

**UNDERGRADUATE CATALOG  
OF THE  
UNIVERSITY OF SOUTH FLORIDA  
ST. PETERSBURG  
2010-2011**



UNIVERSITY OF  
SOUTH FLORIDA  

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ST. PETERSBURG

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## Table of Contents

<b>UNIVERSITY ADMINISTRATION</b>	3
<b>ACCREDITATION</b>	4
<b>UNDERGRADUATE DEGREES OFFERED</b>	5
<b>ACADEMIC CALENDAR</b>	6
<b>USF ST. PETERSBURG MISSION, GOALS, VALUES AND VISION</b>	7
<b>ABOUT USF ST. PETERSBURG</b>	7
<b>ADMISSIONS AND RELATED MATTERS</b>	9
<b>GENERAL ADMISSION POLICIES</b>	10
<b>FINANCIAL AID</b>	23
<b>SCHOLARSHIPS</b>	24
<b>ACADEMIC SERVICES</b>	25
<b>ACADEMIC POLICIES AND PROCEDURES</b>	29
<b>GRADES, FINANCIAL AID REQUIREMENTS, AND REVIEW PROCEDURES</b>	42
<b>LIBERAL ARTS REQUIREMENTS</b>	59
<b>BACCALAUREATE DEGREE - UNIVERSITY REQUIREMENTS</b>	64
<b>DIVISION OF STUDENT AFFAIRS</b>	74
<b>COLLEGE OF ARTS AND SCIENCES</b>	83
• ART-CONCENTRATION IN GRAPHIC DESIGN(B.F.A.)	85
• ANTHROPOLOGY (ANT)	87
• CRIMINOLOGY (CCJ)	89
• ECONOMICS (ECO)	<b>ERROR! BOOKMARK NOT DEFINED.</b>
• ENGLISH (ENG)	90
• ENVIRONMENTAL SCIENCE AND POLICY (EVR)	93
• GOVERNMENT & INTERNATIONAL AFFAIRS (POL)	95
• HISTORY (HTY)	97
• INTERDISCIPLINARY SOCIAL SCIENCES (ISS)	98
• MASS COMMUNICATIONS WITH JOURNALISM AND MEDIA STUDIES CONCENTRATION (JMS)	103
• PSYCHOLOGY (PSY)	105
• WORLD LANGUAGE (WLE)	107
<b>COLLEGE OF BUSINESS</b>	109
• GENERAL BUSINESS (GBA)	<b>ERROR! BOOKMARK NOT DEFINED.</b>
• ACCOUNTING (ACC)	112
• ECONOMICS (ECN)	113
• FINANCE (FIN)	114
• INFORMATION SYSTEMS AND DECISION SCIENCES (ISM)	115
• MANAGEMENT AND ORGANIZATION (MAN)	116
• MARKETING (MKT)	116
• INTERNATIONAL BUSINESS (ITB)	117
<b>COLLEGE OF EDUCATION</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
• ELEMENTARY EDUCATION WITH ESOL ENDORSEMENT	<b>ERROR! BOOKMARK NOT DEFINED.</b>
• VARYING EXCEPTIONALITIES WITH ESOL ENDORSEMENT (BEX)	<b>ERROR! BOOKMARK NOT DEFINED.</b>
• ELEMENTARY AND SPECIAL EDUCATION (BXE)	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>MILITARY SCIENCE AND LEADERSHIP</b>	<b>ERROR! BOOKMARK NOT DEFINED.6</b>
<b>USF COURSE DESCRIPTION</b>	128

## University Administration

### University Board of Trustees

The USF Board of Trustees was established by the Legislature in 2001. The 13 trustees include distinguished figure in the law, commerce, medicine, education, philanthropy and public policy leadership. Six trustees are appointed by the governor and five trustees are appointed by the Board of Governors. The Faculty Senate President and Student Body President also serve as trustees. The President of the University serves as Corporate Secretary. Information about each Trustee is available online at: <http://usfweb2.usf.edu/board/members.html>

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# ACCREDITATION

## What is accreditation?

Accreditation is intended to assure stakeholders, students and the general public of the quality and integrity of higher education institutions and programs. Through a continuous improvement process, accreditation also assures that the programs at the institutions are constantly advancing. These outcomes are achieved through rigorous internal and external review processes during which the institution is evaluated against a common set of standards.

## SACS

The University of South Florida St. Petersburg is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate and master's levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida St. Petersburg.

## AACSB

The College of Business is accredited by AACSB International – The Association to Advance Collegiate Schools of Business. AACSB International is the premier accrediting agency for bachelor's, master's, and doctoral degree programs in business administration and accounting, and as such is the most widely-recognized and sought-after endorsement of business schools. Less than one-third of U.S. business school programs and only 15 percent of business school programs worldwide meet the rigorous standards for AACSB accreditation.

## ACEJMC

The Department of Journalism and Media Studies (JMS) at USF St. Petersburg is one of 113 journalism programs nationally accredited by the Accrediting Council on Journalism and Mass Communications. ACEJMC is the national accrediting body for professional programs in journalism and mass communications. JMS, founded in 1991, was first accredited in both its undergraduate and graduate programs in 2004. Re-accreditation of both programs became official May 30, 2010 and will be in effect for seven years. About 25 percent of all journalism and mass communication programs in the United States are fully accredited. A far smaller percentage of programs are accredited at both undergraduate and masters levels.

## NCATE

The College of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), the national accrediting body for schools, colleges, and departments of education authorized by the U.S. Department of Education. NCATE determines which schools, colleges, and departments of education meet rigorous national standards for initial teacher preparation programs and advanced educator preparation programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel.

## UNDERGRADUATE DEGREES OFFERED

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

Accounting  
 Anthropology  
 Criminology  
 Economics  
 English  
 English and American Literature Concentration  
 Professional and Technical Writing Concentration  
 Finance  
 Political Science  
 History  
 Information System Management  
 Interdisciplinary Social Sciences  
 Management  
 Marketing  
 Mass Communications Journalism and Media Studies Concentration  
 Psychology

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

Art- Graphic Design Concentration

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

Accounting  
 Economics  
 Education  
 Environmental Science and Policy  
 Finance  
 Information Systems Management  
 Management  
 Marketing

*The University of South Florida St. Petersburg and all colleges, departments and programs therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Advisors, directors, department chairs, and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for all students to acquaint themselves with all regulations and to remain currently informed throughout their college careers and to be responsible for completing requirements. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.*

## ACADEMIC CALENDAR

### August 2010 - 2011

The Academic Calendar is available online at: <http://www.stpete.usf.edu/records/calendar.htm>  
 The System Registrar's Calendar is available online at: <http://www.registrar.usf.edu> for semester begin/end dates, registration dates, graduation application deadlines, etc. Refer to the [Cultural and Diversity Calendar](#) at [http://usfweb2.usf.edu/eoa/deo\\_calendar/default.asp](http://usfweb2.usf.edu/eoa/deo_calendar/default.asp) for important religious and cultural dates to remember that may impact class attendance. Also refer to the USF Attendance Policy for the Observance of Religious Days by Students, at [http://usfweb2.usf.edu/usfgc/gc\\_pp/acadaf/gc10-045.htm](http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-045.htm).

2010	
August 6	Summer B, last day of classes
August 23	Fall, first day of classes
September 6	Labor Day
November 11	Veteran's Day
November 25 & 26	Thanksgiving Holiday
December 3	Fall, last day of classes
December 4 - 10	Final Exam Week
December 5	Final Exams (Distance Ed)
December 12	Fall, St. Petersburg Commencement
December 12 - January 9	Optional Flexible Scheduling Block - Excluding Holidays
December 24	Christmas Holiday
December 31	New Year's Holiday
2011	
January 10	Spring, first day of classes
January 17	Martin Luther King, Jr.
March 14 - 19	USF Spring Break
April 29	Spring, last day of classes
April 30 - May 6	Spring Final Exams
May 1	Spring Final Exams (Distance Learning)
May 8	Spring Commencement, St. Petersburg
May 16	Summer A & C, first day of classes
May 30	Memorial Day
June 24	Summer A, last day of classes
June 27	Summer B, first day of classes
July 4	Independence Day Holiday
July 22	Summer C, last day of classes
August 5	Summer B, last day of classes

# USF St. Petersburg Mission, Goals, Values and Vision

## 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 institutional system, 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

USF St. Petersburg will be a premier master's urban university recognized for its vibrant community of scholars who engage and improve its community and the world.

## Goals

- Support and enhance programs that prepare students to be knowledgeable, reflective and engage citizen scholars in a global society.
- Enhance learning and achievement and promote retention through active engagement in curricular and co-curricular programs.
- Create a vibrant, inviting, and enriching university community that values and respects all individuals and whose students, faculty and staff represent the diversity of its region.
- Support faculty research and creative activities, and engage students in local, national, and international scholarship.
- Foster stewardship of the environment and embody the values of sustainability.
- Enhance revenue and provide effective and efficient management and ensure institutional sustainability.

Approved by the USF St. Petersburg Campus Board on September 12, 2008 and Board of trustees on December 11, 2008.

## About USF St. Petersburg

USF St. Petersburg is a separately accredited institution that is part of the USF system. 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 allow students of all ages to accommodate family, work, and school in a balanced fashion.

- USF St. Petersburg values each and every individual it serves, creating 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 pediatrics and marine science.

- USF St. Petersburg's honors program challenges and enhances the quality education normally generated by the campus. Through the Science Journalism Center, USF St. Petersburg offers exciting programs that merge both disciplines to convey the latest scientific breakthroughs to the public.
- The campus is known also 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 illustrations, and significant archives in local and regional history.
- 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 is a fine 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.

### **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. On occasion 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.

### **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, and 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 St. Petersburg. Course related assistance and academic accommodations are provided to eligible students 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 Office of Student Disability Services (TER 200 – Phone (727) 873-4990) 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 a student believes that his/her disability has had an impact on grades, course choice, or standardized test scores for admission, he/she 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 requests for exceptions.

**Disabled Parking:** Students with state parking privileges need only supply their state card as documentation for eligibility for a USF St. Petersburg 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. Anyone who is unable to secure the requested assistance or need additional help with accessibility should 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: TER 200 (727) 873-4990  
 Florida Relay 711  
 Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m.  
 Friday, 8:00 a.m. – 5:00 p.m.

## **ADMISSIONS AND RELATED MATTERS**

Admission to University of South Florida St. Petersburg requires evidence of academic ability, creative thinking skills, 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 made 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 disability. 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 Enrollment and Marketing Services 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.

### **Applying for Admission**

#### **Obtaining an Application**

The 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 and 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>.

### **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. 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 system degree program within the last three terms. Former or continuing USF system degree-seeking students must file another application for admission when applying for a second degree program, another level of study or readmission (see Readmission).

The Director of Admissions 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 admission. 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. 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. (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 Florida Department 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.

### **USF System Admission Criteria vs. Differential Admission Criteria**

Undergraduate students are admitted to USF St. Petersburg based on system admission criteria. Differential admission criteria, which are higher than the system admission criteria, are required for admission to the research campus in Tampa. Students admitted to USF Tampa may register for classes offered by any USF System institution or campus. Students admitted to USF St. Petersburg, or USF's Sarasota-Manatee and Polytechnic campuses, who do not meet the differential criteria are restricted from changing their home campus or registering for courses offered by USF Tampa.

Students may apply to have the registration restriction removed, which will allow the students to take courses offered by any USF institution, when they have a cumulative postsecondary GPA that meets the current transfer admission criteria for USF Tampa.

For the 2010-2011 academic year, a freshman who does not meet the differential admission criteria must earn at least 30 credit hours and have a 3.0 cumulative GPA and a transfer student who does not meet the differential admission criteria must earn at least 60 credit hours and have a 2.75 cumulative GPA to have access to courses offered at all USF institutions. Any exceptions must be requested on a course-by-course basis and will be approved only when the course is required for on-time progression toward degree for the student. Requests for exceptions must be initiated through the academic advisor at the home institution or campus and must be approved by the Dean of the appropriate college at USF Tampa.

### **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 St. Petersburg 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 USF St. Petersburg's Admissions Appeal Committee. 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 St. Petersburg 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 Enrollment and Marketing Services.

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. This requirement may be waived for students who earn a minimum of 9 credits through accelerated mechanisms (Advanced Placement, Advanced International Certificate of Education, CLEP, International Baccalaureate and Baccalaureate and dual enrollment). If less than 9 credits are earned through these mechanisms, the summer hours requirement will not be fulfilled.

### **Required Orientation**

Prior to beginning classes, all new undergraduate students and some former students returning are required to participate in an Orientation 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, *all* students born after 1956 are required to present documentation of proof of immunity to **MEASLES** (Rubeola) and **RUBELLA** (German Measles). It is further required that all students must present proof of immunity to Hepatitis B and Meningitis or decline immunization by signature. Students living in USF St. Petersburg Housing must be vaccinated against meningitis (no declination is permitted). (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 60 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. Beginning in Summer 2010, transfer applicants with 30 to 59 transferable semester hours who are seeking admission to certain limited access programs such as business and mass communications may be required to meet a higher transfer grade point average requirement that would allow eventual admission to those particular degree programs.

The USF System, with approval of the Board of Governors and the Articulation Coordinating Committee, has established the following undergraduate programs as limited access: Mass Communications with Journalism and Media Studies Concentration; all degree programs in the College of Business; all degree programs in the College of Education; and the program in Graphic Design. The admissions requirements for these degree programs may be found with other program information in appropriate sections in appropriate sections of this catalog.

## **Minimum Requirements for Admission**

### **Freshman Applicants**

To be considered for admission, freshman applicants must submit a system Application for admission, a non-refundable application fee of \$30, 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 the Admissions Appeal 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 Assessment Test (SAT) or the American College Test (ACT). Applicants graduating from high school after January 1, 2006 will be required to submit an SAT score that includes the Essay component or an ACT score that includes the Writing component. Receipt of an SAT without Essay or ACT without Writing will not fulfill the test score requirement.
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.

3. Freshman applicants who between a 3.3 (B+) and 4.0 (A) grade point average as recalculated by USF St. Petersburg using all attempted academic courses are considered competitive. However, admission to the University is selective. Therefore, simply meeting requirements does not guarantee admission.
4. Criteria for admission based on a GED diploma: An overall score of at least 300 for all five tests – at least 40 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.
5. In the absence of the above, the University will also consider appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that indicates potential for successful academic work at USF St. Petersburg.
6. A first-time-in-college applicant whose native language is not English must present a minimum score of 213 (computer-based test), 550 (paper-based test) or 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL), or a score of 6.5 on the International English Language Testing Service exam (I-ELTS). The TOEFL or I-ELTS requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.
7. If a student has not earned the following scores on the SAT or the ACT, then college preparatory work will be required during the first term of enrollment at USF St. Petersburg:  
 SATI - 440 verbal, 440 mathematics  
 or  
 ACT - English 17, Reading 18, Mathematics 19  
Students requiring this remedial coursework will be admissible only for Summer or Spring terms.

#### **USF St. Petersburg Admissions Deposit**

Freshmen admitted to the University of South Florida St. Petersburg are required to submit a \$200 nonrefundable admission deposit according to the schedule below:

<u>Term Admitted</u>	<u>Deposit Due Date</u>
Fall	May 1
Spring	December 1
Summer B	May 1

The admission deposit will be credited to the student's account and applied toward their first semester tuition. The admission deposit will be waived for admitted freshman who demonstrate significant financial need on a FAFSA (Free Application for Federal Student Aid) submitted by USF's priority deadline of March 1<sup>st</sup>.

Admitted freshmen are encouraged to pay the deposit online via OASIS (the system Online Access Student Information System). Online payment is the University's preferred payment method. Checks and money orders submitted to the USF St. Petersburg Cashier's Office are also acceptable forms of payment.

#### **Early Admission Applicants (Freshmen)**

USF St. Petersburg provides an early admission program to meet the needs of highly capable, mature high school students. Under the early admission program, these students may enter the university as regularly enrolled, degree-seeking students prior to graduation from high school. Participation in the early admission program shall be limited to students who have completed a minimum of six semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. In addition, early admission applicants should be enrolled in a strong college-preparatory curriculum while in high school. Applications for early admission will be reviewed by the Director of Admissions in consultation with the Director of the Honors Programs. Students enrolled in an early admission program must take courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Students wishing to be accepted as early admissions students at USF St. Petersburg **must**:

1. have completed the equivalent of the junior year of high school, thus requiring only one additional year to complete requirements for the high school diploma;
2. typically have a 1200 on the Mathematics and Critical reading sections of the SAT, with no less than 440 on either section; or a 27 on the EACT with no less that a score of 17 on English, 18 on the Reading, and 19 on Mathematics; and a 3.5 high school grade point average (computed by USF St. Petersburg); and a TOEFL score, if applicable;
3. meet regular USF St. Petersburg admission criteria for degree-seeking undergraduate students;

#### 4 contact an Academic Advisor.

Home schooled students must submit an official copy of their Letter of Intent with the student's home school district. Private school students must submit proof that their school is a regionally accredited school.

#### **Undergraduate Transfer Applicants**

NOTE: Credit earned through dual-enrollment or by exams will be used to determine class standing after matriculation but does not confer transfer status in the admissions process.

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, without a course by course evaluation of the prior coursework, 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). Courses approved for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions will be considered for transfer credit the same as credits from regionally accredited institutions. 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 or on the transferable work completed at a non-regionally accredited institution as approved by SCNS. If all post-secondary work is from a non-regionally accredited school, not including SCNS approved coursework, 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 except that work specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major.

#### **Lower-Level Transfer Applicants**(with fewer than 60 transferable semester credits)

NOTE: Applicants with fewer than 12 transferable semester credits after graduation from high school are considered freshmen and must meet freshmen standards.

To be considered for admission, transfer applicants with fewer than 60 transferable semester credits must submit an SUS or USF St. Petersburg 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. Applicants with at least 12 but less than 30 transferable semester credits must:
  - Have an overall transfer GPA of at least 2.0 (on a 4.0 scale) as calculated by USF St. Petersburg;
  - Be in good standing at the last regionally accredited institution attended;
  - Satisfy fully all USF St. Petersburg 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. Department of Education rules and policies do not provide for local exceptions to these requirements.); and,
  - Present a minimum score of 213 (computer-based test) or 550 (paper-based test), 79 (internet-based test) on the Test of English as a Foreign Language (TOEFL) or 6.5 on the I-ELTS if the applicant's native language is not English. The TOEFL or I-ELTS requirement may be waived on an individual bases when alternative evidence of English proficiency is presented in writing.
2. Applicants with at least 30 but less than 60 transferable semester credits must:
  - Have an overall transfer GPA of at least 2.0 (on a 4.0 scale) as calculated by USF St. Petersburg;
  - Be in good standing at the last regionally accredited institution attended;
  - Satisfy fully all Florida DOE 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. Department of Education rules and policies do not provide for local exceptions to these requirements.); and,
  - Present a minimum score of 213 (computer-based test) or 550 (paper-based test), 79 (internet-based test) on the Test of English as a Foreign Language (TOEFL) or 6.5 on the I-ELTS if the applicant's

native language is not English. The TOEFL or I-ELTS requirement may be waived on an individual basis when alternative evidence of English proficiency is presented in writing.

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 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 or USF St. Petersburg Application for Admission, a non-refundable application fee of \$30, an official transcript from each previous college attended, and a TOEFL score if applicable.

Any transfer student with 60 or more semester hours who indicates 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 in 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 minimally meet the following requirements to be considered for admission; 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 or a non-regionally accredited institution participating in the SCNS with SCNS approved transferable credits;
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). 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) or 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL) or 6.5 on I-ELTS if the applicant's native language is not English. The TOEFL or I-ELTS requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.

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 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 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 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 in 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. The Office of Admissions will evaluate the acceptability of total credits transferable to the University. The college of the student's major will assign equivalent courses in determining which courses are applicable toward a specific degree at the University. In some instances, exact course equivalents will also be determined by other colleges 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 readily or automatically 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.) 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. Courses approved for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions will be considered for transfer credit the same as credits from regionally accredited institutions.
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 except for work that is specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major.
4. Associate in 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. That same automatic transferability of credits applies to courses completed at non-regionally accredited institutions that have been specifically approved by the SCNS. Excluded are graduate courses, studio courses in art, internships, practica, and performing arts courses.

6. All undergraduate degree programs at USF St. Petersburg require a minimum of 48 hours of upper-level work that would have been completed at a four-year college or university. 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 USF St. Petersburg Office of Prospective Student Outreach.
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 St. Petersburg 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.

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), 79 (internet-based test) on the Test of English as a Foreign Language (TOEFL) or 6.5 on the I-ELTS. The TOEFL or I-ELTS requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.
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.

**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 system 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 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 St. Petersburg 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 any USF system institution 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 registering for classes, all students born after 1956 are required to present documentation of proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). It is further required that all students must present proof of immunity to Hepatitis B and Meningitis or decline immunization by signature. Students living in USF St. Petersburg Housing must be vaccinated against meningitis (no declination is permitted). (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 any USF system institution in any of the last three terms, and who wishes to re-enroll in the University. Former students returning must be readmitted to the University. In order to be considered for readmission, a former student should file a new Application for Admission with the Office of Admissions by the deadline indicated in the Academic Calendar for the term of requested re-entry. Applicants must submit a non-refundable \$30.00 application fee. (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. 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 prior to the deadline listed in the Academic Calendar for the requested term of entry. Former USF system 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. 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 registering for classes, all students born after 1956 are required to present documentation of proof of immunity to MEASLES (Rubeola) and RUBELLA (German Measles). It is further required that all students must present proof of immunity to Hepatitis B and Meningitis or decline immunization by signature. Students living in USF St. Petersburg Housing must be vaccinated against meningitis (no declination is permitted). (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 as of registration day, and must have lived in Florida for the last 12 months, may enroll on a space available basis in certain undergraduate and graduate courses without paying fees. Academic credit is not awarded, examinations are not required, and grades are not given. A parking permit is required.

Many courses require departmental approval, prerequisites, or have other restrictions which may limit registration. If you are aware of these restrictions, you may acquire the necessary permits in advance of registration. There is a Registrations Worksheet form to accomplish this. Additionally, the permits may be submitted electronically in OASIS by the issuing department. Under no circumstances will notes on plain paper without department letterhead be accepted.

Students may not pre-register for courses in which they plan to use the Senior Citizen Tuition Waiver. The waiver will not be processed if a Senior Citizen pre-registers and then submits a Senior Citizen tuition waiver form for those courses.

It is the student's responsibility to complete and submit the waiver form allowing sufficient time for the form to reach The Office of the Registrar at USF St. Petersburg by the registration deadline.

## **Special Programs**

### **Honors Program**

Superior students in all USF St. Petersburg majors may avail themselves of Honors opportunities at USF St. Petersburg. The 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 1250 SAT or 29 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, and perfect their critical thinking skills and their oral and written expression.

For more information, contact USF St. Petersburg Honor Program Director Dr. Thomas W. Smith at [twsmith@stpt.usf.edu](mailto:twsmith@stpt.usf.edu) or at (727) 873-4583.

### **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. Recognition of satisfactory performance on tests offered through the Advanced International Certificate of Education Program (AICE)
5. Recognition of satisfactory performance on tests offered through the Excelsior College Examinations formerly Proficiency Exam Program (PEP)
6. Recognition of satisfactory performance on tests offered through the Defense Activity of Non-Traditional Education Support (DANTES)
7. Recognition of satisfactory performance on tests offered through the United States Armed Forces Institute (USAFI)
8. Educational Outreach courses by television and internet.

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.

#### **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.* 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. The Cross Enrollment contract is available on the Forms page of the Financial Aid website.

#### **USF St. Petersburg Transient Students**

USF St. Petersburg degree-seeking students who wish to take all courses at another regionally accredited institution for one semester, **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. One semester must have been completed at USF prior to becoming a transient student. The Consortium Agreement for Transient Study form is available on the forms page of the Financial Aid website.

## **FINANCIAL INFORMATION**

#### **Florida Residency For Tuition Purposes**

This notice summarizes the provisions of Florida Statutes and University Policy/ Procedure concerning Florida residency for tuition purposes.

In determining residency classification, students fall into one of two categories. They are either (1) *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 (2) *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. The student who comes to Florida to enroll full-time in a Florida higher education institution as an out of state resident and continuously enrolls in a Florida institution will not normally meet the Florida residency requirement for in-state tuition regardless of the length of time enrolled.

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, non-conclusive evidence of the establishment of a legal residence in Florida. Two documents 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 payable 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 metered, on or before the fifth day of the term. Checks are payable to University of South Florida (USF).

