

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 within the USF System; a transfer student must have a GPA of 2.0 or higher when combined with all work attempted at other institutions; satisfactorily complete the CLAS requirement and the writing and computation course requirements of 6A-10.030; earn a minimum of 48 semester hours of upper-level work (courses numbered 3000 and above); complete Liberal Arts requirements; complete the USF St. Petersburg residency requirement; complete program requirements as determined by the department and/or 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.

In recognition that students seeking a second Bachelor's degree have completed a rigorous program of study at a regionally accredited or comparable international institution, some graduation requirements are considered met by virtue of their previous degree. These include: the CLAS requirement, Gordon Rule, Summer Enrollment, the Foreign Language Entrance Requirement, General Education and the Exit Requirements. Each degree program will determine degree applicability of transfer courses for the major.

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 below.)

Summer Enrollment Requirement

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 the Registrar. After submission of the form to the Office of the Registrar, the student will be notified by mail of the action taken.

Students are exempt from the summer requirement provided they have earned 9 or more credits from one of the acceleration mechanisms listed below prior to matriculation at an SUS institution. There is no provision for partial credit that would allow students to complete in summer enrollment only the difference in credits between the required 9 semester hours and the number of credits less than 9 that they completed prior to matriculation. (Approved acceleration mechanisms include: Advanced Placement, International Baccalaureate, Dual Credit, Early Admission, Advanced International Certificate of Education, and credit from the Florida Virtual School.

The requirement may be fulfilled only by attending one of the universities in the State University System: any USF System institution, Florida Agricultural and Mechanical University, Florida Atlantic University, Florida Gulf Coast University, Florida International University, Florida State University, New College of Florida, University of Central Florida, University of Florida, University of North Florida and University of West Florida.

Foreign Language Graduation Requirement for B.A. Students

In addition to the foreign language entrance requirement 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 offered at USF St. Petersburg include:

Spanish
French
Arabic
Sign Language

Transfer credit for languages other than those listed above may be applied toward the B.A. foreign language requirement. Please see your academic advisor for further information.

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, Economics, History, Interdisciplinary Social Sciences, Mass Communications with Journalism and Media Studies Concentrations, Political Science, Psychology .

Students taking the placement examination in French or Spanish should view the World Languages website at http://www.stpt.usf.edu/coas/languages/Placement_test.htm for test dates and times.

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 Department of World Languages for the placement examination.

Academic

Any credits transferred from other University of South Florida accredited institutions will be considered transfer for the purpose of academic institutional residency.

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credit in courses offered by USF St. Petersburg specifically. Individual colleges and programs may have more stringent requirements approved by the university, such as the number of specific courses in the major that must be completed at the institution from which a student may receive a degree.

Exceptions to the above rules may be made for students who are enrolled at other universities or other USF institutions when pursuing approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence.

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:

- Anthropology (ANT) (B.A.)
- Art – (Graphic Design Concentration) (B.F.A.)
- Criminology (CCJ) (B.A.)
- English (ENG) (B.A.)
 - Literature
 - Professional/Technical Writing
- Environmental Science & Policy (ESP) (B.S.)
- Health Sciences (***) (**)
- History (HTY) (B.A.)
- Interdisciplinary Social Science (ISS) (B.A.)
- Mass Communications with Journalism and Media Studies Concentration (JMS) (B.A.)
- Political Science (POL) (B.A.)
- Psychology (PSY) (B.A.)

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

- Accounting (ACC)
- Economics (ECN)
- Entrepreneurship (ETB) Finance (FIN)
- Information Systems Management (ISM)
- Management (MAN)
- Marketing (MKT)

College of Education: (B.S.)

