). For questions concerning General Education and Liberal Arts Exit Requirements, refer to the Liberal Arts Requirements section of the catalog. See specific requirements for each major listed in "Programs" below.

## Education Advising

The Academic Advising Center is responsible for many of the processes and procedures that support the academic pursuits of students in the College. The department's major areas of responsibility include: Undergraduate Advising, Teacher Certification. The Center is committed to serving the University community.

Students are ultimately responsible for knowing and fulfilling all university, college, and degree program requirements for graduation. Students are encouraged to make an appointment with an academic advisor each semester. For additional contact information, please call our office at (727) 553-4511. The office is located in Davis Hall Room 134 and our hours are 8 a.m. – 6 p.m. Monday through Thursday and 8 a.m. – 5 p.m. on Friday

### Application Information:

*(Only admitted USF St. Petersburg students are eligible.)* The admission process to the College of Education (C.O.E.) is separate and in addition to admission to USFSP. After receiving acceptance to USF St. Petersburg, students should attend a new student advising session where they can complete the College of Education application, receive information about degree programs and register for courses for their first semester. Call (727) 553-4511 to schedule an advising session.

## Time Limitations

The College of Education may accept professional education and specialization coursework completed at this University or at other accredited institutions as follows:

1. Courses completed within the last five years may be accepted.
2. Courses completed over five years but less than ten years ago must have the approval of the faculty of the program in which the equivalent course is taught.
3. Courses completed ten years ago or longer will count as elective credit only.

## Qualifications for Internship Experience

The final internship experience involves observing and teaching in an early childhood, elementary, secondary, or exceptional classroom. In most programs internship sites include the entire spectrum of sites available in the various counties served by USF. Other than Senior Seminar and EEX 4070, students may not enroll in additional courses during the semester in which the final internship occurs unless an exemption is granted through a College of Education petition.

Special requirements for enrollment in the final internship and seminar courses are:

1. Admission to the College of Education.
2. Completion of General Education, "Gordon Rule," and all other program prerequisites (includes passing all sections of the CLAST and the General Knowledge Test).
3. Completion of an application for the final internship by the deadlines noted. Applications for final internship are made through the College of Education website ([www.stpt.usf.edu/coe/](http://www.stpt.usf.edu/coe/)). Applications for Fall Semester are due the preceding January 15. Applications for Spring Semester are due the preceding June 15.
4. The Elementary program requires completion of all professional education and specialization course work except for EEX 4070. The Special Education program requires completion of all professional education and specialization coursework. The English Education requires completion of the professional course sequence except for EEX 4070/EDF 4430 and a minimum of two thirds of the specialization coursework.
5. The Elementary program requires a combined grade point average of 2.5 in professional education and specialization coursework as well as an overall USF GPA of 2.5. The Special Education program requires an overall USF GPA of 2.5. The English Education program requires a minimum GPA of 2.5 in professional education and specialization coursework or an overall USF GPA of 2.5.

6. Students must earn a "C-" grade or higher in their required major courses. S/U grades will not apply toward qualifying for internship.

## College Requirements for Graduation

To be certified by the College of Education for graduation, a student must have earned a minimum of 120 semester hours credit and successful completion of all program requirements for ESOL endorsement. A minimum overall USF grade-point average of 2.5 or a minimum GPA of 2.5 in teaching specialization courses and a minimum GPA of 2.5 in the Professional Education sequence is required. The Elementary program requires a combined grade point average of 2.5 in professional education and specialization as well as an overall USF GPA of 2.5. Satisfactory completion of the internship is also required. In order to graduate the student must pass both the Subject Area (SAE) for the appropriate area and the Professional Education (PEd) sections of the Florida State Teacher Certification Examination (FTCE) and pass the General Knowledge Test, prior to the completion of internship. A student must also have completed the major requirements in a state-approved teacher education program (which includes general preparation, teaching specialization, and professional preparation). A minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses must have been earned at USF. The student must complete a minimum of 30 hours after admittance to an upper-level program and must meet all University requirements.