To avoid a \$100.00 late payment fee, in addition to a \$100 late registration 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 Service 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, check, Visa, Mastercard, Discover, money order, or cashier's check before reinstatement will be effected.

#### **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 may be charged for certain courses. Please consult your Schedule of Classes to locate the courses that require the fee and the amount of the fee that applies to the course.

Undergraduate on-line classes are charged an additional \$35.00 **per credit hour** fee.

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.

Regular Cashier's Office hours are Monday through Friday 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 Tuition 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 or e-deposited into their bank accounts.

**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 Participation Certificate**

The 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 metered) by the fifth day of the term. The University cannot be responsible for lost or misdirected U.S. Postal Service mail.

**7. Staff Employee Waivers**

Please check with Human Resources website: [http://www.stpete.usf.edu/adminservices/human\\_resources/benefits/documents/EMPLOYEE\\_TUITION\\_PROGRAM.doc](http://www.stpete.usf.edu/adminservices/human_resources/benefits/documents/EMPLOYEE_TUITION_PROGRAM.doc) regarding this benefit.

**8. Tuition Deferment for VA Students**

Students receiving VA educational benefits can request a tuition deferment one time per academic year. The request must be completed by the Friday of the first week of classes. The deferment date will be the same date as the financial aid deferment date.

**9. Florida Prepaid College Program**

Students who are eligible to receive benefits under this program are responsible for the local portion of fees. For specific fee questions, please contact the cashier's office at 727-873-4107.

This fee must be paid or postmarked by the fifth day of the term to avoid cancellation of registration and a \$100.00 late payment fee, as well as a \$100 registration fee. A copy of the Prepaid card should be submitted to the Cashiers Office, BAY 132.

**10. Mailed Payments**

To avoid cancellation of registration, a \$100.00 late payment fee, and a \$100 late registration fee all fee payments must be postmarked, by the US 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 and/or 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 approved 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 resulting 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 hand-delivered or mailed to the Cashier's Office, BAY 132, by the appropriate deadline.

## **Financial Aid**

Location/phone: USF St. Petersburg: BAY 105, (727) USF-4128

Office Hours: Monday through Friday, 8 a.m. to 5 p.m.

Web Address: <http://www.stpete.usf.edu/finaid>

Email: [finaid@stpete.usf.edu](mailto:finaid@stpete.usf.edu)

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://www.stpete.usf.edu/finaid> and via OASIS: [http://www.stpt.usf.edu/sp\\_oasis/index.htm](http://www.stpt.usf.edu/sp_oasis/index.htm).

USF St. Petersburg only requires the Free Application for Federal Student Financial Aid (FAFSA) to apply for federal, state and USF financial aid funds. First, apply for a Federal Pin number at <http://www.pin.ed.gov>, then 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. The USF St. Petersburg priority processing date is March 1, 2008. Other dates and detailed information regarding financial aid are provided on our website through our Programs-At-A-Glance: [http://usfweb2.usf.edu/finaid/at\\_a\\_glance.asp](http://usfweb2.usf.edu/finaid/at_a_glance.asp). Conduct a nationwide scholarship search: <http://www.fastweb.com/> and check out USF St. Petersburg's scholarship information <http://www.stpt.usf.edu/finaid/scholarships>.

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 correct in OASIS.

Degree-seeking, Financial Aid students enrolled at least half-time receive a tuition deferment. A tuition deferment prevents cancellation of registration for non-payment of fees and temporarily prevents assessment of the late payment fee. Since financial aid is disbursed after drop/add, check OASIS to see if you have a tuition deferment prior to the start of each term ([http://www.stpete.usf.edu/sp\\_oasis/index.htm](http://www.stpete.usf.edu/sp_oasis/index.htm)). If you have a tuition deferment, and you have met disbursement requirements, your financial aid will be applied against your student account charges. 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. Avoid paying a late payment fee by paying any remaining balance before the deferment deadline. Since tuition deferment prevents cancellation for non-payment, you must officially withdraw from all classes by the end of drop/add week 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://usfweb2.usf.edu/finaid/other/deferments.htm>.

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 M, 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.

## Scholarships

Scholarships are administered by a number of different offices within the University. Links to all scholarships can be found on the USF St. Petersburg Office of Financial Aid webpage <http://www.stpt.usf.edu/finaid/scholarships>.

### Admissions Scholarships

Every student who applies for admission to the University of South Florida St. Petersburg is automatically considered for admissions scholarships; no separate application is necessary. The Office of Undergraduate Admissions in Tampa administers a variety of different scholarships for first-time-in-college students as well as for transfer students. Contact the University Scholarships and Financial Aid Services Office for specific questions regarding these scholarships: [scholarships@admin.usf.edu](mailto:scholarships@admin.usf.edu).

### Financial Aid Scholarships

The USF St. Petersburg Office of Financial Aid also administers a variety of scholarships based on Academic Merit and Financial Need. The 2010-2011 USF St. Petersburg Scholarship Application, deadline, and listing is available on our webpage.

### Departmental Scholarships

The individual colleges of 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. Links to these departments can be found on the Office of Financial Aid Scholarships webpage.

## Veterans 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 Veteran Services, which is co-located in the Financial Aid Office in BAY 105. Necessary forms are available on the Office of Financial Aid and Veterans Services webpage: <http://www.stpete.usf.edu/finaid>.

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: [www.veterans.usf.edu](http://www.veterans.usf.edu) 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 Cashier's Office, BAY 132 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 University of changes in enrollment status immediately. Questions may be directed to the VA at 1-800-837-1000.

\*See "Resident Status," above

## 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.

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 "9-1-1" and the non-emergency number is (727) 873-4140.

## Victims' Advocacy Program

**Location:** BAY 117 **Hours:** 8 am – 5 pm Monday - Friday. After hours (727) 698-2079.

This service is coordinated by the Center for Counseling, Health & Wellness 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 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
USFSP Police	(727) 873-4140
USFSP Victim Advocate	(727) 698-2079
USF Tampa Victim Advocates	(813) 974-5757
Pinellas County Rape Crisis Line	(727) 530-7233
Domestic Violence Crisis Line	
South County: CASA	(727) 895-4912
North County: The Haven	(727) 442-4128
Emergency Mental Health	(727) 791-3131

## ACADEMIC SERVICES

### Undergraduate Academic Advising Center

Location/phone: DAV 134, (727) 873-4511

Web site: <http://www.stpete.usf.edu/advising>

The Undergraduate 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 undergraduate students: assistance regarding academic policies and procedures, completion of

requirements for graduation, selection of a major, course registration, preparation for limited access programs, and special programs for at-risk students..

Each undergraduate advisor is affiliated with a specific college or academic unit and addresses the unique needs of students pursuing undergraduate degrees offered by that college or academic unit. We encourage our students to meet with their advisor on a regular basis.

## **Academic Success Center**

### **Academic Success Center**

Location/phone TER 300 (727) 873-4632

<http://www.stpete.usf.edu/success>

The mission of the Academic Success Center is to encourage academic excellence and to help students achieve their educational goals. Through individual and small group tutoring, academic counseling, workshops, seminars, and credit courses, the ASC helps students improve their learning skills, become self-directed learners and succeed at USF St. Petersburg and in their future studies.

### **Tutoring and Instruction**

The Academic Success Center offers free individual tutoring for students who want to improve their knowledge of course content. Peer tutors are chosen based on personal interview, faculty recommendations, and grades. They also complete an educational program to learn effective tutoring approaches.

### **Tutoring**

Tutoring is provided for a wide variety of subject areas as well as for standardized test preparation.

### **Workshops and Seminars**

Workshop schedules are developed each semester and include the following topics:

Time Management	Overcoming Procrastination
Strategies for Achievement	Motivation and Personal Power
Learning from Lectures	Learning from Textbooks
Understanding Your Learning Style	Preparing for Exams
Test Anxiety	Math Anxiety

### **Preparation for Standardized Tests and Graduate School Admission**

The Center offers tutoring assistance to prepare graduate application statements and for preparing for standardized tests including:

ACT	LSAT
SAT	MCAT
GRT	GMAT
GRE	

### **Become a Campus Tutor**

Students who like to help others in an academic setting may participate in the Center's Tutor Training Program. Prospective tutors learn about the skills involved in effective tutoring and practice them in real tutoring sessions. Participation in the program may lead to employment in the Academic Success Center.

## **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. For additional permit information, call 873-4480.

### **Do visitors need a parking permit?**

Yes. Effective July 1, 2007 a daily parking fee of \$4.00 for a daily permit was implemented. The Fee is applicable to visitors and event attendees who park in campus lots.

### **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, BAY 132  
 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 Campus Police at 873-4140.

#### **Need an escort to your car?**

Call Safe Team at 873-4723 or Campus Police at 873-4140 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 \$15. Most common citations are for no decal, expired parking meter, and parking out of assigned area. For additional information, call 873-4480.

#### **Questions?**

Additional information may be obtained by calling 873-4480 or by visiting the Parking Services website: [http://www.stpt.usf.edu/parking\\_services](http://www.stpt.usf.edu/parking_services)

## **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, 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 Services provides audiovisual technologies for instructional support in all campus classrooms. A broadcast studio located in the library Media Center is equipped to receive and send regularly scheduled classes in various digital formats, as well as video conferences or other televised activities. The class schedule for distance learning courses received or transmitted at USF St. Petersburg 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/im/](http://www.nelson.usf.edu/im/) and [www.dl.usf.edu/](http://www.dl.usf.edu/).

### **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. 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 225,000 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 USF's online catalog, an electronic course reserve system, over 3,000 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 the online catalog 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. 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), 873-4409. Card cost is \$15, 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.auxsvc.usf.edu/usfcard.html](http://www.auxsvc.usf.edu/usfcard.html)

## Office of Campus Computing

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

Student Helpdesk: BAY 228, phone: (727) 873-4551

USF St. Petersburg Open-Use Computer Lab: BAY 226, phone: (727) 873-4551

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).

## Records and Registration

Location/phone: BAY 102 – (727) 873-4645  
140 Seventh Avenue S., St. Petersburg, FL 33701  
Web address: <http://www.stpt.usf.edu/records>

The Office of Records & Registration 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 Tampa, 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 Records & Registration.

The Office of Records & Registration staff coordinate registration and drop/add activities, process and distribute grade information each semester, prepare transcripts and diplomas, as well as certify student enrollment status. Records & Registration staff also review and act upon student requests for reclassification of residency and process changes to specific aspects of the student record. Students interested in petitioning the St. Petersburg Academic Regulations Committee (SPARC), requesting late registration, late drop or posting of grade forgiveness will find information and forms in the Office of Records & Registration. These forms can also be found on the Records web-page. Students wishing to keep their directory information private can find the necessary form at the Office of Records and Registration.

The Office of Records & Registration provides information and services to students via OASIS, the University's Online Access Student Information System. Online 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, Records & Registration staff provides in-person information and services on campus as well as over the telephone.

## ACADEMIC POLICIES AND PROCEDURES

The Office of Records & Registration maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the Office of Records & Registration 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 freshman/sophomore advisors in the Advising Center. 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 Veterans Coordinator in the Office of Financial Aid.

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 St. Petersburg**

USF will accept credits only from those institutions accredited by one of the accrediting agencies/commissions recognized by USF St. Petersburg. However, USF St. Petersburg reserves the right to deny credit for specific courses. The receipt and evaluation of total transfer credit are the responsibility of the Office of Records & Registration. 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 St. Petersburg subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the Associate in Arts degree before transferring. Special details for students who do not plan to complete the associate's degree requirements are available from the Office of Records & Registration. 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 will evaluate the acceptability of transfer of credits taken at regionally-accredited institutions since last enrolled at a USF system institution. 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 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 student's academic advisor 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 internet or in person.. Appointment times and instructions for all registration periods may be viewed on the USF system's OASIS on-line 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 and an academic advising session. Newly admitted students and readmitted Former Students Returning receive orientation information by calling (727) 873-4181, advising information by calling (727) 873-4511, and registration information by calling (727) 873-4645.

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 by the last business day 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 POLICY

(Policy Number 33-002)

## 1. Introduction

The University of South Florida St. Petersburg requires the following immunizations for registration and specific immunization in order to be eligible for on-campus housing.

## 2. Statement of Policy

### a. ALL STUDENTS MUST HAVE:

- MEASLES – proof of immunity if born after 12/31/1956
- RUBELLA – proof of immunity if born after 12/31/1956
- HEPATITIS B – proof of immunity or signed waiver declining the vaccine
- MENINGITIS – proof of immunity or signed waiver declining the vaccine except as listed below

### b. IN ADDITION, STUDENTS ELECTING TO LIVE IN ON-CAMPUS HOUSING MUST HAVE:

- MENINGITIS – Medical documentation of immunization with Meningitis vaccine. Declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

### c. MEDICAL HISTORY FORM (required for all students, regardless of age)

All students must complete the USF Mandatory Immunization Health History Form ([www.sa.usf.edu/iform](http://www.sa.usf.edu/iform))

### d. PROOF OF IMMUNIZATION

Proof of immunization that will be accepted for each disease is as follows:

#### 1. MEASLES

- a. Medical documentation of immunization with TWO (2) doses of live measles virus vaccine on or after the first birthday and administered at least 28 days apart. 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. The documented date of immunization for measles 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 OR
- b. Copy of laboratory serologic [IgG] evidence of measles immunity (IgG rubella titer) OR
- c. 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 (rubeola).

#### 2. RUBELLA

- a. Medical documentation of immunization with live rubella virus vaccine on or after the first birthday. The documented date of immunization for 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 OR
- b. Copy of laboratory serologic evidence of rubella immunity (IgG rubella titer).

#### 3. HEPATITIS B

- a. Medical documentation of immunization with 3 doses of Hepatitis B vaccine OR
- b. Copy of laboratory serologic evidence of Hepatitis B immunity (anti-HBs titer)

#### 4. MENINGITIS

- a. Medical documentation of immunization with Meningitis vaccine

### e. EXEMPTIONS

1. **RELIGIOUS** - For religious exemption applications, contact USF Student Health Services

2. **MEDICAL** – Requests for temporary or permanent medical exemptions must be submitted to USF Student Health Services by the attending physician, must include reason for exemption and duration of exemption.  
In the event of a disease outbreak, student exempted from immunization requirements may be requested by the University, at the direction of the public health officials, to show titer proof of immunity, become immunized, or remain off campus for the duration of the outbreak.

All requests for exemptions will be reviewed to ensure consistency in application.

#### **f. CONSEQUENCES**

Students who fail to comply with the requirements as stated above will be blocked from registration and/or on-campus housing assignment. In specific circumstances, a temporary override may be granted, however, vaccination requirements must be completed before any further registration in subsequent terms will be permitted and current registration may be suspended if any deficiency in immunization status is identified.

#### **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.

#### **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 advisors 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**

Some first-year students enter the university undecided about their career plans and intended majors. Many of the more than 19 undergraduate majors at USF St. Petersburg allow students considerable options in their early course choices. Conversely, many other majors, and often the most popular majors, require completion of particular courses within the first two years. In fields, such as education, business, and graphic design, students must satisfy state mandated course prerequisites and complete specific general education courses during the first two years to be admitted to those major as juniors and to allow graduation on a timely basis.

It clearly is advantageous for students to make early decisions about their majors to be on track and to remain on-track toward their degrees and to graduate in a timely manner. Students are urged to declare a major upon entry to the university. If they are unable to formally choose or declare a major or a pre-major they should follow the multi-semester inquiry-based (for undecided) curricula that best matches their interests.

All students must be officially declared in a major or a pre-major before they complete 36 credits. Beginning Fall Semester 2005, Continuing students who will have completed 36 or more credits will not be allowed to register for further credit coursework at the university until they have declared a major or pre-major.

Transfer students must declare their majors upon entry to the university. 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.

### **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 and programs with limited-access programs. Colleges such as Business, Education, and the Program in Graphic Design have been designated as limited-access and require completion of certain prerequisites before a student may declare a major. 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.

### **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. 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 may be 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 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.**

### **General Attendance**

Only officially registered students or students approved to audit a class are entitled to attend class. Students are responsible for being aware of all instructor-based and University issued attendance policies and the requirements of the registrar for enrollment, drop/add and fee liability. Students are responsible for completing the academic requirements of each class as defined by the instructor and as set forth in any class syllabus. An instructor may make attendance mandatory and may impose penalties, including failing a class, for excessive absences. It is university policy that student absences will be excused for military duty, jury duty, and religious days (as set forth in University policy 10-045). Excused absences for other documented reasons may be allowed at the discretion of the instructor. Though excused, the student is responsible for completing all academic work, examinations, assignments and labs in a timely fashion.

### **Procedures for Excused Absences and Make-up Work**

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent from a class or announced examination for the approved reason as noted above in accordance with this policy. In the event that a student is absent for one of these noted reasons on a day when the instructor collects work for purposes of grading (homework, quiz, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade, at the discretion of the instructor.

If excused for an absence, the student is responsible for completing all academic work, examinations, assignments, and labs within a period of time and in a manner deemed appropriate by the instructor. The manner for accommodating excused absences appropriately is in the hands of the instructor, but a student who is absent for an excused reason should not be at a disadvantage when compared to other students. The approved reasons for excused absences apply even if a student in a course has the option of dropping an assignment grade (e.g., dropping the lowest quiz score). Excused absences for other reasons may be allowed or declined entirely at the discretion of the instructor.

Even if individual absences are excused, excessive absences may threaten a student's satisfactory completion of a course. Absences may count from the first class meeting, including for students who hope to add the class after the first day.

### **Jury Duty**

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service. It is important to note that excused absence only applies to physical presence, and not to the academic work missed. A student, though excused, is responsible for all academic work, examinations, assignments and labs if applicable. These issues are unique to University students and clearly may present undue hardship for a student to serve while enrolled in an active course of study.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

#### **Documented Medical Attention for Illness**

Students are excused for absences from documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the satisfactory completion of courses, and in such cases a student should drop the course by the posted "drop without academic penalty" deadline via OASIS. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

#### **Early Notification of Instructor Requirement for University Sponsored Activities**

The University recognizes the importance of participation in University-sponsored activities such as music performances, athletic competition, and debate. It also recognizes that such participation may result in conflicts with scheduled class times. It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of University activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class; a general schedule for a team or ensemble does not satisfy this requirement. Students should provide instructors with addenda and changes to scheduled conflicts (e.g., end-of-season tournaments, newly scheduled events, or rescheduled events) as soon as they are available. Directors and advisors of University activity programs should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts

#### **Religious Days**

The university has an official Attendance Policy for the Observance of Religious Days (University policy 10-045) which provides that all students, faculty, and staff at the University have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs.

Students are expected to attend classes and take examinations as determined by the University. The University will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The university, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Students are expected to notify their instructors at the beginning of each academic term or as provided in the course syllabus if they intend to be absent for a class or announced examination, in accordance with this policy. Students absent for religious reasons will be given reasonable opportunities to make up any work missed in the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor. Any student who believes that he or she has been treated unfairly with regard to the above may seek review of a complaint through established University Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

#### **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.stpete.usf.edu](http://www.stpete.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 Records and Registration 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 Records and Registration. 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 any USF system institution, 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.

The University 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 circumstances or extraordinary situations.

The criteria used by the University 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 Records & Registration for consideration.

### **Transcript Information**

Transcripts of a student's USF St. Petersburg academic record may be released only by authorization of the student online at <http://usfonline.admin.usf.edu/> or in person by writing to the Office of the Registrar. By law, requests must include the student's identification number, the date and the student's signature or must be affected online via the student's 6-digit self-assigned personal identification number (PIN), which is essentially the student's electronic signature. 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 Transcript Request forms are available in the following offices: Tampa Campus Registrar's Office, regional campuses' Records & Registration offices, and all campuses' Cashier's offices.

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 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 (\$10.00 per copy, check or money order only) and Request Form or letter to:

University of South Florida  
Transcript Clerk, Registrar's Office  
4202 E. Fowler Avenue, SVC 1034  
Tampa, FL 33620-6950

To order a transcript in person, hand carry payment (check, money order or cash) and Request Form or letter to a USF Cashier's Office at any of the following Campus locations:

Tampa - ADM 131  
St. Petersburg - Davis Hall, Rm. 129  
Sarasota - Lobby, Building D  
Lakeland (Drop Box) - Bldg. E, Rm. 2127

Transcript request forms are available in these locations. Students may complete the request process in one stop at the cashier's office. Note: Transcript fees are subject to change.

## **College Level Academic Skills Requirement (CLAS)**

The College Level Academic Skills (CLAS) requirement is part of Florida's system of educational accountability. This State of Florida mandated CLAS requirement ensures attainment of English language, reading, essay and mathematical skills expected of students completing their sophomore year in college. These skills were identified by the faculties of the State universities and community colleges and adopted by the the Florida Board of Governors (Regulation 6.018). A student must meet CLAS requirements or achieve alternate criteria to receive an Associate in Arts or a baccalaureate degree from any Florida public institution.

. A student must meet the CLAS requirement to receive an Associate in Arts certificate 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 CLAS requirement at USF St. Petersburg. In addition, students who have earned an Associates of Arts certificate of degree from a Florida public university or Florida College System are exempt from the CLAS requirement at USF St. Petersburg. An Associate of Science degree is not sufficient to exempt CLAS at USF St. Petersburg.

Please see <http://www.ugs.usf.edu/student/clast/index.htm> for the most up-to-date information.

If the CLAS requirement has not been satisfied by the time a student completes 45 overall semester hours, the student's registration account will be placed on hold until the student meets with his/her academic advisor to ensure appropriate action is taken to fulfill this requirement.

If the CLAS requirement has not been satisfied by the time a student completes 36 **upper level** credit hours, and additional hold (TL) will be placed on the student's registration account which will provide the student

access to 1000 and 2000 level courses exclusively. The student will not be allowed to register for upper level courses until all CLAS requirements have been fulfilled.

**CLAS skills may be demonstrated as follows:**

A student may meet the skills requirements by earning a 2.5 grade point average in the two (2) appropriate courses for each skill category as listed in Table 1. Courses numbered 0XXX or X990 (i.e. remedial, independent study, or selected topic) may not be considered.