- Education (BXE)

Other USF system institutions 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 St. Petersburg courses.
2. A student desiring a minor must have a major in a different program option. Some departments do not apply courses toward both the major and the minor. See your academic advisor to confirm eligibility for course dual application.
3. USF St. Petersburg coursework for a minor must have a GPA of at least 2.0.
4. Only an undergraduate degree-seeking student at USF St. Petersburg 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 a USF System institution 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:

Anthropology
Art History
Criminology
English
Environmental Science and Policy
[French and Francophone Studies](#)
Geography
History
Mass Communications with Journalism and Media Studies Concentration
Political Science
Psychology
[Spanish and Latino Studies](#)

College of Business:

Accounting
Economics
Finance
General Business (for non-business majors)
International Business
Management
Management Information Systems
Marketing

College of Education:

Leadership Studies
Professional Training Option (PTO)

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

Academic Learning Compacts

In accordance with the Board of Governors Policy Guideline #PG 05.02.15 each baccalaureate program develops and implements "Academic Learning Compacts." The Academic Learning Compacts include concise statements of what program graduates will know and be able to do (i.e. the expected core student learning outcomes). Each Academic Learning Compact includes the following components:

- Identifies the expected core student learning outcomes for program graduates in the areas of:
 - Content/discipline knowledge and skills.
 - Communication skills.
 - Critical thinking skills.

The Academic Learning Compacts are posted on each program's USF St. Petersburg website and will be provided to students when they begin their degree programs and are advised in their declared majors.

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 this 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 university decisions and changes in policy matter, course offering, etc., appropriate substitutions will be determined by the dean of the college 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.)

Undergraduate Degrees

USF St. Petersburg awards three undergraduate degrees. They are the Bachelor of Sciences, the Bachelor of Arts, and the Bachelor of Fine Arts.

Double Undergraduate Major

Students may elect to graduate with two majors within the same undergraduate degree. In that event, they must apply independently to each department/college and be assigned an advisor for each discipline. The student must meet all requirements of each major separately, must be certified for graduation by both majors and meet all of the university requirements for the degree. The student will earn the appropriate bachelors degree with two majors indicated and receive one diploma.

Second Undergraduate Major

A student who wishes to work for a second undergraduate major, after receipt of a baccalaureate degree from USF St. Petersburg, must apply through the Office of Undergraduate Admissions to re-enroll and then meet the major requirements as determined by the department/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 nor will they receive a second diploma.

Double Undergraduate Degree (USF St. Petersburg Students)

A USF St. Petersburg student may earn more than one baccalaureate degree (i.e., B.A., B.F.A., B.S.) concurrently, if he/she meets the following requirements:

- Earns a minimum of 150 credit hours, including a minimum of 60 hours in residence at USF St. Petersburg.
- Meets all major requirements for both disciplines and all university requirements for both degree programs.
- Meets all prerequisite and course requirements in two different major fields.

Second Undergraduate Degree (USF System Students)

Students who wish to work for a second degree after receipt of a baccalaureate degree from a USF System institution, must apply through the Office of Undergraduate Admissions to re-enroll at USF St. Petersburg and then meet the major requirements as determined by the department/college as well as the university requirements for the degree. Upon completion and certification, the student will receive a second degree and a second diploma.

Post-Bac Degree (Transfer Students)

A student who has previously earned a bachelor's degree from an accredited four-year institution (not within the USF System) and wishes to pursue further undergraduate work may apply for admission for the second degree. If accepted, the student:

- Must earn a minimum of 30 additional credit hours at USF St. Petersburg.
- Meet all degree and College graduation requirements for the second degree program in the catalog under which he or she enters, or in a subsequent catalog.
- Meet all prerequisite and course requirements in the major field(s) for the second degree.

Application for Graduation

In order to graduate, a student must submit an application for the bachelor's degree or Associate in Arts certificate to Academic Advising, DAV 134. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar for the student to be assured of availability of academic regalia for

participation in the graduation ceremony, certification of graduation by the end of the term, inclusion of name in the graduation Bulletin, and timely ordering of the diploma. Students who submit the application for graduation after the posted deadline but prior to the last day of classes for the academic term and who are determined to have met all graduation requirements in that semester may have their graduation posted that term. Students who submit an application after the graduation application deadline, and wish to graduate in that term, will be assessed a \$50.00 late fee. Students must note that when applying late, their application may not be processed before the next term's registration period if they have not met all degree requirements. Applications received after the last day of classes will result in the graduation being posted at the end of the following academic term. 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 is available on the Registrar's website at <http://www.stpete.usf.edu/records/forms.htm>. The application for an Associate in Arts certificate is available on the same web site.

The application must be certified by the Advising Center representative prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the Academic Advising Center, DAV 134.