Normally, the college will recommend the granting of a Bachelor of Science (BS) degree that includes a minimum of 6 credit hours of exit courses. To obtain a Bachelor of Arts (BA) degree, the student must meet the Foreign Language Competency (see graduation requirements in front of catalog) and complete 9 hours of exit courses, 3 of which must be in Literature and Writing and 3 of which must be offered outside the College of Education.

## SunCoast Area Teacher Training Program (SCATT)

SCATT is an award-winning teacher training program designed to enhance the already outstanding teacher preparation programs currently offered within the College of Education. The Suncoast Area Teacher Training Program celebrates excellence in teaching while emphasizing professionalism in a diverse society. SCATT offers students a variety of activities, workshops, seminars and field trips to enrich their knowledge base as educators. The SCATT program offerings are based on the research on effective teaching strategies and encourage reflective practice.

The entrance requirements for the program help identify those students who have demonstrated high levels of academic achievement, leadership potential and those who have a commitment to aspire to the highest standards of the teaching profession. To graduate as a SCATT student, individuals participate in activities each semester prior to final internship that extend "above and beyond" the requirements of their academic curricula. In addition, they are offered the opportunity to network with majors from programs other than their own. During final internship SCATT students participate in intensive leadership and communication skills training.

SCATT also helps prospective employers within the University's service area fill teaching positions with highly qualified graduates.

USF St. Petersburg students who are interested in SCATT should contact Dr. Margaret Hewitt, SCATT Advisor (727) 553-4531, or visit our website at [www.stpt.usf.edu/coe/](http://www.stpt.usf.edu/coe/).

## BACCALAUREATE-LEVEL DEGREE PROGRAMS

The College of Education offers majors affiliated with six programs. Each of the majors leads to the Bachelor of Science degree\* in the following fields:

Major	Program	Code
Elementary Education	Childhood Education	(BEE)
English Education	Secondary Education	(BEN)
Varying Exceptionalities	Special Education	(BEX)

\*A Bachelor of Arts degree may be awarded when competency in a foreign language is demonstrated and a student has met the nine hour Liberal Arts Exit requirements.

### PROGRAMS

The College of Education is organized into three degree majors representing six programs: Childhood Education, Special Education, Secondary Education, Measurement & Evaluation, Social & Psychological Foundations, and Educational Leadership. Each major, with its affiliated program, is listed alphabetically in the following section.

### Elementary Education

Elementary Education has the responsibility for the development and supervision of programs leading to the Bachelor of Science Degree in Elementary Education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

Elementary majors will be assigned to a specified sequence of courses to be followed throughout the program enrollment. Coursework will include internship and field experience. Students who withdraw from or who have unsatisfactory grades in the field experiences or internships must petition the college Professional Standards Committee before they will be allowed to repeat the internships.

Students must have an overall USF GPA of 2.5 and a GPA of 2.5 in the combined Professional Core and Teaching Specialization prior to final internship and graduation.

Part-time students in Elementary Education (those planning to take 9 hours or less per semester) must meet program and internship requirements associated with the programs. These requirements include being available to participate in the internships during regular school hours.

Students may complete a state-approved program to be eligible for certification in Elementary Education (Grades Kindergarten – 6). Degree and certification requirements are subject to change. The current program of studies includes both coursework and extensive field experience in elementary school settings to enable students to integrate theory with teaching practice.

### Elementary Education with ESOL Endorsement

The College of Education offers a full ESOL Endorsement for all Elementary Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) ESOL 1, 2, and 3, with a minimum grade of 70% or better on all three sections of the ESOL Comprehensive Exam administered in the three ESOL courses; (2) a 20-hour early ESOL field experience in ESOL 1; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over a series weeks; and (4) an ESOL folder, containing all assignments and test results from ESOL 1, 2, and 3, and all ESOL performance check-off sheets from other ESOL-infused courses that a student has taken.