**TABLE 1**

<b>Skill Area</b>	<b>Required Combination of Courses</b>
Reading, English, Language, Essay	A combination of at least one (1) course with the ENC prefix and any other course that is designated as Gordon Rule (i.e. class that meets the (1) (a) 1. requirement above) writing course, excluding courses with the SPC prefix.
Computation	Any combination of two (2) courses from the list below: <ul style="list-style-type: none"> <li>○ Any MAC course with the last three (3) digits of 102 or higher</li> <li>○MGFX106-Liberal Arts Mathematics I</li> <li>○MGFX107-Liberal Arts Mathematics II</li> <li>○MGFX113-Topics in College Mathematics I</li> <li>○MGFX114-Topics in College Mathematics II</li> <li>○MGFX118-Mathematics for CLAST Review</li> <li>○Any MGF course with the last three (3) digits of 202 or higher</li> <li>○Any Gordon Rule statistics course</li> <li>○Any mathematics course that has College Algebra (MACX105) as a prerequisite</li> </ul>

Students may also meet one or more of the skill area requirements by meeting or exceeding a responding examination score found in the following Tables 2-8

**TABLE 2**

<b>Skill Area</b>	<b>Required Score on Examination</b>
Reading	500 or above on the SAT Reasoning Test Critical Reading portion taken after February 2005 500 ( <i>recentered score</i> ) or 421 ( <i>non-recentered score</i> ) or above on the Verbal section of the SAT I taken prior to March 2005 22 or above on the ACT program in Reading 20 or above on the Composite of the ACT taken prior to October 1989 93 or above on the ACCUPLACER Reading Comprehension Examination
English Language and Essay	500 or above on the SAT Reasoning Test Critical Reading portion taken after February 2005 500 ( <i>recentered score</i> ) or 421 ( <i>non-recentered score</i> ) or above on the Verbal section of the SAT I taken prior to March 2005 21 or above on the ACT program in English

	21 or above on the ACT program in English/Writing (English with Essay Component ) 20 or above on the Composite of the ACT taken prior to October 1989 105 or above on the ACCUPLACER Sentence Skills Examination
Computation	500 or above on the SAT Reasoning Test Mathematics portion taken after February 2005 500 ( <i>recentered score</i> ) or 473 ( <i>non-recentered score</i> ) or above on the Mathematics section of the SAT I taken prior to March 2005 21 or above on the Enhanced ACT program in Mathematics 21 or above on the ACT taken prior to October 1989 91 or above on the ACCUPLACER

**TABLE 3**  
**AP CREDIT**

<b>Subject Test</b>	<b>Passing Score</b>	<b>Course Equivalency</b>
English Language or Literature	3	ENC 1101
English Language or Literature	4 or higher	ENC 1101 and ENC 1102
Calculus AB	3 or higher	MAC 2311
Calculus BC	3	MAC 2311
Calculus BC	4 or higher	MAC 2311 and MAC 2312
Statistics	3 or higher	STA 2023

**TABLE 4**  
**IB CREDIT**

<b>Subject Test</b>	<b>Passing Score</b>	<b>Course Equivalency</b>
English	4	ENC 1101
English	5 or higher	ENC 1101 and ENC 1102
Math Methods	4	MAC 1105
Math Methods	5 or higher	MAC 1105, and MAC 2233
Math Studies	5 or higher	MGF 1106
Mathematics	4	MAC 1147
Mathematics	5 or higher	MAC 1147 and MAC 2311

**TABLE 5**  
**CLEP**

<b>Subject Test</b>	<b>Passing Score</b>	<b>Course Equivalency</b>
Algebra, College	50	MAC 1105
Mathematics, College	50	MFG 1106
Algebra, Trig (Pre-Calc), College	50	MAC 1147
Pre-Calculus	50	MAC 1147

Calculus	50	MAC 2233
English Composition w/essay	50	ENC 1101
English Literature	50	ENL 2932

**TABLE 6**  
**DANTES – Military Credit**

<b>Subject Test</b>	<b>Passing Score</b>	<b>Course Equivalency</b>
Business Math	48	QMB 2934
Fundamentals of College Algebra	47	MAC 1105
Principals of Statistics	48	STA 1022
Technical Writing	46	ENC 2210

**TABLE 7**  
**EXCELSIOR – Military Credit**

<b>Subject Test</b>	<b>Passing Score</b>	<b>Course Equivalency</b>
English Composition	40 (Form E-41)	ENC 1101

**TABLE 8**  
**AICE**

<b>Subject Test</b>	<b>Passing Score</b>	<b>Course Equivalency</b>
English Literature (A level)	A-E	ENC 1101 and ENC 1102
English Language (AS level)	A-E	ENC 1101
English Literature (AS level)	A-E	ENC 1101 or ENC 1102
Further Mathematics (A level)	A-E	MAC 2311 and MAC 2312
Mathematics (A level)	A-E	MAC 2311 and MAC 2312
Mathematics (AS level)	A-E	MAC 1147

If a student earns credit in two (2) college courses within the same subject area, from any of the above approved credit-by examination list (Tables 3-8), the CLAS requirements in that subject area will be considered “met”.

If a student earns credit for one (1) college course via the above approved credit-by-examination list, no grade will be assigned for that course. The 2.5 GPA calculation will be calculated only on the grade earned in the 2<sup>nd</sup> course. (i.e. the grade in the second course must equate to 2.5 or higher).

#### **CLAS Waivers**

Students may speak to their advisor regarding a waiver if they meet the following criteria:

**ESL** – If a student has completed instructional programs for English as a second language or English as a foreign language with a minimum grade point average of 2.0 in all college courses in the skill area for which a waiver is being considered, and has met the requirements of Board of Governors Resolution 6A-10.030 (Gordon Rule) for that area.

**Disability** – Section 1008.29 (5), F.S., and State Board of Education (SBE) Rule 6A-10.0311(6), FAC, provides special consideration for students in public institutions who have a specific learning disability such that they cannot successfully complete one or more CLAS requirements. At USF St. Petersburg, a student must first register with Student Disability Services (SDS) in order to document their learning disability. A request for waiver from the student will be submitted to the director of SDS.

A student who is exempt from any of the CLAST subtests has passed any of the CLAST subtests, or has had one or more of the CLAST subtests waived prior to July 1, 2009, will be deemed to have met the requirements of this subsection in those designated areas. A student transferring from a university whose transcript reflects that he/she has met, or has received a waiver of any of the requirements in this subsection will be deemed to have satisfied the requirements in those designated areas.

## Courses to Satisfy board of Governors Articulation Resolution (6A-10.030) ("Gordon Rule")

Prior to receipt of an Associate in Arts degree from a Florida College System or university or prior to entry into the upper division of a public university or college, a student shall complete successfully the following:

- a. Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.
- b. Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes 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 three (3) hours of the six (6) hours required by this section.
- c. Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to Rule 6A-10.024, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one (1) or more of the acceleration mechanisms in Rule 6A-10.024, F.A.C., shall be considered to have satisfied the requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college credit awarded.

Note: The Gordon Rule communication and computation requirements are considered met for any student entering the university with an A.A. from a Florida public community college. Gordon Rule communication requirement is considered met for any student entering the university with 60 or more hours.

### Communication (12 semester hours)

AFA 4150	Africa and the United States	3	HIS 4936	Pro-Seminar in History	4
AML 3604	African American Literature	3	LAE 4414	Teaching Literature in the	
AML 4624	Black Women Writers	3		Elementary School, Grades K-6	3
ANT 4241	Magic and Religion	3	LAE 4464	Adolescent Literature for Middle	
ANT 4432	The Individual and Culture	3		and Secondary Students	3
ANT 4620	Language and Culture	3	LIT 2000	Introduction to Literature	3
ANT 4935	Rethinking Anthropology	3	LIT 2010	Introduction to Fiction	3
ARH 4724	History of Graphic Design	4	LIT 2040	Introduction to Drama	3
ARH 4800	Critical Studies in Art History	4	LIT 3101	Literature of the Western World	
ART 2201C	Concepts and Practices I	3		Through the Renaissance	3
ART 2203C	Concepts and Practices II	3	LIT 3102	Literature of the Western World	
CRW 2100	Narration and Description	3		Since the Renaissance	3
CRW 3111	Form and Technique of Fiction	3	LIT 3103	Great Literature of the World	3
EDF 3604	Social Foundations of Education	3	LIT 3155	Modern Literature	3
EEX 4742	Narrative Perspectives on		LIT 3301	Cultural Studies and the Popular	
	Exceptionality: Cultural & Ethical			Arts	3
	Issues	3	LIT 3383	The Image of Women in Literature	3
ENC 1101	Composition I	3	LIT 3451	Literature and the Occult	3
ENC 1102	Composition II	3	LIT 4386	British and American Literature by	
ENC 2210	Technical Writing	3		Women	3
ENC 3250	Professional Writing	3	POS 4413	The American Presidency	3
ENC 3310	Expository Writing	3	REL 3500	History of Christianity	4
GEO 4372	Global Conservation	4	THE 4174	New British Theatre and Drama	3

All the above courses will include extensive writing requirements . 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
PSY 3204 Psychological Statistics	(3)
QMB 2100 Business And Economic Statistics I	(3)
STA 2122 Social Science Statistics	(3)

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

## Grades, Financial Aid 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. 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.

Academic Dismissal may have additional implications for a student receiving financial aid. If required, a student may need to complete the Satisfactory Progress for Financial Aid Recipients Petition. For more information, see [http://usfweb2.usf.edu/finaid/nonyear/satisfactory\\_progress.htm](http://usfweb2.usf.edu/finaid/nonyear/satisfactory_progress.htm).

### 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:

		<b>Plus/Minus Grades</b>
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 within the USF system. 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.

Multiple attempts on courses designated as repeatable in the course catalog will provide for hours and quality points on each attempt to be applied to the student’s grade point average. “D” and “F” grades established in USF system coursework not designated as repeatable for additional credit will be calculated into the student’s GPA as many times as “D’s” or “F’s” are earned in the same course. If a student earns a grade of “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 into the student’s GPA unless the student applies for and is eligible to receive a grade forgiveness.

#### **“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 unless specifically designated
2. Courses supporting the student’s major and state mandated common prerequisites 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 St. Petersburg’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 general education 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.
6. Once of the Major Works and Major Issues courses , if taken outside the student’s major discipline(s) may be taken S/U credit with instructor consent.

**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 the college offering the S/U course. . 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, C, 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 posted as “D-” or higher (exception - see Honors at Graduation)and is higher than the first grade. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the substitute course has been previously approved by the college dean and is on file in the Office of the Registrar.

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 the Registrar) for each course to be repeated.
2. Adhere to the following conditions:
  - a. A limitation of applying grade forgiveness to three USF system 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 posted as “D-” or higher (grades of S/U are not permitted) and be higher than the first grade.
  - 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 academic advisor.

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 St. Petersburg, 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 any US system and repeated at a USF system institution.

### **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 system 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 system.

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 from all classes after the fifth day of classes while on Academic Probation will be placed on Final Academic Probation unless the student withdrawal is based on extenuating circumstances and the withdrawal is approved. Any student who withdraws from all classes 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 unless the student withdrawal is based on extenuating circumstances and the withdrawal is approved.

The determination and notification of probationary status or academic dismissal will be made by the Office of the Registrar.

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 St. Petersburg 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 return with the USF St. Petersburg GPA earned prior to dismissal unless he/she exercises the option of Academic Renewal I as provided in this catalog.

If a student who has accumulated 60 or more semester hours is academically dismissed from USF St. Petersburg 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 begin with the USF GPA earned prior to dismissal unless he/she exercises the option of Academic Renewal II as provided in this catalog.

If a student is academically dismissed or falls below a 2.0 GPA from USF St. Petersburg 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 A.A. shall not remove the previous GPA generated at USF for a student who has earned credit at USF St. Petersburg 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 responsibility of having to overcome the entire burden of low grades and low grade-point-averages that reflect academic work attempted in the past. 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 students are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic Renewal will only be applied to a student's academic record one time during enrollment within the USF system.

**Academic Renewal I** applies to students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) with fewer than 60 credits from USF St. Petersburg or other institutions of higher education but who otherwise were eligible to return to USF St. Petersburg or other institutions of higher education prior to their successful completion of 60 transferable credits. They may be admitted to the University with Academic Renewal I after completing all requirements for the Associate in Arts degree or equivalent (including general education, Gordon Rule and CLAS requirements) at a two- or four-year college. Academic Renewal I students will enter USF St. Petersburg as juniors and their USF St. Petersburg grade point average will be calculated from that point forward. Such students will be required to earn 60 unduplicated degree credits from USF St. Petersburg, with a grade point average of at least 2.00 subsequent to the AA degree, in order to graduate from US St. Petersburg F. 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** applies to students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) with 60 or more earned credits from USF

St. Petersburg or other institutions of higher education but who otherwise were eligible to return to USF St. Petersburg or other institutions of higher education after the successful completion of 60 transferable credits. These students 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 approximately five years or will have demonstrated more recent academic success through completion of an associates degree or certificate at another institution. Academic Renewal II students will be offered an opportunity to enter USF St. Petersburg with all coursework and grades from up to three academic semesters (or equivalent) prior to their academic dismissal or probation from USF St. Petersburg or other USF system institutions to be dropped from consideration in grade-point-average calculations at the University. Determination of which semester(s) may be dropped (up to three) is determined by the student through consultation with the college Academic Regulations Committee representative. Students utilizing the Academic Renewal II policy must earn a cumulative GPA of 2.00 in USF St. Petersburg coursework attempted subsequent to Academic Renewal II, in order to graduate. 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 numbers 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	Graduate student 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

### 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 the Registrar.

### **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.

### **Regional Chancellor's Scholar List**

Full-time USFSP undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Regional Chancellor's Scholar List." To be eligible for the Regional Chancellor's Scholar List, a student must complete at least 12 USF credit hours of graded (A-F) courses, receive no incomplete grades during the semester and earn a 4.0 semester GPA .

### **Dean's List**

Full-time USFSP 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 complete at least 12 USF credit hours of graded (A-F) courses, receive no incomplete grades, and earn at least a 3.75 semester GPA.

### **Academic Regulations Committee**

The St. Petersburg Academic Regulations Committee (PARC) 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 Thursday. To petition the committee, a student must secure the appropriate form from the Records and Registration website <http://www.stpt.usf.edu/records/forms.htm> and consult with the ARC representative from his/her college advising unit prior to submitting the petition form. Completed forms should be returned to the Academic Advising Center, DAV 134, no later than the preceding Friday, to be reviewed at the next week's meeting. Students will receive notification of the committee's action the following week.

### **Student Academic Grievance Procedures**

#### **I. Introduction (Purpose and Intent)**

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida system an opportunity for objective review of facts and events

pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges, however, as individual USF institutions and the appropriate colleges may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in this process.

In the case of grade appeals, the University reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Vice Chancellor for Academic Affairs may file an administrative grade change. The term "incorrect" means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the University reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF System Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

## II. Terms and Guidelines

An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

"Instructor" shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

"Department Chair/Director" shall mean the academic head of a college department or the director of a program—or in all cases a "Department's designee" appointed to handle academic grievances.

"Dean" shall mean a College Dean or the equivalent as indicated—or in all cases a "Dean's designee" appointed to handle academic grievances for the unit.

"Time" shall mean "academic time," that is, periods when University classes are in session. The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause. Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit's procedures will govern the process and no additional notice of time extension is needed.

"Written communication" shall mean communication by hard copy to the recipient's address of record.

The "burden of proof" shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring "legal representation" to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may use different titles, the next level that applies to that College shall be substituted.

### III. Statement of Policy

#### A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, University policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor.
3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,<sup>\*1</sup> it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request within three weeks to advance the grievance to the College Level. The instructor may file a written response to the grievance petition. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level (which may include additional responsive or final statements by the student). Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.  
If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

#### B. Resolution at the College Level

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:
  - a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
  - b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. The student or faculty may address the committee. However, if requested by the committee; faculty or students from the department involved with the grievance or from the student's major department may provide expert or other relevant testimony in the proceedings.
2. The Committee will operate in the following manner:
  - a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.
  - b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

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<sup>1</sup> \*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Vice Chancellor for Academic Affairs, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these University procedures.

- c. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed:
- 1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.
  - 2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.
  - 3) The student or instructor may request to attend a Committee meeting as designated by the Chairperson to present any final statement to the Committee and either may be present during the other's final statement. Neither the student nor instructor may be present during the deliberations.  
The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
  - 4) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.
- d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.
- e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the student, instructor, department Chairperson/Director or Program Director, and College Dean a report of the findings and a recommended resolution.
- f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties.
- g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Vice Chancellor for Academic Affairs within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject to further appeal within the University.

**C. Resolution at the University Level**

The Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these University Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Vice Chancellor for Academic Affairs in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the University Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).
2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Vice Chancellor for Academic Affairs who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Vice Chancellor for Academic Affairs).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Vice Chancellor for Academic Affairs a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Vice Chancellor for Academic Affairs shall provide a decision in writing to all parties.
5. If the Vice Chancellor's decision is that a grade change is merited, the Vice Chancellor shall initiate the grade change on the authority of the Provost and so inform all parties. In all

academic grievance appeals, the Vice Chancellor's decision is final and not subject to further appeal within the University.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect.

Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Vice Chancellor for Academic Affairs, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these university procedures.

### **Procedures for Alleged Academic Dishonesty or Disruption of Academic Process**

Alleged violations of academic integrity 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 College 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 College Dean, for attempt at resolution.

## **INTEGRITY OF STUDENTS**

### **1) Fundamental principles:**

Academic integrity is the foundation of the University of South Florida system's (University/USF) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

### **(2) General Policies:**

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida St. Petersburg. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

### **(3) Violations of Academic Integrity: Undergraduate and Graduate**

Behaviors that violate academic integrity are listed below and are not intended to be all inclusive.

#### **(a) Cheating**

**Definition:** *Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

#### **Clarification:**

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

**(b) Plagiarism**

**Definition:** *Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

**Clarification:**

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

**(c) Fabrication, Forgery and Obstruction**

**Definitions:**

*Fabrication* is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

*Forgery* is the imitating or counterfeiting of images, documents, signatures, and the like.

*Obstruction* is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

**Clarification:**

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

**(d) Multiple Submissions**

**Definition:** *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

**Clarification:**

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort

applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

**(e) Complicity**

**Definition:** *Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

**Clarification:**

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

**(f) Misconduct in Research and Creative Endeavors**

**Definition:** *Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

**Clarification:**

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the University's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

**(g) Computer Misuse**

**Definition:** *Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

**Clarification:**

1. Students may not use the University computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

**(h) Misuse of Intellectual Property**

**Definition:** *Misuse of intellectual property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

**Clarification:**

Students may not violate state or federal laws concerning the fair use of copies.

**(4) Violations and Sanctions for Undergraduate Students:<sup>1</sup>**

Violations for undergraduate students at the University of South Florida St. Petersburg are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Vice Chancellor for Academic Affairs for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

**(a) Level One Violations**

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

- Reduction or no credit given for the original assignment.
- An assigned paper or research project on a relevant topic.
- A make-up assignment at a more difficult level than the original assignment.
- Required attendance in a non-credit workshop or seminar on ethics or related subjects.

#### **(b) Level Two Violations**

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- Failing grade for the course, which may be an "F" or "FF" on the internal transcript.

#### **(c) Level Three Violations**

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g. books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regarding.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

- Failing grade for the course with a designation of "FF" on student's internal transcript.
- Possible suspension from the University for one semester.

#### **(d) Level Four Violations**

Level Four violations represent the most serious breaches of intellectual honesty.

Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University).
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis,

within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.

5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

- The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

**(5) Additional Undergraduate Guidelines for Academic Dishonesty:**

**(a) Grade Assignment**

1. 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. Students with any "FF" grade on record will not be eligible for honors at graduation.

2. 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.

3. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.

4. Notification to the student of the "FF" grade and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair (See Student Academic Grievance Procedures).

5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.

6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

**(b) Multiple Violations:**

1. For the first "FF" recorded in an undergraduate student's USF academic record, the student will receive a letter from the Vice Chancellor for Academic Affairs informing him or her of being placed on "Academic Dishonesty Warning" for the remainder of enrollment at USF and of appeal rights for the "FF" grade. 2. For the second "FF" recorded, the undergraduate 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.

3. For the third "FF" recorded, the undergraduate 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. 4. 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.

**(6) Violations and Sanctions for Graduate Students:<sup>2</sup>**

The Graduate School holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An "F" or "Zero" grade on the subject paper, lab report, etc.
- An "F" in the course or activity in which credit may be earned.
- An "FF" in the course (leading to expulsion from the University).
- Academic Dismissal for any violations of academic dishonesty policies or regulations.
- Possible revocation of the degree or Graduate Certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

**(7) Additional Graduate Guidelines for Academic Dishonesty:**

1. If a graduate 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.

2. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.

3. Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (See Student Academic Grievance Procedures).
4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.
5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

**(8) Appeals: Undergraduate and Graduate**

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor’s decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida’s student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor’s decision was correct. The student’s ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

<sup>1</sup> *These policies apply to Undergraduate Students, even if taking graduate coursework. Graduate students are students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework (such students should refer to Section IV Violations and Sanctions for Graduate Students)*

<sup>2</sup> *These policies apply to Graduate Students (students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework). Undergraduate students should refer to Section III Violations and Sanctions for Undergraduate Students)*

*Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History—New 12-11-08.*

**Disruption of Academic Process**

(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida system (University/USF) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant academic officers may take in response to disruptive conduct; and the authority of the Office of Student Rights and Responsibilities (or designated office handling conduct issues in Student Affairs) to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:

- (a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or
- (b) Presents a danger to the health, safety or well-being of self or other persons.

References to classroom or academic area include all academic settings (live or online, and including field experiences). References to Instructor include the course instructor, USF St. Petersburg faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.

Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all campuses of the University of South Florida system; however, non-substantive procedural modifications to reflect the particular circumstances of each separately accredited USF System institution are permitted. Information concerning these procedures is available through the Student Affairs Office.

**(3) Procedures for Handling Disruption of Academic Process.**

**(a) General Guidelines for Instructor:**

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.

2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to:

- a. The department chair,
- b. The Assistant/Associate Dean of the College (as determined by the College),
- c. The Office of Student Rights and Responsibilities (OSRR) or the separately accredited institution's/regional campus' designated office in Student Affairs, and
- d. The student.

If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.

3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:

- a. Inform the student of the exclusion,
- b. Inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.

If such academic exclusion occurs, and if the student requests a review, the Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific class and/or any academic setting. This decision may be appealed in writing by the student within two (2) days to the Dean of the college or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.

Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the separately accredited institution's/regional campus' designated office as soon as possible.

**(b) Possible Academic Sanctions and Grading Guidelines:**

Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean may result in any of the following sanctions:

- Warning to the student.
- Voluntary withdrawal by the student from the class(es).
- Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal.
- Academic sanction, including assignment of a final grade. -- If the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of

dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

**(c) Documentation and Academic Disruption Incident Report:**

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to:

1. The department chair,
2. The Assistant/Associate Dean of the College (as determined by the College),
3. The Office of Student Rights and Responsibilities or the separately accredited institution's regional campus' designated office in Student Affairs, and
4. The student.

The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:

- Date of report
- Student's name
- USF Student ID number
- Instructor's name
- Instructor's phone number
- Instructor's e-mail
- Title of course, course number and section
- Date/time/location of incident
- Detailed summary of the incident, including a description of the disruptive behavior
- Witnesses
- Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
- Recommended course of action and reasons for this recommendation
- Instructor's signature

**(d) Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:**

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

- Educational sanctions to include but not limited to educational programs/classes and written assignment
- Disciplinary probation
- Provisional suspension
- Suspension
- Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF System institutions.
- Expulsion

When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student's academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student's current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the

Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

**(e) Resources:**

- University Police (727) 873-4140
- Advocacy Program (813) 974-5756
- Counseling Center (727) 873-4422
- General Counsel (813) 974-2131
- Office of Student Rights and Responsibilities (USF Tampa) (813) 974-9443
- Office of Student Rights and Responsibilities (USF-Sarasota-Manatee) (941)359-4330
- USF Polytechnic Student Affairs/Dean of Students (863) 667-7049
- USF St. Petersburg Vice Chancellor for Student Affairs (727) 873-4162
- Students with Disabilities Services (727) 873-4990
- Assistant/Associate Dean's office in schools and colleges, department chairs:

College of Arts and Sciences (727) 873-4156

College of Business (727) 873-4154

College of Education (727) 873-4155

*Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors., 1006.60, 1006.61 F.S. History—New12-11-08.*

## 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*	Sem. 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
	36
<b>Exit Requirements*</b>	
Major Works and Major Issues	6
Literature and Writing	3
	9

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

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.