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

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

A student applying for a minor must:

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

Posthumous Degrees or Degrees in Memoriam

The University may award a posthumous baccalaureate and master's 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 and master's 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 chairperson of a department, 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 respective dean of the college. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Vice Chancellor for Academic Affairs for approval. If the Vice Chancellor for Academic Affairs approves the recommendation, the Office of the Registrar 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 upper level work at a USF System Institution and have earned a grade point average of 3.50 or higher for all graded coursework attempted at a USF System Institution. For those students in programs requiring multiple clinical experiences (such as Education), a baccalaureate candidate must have completed at least 30 hours of graded upper level coursework and have earned a grade point average of 3.5 or higher for all graded coursework attempted at a USF System Institution. 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 System courses as well as all transferable work attempted at other institutions. The forgiveness policy at USF 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.

Candidates with a USF System 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 System 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 System 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*.

[For purposes of honors recognition at the commencement 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.]

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

Commencement

USF St. Petersburg schedules two Commencement Convocations for USF graduates each year (Spring and Fall).

After students have applied for their degree, early in the semester in which they intend to graduate, they may register to participate in the ceremony online at

http://usfweb2.usf.edu/commencement/register/ceremony_reg.asp

This website will answer many of the questions with respect to graduate participation in the ceremony, including cap and gown ordering, honors and international sashes, graduate studies, career counseling, USF alumni association and deadlines. Please read this information carefully and completely. Commencement is an exciting time for all graduates and our goal is to make your graduation from USF St. Petersburg a wonderful memory.

Associate in Arts Certificate Requirements

Upon the student's successful completion of the minimum requirements for the Associate in Arts Certificate, the University will present the student who has properly made application with an appropriate certificate.

1. To receive the Associate in Arts (AA), 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 at USF St. Petersburg; the minimum grade point average must be 2.0 based on work attempted within the USF System; 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; satisfy rule 6A-10.030 (Gordon Rule) 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 in Arts Certificate. In addition, the student must demonstrate completion of the CLAS requirement and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate in Arts Certificate.

2. Application Procedure for the Associate in Arts Certificate. The Application for an Associate in Arts Certificate can be obtained from the Registrar's website <<http://www.stpt.usf.edu/admissions/forms.htm>> 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 in Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.

4. Final processing for the Associate in Arts Certificate 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 in Arts Certificate.

5. Any incomplete grades shown on the permanent record of an Associate in 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. University of Florida Correspondence Division credit will not be included in the student's USF St. Petersburg grade point average. When the grades from USF sponsored student exchange program institutions are included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at USF for the Associate in Arts Certificate.

8. An applicant who has not been enrolled within the USF System 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 in 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 will accept the AA Certificate from any USF institution. 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) are not necessarily met by the Associate in 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 in Arts Certificate 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 in 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. 1002.22 and 1006.52 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 7th 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:

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, and 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 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 USF System Office of Testing (SVC 2060).

CLEP Subject Area Examinations

For updated qualifying scores, please check the website:

<http://www.conted.usf.edu/testing/Details.asp?tcode=CLEP>

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.

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 13th Street, Suite D, Gainesville, FL 32609-3498: (352) 392-1711, ext. 200.

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 computing the USF GPA.

International Affairs

Location/Phone: BAY 204 (727) 873-4067

The Office of International Affairs provides leadership, advocacy, development, and support for all central and college-based international activities. The office works in collaboration with the colleges to promote international education, research, outreach, and service programs. The office 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

USF St. Petersburg 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 St. Petersburg can be found in partner universities abroad, and so students have a wide range of study options.

USF St. Petersburg 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 St. Petersburg credit, 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 St. Petersburg study abroad programs range in length from one week (over winter or spring break) to a semester. A 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 St. Petersburg 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 Admissions

The University of South Florida St. Petersburg 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 St. Petersburg. The ensuing exchange of life stories exposes all USF St. Petersburg students, faculty, and staff to the likenesses and differences that exist between cultures, worldviews, experiences, and ideas.

International Affairs has many administrative duties, including the issuance and maintenance of all visa documentation for foreign nationals at the University. International Affairs 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 St. Petersburg, International Affairs provides letters of enrollment and expenses, orientation, and immigration workshops. International students and scholars may also contact International Affairs to get information regarding St. Petersburg/Tampa Bay area activities, transportation, housing, tourist attractions, and how to obtain a Florida driver license.