### ELEMENTARY EDUCATION

**Requirements for the B.S. Degree (BEE):** In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

**Prerequisites (State Mandated Common Prerequisites):** These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF 2005 Introduction to Education
- EDG 2701 Teaching Diverse Populations
- EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)\*
- Twelve (12) hours of Social Science (to include American History and General Psychology)
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)
- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus
- Nine (9) hours of English (to include Writing, Literature and Speech)
- Six (6) hours Humanities (to include Philosophy and Fine Arts)

\*Only courses with the prefixes MGF, MTG, MAC, and STA will qualify for the courses in mathematics. MGF 1106 Liberal Arts Mathematics I meets the intent of the program approval rule with respect to the inclusion of geometry in the mathematics requirement.

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

The order in which these courses are to be taken is designated in the program of study.

### Professional Education (31-32 credit hours):

EDF 3122	Learning and the Developing Child	3
EDF 3604	Social Foundations of Education (Exit)	3
EDG 4620	Curriculum and Instruction	3
EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2-3
FLE 4317	Teaching LEP Students K-12	3
FLE 4316	Language Principles and Acquisition	3
FLE 4317	Teaching LEP Students K-12	3
EDG 4909	ESOL 3	1
EDE 4940	Internship	10

### Specialization (41 credit hours):

EDE 4301	Classroom Management, School Safety, Ethics, Law, and Elementary Methods	3
EDE 4941	Childhood Education Internship Level I	3
HLP 4722	Health and Physical Education for the Child	2
EDE 4942	Childhood Education Internship Level II	6
LAE 4314	Teaching Writing	3
LAE 4414	Teaching Literature in the Elementary Schools	3
MAE 4310	Teaching Elementary School Mathematics I	3
MAE 4326	Teaching Elementary School Mathematics II	3
RED 4310	Reading and Learning to Read	3

RED 4511	Linking Literacy Assessment to Instruction	3
SCE 4310	Teaching Elementary School Science	3
SSE 4313	Teaching Elementary School Social Studies	3
EDG 4909	Creative Experiences for the Child	3

## Secondary Education

The following program is housed in Secondary Education: English Education. The undergraduate program offered by the department is designed to prepare students to meet Florida teacher certification requirements and to become highly competent secondary teachers. Specialized courses in the teaching of mathematics, science, and social science are also offered for students majoring in elementary and special education.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

### • ENGLISH EDUCATION with ESOL Endorsement

**Requirements for the B.S. Degree (BEN):** In addition to the courses listed below, students must complete "Preliminary Requirements for Students entering Teacher Education Programs."

The College of Education offers a full ESOL Endorsement for all English Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4317 and FLE 4316 with a minimum grade of 70% or better on part one and part two of the ESOL Comprehensive Exam administered in the two ESOL courses; (2) a 20-hour early ESOL field experience in FLE 4317; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over a series of weeks; and (4) an ESOL binder, containing all ESOL-related assignments taken in the College of Education and an ESOL-performance Standards Checklist that documents the completion of the necessary number of standards.

**Prerequisites (State Mandated Common Prerequisites):** These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

EDF 2005 Introduction to Education  
EDG 2701 Teaching Diverse Populations  
EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)\*  
Suggested courses: MGF 1105, 1106, or 1107; STA 2022
- Twelve (12) hours of Social Science (to include American History and General Psychology)  
Suggested courses: AMH; AML 3453; ENL 3323, 3823; PSY 2012
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)
- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus
- Nine (9) hours of English (to include Writing, Literature and Speech)  
Suggested courses: LIT 2000; SPC 2000
- Six (6) hours Humanities (to include Philosophy and Fine Arts)  
Suggested courses: FIL 2001; PHH 2000

\*Only courses with the prefixes MGF, MTG, MAC, and STA will qualify for the courses in mathematics. MGF 1106 Liberal Arts Mathematics I meets the intent of the program approval rule with respect to the inclusion of geometry in the mathematics requirement.