### 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.

**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 requirement. Additional courses may have been certified since publication of this catalog. 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

### QUANTITATIVE METHODS

MAC 1105	College Algebra -6A	3	MGF 1106	Finite Mathematics -6A	3
MAC 1140	Precalculus Algebra -6A	3	MGF 1107	Mathematics for Liberal Arts -6A	3
MAC 1147	Precalculus Algebra & Trigonometry -6A	4	PSY 3204	Psychological Statistics -6A	3
MAC 2233	Business Calculus -6A	4	QMB 2100	Business & Economic Statistics I-6A	3
MAC 2311	Calculus I -6A	4	STA 2023	Introductory Statistics I -6A	4
MAC 2312	Calculus II -6A	4	STA 2122	Social Science Statistics -6A	3

**NATURAL SCIENCES**

ANT 2511	Biological Anthropology	3	EVR 2001	Introduction to Environmental science	3
BSC 2010	Biology I - Cellular Processes	3	EVR 2002	Environmental Science: Regional and Global Issues	3
BSC 2011	Biology II - Diversity	3	GEO 2200	Introduction to Physical Geography	3
BSC 2025	Food: Personal & Global Perspectives	3	GLY 2010	Dynamic Earth: Introduction to Physical Geology	3
BSC 2035	Sex and Today's World	3	*IDH 3350	Natural Science Honors	3
BSC 2050	Environment	3	OCE 2001	Introduction to Oceanography	3
CHM 2023	Chemistry for Today	4	PHY 2053	General Physics I	3
CHM 2045	General Chemistry I	3	PHY 2054	General Physics II	3
CHM 2046	General Chemistry II	3			

**SOCIAL SCIENCES**

AFA 4150	Africa and the United States -6A	3	*INR 1015	World Perspective	3
ANT 2000	Introduction to Anthropology	4	ISS 1102	Self and Society	3
ANT 2410	Cultural Anthropology	3	ISS 1103	Nature and Culture	3
ANT 3101	Archaeology	3	MMC 3602	Mass Communication and Society	3
ANT 3610	Anthropological Linguistics	3	PHI 1103	Critical Thinking	3
CCJ 3024	Survey of the Criminal Justice System	3	PHI 2630	Contemporary Moral Issues	3
CPO 2002	Introduction to Comparative Politics	3	PHI 3640	Environmental Ethics	3
DEP 3103	Child Psychology	3	PSY 2012	Introduction to Psychological Science	3
ECO 2013	Economic Principles (Macroeconomics)	3	REL 2300	Introduction to World Religions	4
ECO 2023	Economic Principles (Microeconomics)	3	SOW 3210	The American Social Welfare System	3
GEA 2000	World Regional Geography	4	SPC 2600	Public Speaking	3
HSC 2133	Sex, Health, and Decision-Making	3	SYG 2000	Introduction to Sociology	3
*IDH 2010	Acquisition of Knowledge	3	SYG 2010	Contemporary Social Problems	3
*IDH 3400	Social and Behavioral Sciences	3	WST 3015	Introduction to Women's Studies	3
*IDH 3600	Seminar in Applied Ethics	3			

**HISTORICAL PERSPECTIVE**

AFA 4150	Africa and the United States -6A	3	EUH 2031	Modern European History II	3
AMH 2010	American History I	3	GEA 2000	World Regional Geography	4
AMH 2020	American History II	3	*IDH 2010	Acquisition of Knowledge	3
AML 3413	Historical Perspectives in Early American Literature	3	*IDH 3100	Arts and Humanities	3
ARH 2050	History of Visual Arts I	3	*IDH 3400	Social and Behavioral Sciences	3
ARH 2051	History of Visual Arts II	3	*IDH 3600	Seminar in Applied Ethics	3
CLT 3370	Classical Mythology	3	LAH 2020	Latin American Civilization	3
EUH 2000	Western Civilization I	3	LAH 2733	Latin American History in Film	3
EUH 2001	Western Civilization II	3	LIT 2000	Introduction to Literature -6A	3
EUH 2011	Ancient History I	3	LIT 2010	Introduction to Drama -6A	3
EUH 2021	Byzantium History	3	LIT 2040	Introduction to Drama -6A	3
EUH 2022	The Medieval West	3	MMC 3602	Mass Communications & Society	3
EUH 2030	Modern European History I	3	REL 2300	Introduction to World Religions	4
			REL 3363	Introduction to Islam	3

**FINE ARTS**

ARH 2050	History of Visual Arts I	3	HUM 1020	The Arts	3
ARH 2051	History of Visual Arts II	3	*IDH 3100	Arts and Humanities	3
ARH 3001	Introduction to Art	4	IDS 3662	Arts Connections	3
ART 2201C	Concepts and Practices I	3-4	MUL 3012	Music in Your Life	3
ART 2203C	Concepts and Practices II	3-4			

**ALAMEA**

AFA 4150	Africa and the United States -6A	3	INR 1015	World Perspectives	3
ANT 2000	Introduction to Anthropology	4	LAH 2020	Latin American Civilization	3
ANT 2410	Cultural Anthropology	3	LAH 2733	Latin American History in Film	3
GEA 2000	World Regional Geography	4	REL 3363	Introduction to Islam	3
*IDH 4200	Geographical Perspectives	3	WST 3015	Introduction to Women's Studies	3

\*Available to Honors Program students only.

## 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 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, fine arts, 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 completed with USF courses.**

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.

**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. These courses also meet the Gordon Rule Communications requirement. 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 courses listed are certified as meeting the Exit requirement. Additional courses may have been certified since publication of this catalog. Please consult with an academic advisor for current and additional information.

## LIBERAL ARTS EXIT REQUIREMENT COURSES

### MAJOR WORKS AND MAJOR ISSUES

ANT 4241	Anthropology of Religion -6A	3	ECP 3302	Environmental Economics	3
ANT 4302	Gender and Cross Cultural Perspectives	3	ECS 4430	Economics of Latin America	3
ANT 4316	Ethnic Diversity in the U.S.	3	EDF 3604	Social Foundations of Education	3
ANT 4432	The Individual and Culture -6A	3	EVR 4027	Wetland Environments	3
ARH 3475C	Contemporary Issues in Art	4	FRE 3502	The Francophile World	3
BSC 4057	Environmental Issues	3	GEB 4890	Strategic Management and Decision Making	3
CCJ 4934	Seminar in Criminology -6A	3	GEO 4372	Global Conservation -6A	4
ECO 3703	International Economics	3	GEO 4471	Political Geography	4
ECP 3201	Economics of Women and Work	3	GLY 4734	Beaches and Coastal Environments	3

HIS 3308	War and Society	3	LIT 3374	The Bible As Literature	3
HIS 3938	Major Issues in History	3	LIT 3383	The Image of Women in Literature - 6A	3
HIS 4936	Pro-Seminar in History -6A	4	LIT 3451	Literature and the Occult -6A	3
*IDH 4000	Honors Program Seminar	4	LIT 4386	British & American Literature by Women- 6A	3
INR 4083	Conflict In The World	3	THE 4174	New British Theatre and Drama -6A	3
INR 4254	Africa in World Affairs	3	WST 3225	Women, Environment and Gender	3
ISS 4935	Seminar in the Social Sciences	3	ZOO 4512	Sociobiology	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			

### LITERATURE AND WRITING

AML 3604	African American Literature -6A	3	LIT 3103	Great Literature of the World -6A	3
AML 4624	Black Women Writers -6A	3	LIT 3155	Modern Literature -6A	3
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues -6A	3	LIT 3301	Cultural Studies and the Popular Arts-6A	3
*IDH 4970	Honors Thesis	3	LIT 3383	The Image of Women in Literature - 6A	3
LAE 4414	Teaching Literature in the Elementary School, Grades K-6 -6A	3	LIT 3451	Literature and the Occult -6A	3
LAE 4464	Adolescent Literature for Middle and Secondary Students -6A	3	LIT 4386	British & American Literature by Women -6A	3
			POT 4109	Politics and Literature -6A	3
			THE 4174	New British Theatre and Drama -6A	3

\*Available to Honors Program students only.

### “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 2-5.

Mass Communications with Journalism and Media Studies Concentration  
English

**Disciplinary Cluster 2: Natural Sciences** - Students with majors in these programs must take at least one certified Liberal Arts Exit courses in Clusters 1 or 3-5.

Environmental Science and Policy

**Disciplinary Cluster 3: Social Sciences** - Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1, 2, 3, 4 or 5.

History	Interdisciplinary Social Sciences
Anthropology	Criminology
Economics	Political Science
Social Work	Psychology

**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 4,5

Accounting	Management Information Systems
Economics	Management
Finance	Marketing
General Business Administration	

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

Art-Graphic Design

**Disciplinary Cluster 6: Education**

#### Education

By approved exception, students majoring in this program will take 6 hours of exit in the College of Education.

### 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 or IB 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). Interested students should obtain additional information from their advisors or the Office of Evaluation and Testing.

### 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 or equivalent 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 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

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 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 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

Spanish, French and American Sign Language classes are available at USF St. Petersburg. USF St. Petersburg placement test dates are available online at [http://www.stpete.usf.edu/coas/languages/Placement\\_test.htm](http://www.stpete.usf.edu/coas/languages/Placement_test.htm)

### **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 electing to take the examination in French or Spanish should view the World Languages website at [http://www.stpete.usf.edu/COLS/languages/Placement\\_test.htm](http://www.stpete.usf.edu/COLS/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 Residence**

Any credits transferred from other University of South Florida accredited institutions must be processed as transfer credits from any regionally accredited institution.

Candidates for graduation must have completed at least 30 hours of the last 60 hours of their undergraduate credit in courses offered by the institution from which they receive a degree. 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.)
- Economics (ECO) (B.A.)
- English (ENG) (B.A.)
  - Literature
  - Professional/Technical Writing
- Environmental Science & Policy (ESP) (B.S.)
- 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)
- Finance (FIN)
- General Business (GBA)
- 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. Courses used in the major may not apply to the minor.
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  
 Criminology  
 Economics  
 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 bachelors 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 [www.stpete.usf.edu/records/forms.htm](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**

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 and must complete the on-line application for commencement.

### **Associate in Arts Certification 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. 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 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 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 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:

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 Testing (SVC 2060).

### **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.

### **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 computing the USF GPA.

### **International Affairs**

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

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

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.

## **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 Regional Vice Chancellor 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.

The Division of Student Affairs is comprised of the Student Affairs Administration Office (BAY 111), and the Departments of Student Services, Student Development, Residential Life 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 effect students' academic work: new student orientation, 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, 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) 873-4162

Office Hours: Monday through Thursday 8 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 guidance for non-academic concerns, and referrals to other helpful offices.

#### **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/saffairs/studenterv/documents/Code\\_of\\_Conduc-FY06.pdf](http://www.stpt.usf.edu/saffairs/studenterv/documents/Code_of_Conduc-FY06.pdf). 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: TER 200, Voice: (727) 873-4837  
 Florida Relay System for Hearing Impaired Dial 711  
 Office Hours: Monday through Thursday 8 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 TER 200, (727) 873-4837, 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.

### **Student Housing**

Location/phone: BAY 111, (727) 873-4162.  
 Office Hours: Monday through Thursday, 8:00 a.m. - 6:00 p.m.  
 and on Fridays from 8 a.m. - 5 p.m.

USF St. Petersburg opened its first student residential facility in fall, 2006. Residence Hall One houses 95 apartment-style suites within its seven-story footprint. The residence hall will contain four person single bedroom apartments and two person double bedroom suites. The residence life program was developed to emphasize student learning and development.

### **Volunteer Services**

Location/phone: TER 200, (727) 873-4837  
 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, TER 200, 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.

### **Multicultural Affairs**

Location/phone: TER 200, (727) 873-4845  
 Office Hours: Monday through Thursday, 8:00 a.m. – 6 p.m., and Friday 8:00 a.m. – 5:00 p.m.

The Multicultural Center supports and enhances the University's commitment to providing students with the requisite educational, social and personal skills to live in today's global society. Its programs and activities focus on developing students into citizens who are culturally aware, tolerant and accepting of others who may be different from themselves.

### **Career Center**

Location TER 200, (727) 873-4114  
 Office Hours: Monday-Friday 8:00 a.m.-5:00 p.m.  
 Career Development Services

The Center offers a full range of services for students to assist with planning and achieving career goals and with making the transition from college to professional employment. These services include: listing of job opportunities, resume development assistance, co-op program, workshops, and career fairs.

### **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. 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.

### **Recruit-A-Bull**

Recruit-A-Bull 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 review by 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.

### **Fairs**

Career Fairs are held throughout the year bringing together employers and students. These events provide opportunities for students and employees to network and discuss employment opportunities.

## **Center for Counseling, Health and Wellness**

Center for Counseling, Health and Wellness  
 Location/phone: BAY 117, (727) 873-4422  
 Office Hours: Monday -Friday 8:00 a.m. – 5:00 p.m.  
 Web address: <http://www1.stpt.usf.edu/ccw/>

The Center for Counseling, Health & Wellness 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 727-873-4422 or stop by BAY117.

### **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, establish 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 substance abuse or dependency issues. 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 university services.

### **Crisis Counseling Services**

Although appointments for counseling sessions are strongly 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 and on our website: <http://www1.stpt.usf.edu/studentdev/CCC/index.htm>.

### **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 through 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 to provide crisis intervention, 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
USFSP Public Safety	(727) 873-4140
USF St. Petersburg Student Victim Advocate	(727) 698-2079
USF St. Petersburg Staff Victim Advocate	(813) 974-5757

Pinellas County Rape Crisis Line	(727) 530-7273
Domestic Violence Crisis Line	
CASA	(727) 895-4912
24-Hour Suicide Prevention Line	(727) 791-3131

### Health and Wellness Services

The Center acts as a resource and referral source, conducts educational programming, and coordinates health promotion activities on campus. Information is available on the following topics: Alcohol, tobacco, and other drugs, eating disorders, exercise and fitness, nutrition, and sexual health. The Center is the contact for Student Health Insurance on campus. Health information and free condoms are available through the Center. All health and wellness services, except immunization and health insurance, are available free to USF St. Petersburg students.

### Student Health Services

There is currently no student health facility located at USF St. Petersburg. USF St. Petersburg students can receive medical services at Student Health Services (SHS) at USF Tampa by paying a \$75 student health fee each semester. Student Health Services (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.shs.usf.edu](http://www.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 USF Tampa Health Center (813-974-5407) 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. The Student Insurance Office assists students in understanding the available health insurance plans and encourages all registered students who do not have health insurance to consider enrolling. More information can be found at [www.shs.usf.edu](http://www.shs.usf.edu). Click on the Student Health Insurance link.

At USF St. Petersburg, applications for Student Health Insurance may be obtained at The Center for Counseling, Health and Wellness, BAY 117.

## IMMUNIZATION POLICY

### 1. Introduction

The University of South Florida requires the following immunizations for registration and specific immunization in order to be eligible for on-campus housing.

### 2. Statement of Policy

#### a. ALL STUDENTS MUST HAVE:

- MEASLES – proof of immunity if born after 12/31/1956
- RUBELLA – proof of immunity if born after 12/31/1956
- HEPATITIS B – proof of immunity or signed waiver declining the vaccine
- MENINGITIS – proof of immunity or signed waiver declining the vaccine except as listed below

#### b. IN ADDITION, STUDENTS ELECTING TO LIVE IN ON-CAMPUS HOUSING MUST HAVE:

- MENINGITIS – Medical documentation of immunization with Meningitis vaccine. Declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

#### c. MEDICAL HISTORY FORM (required for all students, regardless of age)

All students must complete the USF Mandatory Immunization Health History Form ([www.sa.usf.edu/iform](http://www.sa.usf.edu/iform))

#### d. PROOF OF IMMUNIZATION

Proof of immunization that will be accepted for each disease is as follows:

1. **MEASLES**

- a. Medical documentation of immunization with TWO (2) doses of live measles virus vaccine on or after the first birthday and administered at least 28 days apart. 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. The documented date of immunization for measles 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 OR
- b. Copy of laboratory serologic [IgG] evidence of measles immunity (IgG rubella titer) OR
- c. 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 (rubeola).

2. **RUBELLA**

- a. Medical documentation of immunization with live rubella virus vaccine on or after the first birthday. The documented date of immunization for 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 OR
- b. Copy of laboratory serologic evidence of rubella immunity (IgG rubella titer).

3. **HEPATITIS B**

- a. Medical documentation of immunization with 3 doses of Hepatitis B vaccine OR
- b. Copy of laboratory serologic evidence of Hepatitis B immunity (anti-HBs titer)

4. **MENINGITIS**

- a. Medical documentation of immunization with Meningitis vaccine

e. **EXEMPTIONS**

1. **RELIGIOUS** - For religious exemption applications, contact USF Student Health Services
2. **MEDICAL** – Requests for temporary or permanent medical exemptions must be submitted to USF Student Health Services by the attending physician, must include reason for exemption and duration of exemption.  
In the event of a disease outbreak, student exempted from immunization requirements may be requested by the University, at the direction of the public health officials, to show titer proof of immunity, become immunized, or remain off campus for the duration of the outbreak.

All requests for exemptions will be reviewed to ensure consistency in application.

f. **CONSEQUENCES**

Students who fail to comply with the requirements as stated above will be blocked from registration and/or on-campus housing assignment. In specific circumstances, a temporary override may be granted, however, vaccination requirements must be completed before any further registration in subsequent terms will be permitted and current registration may be suspended if any deficiency in immunization status is identified.

**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) 873-4596

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 organizations. The Department consists of the Fitness Center, Recreation and Intramurals, Student Activities, the Waterfront, New Student Orientation, Student Publications, and Facility Reservation Services.

### **Honor Societies**

Honor Societies recognize outstanding students for their scholastic or service achievements. Membership in honor organizations is usually by invitation. Honor Societies include Omicron Delta Kappa: Psi Chi.

### **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.

### **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.

### **Student Publications**

Location/Phone CAC128A, (727) 873-4113

The student newspaper for USF St. Petersburg, *The Crow's Nest*, is the campus' weekly newspaper. The newspaper provides experience for those students interested in print journalism, advertising sales, graphic design, and marketing.

### **Fit-4-Life**

This program, designed to raise awareness of personal health and fitness, offers members of the campus opportunities to improve their general health. Fit-4-Life is a combination of group exercise and recreational classes, including pilates, yoga, muscle toning, dance and martial arts. All levels are welcome to participate.

### **Campus Activities Center (CAC)**

Phone: (727) 873-4596

Hours: Monday – Thursday 6:00 a.m. - 10:00 p.m., Friday, 6:00 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 and meeting rooms. 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 Activities Board (student activities board), New Student Orientation, Student Life, Reservation Services, 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, tickets, typewriter use, and vending machine refunds.

### **Campus Fitness Center**

Location/Phone CAC, (727) 873-4589

Hours: Monday – Thursday 6:00 a.m. - 10:00 p.m., Friday, 6:00 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, aerobics, and other fitness classes.

### **New Student Orientation**

Location/Phone CAC 130B, (727) 873-4181

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) 873-4589 or 873-4597

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 Life Office is working to increase participation and organize intramural play.

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

### **Waterfront Programs**

Location/Phone COQ 108, (727) 873-4597

Office Hours: Monday – Friday 9:00 a.m. – 5:00 p.m.

Saturday – Sunday 11:00 a.m. – 5:00 p.m.

Swimming Pool Hours: Monday – Sunday 11:00 a.m. – 5:00 p.m. (EST)

Watercraft Hours: Monday – Sunday 11:00 a.m. – 5:00 p.m. (EST)

(Holiday, semester break, and Daylight Savings Time hours vary.)

Waterfront programs are organized into three categories: Aquatic Programs, Watercraft Programs, and Competitive Sailing. All programs are open to students while faculty, staff, affiliate staff, active alumni, and general community members may participate in selected Aquatic and Watercraft activities.

The swimming pool is heated and open year-round. Aquatic programs offered include: open and lap swimming, water volleyball, 'SCUBA lessons, multiple level swimming lessons, lifeguard classes, and a variety of water fitness classes.

Sailboats, canoes, and kayaks may be checked out at the Haney Landing Sailing Center adjacent to the Waterfront Office. Learn to sail and advanced sailing lessons, kayak and canoe outings (day and overnight), and sailing adventures are part of Watercraft programs. Limited camping gear is available to check out from the Waterfront Office and to support scheduled overnight outings.

USF Sailing Teams are members of the Intercollegiate Sailing Association (ICSA) and actively participate in the South Atlantic Intercollegiate Sailing Association's (SAISA) racing venues. The Women's Sailing Team is a Title IX, NCAA, sport and part of the Tampa based USF Athletic Department. The Coeducational Team is a club sport sponsored by USF St. Petersburg. Both teams reside on the St. Petersburg campus and are open to all full-time undergraduate students. USF sailors often are nationally ranked in the top ten of ICSA's rankings.

Each semester the Waterfront staff, in conjunction with student interest and demand, develops a list of activities and programs called WaterLife, which reach out to students and other members of the educational, fitness, and recreational activities.

For the latest information on all programs and activities, please contact the Waterfront Office.

### **Commencement and Graduation Celebration**

USF St. Petersburg schedules two Commencement Convocations for USF graduates each year (Spring and Fall). USF St. Petersburg graduates may also chose to attend any one of the USF campus ceremonies.

After students have applied for their degree, early in the semester in which they intend to graduate, candidates will receive from the Tampa Office of Public Ceremonies, a postcard directing them to the commencement webpage for specific information about commencement ceremonies on the four USF campuses. Beginning in Spring of 2002 students may register to participate in the ceremony online at <http://usfweb2.usf.edu/commencement/>. This websites will answer many of your questions with respect to your participation in the ceremony including cap and gown ordering, getting your diploma, honors and international sashes, deadlines, senior week, what to wear and more! Please read this information carefully and completely. Details and deadlines differ from campus to campus.

For further explanation or information, please contact: [annette@stpt.usf.edu](mailto:annette@stpt.usf.edu)

Ceremony registrants will also receive an invitation to the Graduation Celebration. The celebration is open to all Graduates, their family and friends and is at the Campus Activities Center immediately following the commencement ceremony.

This is an exciting time for all our graduates and our goal is to make your graduation from the University of South Florida a wonderful memory.

## **OTHER CAMPUS SERVICES**

### **Student Assessment and Research**

In an effort to collect data on students' perceptions of campus life and programs and services, the Division of Student Affairs has implemented a student assessment and research program. The goal of the program is to develop a comprehensive longitudinal database on student interests, needs, aspirations, attitudes and engagement in university life. This information will be a valuable resource for learning more about our students, for identifying emerging issues on campus, and for informing the development and modification of our strategic plan in the areas of teaching and learning in and outside the classroom. The program will use both in-house surveys and participation in two national assessment programs, the National Survey of Student Engagement (NSSE) and the Cooperative Institutional Research Program (CIRP).

### **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 coed and 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.

### **University Bookstore**

#### **USF St. Petersburg Bookstore**

Location/Phone: Parking Garage, 5th Avenue S and 3rd Street S., (727) 873-1141

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 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.

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**

#### **Coquina Club**

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

The Coquina Club 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 Coquina Club 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).

## 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 bases 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 frameworks 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 undergraduate 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 a.m. - 6 p.m. Monday – Thursday and 8 a.m. - 5 p.m. on Fridays. To make an appointment, call (727) 873-4511. For general questions related to Arts & Sciences majors call (727) 873-4507 or (727) 873-4152.

### 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 with Journalism and Media Studies Concentration 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 an Environmental Science degree must plan their courses carefully because of the sequential nature of the science curricula.

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 two undergraduate degrees: Bachelor of Arts or Bachelor of Science.

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

1. Complete at least 120 accepted semester hours, 125 for Mass Communications with Journalism and Media Studies Concentration with a USF cumulative gpa and an overall gpa of 2.000.
2. Maintain major gpa of 2.000. Note: In English, Anthropology and Mass Communications with Journalism and Media Studies Concentration 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 with Journalism and Media Studies Concentration, 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 with Journalism and Media Studies Concentration, 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, with the exception of English, where 74 hours outside the major is required.
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 in 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 Policy, French and Francophone Studies, Geography, History, Mass Communications with Journalism and Media Studies Concentration, Political Science, Psychology and Spanish and Latino Studies.

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."

## Pre-Medical & Pre-Health Sciences

The Pre-Medical & Pre-Health Sciences track gives students the flexibility to pursue a broad-based liberal arts education, while integrating the advanced-level course work required by graduate and professional programs in the health sciences. Students pursuing this track can select any undergraduate major listed in the following section as they prepare for careers in the health sciences. Upon admission to USF St. Petersburg, a Pre-medical/pre-health sciences advisor can help you select the courses that will help you build a solid start in your freshman year. You will continue to work with this advisor throughout your four years at USFSP. In addition, a number of opportunities exist for you to pursue:

- Pre-Med Student Club
- Pre-Veterinary Student Club
- Medical/Health Sciences Lecture Series
- MCAT Preparation and Mock Testing
- Off-campus Learning Experiences

## 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.)

- Anthropology (ANT)
- Criminology (CCJ)
- Economics (ECN)
- English
  - English and American Literature (LIT)
  - Professional and Technical Writing (CWT)

- Government and International Affairs
  - Political Science (POL)
- History (HTY)
- Interdisciplinary Social Sciences (ISS)
- Mass Communications with Journalism and Media Studies Concentration (COM)
- Psychology (PSY)

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

- Art Studio-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 Graphic Design

The Graphic Design degree offers students a sequence of rigorous courses that balance critical thinking and pragmatic experience, complimented by the enriched experience of the liberal arts environment of the University of South Florida St. Petersburg.

Graphic designers develop the images that give voice to the world around us. Using their raw materials - the ability to think, draw, write, speak, and design - students learn the skills to solve specific visual problems. The study of typography, design concepts, and digital technology develops an understanding of the tradition, practice, and process of graphic design.

This program guides students in building the imagination, aesthetic sensitivity, and powers of critical thought required to succeed as visual communicators. The curriculum emphasizes expertise in image development, typography, print and screen-based graphics, and interactive design. The program prepares students for the rigor of professional design practice through an internship program, courses in production, and portfolio development. Additionally, students design, organize and promote an exhibition of their final senior project.