#### Recommended Courses:

Literature Course (3 hours) - select from LIT, AML, ENL (LIT 2000 or ENL 3323 recommended)

English Electives (9 hours) - to include advanced composition and mediacy  
(CRW 2100 or CRW X111 and MMC 2100 or ENC X310 and LIT 2046 or LIT X301 recommended)

#### Professional Education (27 credit hours):

EDF 3604	Social Foundations of Education (Exit)	3
EDF 3122	Learning & Developing Child	3
EDG 4620	Curriculum and Instruction	3
EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2
FLE 4316	Language Principles and Acquisition	3
FLE 4317	Teaching LEP Students K-12	3
EDG 4909	ESOL 3	1
	Literacy Course	3
	Classroom Management Course	3

#### Specialization (21 credit hours):

ENC 3310 Expository Writing3

One of the following:

LIT 3103	Great Literature of the World (Exit)	3
WST 4410	Third World Women Writers (Exit)	3
LAE 4469	World Literature for Middle and Secondary School Students	3

One of the following:

AML 3031	American Literature to 1860	3
AML 3032	American Literature 1860-1912	3
AML 3051	American Literature 1912-1945	3

One of the following:

ENL 3015	British Literature to 1616	3
ENL 3230	British Literature 1616-1780	3
ENL 3251	British Literature 1780-1900	3
ENL 3273	British Literature 1900-1945	3

One of the following:

LIT 3383	The Image of Women in Literature	3
LIT 4386	British and American Literature by Women (Exit)	3

One of the following:

LIN 3010	Introduction to Linguistics	3
ENG 4060	History of the English Language	3

One of the following:

LIN 3670	English Grammar and Usage	3
LIN 4680	Structure of American English	3

#### Additional Specialization (24 credit hours):

LAE 4464	Adolescent Literature for Middle and Secondary Students (Exit)	3
LAE 4323	Methods of Teaching English: Middle School	3
LAE 4530	Methods of Teaching English: Practicum (Must be taken with LAE 4335)	3
LAE 4335	Methods of Teaching English: High School (Must be taken with LAE 4530)	3
LAE 4936	Senior Seminar in English Education	2
LAE 4940	Internship: English Education	10

LAE 4530 and LAE 4335 must be taken in the Fall or Spring immediately preceding internship. LAE 4323 must be taken prior to LAE 4530. LAE 4464 must be taken concurrently with LAE 4323.

## Educational Measurement and Research

Educational Measurement and Research offers EDF 4430, Measurement for Teachers, which provides students with the measurement and evaluation skills and dispositions they need to be effective classroom teachers. Students use curriculum-based, learner-based, context-based, and professionally-based standards to develop and use objective, produce, and live performance tests; attitude observation and self-report assessments; they analyze and evaluate learner progress, their tests, and their instruction; and they communicate learner progress using portfolios, grades, and standardized test profiles. The course is delivered using web-based distance and web-enhanced laboratory format.

## Psychological and Social Foundations of Education

Psychological and Social Foundations of Education does not offer a specific major or degree program, but provides courses for all students majoring in the wide array of undergraduate programs available in the College of Education. These courses contribute to the students' understanding of the general education enterprises and are considered foundational to later professional specialization. Consequently, these courses should be taken early in the professional program, typically in the junior year.

EDF 3122	Learning and the Developing Child	3
EDF 3604	Social Foundations of Education	3

## Special Education

Special Education prepares teachers to work with children who have emotional and behavioral disabilities, mental retardation, and specific learning disabilities. The undergraduate program is a state-approved program that leads to certification in Exceptional Student Education (ESE).

Students are required to meet University and College of Education entrance requirements prior to enrollment in the Department. Upon admission, students affiliate with the campus on which they wish to take their program of studies. Field experiences begin during the first semester of a student's enrollment with increasing involvement throughout the program. Students are responsible for providing transportation to their experience sites.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

### • SPECIAL EDUCATION with ESOL Endorsement

The College of Education offers a full ESOL Endorsement for all Special Education major graduates. The special requirements for ESOL endorsement through infusion are as follows: Successful completion of (1) FLE 4317 and FLE 4316 with a minimum grade of 70% or better on part one and part two of the ESOL Comprehensive Exam administered in the two ESOL courses; (2) a 20-hour early ESOL field experience in FLE 4317; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over a series weeks; and (4) an ESOL binder, containing all ESOL-related assignments taken in the College of Education and an ESOL-performance Standards Checklist that documents the completion of the necessary number of standards.