The B.F.A. Degree in Graphic Design is a limited access, upper-level program. Students are accepted in the spring and begin the program as a cohort in the fall semester. An Apple Macintosh laptop computer,

software and fonts are required for this program. For details, consult the program website at: [www.stpete.usf.edu/graphicsdesign/index.htm](http://www.stpete.usf.edu/graphicsdesign/index.htm)

Admission into the B.F.A. program is contingent upon the student having a 3.25 or higher major GPA, which must be maintained after admission for the degree to be awarded. Student competency will be evaluated individually and is 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. Applicants to the program must have a 2.5 or higher overall grade point average. Students are admitted in the fall semester of each year only and must submit all materials (including the portfolio) for fall admission by early spring (see webpage [www.stpete.usf.edu/graphicsdesign/index.htm](http://www.stpete.usf.edu/graphicsdesign/index.htm) for exact deadline date.)

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 Graphic Design. In addition to the 3.25 minimum grade point average, a minimum grade of C minus is required for each course listed in prerequisites and the major

### **I. Graphic Design Program Prerequisites**

ARH 2050 History of Visual Arts I*	(3)
ARH 2051 History of Visual Arts II*	(3)
ART 2201C Concepts and Practices I**	(3)
ART 2203C Concepts and Practices II**	(3)
ART 2300C Beginning Drawing	(3)
ART 3301C Intermediate Drawing	(3)
Art Studio electives beyond the list above	(6)
2000 level course in Macintosh computer & software	(3)
MMC 3602 Mass Communications and Society (program requirement)***	(3)

**Total 30 hours**

Students must meet all prerequisites with a minimum grade point average of 3.25 or above, and each individual course with at least a C minus.

\*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.

\*\*Concepts and Practices 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.

\*\*\*Mass Communications and Society may be used to satisfy the General Education Social Sciences requirement if the student is to remain within 120 hours for the degree.

### **Graphic Design Program Requirements**

#### **II. Fall Semester**

GRA 2206C Typography	(3)
VIC 3001 Intro to Visual Communications	(3)
GRA 3193 Graphic Design I	(3)
GRA 3735 Multimedia Systems I	(3)
ARH 4430 19th Century Art	(4)

**Total 16 hours**

#### **III. Spring Semester**

GRA 3104 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 (XMW)	(3)

**Total 16 hours**

#### **IV. Fall Semester**

PGY 4802C Digital Media II	(3)
ART 4634C Visual Design for the Internet	(3)

GRA 4930C Graphic Design: Senior Studio	(3)
ARH 4450 20th Century Art	(4)
Support Course (XLW)	(3)
<b>Total 16 hours</b>	

#### V. Spring Semester

GRA 4955C Senior Project: Portfolio	(3)
GRA 4945 Professional Practicum	(3)
GRA 4940 Internship	(2)
ARH Art History Course (XMW)=	
ARH 3475C Contemporary Issues in Art	(4)
<b>Total 12 hours</b>	

**Total 90**

Total Semester Hours for the B.F.A. degree in Art Studio with a Concentration in Graphic Design:

General Education*	(24)
Exit Requirements** (3 cr. included in program)	(6)
Art Requirements	(90)

**TOTAL 120 HOURS**

\*Please note that 12 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 3 hours of the Exit requirement must be an art history course which is also used to fulfill the major. This ensures that the required total of 9 exit hours is satisfied within the 120 hours.

### • ANTHROPOLOGY (ANT)

Anthropology is the global, comparative study of human biological variation and cultural systems over all periods, from the prehistoric to the present. The undergraduate program allows students to explore this subject through the discipline's four main areas of research: Biological Anthropology; Archaeology; Cultural Anthropology; and Linguistics. Our perspectives are worldwide, but we also study nearby communities, in trying to understand patterns of human physical differences, language, religion, marriage customs, conflict resolution or the evolution of societies themselves. Students with an undergraduate degree often go on to graduate programs in Anthropology but also find employment in a wide variety of settings including archaeological contract companies; conducting research on urban community development; studying immigrant populations and how best to serve the health, social and educational needs of our increasingly diverse society.

Students may also concentrate their studies in anthropology by choosing this as one of the two cognate disciplines required for Interdisciplinary Studies (ISS) Majors. This allows students to take introductory and advanced anthropology courses and combine them with a second cognate discipline and a specific set of ISS courses.

Students majoring in other fields may find anthropology coursework an exciting and valuable supplement to their primary academic interest. A minor in anthropology has been developed with this purpose in mind. The minor program is structured to allow the student maximum flexibility in course selection within a broadly defined progression of anthropological interests. Thus, the student is able to tailor a minor in anthropology to best suit a special focus in the context of an overall curriculum.

Further information about the major, new courses, and the Anthropology faculty can be found on the web at <http://www.spt.usf.edu/Coas/anthropology/>.

**Prerequisites (State Mandated Common Prerequisites) for Students transferring from a Community College:** Students wishing to transfer to USF should complete the A.A. degree at the community college. Students should complete two lower level, introductory courses in Anthropology prior to entering the university. If not taken at the community college, they must be completed before the degree is granted. Some courses required for the major may also meet General Education Requirements thereby transferring maximum hours to the university. A grade of "C" is the minimum acceptable grade. 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.

## Requirements for the Major in Anthropology

### Required Core Courses

ANT 2410 Cultural Anthropology	(3)
ANT 2511 Biological Anthropology	(3)
ANT 2511L Biological Anthropology Lab	(1)
ANT 3101 Archaeology	(3)
ANT 3610 Anthropological Linguistics	(3)
ANT 4034 Theories of Culture	(3)
ANT 4935 Rethinking Anthropology	(3)

Beyond the required prerequisites listed above, the major in Anthropology consists of a minimum of 37 credit hours. In order to graduate, students must maintain an average best attempt 2.5 GPA in all courses counted toward the major. In addition, students must have a minimum C (2.0) grade in the senior core ANT 4034 and ANT 4935. A C- grade is not acceptable. ANT 2000, although suggested, is not a prerequisite to intermediate level courses. ANT 2000 may, however, be included in the 36 credit hour major requirement. Students who have not taken ANT 2000 must make up the missing hours with Anthropology elective coursework. ANT 3101, ANT 2410, ANT 2511, and ANT 3610 are required as intermediate level training in the main subdivisions of the field, and ANT 4034 and ANT 4937 complete the specific requirements. Majors are required to complete a minimum of 15 hours of 4000-level elective coursework, including courses from at least three of the four subfields shown below. This can include ANT 4930, Special Topics courses.

#### Methods Requirement:

A minimum of three (3) of these 15 credits must be selected from a list of designated methods courses. Methods courses may also be counted toward the subdivision requirement.

#### Sub-field Electives

##### Archaeology

ANT 4147 Environmental Archaeology	(3)
ANT 4153 North American Archaeology	(3)
ANT 4158 Florida Archaeology	(4)
ANT 4163 Mesoamerican Archaeology	(3)
ANT 4172 Historical Archaeology	(3)
ANT 4180 Laboratory Methods in Archaeology	(2-4)
ANT 4181 Museum Methods	(4)
ANT 4195 Fantastic Archaeology	(3)
ANT 4824 Archaeological Field Methods	(4-12)

##### Biological Anthropology

ANT 4520 Forensic Anthropology	(4)
ANT 4586 Prehistoric Human Evolution	(3)
ANT 4587 Human Variation	(3)

##### Anthropological Linguistics

ANT 4620 Language and Culture	(3)
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##### Cultural Anthropology

ANT 4241 Magic and Religion	(3)
ANT 4285 Oral History	(3)
ANT 4302 Gender in Cross-Cultural Perspective	(3)
ANT 4312 North American Indians	(3)
ANT 4316 Ethnic Diversity in the United States	(3)
ANT 4323 Mexico and Central America	(3)
ANT 4390 Visual Anthropology	(3)
ANT 4432 The Individual and Culture	(3)
ANT 4442 Urban Life and Culture	(3)
ANT 4462 Health, Illness, and Culture	(3)
ANT 4495 Methods in Cultural Research	(3)
ANT 4701 Applied Anthropology	(3)

##### Methods

ANT 4180 Lab Methods in Archaeology	(2-4)
ANT 4181 Museum Methods	(4)
ANT 4390 Visual Anthropology	(3)
ANT 4495 Methods in Cultural Research	(3)
ANT 4520C Forensic Anthropology	(4)
ANT 4824 Archaeological Field Methods	(4-12)

##### Special Topics

ANT 4930 Special Topics (3)  
Depending upon the specific topic, this may count toward any of the subdivisions and/or the methods requirement.

#### **Independent Studies and Internships**

ANT 4901 Directed Reading (1-4)  
ANT 4905 Individual Research (2-4)  
ANT 4940 Directed Internship (2-4)

Students can work with a professor to undertake for-credit reading, individual research and/or internship. In all such cases, a contract is required prior to registration.

Anthropology majors are urged to become competent readers and speakers of a relevant modern foreign language (which may include American Sign Language). They are also urged to enhance their English reading, writing, speaking and critical thinking capabilities and develop their skills in computational, statistical and other forms of quantitative analysis at every opportunity. Students are encouraged to fulfill General Education and Exit requirements with courses relevant to their interests in anthropology whenever possible. In pursuit of all these goals, they should meet with the department's Undergraduate Advisor at least once each semester to discuss such topics as academic progress, future course plans, summer field schools, job opportunities, graduate education and professional careers in anthropology.

### **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 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. ANT 2000, although suggested, is not a prerequisite to subsequent courses, although it may be included in the 18 credits required for the minor.

1. Intermediate-level core courses (3-6 credit hours)
  - ANT 2410 Cultural Anthropology
  - ANT 2511 Biological Anthropology
  - ANT 3101 Archaeology
  - ANT 3610 Anthropological Linguistics
2. 4000-level elective courses (12-15 credit hours)
  - As described above in the listing of elective courses in archaeology, physical anthropology, anthropological linguistics and cultural anthropology.

### **Requirements for the Interdisciplinary Studies (ISS) Anthropology Cognate**

In addition to the required ISS courses and those from another cognate discipline, the Anthropology Cognate is completed by taking either ANT 2000 or ANT 2410 and three additional ANT courses for major credit at the upper level. Students are expected to consult with the Anthropology Program director to select the most appropriate set of Anthropology electives relevant to their broader ISS major. See the ISS major in this catalog for further information.

## **• 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, crime prevention, crime analysis, private security, juvenile justice 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:

1. Each of the following core courses: (21 hours)
  - CCJ 3024 Survey of Criminal Justice (3)\*
  - CJE 3444 Crime Prevention (3)
  - CCJ 3610 Theories of Criminal Behavior (3)\*
  - CJE 3656 Introduction of Crime Analysis (3)
  - CCJ 3701 Research Methods I (3)
  - CCJ 3706 Applied Statistics in Crime (3)
  - CCJ 4934 Senior Seminar (3)

2. 15 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.

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. A student may take an unlimited amount of CCJ 4933 or 4934 as long as they vary in topics.

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 Department of Criminology offers a minor in Criminology. The minor consists of:

1. Two required courses:
 

CCJ 3024 (3)	CCJ 3610 (3)
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2. The selection of four of the following 3 hour courses for a total of 18 semester hours:
 

CJL 3110	CCJ 3621
CCJ 4934	CJL 4410
CJC 4010	CJE 4010

Students must receive approval from the Department prior to starting their minor work. A minimum of 9 semester hours must be completed at USF. Criminology minor students are subject to the Department's "2 D" Rule.

## **• 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. The English Department does not accept Sign Language as a foreign language.

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 Department, **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.

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. A minimum of 74 hours outside the major are required.

### OPTION I: English and American Literature

Twelve courses (36 hours) as follows:

1. Two of the following:

AML 3031 American Literature to 1860

AML 3032 American Literature 1860-1912

AML 3051 American Literature 1912-1945

2. 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 19th Century British Novel

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

LIT 4930 Selected Topics in English Studies

#### 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 3630 Latino/Latina Literature in English
- AML 4261 Literature of the South
- AML 4300 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 3031 Survey of Poetry
- LIT 3043 Modern Drama
- LIT 3093 Contemporary Literature
- LIT 3144 Modern European Novel
- LIT 3374 Bible as Literature
- LIT 3410 Religious and Existential Themes
- LIT 3930 Special Topics in English Studies
- 4. ENG 4013 Literary Criticism (Required for Literature majors)
- ENG 4940 Internship

**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 courses (15 hours) as follows:

Five of the following:

- ENC 2210 Technical Writing
- ENC 3250 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*: Seven courses (21 hours) as follows:

The student must select seven literature courses from those listed in OPTION I. Two courses must be from Group 1, two courses from Group 2, and three courses 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:*  
ENC 3250 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 21st 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 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, one semester of calculus, 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 a second semester 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. Unless stated otherwise, a grade of "C" is the minimum acceptable grade.

**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 Introductory Statistics	4
One approved Geology or Physics Course with Lab	4
<b>and either</b>	
MAC 2241 Life Sciences Calculus I	4
<b>or</b>	
MAC 2281 Engineering Calculus I	4

or

MAC 2311 Calculus I 4

A second semester of calculus is only required of students pursuing the ESP-Science concentration. Students may choose among:

MAC 2242 Life Sciences Calculus II 4

or

MAC 2282 Engineering Calculus II 4

or

MAC 2312 Calculus II 4

Students who are eligible for an internship must see the internship coordinator 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

BSC 2010 Biology I

BSC 2010L Biology Lab I

BSC 2011 Biology II

BSC 2011L Biology Lab II

MAC 2241 Life Sciences Calculus I

or

MAC 2281 Engineering Calculus I

or

MAC 2311 Calculus I

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

EVR 4910 ESP Project

or

EVR 4940 ESP Internship

#### *Statistics*

STA 2023 Introductory Statistics I

or

QMB 2100 Business and Economic Statistics

or

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 2242 **OR** MAC 2282 **OR** MAC 2312 and CHM 2210 and CHM 2210L plus 4 electives from the following tracks: Restoration, Water Quality, Environmental Monitoring or Marine Resources. Please contact the advising 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  
 ECP 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)**

### **Requirements for the Minor in Geography**

A minor in Geography consists of 20 credit hours, with a minimum grade-point average of 2.0. Eight (8) hours for minor must be USF coursework. The required courses are:

GEO 2200 (3)      GEO 2200L (1)      GEO 2400 (4)

One GEA elective (4) and two upper level (3000-5000 level) GEO or URP electives (8).

Students may not apply upper level Geography electives to the Geography minor if these electives are being used to satisfy their major requirements.

## **• GOVERNMENT & INTERNATIONAL AFFAIRS (POL)**

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 Department, 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 4054 (3) POT 4204 (3)

**Field II Comparative Government and Politics**

CPO 4034 (3) CPO 4930 (3) CPO 5934 (3)

**Field III International Relations**

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 5086 (3)

**Field IV American National and State Governments**

POS 2080 (3) POS 3453 (3) POS 5094 (3)

POS 2112 (3) POS 4204 (3) PUP 4323 (3)

POS 3173 (3) POS 4413 (3)

POS 3182 (3) POS 4424 (3)

**Field V Urban Government and Politics**

POS 3142 (3) POS 5155 (3) URP 4050 (3)

**Field VI Public Policy**

INR 3102 (3) PUP 4203 (3) PUP 5607 (3)

PUP 4002 (3) PUP 4323 (3) URP 4050 (3)

**Field VII Law and Politics**

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 Department, regardless of the number of credit hours transferred.

### **Field Work**

Political Science has a field work program that provides students with part-time internships with state and local government and with political parties at the state and local level. Academic credit is available for such internships. For further information, contact the CAS Advisor in DAV 134.

## • 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 South Florida 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 36 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 36-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 Western Civilization, 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 24 hours of course work from the 3000-4000 level is required to fulfill the 36-hour minimum requirement. Two of these courses, the Pro-Seminar and the Theory of History courses are required for all majors. These courses should not be taken during the same semester. The remaining 16 hours of credit may be chosen from the department offerings each semester. It is recommended that history majors take writing, speech, and library/internet research skills courses. Additional hours can be profitably drawn from the following disciplines: Africana Studies, American Studies, Anthropology, Classics, Economics, Geography, Government and International Affairs, Psychology, Philosophy, Religious Studies, Sociology, Women's Studies, Literature, the Humanities, and the Fine Arts. 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 in History

The minor in History entails a 18-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.

## • INTERDISCIPLINARY SOCIAL SCIENCES (ISS)

The ISS program is intended to provide students a broad grounding in the social sciences while creating opportunities to explore selected disciplines in more depth. The program emphasizes critical analysis of social issues, introduces students to a variety of paradigms and perspectives with which to frame social problems, gives students the opportunity to explore the research process, exposes students to a variety of methodologies, and emphasizes effective writing. The program provides a measure of flexibility and allows students to design a rigorous course of study built around at least two disciplinary interests (cognates). 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, the introductory course (3010) and the senior seminar (4935), introduce and employ the interdisciplinary social science perspective. These courses involve students in the study of socially constructed realities; the various concepts, theories and methods used in the social sciences and their application 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. . Cognates must be selected from the following areas: Africana Studies, Anthropology, Criminology, Economics, Environmental Science and Policy, Geography, History, International Studies, Latin American Studies, Political Science, Psychology, Social Work, and Women’s Studies (courses vary each semester, please consult with your advisor):

#### AFA – Africana Studies

4 courses from the selection below; 3 of which must be upper level:

AFA 4931 ST: African Archaeology	HIS 3930 Civil Rights and the Law
AFA 4150 Africa and the United States	INR 4254 Africa in World Affairs
AML 3604 African American Literature	LAH 2020 Latin American Civilization
ANT 4316 Ethnic Diversity	LAH 2733 Latin American History in Film
ANT 4930 Peoples of Africa	LIT 3301 Cultural Studies and Popular Arts
CPO 4930 Government and Politics of Africa	PHI 2630 Contemporary Moral Issues
EDG 2701 Teaching Diverse Populations	PSY 4931 Cross-Cultural Psychology
	REL 3363 Introduction to Islam

### **ANT – Anthropology**

ANT 2000 Introduction to Anthropology **or** ANT 2410 Cultural Anthropology **and**

3 upper level courses from the selection below:

ANT 3101 Archaeology	ANT 4323 Mexico and Central America
ANT 3610 Anthropological Linguistics	ANT 4432 The Individual and Culture
ANT 4034 Theories of Culture	ANT 4442 Urban Life and Culture
ANT 4153 North American Archaeology	ANT 4462 Health, Illness, and Culture
ANT 4241 Magic and Religion	ANT 4495 Methods in Cultural Research
ANT 4302 Gender in Cross-Cultural Perspective	ANT 4586 Prehistoric Human Evolution
ANT 4312 North American Indians	ANT 4620 Language and Culture
ANT 4316 Ethnic Diversity in the United States	ANT 4930 Special Topics in Anthropology (any USFSP section)
	ANT 4935 Rethinking Anthropology

### **CCJ – Criminology**

CCJ 3024 Survey of the Criminal Justice System **and**

CCJ 3610 Theories of Criminal Behavior **and**

Two upper level courses from the selection below:

CCJ 3621 Patterns of Criminal Behavior	CJE 3444 Crime Prevention
CCJ 3706 Applied Statistics in Crime	CJE 3641 Introduction to Forensic Science
CCJ 4450 Criminal Justice Administration	CJE 3656 Introduction to Crime Analysis
CCJ 4930 Critical Issues in Policing	CJE 4010 Juvenile Justice System
CCJ 4933 Selected Topics in Criminology (any USFSP section)	CJE 4114 American Law Enforcement System
CCJ 4934 Seminar in Criminology	CJE 4144 Private Security Systems
CJC 4010 Alternatives to Incarceration	CJL 3110 Substantive Criminal Law
	CJL 4410 Criminal Rights and Procedures

### **ECO – Economics**

ECO 2013 Economic Principles (Macro.) **and**

ECO 2023 Economic Principles (Micro.) **and**

ECO 3203 Intermediate Macroeconomics	ECP 3201 Economics of Women and Work
ECO 3703 International Economics	ECP 3302 Environmental Economics
ECO 4504 Public Finance	ECP 3530 Economics of Health
ECO 4713 International Macroeconomics	ECP 3703 Managerial Economics
ECO 4723 International Trade and Policy	ECS 4430 Economics of Latin America

### **ESP – Environmental Policy**

EVR 2001 Introduction to Environmental Science **and** EVR 2001 Introduction to Environmental Science Lab **and**

EVR2861 Introduction to Environmental Policy **and**

Two courses from the selection below:

PHI 3640 Environmental Ethics	EVR 4930 Selected Topic – Policy Only (any USFSP section)
POS 3697 Environmental Law	
PUP 4203 Environmental Politics & Policy	

**GPY – Geography**

3 upper level courses (minimum 12 hours) from the selection below:

GEO 3602 Urban Geography	GEO 4930 Selected Topics (any USFSP section)
GEO 4340 Natural Hazards	GEO 4933 Geography Colloquium
GEO 4372 Global Conservation	GIS 3006 Computer Cartography
GEO 4421 Cultural Geography	GIS 4043C Geographic Information Systems
GEO 4471 Political Geography	

**HTY – History**

3 or 4 upper level courses (minimum 12 hours) from the selection below:

AMH 3201 The United States 1877-1914	HIS 3930 Special Topics (any USFSP section)
AMH 3231 The United States 1914-1945	HIS 3938 Major Issues in History (any USFSP section)
AMH 3270 The United States since 1945	HIS 4104 Theory of History
AMH 3423 Modern Florida	HIS 4936 Pro-Seminar in History
EUH 3142 Renaissance and Reformation	
HIS 3308 War and Society	

**INT – International Studies**

4 courses from the selection below (3 of which must be upper level courses)

ANT 2410 Cultural Anthropology	INR 3102 American Foreign Policy
ANT 3610 Anthropological Linguistics	INR 4035 International Political Economy
ANT 4241 Magic and Religion	INR 4083 Conflict in the World
ANT 4316 Ethnic Diversity	INR 4254 Africa in World Affairs
ANT 4432 The Individual and Culture	INR 4403 International Law
ANT 4462 Health, Illness, and Culture	INR 4502 International Organizations
ANT 4930 Peoples of Africa	INR 4931 Selected Topics (any USFSP section)
CPO 4930 Govt. and Politics of the Middle East	LAH 2020 Latin American Civilization
GEA 2000 World Regional Geography	LAH 2733 Latin American History in Film
HIS 3308 War and Society	LAH 3470 History of the Caribbean
HIS 3930 Latin American Relations	LIT 3103 Great Literature of the World
INR 1015 World Perspective	REL 2300 Introduction to World Religions
INR 2002 Intro to International Relations	REL 3363 Introduction to Islam
INR 3038 International Wealth and Power	

**LAS – Latin American Studies**

4 courses from the selection below:

ANT 4930 Selected Topics: Women and Devel. Latin America  
 LAH 2020 Latin American Civilization  
 LAH 2733 Latin American History in Film  
 LAH 3470 History of the Caribbean  
 HIS 3938 Major Issues in History: US-Latin American Relations

**POL – Political Science**

POS 2041 American National Government **and**  
 3 upper level courses from the selection below:

CPO 4930 Comparative Government & Politics of Selected Countries or Areas (any USFSP section)	POS 3453 Political Parties & Interest Groups
POS 3142 Introduction to Urban Politics & Government	POS 3691 Introduction to Law & Politics
POS 3173 Southern Politics	POS 3697 Environmental Law
POS 3182 Florida Politics & Government	POS 3713 Empirical Political Analysis
POS 3273 Practical Politics	POS 3931 Selected Topics (any USFSP section)
	POS 4204 Political Behavior, Political Opinion , & Elections

POS 4413 The American Presidency  
 POS 4614 Constitutional Law I  
 POS 4624 Constitutional Law II

POS 4693 Women & Law I  
 POT 3003 Introduction to Political Theory  
 POT 4064 Contemporary Political Thought

**PSY – Psychology**

PSY 3204 Psychological Statistics **and**  
 PSY 3213 Research Methods in Psychology **and**  
 Two 4000 level courses from the list below:

CLP 4143 Abnormal Psychology  
 CLP 4414 Behavior Modification  
 CLP 4433 Psychological Tests & Measurement  
 DEP 4053 Developmental Psychology  
 EXP 4204C Perception  
 EXP 4304 Motivation  
 EXP 4404 Psychology of Learning

EXP 4680C Cognitive Psychology  
 PPE 4003 Personality  
 PSY 4205 Experimental Design & Analysis  
 PSY 4931 Directed Study  
 (any USFSP section)  
 SOP 4004 Social Psychology

**SOW – Social Work**

SOW 3210 The American Social Welfare system **and**  
 SOW 3303 Introduction to Social Work **and**  
 SOW 3101 Human Behavior and the Social Environment I **and**  
 SOW 3102 Human Behavior and the Social Environment II **or**  
 SOW 4522 Multicultural America

**WST – Women's Studies**

4 courses from the selection below:

AML 4624 Black Women Writers  
 ANT 4930 Selected Topics: Women and  
 Devel. Latin America  
 CCJ 4934 Gender and Crime  
 ECP 3201 Economics of Women and Work  
 HIS 3938 Selected Topics: Witchcraft &  
 Women in Europe  
 LIT 3383 The Image of Women in Literature

LIT 4386 British & American Literature  
 by Women  
 SYP 3060 Sociology of Sexualities  
 WST 3015 Introduction to Women's Studies  
 WST 3225 Women, Environment, & Gender  
 WST 3311 Issues in Feminism  
 WST 4930 Selected Topics  
 (any USFSP section)

3. ISS students shall pass three selected electives, at least one course from three categories that emphasize cultural/ethnic diversity, gender, and environment/society/international relations. Possible selected electives are as follows (courses vary each semester, please consult with your advisor):

**AFA – Africana Studies**

4 courses from the selection below; 3 of which must be upper level:

AFA 4931 ST: African Archaeology  
 AFA 4150 Africa and the United States  
 AML 3604 African American Literature  
 ANT 4316 Ethnic Diversity  
 ANT 4930 Peoples of Africa  
 CPO 4930 Government & Politics of Africa  
 EDG 2701 Teaching Diverse Populations

HIS 3930 Civil Rights and the Law  
 INR 4254 Africa in World Affairs  
 LAH 2020 Latin American Civilization  
 LAH 2733 Latin American History in Film  
 LIT 3301 Cultural Studies and Popular Arts  
 PHI 2630 Contemporary Moral Issues  
 PSY 4931 Cross-Cultural Psychology  
 REL 3363 Introduction to Islam

**ESY – Environment and Society**

BSC 2050 Environment  
 EVR 2001 & 2001L Introduction to  
 Environmental Science & Lab  
 EVR 2861 Intro to Environmental Policy  
 EVR 4027 Wetland Environments  
 GEO 4340 Natural Hazards

GEO 4372 Global Conservation  
 ISS 3930 People and Places of Florida  
 PCB 3043 & 3043L Principles of Ecology &  
 Lab  
 POS 3697 Environmental Law  
 PUP 4203 Environmental Politics and Policy

**INT – International Studies**

4 courses from the selection below (3 of which must be upper level courses)

ANT 2410 Cultural Anthropology	INR 3038 International Wealth and Power
ANT 3610 Anthropological Linguistics	INR 3102 American Foreign Policy
ANT 4241 Magic and Religion	INR 4035 International Political Economy
ANT 4316 Ethnic Diversity	INR 4083 Conflict in the World
ANT 4432 The Individual and Culture	INR 4254 Africa in World Affairs
ANT 4462 Health, Illness, and Culture	INR 4403 International Law
ANT 4930 Peoples of Africa	INR 4502 International Organizations
CPO 4930 Govt. and Politics of the Middle East	INR 4931 Selected Topics (any USFSP section)
GEA 2000 World Regional Geography	LAH 2020 Latin American Civilization
HIS 3308 War and Society	LAH 2733 Latin American History in Film
HIS 3930 Latin American Relations	LAH 3470 History of the Caribbean
INR 1015 World Perspective	LIT 3103 Great Literature of the World
INR 2002 Introduction to International Relations	REL 2300 Introduction to World Religions
	REL 3363 Introduction to Islam

**WST – Women’s Studies**

4 courses from the selection below:

AML 4624 Black Women Writers	LIT 4386 British & American Literature by Women
ANT 4930 Selected Topics: Women & Devel. Latin America	WST 3015 Introduction to Women’s Studies
CCJ 4934 Gender and Crime	WST 3225 Women, Environment, & Gender
ECP 3201 Economics of Women and Work	WST 3311 Issues in Feminism
HIS 3938 Selected Topics: Witchcraft & Women in Europe	WST 4930 Selected Topics (any USFSP section)
LIT 3383 The Image of Women in Literature	

4. 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.**
5. The completion 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.
6. Students must maintain a minimum grade point average of 2.0 in ISS to graduate.
7. ISS majors must satisfy two semesters of a foreign language in order to graduate.

**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, Anthropology, Criminology, Economics, Environmental Science and Policy, Geography, History, International Studies, Latin American Studies, Political Science, Psychology, Social Work, Sociology, and Women’s Studies.

### • MASS COMMUNICATION WITH JOURNALISM AND MEDIA STUDIES (JMS)

The Department of Journalism and Media Studies, accredited by the Accrediting Council on Education in Journalism and Mass Communications, offers approximately 25 courses varying in content from the highly technical and field-specialized in some cases to an essential liberal arts orientation in others. The program introduces students to the theories, principles, and problems of communications, emphasizing the concept of freedom of information as the cornerstone of constitutional democracy and preparing students for future leadership roles in communications media. Graduates should understand the structure and functions of mass media systems as well as the basic processes of communication.

Majors seeking careers in the mass media will be directed to the various media in close contact with the Department 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 once for three hours credit. On a case-by-case basis, based upon application and departmental approval a student who has already completed MMC 4945 for credit may be allowed to take a second internship for credit. The second internship will be administered as a one-hour credit “Practicum” (JOU 3940, JOU 4941, JOU 4944).

### Requirements for the Major in Mass Communications with Journalism and Media Studies

To be admitted to the core curriculum in Mass Communications with Journalism and Media Studies Concentration, 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 grade of “C” or higher (no C-) in each. Applicants must establish a minimum score of 60 percent on the Mass Communications with Journalism and Media Studies Concentration 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 with Journalism and Media Studies Concentration English Diagnostic Test with a score of at least 70 percent). All three courses in the Mass Communications with Journalism and Media Studies Concentration core curriculum (MMC 2100, MMC 3602\* and VIC 3001) must be completed with a minimum grade of “C” before any other Mass Communications with Journalism and Media Studies Concentration course may be taken. Students failing to achieve a minimum grade of “C” in MMC 2100, MMC 3602\* and VIC 3001 will be disallowed as majors. A 2.5 GPA in Mass Communications with Journalism and Media Studies Concentration courses is required for graduation, \* MMC 3602 must be used to satisfy a General Education requirement, if the student is to remain within 124 hours for the degree.

The Mass Communication with Journalism and Media Studies Concentration major requires nine hours of pre-core curriculum courses (MMC 2100, MMC 3602\* and VIC 3001) and 35 hours of a combination of required and selective sequence courses for a total of 44 hours in Mass Communications with Journalism and Media Studies Concentration within the 124-hour degree requirement. Six hours in Mass Communications with Journalism and Media Studies Concentration writing courses (three hours in addition to MMC 2100) are a part of the graduation requirement. \* MMC 3602 must be used to satisfy a General Education requirement, if the student is to remain within 124 hours for the degree.

Mass Communications with Journalism and Media Studies Concentration majors are required to take a minimum of 80 hours in courses outside the journalism and Mass Communications with Journalism and Media Studies Concentration areas, with no fewer than 65 hours in the basic liberal arts and sciences. (Liberal Arts courses are listed in materials available from the program advisor in Davis Hall.) To facilitate this, no more than 44 hours of Mass Communications with Journalism and Media Studies Concentration courses may be applied toward the bachelor’s degree within the 124-hour graduation requirement. Mass

Communications with Journalism and Media Studies Concentration majors taking more than 44 hours of Mass Communications with Journalism and Media Studies Concentration 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 with Journalism and Media Studies Concentration courses and added to the 124-hour degree requirement.

At least twenty-two (22) hours of resident department 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 department uses a variety of print and electronic media outlets.

Sign Language may be used as an option by Mass Communications with Journalism and Media Studies Concentration majors to fulfill the language requirement.

Most Mass Communications with Journalism and Media Studies Concentration courses have prerequisites as specified in the course description (these prerequisites 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 with Journalism and Media Studies Concentration major is a four-semester program.

**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 with Journalism and Media Studies Concentration 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 Communication and Society (3)

Prior to being admitted to the Department of Journalism and Media Studies, 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 with Journalism and Media Studies Concentration courses will be accepted from a community college or other lower-level program toward a degree in Mass Communications with Journalism and Media Studies Concentration. It is suggested that the nine hours include the equivalent of the Department core curriculum and one sequence introduction course. Approval by an appropriate advisor is required.

### **Required Coursework for the Mass Communications with Journalism and Media Studies Concentration Major**

#### **Pre-Core 9 hours**

MMC 2100 Writing for the Mass Media (3)

MMC 3602 Mass Comm and Society (3)\*

VIC 3001 Introduction to Visual Communications (3)

\* MMC 3602 must be used to satisfy a General Education requirement, if the student is to remain within 122 hours for the degree

#### **Foundation Core 9 hours**

MMC 4200 History and Principles of Communications Law (3)

MMC 4203 Communications Ethics (3)

MMC 4420 Research Methods in Mass Communications (3)

#### **Professional Core 11 hours**

JOU 2100 Beginning Reporting (3)

JOU 4188 Neighborhood News Bureau (3)

JOU 4201 News Editing I (3)  
 JOU 4938 Senior Capstone Seminar (2)

**Other Electives 15 hours** (With the assistance of an advisor, choose five courses)

JOU 4181 Public Affairs Reporting  
 JOU 2208 Magazine Article/Feature Writing  
 JOU 3308 Feature Writing  
 JOU 4206 News Editing and Design  
 JOU 4212 Magazine Design and Production  
 PGY 3610 Photojournalism I  
 PGY 3620 Photojournalism II  
 MMC 4140 Video Storytelling  
 MMC 4936 Video Storytelling II  
 MMC 4125 Media Convergence  
 MMC 3141 Web Publishing  
 MMC 4110 Science Writing  
 MMC 4111 Literary Journalism  
 MMC 4945 Media Internship Seminar  
 Special Topics (with advisor approval)  
 Internship

**Outside Electives Requirements 9 hours** (Choose from among the following electives)

ECO 2013 (Macro)  
 or  
 ECO 2012 (Micro)  
 ANT 2410 Introduction to Cultural Anthropology (Required)  
 PHI 1103 Critical Thinking  
 POS 2112 State and Local Government and Politics  
 or  
 POS 3142 Intro to Urban Politics & Government  
 CCJ 3024 Survey of Criminal Justice System  
 ARH 4724 History of Graphic Design  
 PUP 4203 Environmental Politics and Policy  
 BSC 2050 Environment  
 PHI 3640 Environmental Ethics  
 ANT 4462 Health, Illness and Culture

## Requirements for the Minor in Mass Communications with Journalism and Media Studies

The minor in Mass Communications with Journalism and Media Studies is available to students pursuing any other major at USF. Students who wish to minor must apply for admission to the Mass Communications with Journalism and Media Studies Concentration program must meet all admission standards required of majors. Please see "Requirements for the Major in Mass Communications with Journalism and Media Studies Concentration" for more admission information.

The minor in Mass Communications with Journalism and Media Studies requires a minimum of 18 hours of program coursework, including:

MMC 2100 (3)                      MMC 3602 (3)

The other 12 hours may be selected from among the program course 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 with Journalism and Media Studies Concentration 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 and science education. In addition, the program provides excellent training for qualified students who wish to pursue graduate work in such disciplines as Clinical, Cognitive, Social, Perception, Developmental, Industrial Psychology, Counseling, Management, Medicine, Law, and other human service programs. 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)

Once admitted to the major, continuation in the major requires successful completion of PSY X012 Introduction to Psychology, PSY 3204 Psychological Statistics (or another approved Statistics course), and PSY 3213 Research Methods in Psychology, with at least a grade of C (not C-) and have a grade point average for those three courses of 2.5 or higher. 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 3204 (or other qualifying statistics course) 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

1. 2000/3000 Level Requirement (6 semester hours)
    - PSY 2012 Psychological Science I (if not already taken at a community college)
    - PSY 3204 Psychological Statistics
  2. 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.
  3. 4000 Level Requirement (21 semester hours)
    - PSY 3204 and PSY 3213 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 4680C Cognitive Psychology

#### Group II

- CLP 4143 Abnormal Psychology
- INP 4004 Industrial Psychology
- SOP 4004 Social Psychology
- DEP 4053 Developmental Psychology
- PPE 4003 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.

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 3204 (or other qualifying statistics course) 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 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, and any four 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 Psychology Department Undergraduate Advisor for suggested minor programs for students majoring in various fields.

### **• WORLD LANGUAGE (WLE)**

#### **Requirements for the Minor in French and Francophone Studies**

A minor in French and Francophone Studies consists of a minimum of 15 credit hours, comprising of FRE 2201 French IV (3), FRE 2241 Conversation I (3), FRE 3420 Composition I (3), FRE 3500 French Civilization (3). Supporting courses required for the minor (3 credit hours) 3 hours in 3000, 4000 or 5000 level courses. A GPA of 2.0 or better in the minor is required for certification. See an Undergraduate Advisor for suggested minor programs for students majoring in various fields.

#### **Requirements for the Minor in Spanish and Latino Studies**

A minor in Spanish and Latino Studies consists of a minimum of 15 credit hours, comprising of SPN 2201 Spanish IV (3) SPN 2240 Conversation I (3) SPN 3300 Advanced Spanish Grammar and Composition (3) (3) SPN 3520 Spanish American Civilization (3). Supporting courses required for the minor (3 credit hours) 3 hours in 3000, 4000 or 5000 level courses. A GPA of 2.0 or better in the minor is required for certification. See an Undergraduate Advisor for suggested minor programs for students majoring in various fields.

## **STUDENT ORGANIZATIONS IN THE COLLEGE OF ARTS AND SCIENCES**

**Alpha Phi Sigma** - Alpha Phi Sigma is the National Honor Society in Criminal Justice and Criminology, founded in 1942 for the purpose of promoting academic excellence in order to make the criminal justice system and its practitioners more effective and ethical. Membership in the Chi Sigma Mu chapter at USF St. Petersburg is open to students who display excellence in the study of criminology. Alpha Phi Sigma is a member of the Association of College Honor Societies and is an affiliate of the Academy of Criminal Justice Sciences.

**Anthropology Club** - The goals of the club are 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 the anthropology program web page at <http://www.stpt.usf.edu/coas/anthropology/>.

**Criminology Student Association** - This association allows students to gain a better understanding of the criminal justice system and introduces students interested in criminology to potential employers in the area. The association aims to promote professional, academic and public awareness of criminal justice issues.

**Pre-Med Club** – This organization provides an opportunity for undergraduate students to learn more about the medical profession, and medical education programs. Students with an interest in any area of health are invited to attend meetings. Student members volunteer at local events and hospitals, help to organize the University Medical Lecture Series, bring in guest speakers about research and careers in medicine, and provide information to the student body on healthy behaviors.

#### **Pre-Veterinary Club**

This organization explores the many opportunities found in the diverse field of veterinary medicine as well as other animal related fields such as zoology, conservation, public health, etc.

Students are provided with academic guidance pertaining to gaining admission to the highly competitive veterinary colleges in the United States as well as other countries. Members are given the opportunity to volunteer or intern at numerous animal organizations within the Tampa Bay area and beyond. Meetings are open to any interested USF undergraduates.

**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.

**Sigma Tau** - Sigma Tau Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature. Members have the opportunity to be recognized for their outstanding achievements, enrich their education, help them make career choices and advance their careers. The society provides cultural stimulation on college campuses and in the surrounding community, promoting interest in literature and the English language.

**USF St. Petersburg Psychological Science Organization** - This unique student organization was created to provide a career and post-graduate preparatory network to USF St. Petersburg psychology majors, and to provide information about relevant on-campus psychology matters to non-majors. Operating as an information clearinghouse, through the media of meetings, social events, and published documents, the Psychological Science Organization strives to facilitate networking and academic involvement. Membership is open to anyone having interest and involvement in the activities of the organization, and our faculty strongly encourages all USF St. Petersburg students majoring or planning to major in psychology to become active members.

## **ARTS AND SCIENCES FACULTY**

### **Anthropology**

*Professor* : J. Sokolovsky, *Assistant Professor*: J. Arthur, K. Weedman Arthur

### **Art**

*Associate Professor*. S. Bundrick , ; *Assistant Professors*: M. Normand.

### **Criminology**

*Associate Professor*. J. Schneider, D. Cecil *Assistant Professor*: L. Holland-Davis.; *Instructor*. W. Ruefle

### **English**

*Associate Professors*: J. Armstrong, L. Starks-Estes; *Assistant Professors*: T. Conner, M. Gresham, T. Hallock, J. McCracken, L. Whalen; *Instructors*: K. Minor, K. White.

### **Environmental Science and Policy**

*Professors*: C. D'Elia, J. Gore; *Associate Professors*: , D. Cassill, D. Smoak, M. Riedinger-Whitmore; *Assistant Professors*: H. Alegria, K. Carvalho-Knighton, J. Krest.

### **Florida Studies**

*Professors*: R. Arsenault, G. Mormino.

### **Geography**

*Associate Professor*. R. Johns, B. Dixon, C. Meindl

### **Government and International Affairs**

*Professors*: A. Njoh, D. Paulson; *Associate Professor*. T. Smith; *Assistant Professor*: S. McKee, J. Scourfield-McLauchlan.

### **History**

*Professor:* R. Arsenault, D. Carr, G. Mormino; *Associate Professor:* S. Fernandez; *Assistant Professor:* J. Kessenides.

### **Interdisciplinary Social Sciences**

*Assistant Professors:*, E. Schmidt; *Associate Professors:* R. Johns, V. Gaskin-Butler

### **Mass Communications with Journalism and Media Studies**

*Professors:* D. Elliott, A. Silvia; *Associate Professors:* R. Dardenne, M. Walters; *Assistant Professor:* M. Postelnicu, X. Wang;

### **Mathematics**

*Assistant Professor:* E. Asano *Instructors:* A. Hoare

### **Philosophy**

*Professor:* H. LaFollette, Jr.

### **Psychology**

*Professor:* V.M. Durand, J. McHale; *Associate Professor:* M. Pezzo; *Assistant Professors:* T. Chenneville, E. Odgaard, M. Otsu

### **Sociology**

*Professor:* Frank Biafora

### **Social Work**

*Assistant Professors:* S. Allen, J. Cabness.

### **World Language Education**

*Assistant Professor:* M. Fernandes, Narciso Hidalgo

## **COLLEGE OF BUSINESS**

The College of Business offers courses of study leading to both undergraduate and graduate degrees. All degree programs offered by USF St. Petersburg (with the exception of BA in Economics which is an affiliated major) are fully accredited by AACSB International — The Association to Advance Collegiate Schools of Business, and the Accounting major offered by the Program of Accountancy is also separately accredited by AACSB International.

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 (BS only), Finance, International Business, 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 main office is in Bayboro Hall 111.

### **Mission**

The mission of the College of Business at USF St. Petersburg is to educate current and future professionals in the effective management and ethical leadership of organizations. We engage in theoretical and practical research as well as provide service to both the University and external community. We meet the demands of our diverse student population by preparing them for an increasingly global environment with both undergraduate and graduate degree programs.

### **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.

\*Admission requirements for BA in Economics are explained later under the heading of Affiliated Major

### **Requirements for Admission to 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 of 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 in each course and an overall 2.0 GPA:
    - ACG X021 Financial Accounting  
(or ACG X001 & ACG X011)
    - ACG X071 Managerial Accounting
    - CGS X100 Computers in Business  
(or acceptable substitute)
    - ECO X013 Principles of Macroeconomics
    - ECO X023 Principles of Microeconomics
    - MAC X233 Business Calculus
    - STA X023 Introductory Statistics or QMB X100  
(or STAX 122 although STAX X023 and QMB X100 are preferred)
 \*accounting majors must earn a C, not C-, in ACT 2021 & 2071
  - 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 St. Petersburg business degree requirements. Individual courses will be evaluated by an academic advisor and appropriately credited toward requirements in the student's program at USF St. Petersburg.

Florida public junior/community college students enrolled in an Associate in 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 St. Petersburg. Normally, courses in finance, marketing, management, and accounting, as well as other business and economics courses, taken at the lower division level that are offered as upper division courses at USF St. Petersburg will not be accepted for upper division credit in business 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 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 St. Petersburg. 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 USF St. Petersburg Office of Admissions, BAY 102, (727) 873-4142 for information regarding course transferability and degree articulation.

## **BACCALAUREATE LEVEL DEGREE PROGRAMS**

Please note: These requirements do not apply to BA in Economics. For detail please see the section under Affiliated Major.

### 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 St. Petersburg. Students are required to complete satisfactorily at USF St. Petersburg a minimum of 30 semester hours of required business courses, including 15-24 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 (60-66 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	3
<b>Total</b>		<b>36</b>
2. Major Requirements (specific courses for each major are listed in the "Departments and Programs" section below.)		18-24
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 Academic Advising Center (located in Davis Hall, DAV 134) 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 Office**

*St. Petersburg Campus:* DAV 134, (727) 873-4511

#### **Office Hours**

St. Petersburg 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**

### **• ACCOUNTING (ACC)**

The objective of the baccalaureate degree in Accounting is to develop responsible employees, licensed and other professionals, and leaders through accounting education and multidisciplinary learning, research, and service in a global environment. Graduating Accounting majors should demonstrate basic competencies in financial accounting and reporting, cost accounting, accounting information systems, taxation and auditing.

Students learn the knowledge and skills necessary to pursue careers in public accounting, auditing, taxation, corporate, government and non-profit organizations. The baccalaureate program also prepares students for continuing study in the USF St. Petersburg MBA Program or other venues designed to meet the

Florida "5th year" education requirements necessary to become licensed as a CPA, or prepare for other professional certifications (e.g. CIA, CMA, CFE, etc.). For further information, please check the Program of Accountancy web site or contact any accounting faculty member.

**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 24 hours of upper-level accounting courses, of which 18 credit hours must be taken in residence at USF St. Petersburg. In addition to the State Mandated Common Prerequisites for admission to the College of Business (or equivalents) with a grade of C or higher, students must successfully complete (with a grade of C, 2.0 or better) ACG 3103 and ACG 3341 before enrolling in other upper level accounting courses. If the student repeats ACG 3103 and/or ACG 3341, only the first two attempts will be considered for continuation in the major. Those students who fail to meet the requirements to continue in this program will be counseled into each of the other programs either in COB or other colleges as appropriate. A grade of "C" or higher (not C-) is required in the 24 hour major courses plus a 2.0 GPA in all major course work at USF and an overall 2.0 GPA including transfer work.

**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 (6 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

Total		24
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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 grade 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.

**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 St. Petersburg.

**• ECONOMICS (ECN) – B.S. only**

**Requirements for the 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:**

ECP 3703	Managerial Economics	3
ECO 3203	Intermediate Macroeconomics	3

15 hours of upper level economics courses (may include FIN 3233)	<u>15</u>
Total	21

Students must obtain a grade of “C-” or higher in ECO 3101 Intermediate Price Theory, may be substituted for ECP 3703 to enroll in any course for which ECO 3101 or ECP 3703 is a prerequisite. Students cannot take both ECO 3101 and ECP 3703 for credit. No more than 3 hours credit can be applied toward a major from ECO 4905 and/or ECO 4914. At least 15 hours must be taken in residence at USF St. Petersburg. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

**Requirements for a Minor in Economics:** All students 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 and FIN 3233)	<u>12</u>
Total Economics Hours	18

Business majors can obtain a minor with 9 additional upper-level hours in economics beyond the foundation requirements for business.

- Before being recognized as a minor in economics, a student must obtain program approval by the academic advisor in DAV 134.
- 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.
- At least 12 hours must be taken in residence at USF.

**Requirements for a Minor in Economics:** All students 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 and FIN 3233)	<u>12</u>
Total Economics Hours	18

Business majors can obtain a minor with 9 additional upper-level hours in economics beyond the foundation requirements for business.

- Before being recognized as a minor in economics, a student must obtain program approval by the academic advisor in DAV 134.
- 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.
- At least 12 hours must be taken in residence at USF.

## • FINANCE (FIN)

**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 21 hours of upper-level finance courses beyond FIN 3403. At least 15 hours must be taken in residence at USF St. Petersburg. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

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		<u>9-15</u>
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  
 FIN 4934 Financial Options & Futures  
 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 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	<u>3</u>
Total Finance Hours	12

2. A grade point average of 2.0 or better must be achieved in the minor course work at USF St. Petersburg and in all minor courses completed at other institutions.
3. All 12 credit hours must be taken in residence at USF St. Petersburg.