**Prerequisites (State Mandated Common Prerequisites):** These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

- EDF 2005 Introduction to Education
- EDG 2701 Teaching Diverse Populations
- EME 2040 Introduction to Educational Technology

- Nine (9) hours of Mathematics (to include College Algebra or above and Geometry)\*
- Twelve (12) hours of Social Science (to include American History and General Psychology)
- Nine (9) hours of Natural Science (to include an Earth Science course, a Life Science course and a Physical Science course)
- One (1) Natural Science Course must have a lab component
- Six (6) hours of International or Multicultural Focus
- Nine (9) hours of English (to include Writing, Literature and Speech)
- Six (6) hours Humanities (to include Philosophy and Fine Arts)

\*Only courses with the prefixes MGF, MTG, MAC, and STA will qualify for the courses in mathematics. MGF 1106 Liberal Arts Mathematics I meets the intent of the program approval rule with respect to the inclusion of geometry in the mathematics requirement.

### Professional Education Core (32 credit hours):

The required courses in the professional education core are as follows:

EEX 4941	Practicum in ESE	6
EDF 3122	Learning and the Developing Child	3
EDF 3604	Social Foundations of Education (Exit)	3
EDF 4430	Measurement for Teachers	3
FLE 4317	Teaching LEP Students K-12	3
FLE 4316	Language Principles and Acquisition	3
EDG 4909	ESOL 3	1
EEX 4940	Internship: Exceptional Student Education	9
EEX 4936	Senior Seminar in Exceptional Student Education	1

### Area of Specialization

#### Varying Exceptionalities (BPX)

Students seeking the B. S. degree with certification in Varying Exceptionalities are required to take the following courses:

EEX 4011	Foundations of Special Education	3
EEX 4054	Perspectives on Learning and Behavioral Disorders	3
EEX 4221	Educational Assessment of Exceptional Students	3
EEX 4243	Education of the Exceptional Adolescent and Adult	3
EEX 4604	Behavior Management for Special Needs and at Risk Students	3
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues (Exit)	3
EEX 4846	Clinical Teaching in Special Education	3
EMR 4011	Mental Retardation and Developmental Disabilities	3
LAE 4314	Teaching Writing	3
MAE 4310	Teaching Elementary School Mathematics I	3
RED 4310	Early Literacy Learning	3
RED 4511	Literacy in the Intermediate and Middle Grades	3

## Student Organizations and Activities

### Student Education Association (SEA)

Purpose: to meet the educational needs and desires of students and to provide enrichment programs; ?to access resources outside the campus community.

### Student Council for Exceptional Children

Purpose: to present students with opportunities to improve special education and professional standards; to provide a focal point for the professional preparation of future leaders in the education of exceptional individuals.

### Kappa Delta Pi

Kappa Delta Pi is an international co-educational honor society in Education. The society was founded to recognize and encourage excellence in scholarship, high personal standards, improvement in teacher preparation, and distinction in achievement.

## EDUCATION FACULTY

### Elementary Education

*Professor:* S. Helton. *Associate Professors:* B. Frye, M. Hewitt, S. Micklo; *Assistant Professors:* G. Gayle-Evans, X. Hadjoannou, C. Leung, M. Martin; *Instructors:* J. Fountain, G. Lightsey.

### Educational Measurement and Research

*Associate Professor:* S. Lang; *Assistant Professor:* J. T. Kellow; *Lecturer:* J. Wilkerson

### Psychological and Social Foundations

*Assistant Professors:* L. Johnson, B. Jones, D. Michaels.

### Secondary Education

*Associate Professor:* J.L. Nutta; *Assistant Professors:* C.T. Lui, J. Marshall; *Instructor:* J. Khattabi; *Lecturer:* A. Reeves; *Visiting Assistant Professors:* E. Kleiser, S. Waring

### Special Education

*Professors:* W. H. Heller, M. Koorland, T. Rose; *Associate Professor:* K. Stoddard; *Assistant Professor:* L. Dukes; *Lecturer:* B. Braun