## • INFORMATION SYSTEMS

Success in today's fast paced business environment requires a solid understanding of information systems and the ability to use information technology to solve business problems. The Information Systems major provides students with an in-depth understanding of the many business applications of information and communication technologies, preparing them for careers in:

- programming
- business analysis
- systems development
- database or network administration
- systems support
- website development

Unlike many information technology programs, which are designed to develop only technical skills, the IS major focuses on the intersection of business and technology, developing graduates who are well-versed in the language of business, have strong communication skills, and know how to select, develop, implement, and manage new and emerging information technologies. Additionally, the IS major provides students seeking more general business careers with a set of highly marketable skills they can apply in any facet of business.

Core courses in the IS degree program are designed to develop students' information technology skills as well as their understanding of how technology is used to support managerial decision making and transform business operations. A variety of electives enable students to choose an area of specialization, learn about global information systems, or further develop their technical 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 set of 5 required ISM courses and 3 approved ISM electives. ISM majors must earn a "C" or higher (not C-) in the five required ISM courses and must have a

2.0 or higher GPA in the major; they can use grade forgiveness for only one upper-level ISM course. At least 18 hours must be taken in residence at USF St. Petersburg. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

Required ISM 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

Plus Approved ISM Electives**	<u>9</u>
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 ISM courses.

\*\*No more than three hours of ISM 4950 can be counted as ISM electives. (ISM 4905 will not count as an ISM elective.)

**Requirements for a Minor in ISM (for Business majors only):** Students majoring in Business may minor in ISM. The requirements are:

1. ISM 3113	Systems Analysis and Design	3
ISM 4212	Database Administration	3
Approved ISM Elective		<u>6</u>
Total ISM 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. All 12 hours must be taken in residence at USF St. Petersburg.

## • MANAGEMENT AND ORGANIZATION (MAN)

The purpose of the Management bachelor's degree program is to educate students in the fundamental skills, knowledge, and practice of the management of people and organizations and provide business professionals with important skills and knowledge needed to advance in the workplace.

**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 15 hours must be taken in residence at USF St. Petersburg. A grade point average of 2.0 or higher must be achieved in all major course work at USF and an overall 2.0 GPA including transfer work.

Required Management Courses:

MAN 3240	Organizational Behavior Analysis	3
MAN 3301	Human Resource Management	3
MAN 4600	International Management	3
Additional upper-level management courses		<u>9-15</u>
Total		18-24

**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 4600	International Management	3
Additional upper-level management course		<u>3</u>
Total Management 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. All 12 credit hours must be taken in residence at USF St. Petersburg.

## • 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 too much of the challenge and too 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:

1. Understanding how to attract and retain customers;
2. Having the ability to find and analyze information;
3. Being able to design, collect, and analyze marketing information to be used in managerial decision making;
4. Using electronic and traditional media to create satisfied loyal customers;
5. Having personal communication skills that businesses demand;
6. Being capable of writing a winning marketing plan;
7. 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 15 hours must be taken in residence at USF St. Petersburg. A grade of "C" or higher (not C-) is required in all Marketing Classes plus a 2.0 GPA in all major course work at USF St. Petersburg and an overall 2.0 GPA including transfer work.

Required Marketing Courses:

MAR 3613 Marketing Research	3
MAR 3400 Professional Selling	3
MAR 4824 Marketing Management Problems	3
Additional upper-level marketing courses	<u>12</u>
Total	21

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. Any 4 upper level Marketing courses with a MAR prefix (excluding MAR 4824)  
Total Marketing Hours 12
2. A grade of "C" or higher (not C-) is required in all Marketing minor coursework.
3. 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.
4. All 12 credit hours must be taken in residence at USF St. Petersburg.

## • INTERNATIONAL BUSINESS (ITB)

### 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 selected from a set of approved upper-level international business courses (see below). A minimum of 9 semester hours of the minor course work must be taken at USF St. Petersburg. 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 St. Petersburg a minimum of 12 semester credit hours selected from a set of approved upper-level international business courses (see below). All of the 12 hours must be taken in residency at USF St. Petersburg. 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 minor:

ECO 3703	International Economics
ECO 4713	International Macroeconomics
ECO 4704	International Trade and Policy
ECO 4430	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.

## **AFFILIATED MAJOR**

### **B.A. ECONOMICS (ECO)**

In addition to the business degrees described above, the College of Business manages an affiliated degree in Economics (B.A.). While not a Business Degree, this degree allows students to take a wide array of courses outside of the College of Business while focusing on the discipline of Economics. The specific general education requirements are listed below.

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

1. Complete at least 120 accepted semester hours.
2. Maintain major GPA of 2.000.
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. Complete all major course requirements.
13. 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.
14. Thirty (30) of the last 60 semester hours must be completed at USF to fulfill the residency requirement.
15. Students must take a minimum of 80 hours outside of Economics.
16. Students must satisfy CLAST (College Level Academic Skills Test).
17. Transfer credit for MAT 1033 will only be acceptable 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.

**Requirements for the Major in Economics 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: Macroeconomics  
**and**  
 ECO X023 Economic Principles: Microeconomics  
**or**  
 ECO XXXX and ECO XXXX

Coursework in the Economics Major: A student may earn a Bachelor of Arts degree with a major in Economics by satisfactorily completing 33 credits in Economics in addition to college requirements. The 33 credits must include:

ECO 2013 Economic Principles: Macroeconomics	(3)
ECO 2023 Economic Principles: Microeconomics	(3)
ECP 3703 Managerial Economics	(3)
ECO 3203 Intermediate Macroeconomics	(3)
QMB 2100 Business and Economic Statistics I	(3)
QMB 3200 Business and Economics Statistics II	(3)
Economics electives numbered 3000 or higher (may include FIN 3233)	(15)

ECO 3101, Intermediate Price Theory, may be substituted for ECP 3703. Students may not take both ECO 3101 and ECP 3703 for credit.

ECO 1000 (if taken before both ECO 2013 and ECO 2023) may be substituted for a maximum of 3 hours of upper level elective credit. Students must obtain a grade of "C-" or higher in ECO 3101 or ECP 3703 in order to enroll in any course for which ECO 3101 or ECP 3703 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 of upper level credit must be taken in residence at USFSP.

#### **Requirements for the Minor in Economics**

All students can 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)  
 (may include QMB 3200 and FIN 3233)

ECO 1000, if taken before both ECO 2013 and ECO 2023, may be substituted for 3 hours of upper level electives. Before being recognized as a minor in economics a student must obtain program approval by an academic advisor in DAV 134. A grade point average of 2.0 or higher must be achieved in the minor course work at USFSP and in all minor courses completed at any institution. At least 12 hours must be taken in residence at USFSP.

## **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.

**Beta Alpha Psi** – This international accounting honor society recognizes excellence and complements members' formal education by providing interaction and networking among students, faculty, and professionals, while fostering lifelong growth, service and ethical conduct.

**Beta Gamma Sigma** is a business honor society that recognizes the most academically outstanding business students from institutions accredited by AACSB International. It was founded in 1913 and the membership roster now includes business personnel, executives, directors, CEO's, CFO's and presidents from some of the world's largest companies

**Omicron Delta Epsilon** – The international economics society promoting outstanding achievements in economics and the establishment of closer ties between students and faculty.

The **STUDENT BUSINESS ORGANIZATION** is a student organization for students to learn more about the various business professions. Members are provided with valuable skills not taught in the classroom along with opportunities to network between themselves, the University, and the local and regional business communities.

## **BUSINESS FACULTY**

### **Program of Accountancy**

*Professors:* J. A. Fellows, G. H. Lander; *Associate Professor:* G. Kearns; *Assistant Professor:* K. Barker;  
*Instructors:* S. Danese, P. Gaukel, N. Stowell; *Director of POA:* J. Jewell

### **Economics**

*Professors:* T. Carter; *Associate Professor:* R. Smith; *Instructors:* A. Criss, J. Gum, R.L. Moss

### **Finance**

*Associate Professors:* G. Patterson, T. Shank; *W. Guan;* *Instructor:* M. Schmidt

### **Information Systems & Decision Sciences**

*Associate Professors:* A. Watkins (Associate Dean of Graduate Studies), C. Davis

### **Management**

*Professors:* M. Ebrahimpour (Dean), W. Jackson (Associate Dean of Undergraduate Programs); *Associate Professors:* S. Geiger, D. Marlin; *Assistant Professors:* S. Segrest

### **Marketing**

*Associate Professors:* K. Braunsberger; T. Ainscough, M. Luckett, P. Trocchia

## COLLEGE OF EDUCATION

The USF St. Petersburg 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 offers undergraduate degree programs recognized for accomplishing defined learning outcomes, supported by a foundation of applied research, and committed to meeting the needs of the community and the students it serves. In pursuit of this mission, faculty in the College of Education are guided by a respect for evidence, creating and extending knowledge by supporting research, and by the pursuit of scholarship. The College of Education seeks to prepare exemplary teachers and other educational personnel for roles in a diverse and changing society. It promotes lifelong learning, is committed to stewardship that reflects the ethics of community responsibility, and continually strives to meet the educational needs of all learners.

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 through ongoing appraisals of candidate learning outcomes.

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.

### Admission 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 general education requirements and the state-mandated common prerequisites for education. Students may apply for entrance into the upper-level teacher education program offered by the College of Education after completing the prerequisite courses. All students who plan to teach apply for admission to the teacher education program by contacting the Coordinator of Academic Advising for the College of Education in DAV 134. Admission to the 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 with a minimum grade of C- in general education core. (See "Liberal Arts Requirements" section of the catalog.) Students with a Florida public AA degree will meet all general education requirements. However, general education courses with a grade of D+ or below will need to be repeated for a grade of C- or above to fulfill prerequisites for the College of Education. **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 General Knowledge Test, CLAST, and PRAXIS I with passing scores. No exemptions or waivers accepted.
4. Completion of State Mandated Common Prerequisites **Note:** The following prerequisites are required for all education majors. Students should consult their intended majors (listed under "Departments and Programs," below) for a list of other specific course prerequisites and requirements beyond these listed below:

- EDF X005 Introduction to Teaching Profession (3) minimum grade of C-
- EDG X701\* Teaching Diverse Populations (3) minimum grade of C-
- EME X040 Introduction to Educational Technology (3) minimum grade of C-

\*In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree.

#### USF St. Petersburg International/Diversity/Recommended Courses Credit

AMH 2010 American History I 3  
 AMH 2020 American History II 3  
 122  
 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  
 EUH 2011 Ancient History I 3  
 EUH 2021 Medieval History I 3

EUH 2022 Medieval History II 3  
 EUH 2030 Modern European History I 3  
 EUH 2031 Modern European History II 3  
 LIT 2010 Introduction to Fiction 3  
 LIT 2040 Introduction to Drama 3  
 REL 2300 Introduction to World Religions 4  
 SYG 2000 Introduction to Sociology 3

5. Minimum GPA: An overall minimum GPA of 2.50 on all attempted hours.
6. Additional criteria as may be established by each program. Credit requirements include courses in the following categories: Professional Education Core, Teaching Specialization Preparation, and Liberal Arts Exit Requirements. For questions concerning General Education and Liberal Arts Exit Requirements, refer to the Liberal Arts Requirements section of the catalog. See specific requirements for the Bachelors of Science Degree in Education 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 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) 873-4511. The office is located in Davis Hall Room 134 and the hours are M/R/F 8 a.m. – 5 p.m. and T/W 9 a.m. – 6 p.m.

#### **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 USF St. Petersburg. 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) 873-4511 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 if all competencies are met.
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 elementary or exceptional education classroom. In most programs internship sites include the entire spectrum of sites available in the various counties served by USFSP. Other than Senior Seminar, 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 General Knowledge Test) prior to final internship.
3. Documentation of passing scores on all portions of the Florida Teacher Certification Examinations (General Knowledge Test, Subject Area Exam and Professional Education).
4. 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.
5. Completion of all professional education and specialization course work.
  6. A combined grade point average of 2.5 in professional education and specialization coursework as well as an overall USF GPA of 2.5.
7. Students must earn a "C-" grade or higher in their required major courses. S/U grades will not apply toward qualifying for internship.
8. Students must receive evaluations at the Fulfilled Level for at least six of the FEAPs or 12 at the level of bridging.
9. Students must complete all other requirements as prescribed by their individual programs.

### **College Requirements for Graduation from Teacher Education Programs**

1. To be certified by the College of Education for graduation, a student must have earned a minimum of 120-semester hours credit.
2. Successful completion of all program requirements for ESOL endorsement.

3. A minimum overall USFSP grade-point average of 2.50 or a minimum GPA of 2.50 in teaching specialization courses and a minimum GPA of 2.50 in the Professional Education sequence is required.
4. Satisfactory completion of the internship is also required.
5. Passing scores on the Elementary and Exceptional Student Education FTCE Subject Area and Professional Education subtests prior to final internship.
6. Completed the major requirements in a state-approved teacher education program (which includes general preparation, teaching specialization, and professional preparation).
7. A minimum of 8 credits in professional courses in addition to internships and 12 credits in specialization courses must have been earned at USFSP.
8. A minimum of 30 hours after admittance to the Bachelor's of Science in Education program and meet all University requirements.
9. Successful completion at the Fulfilled Level of all 12 of the Florida Educator Accomplished Practices in the Collaborative Digital Network (CDN).
10. Successful completion at the Fulfilled Level of all 5 ESOL Clusters in the Collaborative Digital Network (CDN) Portfolio.

## **BACCALAUREATE-LEVEL DEGREE PROGRAM**

### **□ EDUCATION with certifications in ELEMENTARY EDUCATION and EXCEPTIONAL STUDENT EDUCATION with Endorsements in ESOL and Reading**

To address the needs of the students in the Twenty-First century, the College of Education offers an interdisciplinary degree in Education. Students completing this state of Florida approved teacher education program will earn teaching certifications in Elementary Education and Exceptional Student Education. Majors in this program will be prepared to teach: students in elementary school (Kindergarten-6); students with disabilities (Kindergarten-12), reading (K-12), and English Language Learners. All majors will be assigned to a specified sequence of courses to be followed throughout the program enrollment. Coursework will include internships and field experience. Field experiences begin during the first semester of student's enrollment with increasing involvement throughout the program.

124

Students must complete the state-approved program to be eligible for certification in Elementary Education (Grades Kindergarten – 6) and Exceptional Student Education (Grades Kindergarten-12). Please be advised that degree and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria. The current program of study includes both coursework and extensive field experience in elementary, middle, and secondary school settings to enable students to integrate theory with teaching practice.

Education majors will be assigned to a specified sequence of courses and internships/field experiences to be followed throughout the program enrollment. Students are responsible for providing transportation to their field experience and internship sites. Students who withdraw from or who have unsatisfactory grades in the field experiences or internships must petition the college 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 Education (those planning to take 9 hours or fewer per semester) must meet program and internship requirements associated with the program. These requirements include being available to participate in the internships during regular school hours.

The College of Education offers a full ESOL Endorsement and a full Reading Endorsement for all Education major graduates. The special requirements for ESOL endorsement through the ESOL infusion model 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 4316; (3) a late ESOL field experience where students plan, implement, and evaluate lessons for one or more ESOL students over 10 days; and (4) completion of the ESOL competencies portion of the CDN, the unit assessment system, comprising 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. The Reading Endorsement is infused into the required courses for the Education major. The special requirements for Reading Endorsement are as follows: Successful completion of (1) Literacy Development course with a minimum grade of 70% or better as the final grade; (2) all required assignments in Reading-infused classes with a minimum grade of 70% or better; and (3) a reading practicum that is part of the Integrated Clinical

Experiences: Grades 6-12.

Because of state and national accreditation requirements, students who take any of the required professional education core courses or education specialization courses at a different regionally accredited institution may be required to submit additional assignments to meet graduation requirements for the USF St. Petersburg College of Education.

**Requirements for the B.S. Degree (BXE):** 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 St. Petersburg students. A grade of "C-" is the minimum acceptable grade.

- EDF X005 Introduction to Teaching Profession (3)
- EDG X701\* Teaching Diverse Populations (3)
- EME X040 Introduction to Educational Technology (3)

\*In addition to EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the community college or university where the student is currently earning the Associate in Arts or baccalaureate degree. World language courses may be used to meet this requirement.

**Completion of General Education Requirements:** General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog or in the Community College Counseling Manual. (For USF St. Petersburg, see "Academic Policies and Procedures - Liberal Arts Requirements" section of the catalog.)

Students are advised that the Education specialization may 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 Program of Study is designed to address Florida Education Competencies. The courses are divided into tiers. Students are to complete all courses in each tier before moving to the next one.

125

#### **Professional Education Core (20 credit hours)**

Tier I: Focusing on the Learner and the Learning Context

EEX 4012 Foundations of Special Education (3)

FLE 4317 Teaching LEP Students K-12 (3)

EDG 4012 Standards Based Education (1)

EDF 3XX1 Development across the Life Span (3)

RED 4348 Literacy Development (3)

EDF 3604 Social Foundations of education (3) EEX 3751 Enhancing Family Involvement in Education (2)

EDG 3943 Integrated Clinical Experiences: K-Grade 5 (3)

#### **Specialization (40-49 credit hours)**

Tier II: Integrated teaching and assessment/measurement knowledge

EDG 4909 Instructional Design and Classroom Management (3)

EDF 4909 Measurement Concepts & Assessment of All Students (4)

EDG 4909 Literacy/Literature and Social Studies for All Students (4)

MAE 4314 Mathematics for All Students (4)

EDG 4XX5 Science for All Students (3)

FLE 4316 Language Principles and Acquisition (3)

EEX 4764 Instructional and Adaptive Technology for Exceptionalities (3)

EDG 4909 Writing Across the Curriculum (2)

EDG 4909 Integrated Clinical Experiences: Grades 6-12 (3)

Tier III: Assessing and Reflecting on P-12 Learning Impact

EDG 4909 Experiences in Humanities, Movement, and Health (2)

TSL 4941 ESOL Practicum (1)

EDG 4909 Integrated Final Internship (11)

EDG 4934 Final Internship Seminar (1)

All students must complete all requirements of the 12 Accomplished Practices and all 5 ESOL Clusters in the Collaborative Digital Network (CDN) e-portfolio.

## **PROFESSIONAL TRAINING OPTIONS MINOR FOR ARTS AND SCIENCE MAJORS WHO WANT TO TEACH SECONDARY SCHOOL**

**Eligibility Requirements:** The Professional Training Option (PTO) minor at USF St. Petersburg is an approved program of the Florida Department of Education. To be eligible, there are three requirements: 1) major in Environmental Science (Biological Sciences), Interdisciplinary Social Sciences, English, or Journalism; 2) earn 21 credits in one of these majors with 12 of these credits earned at USF St. Petersburg,

and 3) have and maintain an overall 2.5 GPA or higher throughout the PTO.

The Professional Training Option consists of the following courses:

**Choose one of these three courses, depending on your major:**

For English or Journalism majors--LAE 4335 Methods of Teaching English (3) **or**

For Interdisciplinary Social Sciences--SSE 4334 Methods of Teaching Secondary Social Studies (3) **or**

For Environmental Science and Policy majors (Biological sciences)--SCE 4330 Methods of Teaching Secondary Science (3)

**Take all of the following courses:**

ESE 4322 Classroom Management (3)

EDG 4943 Practicum in Secondary Teaching (3) (See Note 1 below)

EDG 6931 (RED 5240) Foundations of Differentiated Reading Instruction (3) (See Note 2 below)

FLE 4317 Teaching Students with Limited English Proficiency (3)

126

EDF 4430 Measurement for Teachers (3)

EEX 4070 Integrating the Exceptional Student in the Regular Classroom (3)

**Exit Requirement Courses:** It is strongly suggested that all students who wish to add the Professional Training Option (PTO) minor take EDF 3604 Social Foundations of Education (3) to fulfill an Exit Requirement in their major. For the English Education PTO, it is strongly suggested that students **also** take LAE 4464 Adolescent Literature for Middle and Secondary Students (3) as an Exit Requirement.

Note 1: To be eligible for EDG 4943, Practicum in Secondary Education, all students in the PTO will need to be fingerprinted and have a background check through the Pinellas County School District before registering for the Practicum. This is a state requirement for all practicum students in the public schools. Students must also take and pass all sections of the **General Knowledge Test** of the Florida Teacher Certification Exam to enroll in EDG 4943 Practicum in Secondary Education

Note 2. Students must take and pass all sections of the **General Knowledge Test** of the Florida Teacher Certification Exam (<http://www.fl.nesinc.com>) to enroll in EDG 6931(RED 5240) Foundations of Differentiated Reading Instruction.

**Earning a Professional Training Option on your transcript:** As a Florida Department of Education approved program, to receive the notation "Professional Training Option" on transcripts, students must pass all sections of the Florida Teacher Certification Examination (Subject Area Examination in content area and the Professional Area Examination, [www.fl.nesinc.com](http://www.fl.nesinc.com) ).

## 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:* V. Fueyo; *Associate Professors:* G. Gayle-Evans, C. Leung, M. Sampson; *Assistant Professors:* J. Blake, Z. Unal; *Instructors:* J. Fountain, G. Senokossoff

### Education Leadership

*Associate Professor:* Brianne Reck; *Assistant Professor:* C. Vanover; *Instructor:* O. Hodges

### Educational Measurement and Research

*Professor:* W. S. Lang.

### Psychological and Social Foundations

*Associate Professors:* L. Johnson, D. Michael

### Secondary Education

*Associate Professors:* A.E. Brice, M. Butler; *Assistant Professor:* G. Roy; *Instructor:* J. Khattabi

### Special Education

*Professors:* W. H. Heller, T. Rose; *Associate Professors:* L. Dukes; K. Stoddard; *Lecturer:* B.

Braun.

## Military Science and Leadership - Army Reserve Officer's Training Corps (ROTC)

Army ROTC - Suncoast Battalion Bravo Company, Extension at USF St. Petersburg

**Location/Phone:** USFSP One Building, (727) 873 4730

**Office Hours:** 8 a.m. - 5 p.m., Monday through Friday

**Web Address:** <http://www.stpete.usf.edu/rotc/index.htm>

**Email Address:** [smacksam@arotc.usf.edu](mailto:smacksam@arotc.usf.edu), [jbiggs@arotc.usf.edu](mailto:jbiggs@arotc.usf.edu)

The Department of Military Science for Army Reserve Officers Training Corps (ROTC) was established to select and prepare students to serve as Officers in the Regular and Reserve components of the United States Army. The curriculum is designed to develop students' leadership potential and improve students' planning, organizational, and managerial skills. USF St. Petersburg has partnership agreements with Clearwater Christian College, Eckerd College and St Petersburg College.

Army ROTC training is divided into two phases: the first two years constitute the Basic Course; the last two the Advanced Course. The Department offers both a four- and a two-year program, each leading to a commission as a **Second Lieutenant** in the United States Army. The four-year program requires completion of the Basic Course, a five-week field training course, and the Advanced Course. Students with prior active military service or previous training at military schools may be exempt from some or all of the Basic Course. Students with questions concerning the various options should contact the Professor of Military Science for more information. Enrollment is open to qualified students at all levels, including graduate students. Offerings are published each semester.

Army ROTC training provides scholarships, pay, free uniforms and textbooks. Scholarships are awarded on a competitive basis in all academic majors. The scholarship pays full tuition or room and board, books, lab and **mandatory** fees, and certain other academic expenses. All Advanced Course and scholarship students receive a monthly subsistence payment that ranges from \$300.00 as a freshman to \$500.00 as a senior. This is in addition to the pay of approximately \$700.00 while attending the five-week field training course at the **Leadership Development and Assessment Course at Fort Lewis, Washington**.

**Additional skills training:** Airborne School, Air Assault School, and the Northern Warfare School are available to both Basic and Advanced Course students during semester breaks. Additional skills training and internships are also available during the academic and summer session year to include first aid, rappelling, orienteering, color guards, etc.

**Basic Course:** The Basic Course consists of four semesters of classroom instruction of one and a half hour each week and a **leadership lab**. Students incur no military commitment by participating in the Basic Course. ***In lieu of attending the basic course classroom instruction, a student may attend the four-week Leadership Training Course at Fort Knox, Kentucky during the summer of the student's sophomore year.***

**Advanced Course:** The Advanced Course consists of four semesters of classroom instruction of three hours each week, **leadership lab, physical fitness and field training exercises**, and a five-week training phase at **Leadership Development and Assessment Course**. The Advanced Course is designed to prepare the student who desires to be a Professional Army Officer for duty, either Active Army, Reserve or National Guard. ***Additional follow-on training is available to selected cadets at both US based and overseas active Army units.***

**Job Opportunities:** The newly commissioned officer can be guaranteed Reserve or National Guard duty, or compete for an Active Duty commission. Prior to commissioning the student may request to serve in a

number of career fields to include aviation, engineering, medical, law, law enforcement, logistics, and personnel administration.

**Requirements for an ROTC Commission:** Students who desire to earn a commission as a ***Second Lieutenant*** in the United States Army must meet the following requirements: four semesters of the ROTC Advanced Course, successful completion of the Professional Military Education Courses (written communication skills, computer literacy, water survival and military history), attendance at ***Leadership Development and Assessment Course***, maintain and graduate with a minimum of a 2.0 GPA, successful completion of the Army Physical Fitness Test, compliance with the Army height and weight standards, and other requirements of the United States Army.

**Military Science and Leadership Faculty at USF St. Petersburg**

Assistant Professor: Scott A. Macksam, Senior Military Instructor, John M. Biggs

## USFSP COURSE DESCRIPTIONS

### **ACG 2021 Principles of Financial Accounting (3) BA ACC**

Study of basic accounting principles including the recording and reporting of financial activity. The preparation and interpretation of financial statements.

### **ACG 2071 Principles of Managerial Accounting (3) BA ACC**

PR: ACG 2021 with a grade of "C-" or better. A study of the accountant's role in assisting management in the planning and controlling of business activities.

### **ACG 3103 Intermediate Financial Accounting I (3) BA ACC**

PR: ACG 2071 with a grade of "C" or better; ACG 2021 with a grade of "C" or better. Theory and methodology underlying financial reporting, including the FASB's conceptual framework, the accounting process, financial statements, accounting changes, present value applications, and current assets.

### **ACG 3113 Intermediate Financial Accounting II (3) BA ACC**

PR: ACG 3103 and ACG 3341 with a grade of "C" or better (not C-). Continuation of ACG 3103. Topics covered include property, plant and equipment, intangibles, current liabilities, long-term debt, stockholders' equity, earnings per share computations, and investments.

### **ACG 3341 Cost Accounting and Control I (3) BA ACC**

PR: ACG 2071 with a grade of "C" or better; ACG 2021 with a grade of "C" or better. Deals with cost accounting systems for different entities, cost behavior patterns, cost-volume-profit analysis, relevant information for decision making, and budgets and standard costs for planning and control.

### **ACG 3401 Accounting Information Systems (3) BA ACC**

PR: ACG 3103 and ACG 3341 with a grade of "C" or better (not C-). This course provides students with a basic understanding of well-controlled information systems in a variety of technological environments with added emphasis on the collection, processing, and reporting of accounting information.

### **ACG 4123 Intermediate Financial Accounting III (3) BA ACC**

PR: ACG 3113 with a grade of "C" or better (not C-). Theory and practice underlying revenue recognition, income tax allocation, leases, post-retirement benefits, error analysis, statement of cash flows, full disclosure, and other current accounting topics.

### **ACG 4351 Cost Accounting And Control II (3) BA ACC**

PR: ACG 3103 and ACG 3341 with a grade of "C" or better (not C-). Application of the material covered in ACG 3341 with specific emphasis on cost allocations, performance measurements, analysis of current cost accounting systems and accounting in today's environment (giving consideration to the influences of the international environment).

### **ACG 4632 Auditing I (3) BA ACC**

PR: ACG 3113 and ACG 3401. This course provides a sound conceptual foundation of basic auditing process from the perspective of the public accounting profession. Professional standards, ethics, legal responsibilities, and the utilization of technology are addressed.

### **ACG 4642 Auditing II (3) BA ACC**

PR: ACG 4632 with a grade of "C" or better (not C-). Further development of material covered in ACG 4632, with special emphasis on additional reporting topics and audit techniques not previously addressed.

### **ACG 5205 Advanced Financial Accounting (3) BA ACC**

PR: ACG 4123 Accounting for business combinations, preparation of consolidated financial statements, home office/branch relationships, foreign operations and transactions, partnerships.

### **ACG 5505 Governmental/Not-For-Profit Accounting (3) BA ACC**

PR: ACG 4123. CR: ACG 4632. Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.

### **ACG 5675 Internal and Operational Auditing (3) BA ACC**

PR: ACG 3113 and ACG 3401. CR: ACG 4632. The objective of Internal and Operational Auditing is to provide students with an opportunity to learn about the theory and practice of internal and operational auditing and to apply relevant audit principles and techniques to selected audit problems.

### **AFA 4150 Africa and the United States 6A SS HP AF (3) AS INT**

An examination of the historical and current political, economic, and cultural relations between the United States and Africa.

### **AFA 4931 Selected Topics in Africana Studies (3) AS AFA**

Topics offered are selected to reflect student needs and faculty interests. In depth study in such areas as the Black Student and the American Educational Process; the Black Experience in the Americas; European Expansion in Africa to 19th century; Contemporary Economic Problems in Africa.

### **AFA 4333 The African Diaspora: Blacks in the Construction of the Americas MW (3) AS AFA**

PR: Junior or Senior standing. This course will examine the historical and geographical distribution of Africans in the diaspora and the political and economic roles they have played in the development of the

Western world, with a focus on America. The course takes an interdisciplinary approach. The course is not restricted to majors and is not repeatable for credit.

**AMH 2010 American History I HP (3) AS HTY**

A history of the United States with attention given to relevant developments in the Western Hemisphere from European origins to 1877.

**AMH 2020 American History II HP (3) AS HTY**

A history of the United States with attention given to relevant developments in the Western Hemisphere from 1877 to present.

**AMH 3140 The Age of Jefferson (4) AS HTY**

A comprehensive study of American society and political culture from 1789-1828. Focuses on demographic trends, party systems, expansionism, Indian policy, labor, and ethno-cultural conflicts.

**AMH 3160 The Age of Jackson (4) AS HTY**

The United States from 1828-1850, with emphasis on social and political conflict. Consideration of evangelicalism, reform, labor movements, urbanization, and political activity in the antebellum era.

**AMH 3170 The Civil War and Reconstruction (4) AS HTY**

An examination of political, social, and economic climate of the 1850's that led to the American Civil War. The course does focus upon the war itself in its military, diplomatic, and political consequences through the end of the Reconstruction (1877).

**AMH 3201 The United States, 1877-1914 (4) AS HTY**

A study of America from the end of Reconstruction to World War I. Ranging over political, social, and international developments, the course covers industrialization, immigration, unions, reform, feminism, race relations and imperialism.

**AMH 3231 The United States, 1914-1945 (4) AS HTY**

The United States from World War I to the end of World War II. Covering political, social and international developments, the course examines the lives of Americans, including minorities and women, during war, prosperity, and the Great Depression.

**AMH 3270 The United States since 1945 (4) AS HTY**

A study of America's role in the Cold War, in Vietnam, and in the post-Cold War era. Also examines domestic developments, such as the consumer culture, protest movements, and abuses of political power.

**AMH 3403 The South since 1865 (4) AS HTY**

Southern history since the surrender at Appomattox. Topics covered include Reconstruction, the Populist revolt, race relations, demagoguery and disfranchisement, Southern women, and the Civil Rights Movement.

**AMH 3423 Modern Florida (4) AS HTY**

An historical survey of Florida from the territorial period to the modern era. An examination of the social, political, and economic changes occurring in Florida between 1821 and the 1980s.

**AMH 3530 Immigration History (4) AS HTY**

A study of the composition and character of the "American" people with emphasis on the period from 1840s to the 1920s. Examines old world backgrounds of immigrants and their responses to the new world's social, economic and political conditions.

**AMH 3545 War and American Empire (4) AS HTY**

The U.S. evolved in 200 years from 13 colonies to the number one power in the world. To achieve this goal we utilized war to achieve empire. This course will examine the link between American War and empire from the Revolution through Viet Nam.

**AML 3031 American Literature From the Beginnings to 1860 (3) AS ENG**

A study of representative works from the period of early settlement through American Romanticism, with emphasis on such writers as Cooper, Irving, Bryant, Hawthorne, Emerson, Melville, Thoreau, and Poe, among others.

**AML 3032 American Literature From 1860 to 1912 (3) AS ENG**

A study of representative works of selected American Realists and early Naturalists, among them Whitman, Dickinson, Twain, James, Howells, Crane, Dreiser, Wharton, Robinson, Dunbar, and Johnson.

**AML 3051 American Literature From 1912-1945 (3) AS ENG**

A study of poetry, drama, and fiction by such writers as Pound, Stein, Fitzgerald, Hemingway, Faulkner, Porter, Toomer, Cummings, Williams, Anderson, Steinbeck, Wright, West, Stevens, Henry Miller, and others.

**AML 3413 Historical Perspectives in Early American Literature HP (3) AS ENG**

Examines American literature from the Colonial Period to the Civil War as a manifestation of geographical, political, social, and intellectual forces. Will not be counted toward the English major.

**AML 3604 African American Literature 6A LW (3) AS ENG**

A study of African American literature from the nineteenth century to the present, including the works of such writers as W.E.B. Dubois, Jean Toomer, Langston Hughes, Richard Wright, Ralph Ellison, LeRoi Jones, and Nikki Giovanni.

**AML 4111 Nineteenth-Century American Novel (3) AS ENG**

A study of the American novel from its beginnings through 1900, including such novelists as Cooper, Hawthorne, Melville, James, Twain, Crane, and Dreiser, among others.

**AML 4300 Selected American Authors (3) AS ENG**

The study of two or three related major authors in American literature. The course may include such writers as Melville and Hawthorne, Hemingway and Faulkner, James and Twain, Pound and Eliot, Stevens and Lowell, etc. Specific topics will vary. May be taken twice for credit with different topics.

**AML 4624 Black Women Writers 6A LW (3) AS AFA**

Black women writers focuses on the literature of women of Africa and the African Diaspora. It examines the social, historical, artistic, political, economic, and spiritual lives of Africana women in context of a global community.

**AMS 4930 Selected Topics in American Studies (1-4) AS AMS**

PR: Senior in American Studies or CI. Offerings include the social implications of American painting, Technology in Twentieth Century America, American Environmental Problems, Popular Culture in America, American Military Experience, and Labor in America.

**ANG 5937 Seminar in Anthropology (2-4) AS ANT**

PR: Senior or GS. Topics to be chosen by students and instructor.

**ANT 2000 Introduction to Anthropology SS AF (4) AS ANT**

The cross-cultural study of the human species in biological and social perspective. Surveys the four major branches of anthropology: physical anthropology (human biology), archaeology (the analysis of the prehistoric and historic remains of human cultures), anthropological linguistics (the analysis of language in its cultural context), and cultural anthropology (the cross-cultural study of peoples living in the world today, be they in tribal, peasant, or urban societies).

**ANT 2410 Cultural Anthropology SS AF (3) AS ANT**

Discussion of major methods of and orientations to the cross-cultural study of the world's peoples. Representative case studies are used to demonstrate variations in human adaptations and to encourage an appreciation of diverse values and lifestyles.

**ANT 2511 Biological Anthropology NS (3) AS ANT**

CR: ANT 2511L. Non-human primates, the fossil record and the biology of races are surveyed in order to understand the human animal as a product of biosocial phenomena. Anatomy, genetics, culture and evolution are emphasized.

**ANT 2511L Biological Anthropology Laboratory NS (1) AS ANT**

CR: ANT 2511 This is a lab companion to an overview of biological anthropology. The students will be doing laboratories which are relevant to the class topics covered in the lecture hall in ANT 2511.

**ANT 3101 Archaeology SS (3) AS ANT**

The cross-cultural study of humankind from its beginnings up to and including the historic period through the recovery, description, and analysis of the remains of past cultures and societies.

**ANT 3610 Anthropological Linguistics SS (3) AS ANT**

The comparative study of language in its cultural context, especially emphasizing the role of language in the cultural interpretation of physical and social reality.

**ANT 4034 Theories of Culture (3) AS ANT**

PR: DPR. Senior standing with major in anthropology. The major concepts that form the anthropological view of humanity are viewed in historical perspective. Basic ideas of the western philosophical tradition are analyzed from the Greeks to the 19th century when they became incorporated into the new discipline of anthropology. 20th century anthropological developments on these themes are considered.

**ANT 4149 Fantastic Archaeology MW (3) AS ANT**

PR: Junior standing or above. Mysteries including the Lost Continent of Atlantis, Ancient Astronauts, Piltdown Man, Psychic Archaeology, Noah's Ark, and the Shroud of Turin will be examined, while emphasizing skills in critical thinking that have much wider practical applications.

**ANT 4153 North American Archaeology (3) AS ANT**

PR: ANT 3101 or DPR. An examination of the evidence regarding the human settlement of North America from its beginnings through the development of aboriginal culture to the period of European conquest. Emphasis on the comparative study of material culture at selected sites from all time periods. No field work is involved.

**ANT 4158 Florida Archaeology (4) AS ANT**

PR: ANT 3101, DPR. Culture history and culture process over 10,000 years from the time of the first people in Florida (Paleo-Indians) through the elaborate Weeden Island and Safety Harbor burial and temple mound cultures to the Spanish entrada and consequences of European conquest. Review of temporal and spatial relationships within the entire eastern U.S. and elsewhere. May be part of a summer (or other semester) field school, combined with Field Methods in Archaeology and Laboratory Methods in Archaeology.

**ANT 4180 Laboratory Methods in Archaeology (2-4) AS ANT**

PR: ANT 3101, DPR. Data and materials recovered from archaeological survey and excavation are processed in the laboratory; includes artifact cleaning, cataloguing, identification, and analysis; soil flotation; reconstruction and conservation of artifacts, mapmaking, etc. May be offered as part of a summer (or other semester) field session. May be combined with Florida Archaeology and Field Methods in Archaeology.

**ANT 4241 Anthropology of Religion 6A MW (3) AS ANT**

PR: ANT 2410 or DPR. The cross-cultural study of the social and cultural aspects of religion. Religious activities in traditional and modern societies will be discussed. Ritual behavior, religious practitioners and symbols of belief will be considered in light of their impact on the social, political or economic aspects of peoples' lives.

**ANT 4302 Gender in Cross-Cultural Perspective MW (3) AS ANT**

PR: ANT 2410 or DPR. Focuses on various theories, models and beliefs about male-female behaviors and interactions in human cultures throughout history and in various societies in the world today.

**ANT 4312 North American Indians (3) AS ANT**

PR: ANT 2410 or DPR. An examination of the evidence for the origin and antiquity of human beings in North America and of patterns of regional development until the period of contact with European colonists.

Emphasis on varieties of ecological adaptation, social, political and religious systems, enculturation and worldview, folklore and visual art.

**ANT 4316 Ethnic Diversity in the United States MW (3) AS ANT**

PR: ANT 2410 or DPR. Special concerns include ethnic diversity in American society, historical and contemporary diversity in values, experiences, and lifestyles, and an examination of policies and problems affecting ethnic groups in the United States.

**ANT 4323 Mexico and Central America (3) AS ANT**

PR: ANT 2410. Restricted to Anthropology majors, LACS certificate students, juniors and seniors only. Focuses on the history, contemporary values and interpersonal relationships, and patterns of rural and urban life in Mesoamerica. Guatemala and Mexico are emphasized.

**ANT 4401 Exploring Cross-Cultural Diversity MW (3) AS ANT**

For non-Anthropology majors only. This course will introduce students to anthropological perspectives which are useful in understanding the implications of cultural diversity related to changing demographic patterns within our country as well as to increasing globalization.

**ANT 4432 The Individual and Culture 6A MW (3) AS ANT**

PR: ANT 2410 or DPR. The relationship between the individual and society is studied cross-culturally. Main themes include child-rearing practices, psychosomatic illness and curing. Discussion of theories and models of personality development with special reference to their applicability to the emerging field of cross-cultural mental health planning.

**ANT 4442 Urban Life and Culture (3) AS ANT**

PR: ANT 2410 or DPR. The cross-cultural study of urbanization, urbanism and human problems associated with metropolitan environments. Emphasis on the ethnography of city life and its relationship to the practical applications of urban research.

**ANT 4462 Health, Illness, and Culture (3) AS ANT**

PR: ANT 2410 or DPR. The study of health and human behavior in cross-cultural perspective. Main themes include: the impact of disease on the development of human culture; comparative studies of curing practices; medical systems in their relationship to ideology. Emphasis on understanding the role of medicine, and the behavior of both practitioners and patients in modern societies.

**ANT 4495 Methods in Cultural Research (3) AS ANT**

PR: DPR. Restricted to juniors and seniors. The stages in the development and execution of ethnological research are discussed and practiced. Literature search, hypothesis formation, selection of data collection techniques, elicitation of information, data analysis, and report presentation are stressed. Research design models from the case literature are studied and supervised research in the local community is designed and carried out.

**ANT 4520C Forensic Anthropology (4) AS ANT**

PR: ANT 2511 or DPR. This course is designed to familiarize students with forensic anthropology through lectures and lab work. Students will learn human skeletal biology for personal identification and cause of death. This course is restricted to majors and is not repeatable.

**ANT 4586 Prehistoric Human Evolution NS (3) AS ANT**

PR: ANT 2511 or DPR. A survey of the fossil record from the early primates through the ascent of Homo sapiens sapiens, focusing on the human lineage. Biosocial patterns and cultures of the past are also covered.

**ANT 4620 Language and Culture 6A (3) AS ANT**

PR: ANT 3610 or DPR. Examines the relationships between language and culture in cross-cultural perspective. Explores the extent to which languages shape the world views of their speakers. Emphasis on the nature and degree of fit between linguistics and other cultural systems of knowledge.

**ANT 4824 Archaeological Field Methods (4-12) AS ANT**

PR: ANT 3101, DPR. Offered as all or part of a summer (or other semester) field session. May or may not be combined with Florida Archaeology and Laboratory Methods in Archaeology. Students learn appropriate methods of archaeological survey, excavation, data and materials recovery, recording, and processing.

**ANT 4901 Directed Reading (1-4) AS ANT**

PR: DPR. S/U only. Individual guidance in concentrated reading on a selected topic in anthropology. Contract required prior to registration.

**ANT 4905 Individual Research (2-4) AS ANT**

PR: DPR. S/U only. Individual guidance in a selected research project. Contract required prior to registration.

**ANT 4930 Special Topics in Anthropology (2-4) AS ANT**

PR: Variable depending on topic or DPR. Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.

**ANT 4935 Rethinking Anthropology 6A (3) AS ANT**

PR: Senior standing with major in anthropology. Through discussion of readings and student papers, students rethink and reevaluate anthropology as a discipline and the integration of its branches and specialty fields. Students develop and articulate their current images of anthropology.

**ANT 4940 Directed Internship Including Practicum (2-4) AS ANT**

PR: DPR. Individual guidance in a selected internship. Contract required prior to registration. S/U only. Majors and non-majors. May be repeated for credit; max 6 total hours.

**ARH 2050 History of Visual Arts I HP FA (3) VP ART**

PR: DPR. A survey of World Art to AD 1300. Students are introduced to problems of analyzing and interpreting the art of various cultures without making the Western perspective a privileged one. Open to non-majors.

**ARH 2051 History of Visual Arts II HP FA (3) VP ART**

PR: DPR. A survey of World Art since 1300. Students are introduced to problems of analyzing and interpreting the art of various cultures without making the Western perspective a privileged one. Open to non-majors.

**ARH 3001 Introduction To Art HP FA (4) VP ART**

An expanded introductory treatment of basic concepts. For non-art majors.

**ARH 3475C Contemporary Issues in Art HP FA MW (4) VP ART**

PR: DPR. Focuses upon the productions, themes and processes of artists working in the present time. This course will investigate the relationship of materials and media used by contemporary artists to the subject and content of artists' productions/products as well as conceptual processes.

**ARH 4130 Greek Art (4) VP ART**

PR: ARH 2050 or EUH 2011 recommended but not required. A comprehensive study of ancient Greek sculpture, painting, architecture, and other artistic media from the Bronze Age through the Hellenistic period.

**ARH 4151 Roman Art (4) VP ART**

PR: ARH 2050 or EUH 2011 recommended but not required. A comprehensive study of ancient Roman sculpture, painting, architecture, and other artistic media from the founding of Rome through the reign of Constantine.

**ARH 4115 Ancient Egyptian and Near Eastern Art (4) VP ART**

PR: ARH 2050 recommended but not required. A study of the art and cultures of ancient Egypt and the Near East, from the prehistoric period through the conquests of Alexander the Great.

**ARH 4200 Medieval Art (4) VP ART**

PR: DPR. A comprehensive study of early Christian, Byzantine and Medieval painting, sculpture, architecture and manuscript illumination.

**ARH 4301 Renaissance Art (4) VP ART**

PR: DPR. A comprehensive study of Renaissance and Mannerist painting, sculpture and architecture in Italy and Northern Europe.

**ARH 4350 Baroque and Rococo Art (4) VP ART**

PR: DPR. A comprehensive study of the painting, sculpture and architecture in France, Italy, Spain and the Netherlands in the seventeenth and early eighteenth centuries.

**ARH 4430 Nineteenth Century Art (4) VP ART**

PR: ARH 2051. A comprehensive study of nineteenth century painting, sculpture and architecture in America and Europe. Gender/multicultural issues and methodologies in 19th century art are emphasized.

**ARH 4450 Twentieth Century Art (4) VP ART**

PR: ARH 2051. A comprehensive study of painting, sculpture and architecture from Cezanne to the present in Europe and the United States. Required of all art majors.

**ARH 4724 History of Graphic Design 6A (4) VP ART**

This course surveys the design profession and the graphic design discipline. Students will explore graphic styles from the turn of the century to contemporary works, highlighting the innovations of influential designers throughout history.

**ARH 4800 Critical Studies In Art History 6A (4) VP ART**

PR: Two advanced Art Histories. Specialized intensive studies in art history. Specific subject matter varies. To be announced at each course offering.

**ARH 4930 Art History: Selected Topics (2-4) VP ART**

Lecture/discussion course designed to offer areas of expertise of visiting scholars or specific interests of resident faculty.

**ART 2201C Concepts and Practices I FA (3-4) VP ART**

An introduction to basic visual art studio concepts. Topics include the nature of art, the visual language of its form, modes of representation, and visual art theory. Studio problems supplemented by lecture and discussion. Emphasis on images of implied time and space.

**ART 2203C Concepts and Practices II FA (3-4) VP ART**

PR: ART 2201C (for majors). No prerequisites for non-majors. This course will synthesize and expand on the groundwork laid in Fabrications I, which is pre-requisite for majors, but not for non-majors. Fabrications II will focus on the significance of meaning and how it is constructed visually by researching 3 phases; I - the personal in images, We - images of cultural ideas, and They - images produced through collaboration.

**ART 2301C Beginning Drawing (3) VP ART**

PR: Majors Only. Projects exploring the methods, media, and concepts of drawing.

**ART 2500C Beginning Painting (3) VP ART**

PR: Majors Only. Projects in painting with emphasis on the exploration of methods and media and the development of individual concepts.

**ART 3310C Intermediate Drawing (3) VP ART**

PR: ART 2301C. Permit required. Majors Only. An extension of the skills and concepts introduced in Beginning Drawing with an emphasis on individual experimentation and the development of advanced critical and technical skills in the discipline. Repeatable up to 15 hours.

**ART 3530C Intermediate Painting (3) VP ART**

PR: ART 2201C, ART 2203C, ART 2301C, ART 2500C, ART 3310C, ARH 2050, ARH 2051. An extension of the skills and concepts introduced in Beginning Painting with an emphasis on individual experimentation and the development of advanced critical and technical skills in the discipline. Repeatable up to 15 hours.

**ART 4634C Visual Design for the Internet (3) VP ART**

Restricted to majors. This upper level course builds upon the concepts students encountered in the introductory level graphic design courses and focuses upon web content creation and animation techniques.

**ART 4900 Directed Reading (1-4) VP ART**

PR: CI. Registration by contract only. A course of reading and study in an area of special concern governed by student demand, instructor interest and/or department requirements. Registration is by contract only. Repeatable.

**ART 4905 Directed Study (1-4) VP ART**

PR: CI, DPR. Registration by contract only. Independent studies in the various areas of Visual Arts. Course of study and credits must be assigned prior to registration. Repeatable.

**ART 4925 Media Workshop: Design Production (3) VP ART**

PR: Graphic design majors only. This upper level technology course will develop in-depth understanding of graphic software and print production techniques. Students will review software programs, file preparation requirements, and print production standards.

**ART 4930 Selected Topics In Art (2-4) VP ART**

PR: DPR. The content of this course will be determined by student demand and instructor interest. Open University offerings under this number may not be counted for degree credit for art majors. Repeatable.

**BSC 1005 Principles of Biology For Non-Majors NS (3) AS BIO**

No credit for Biology majors. Lectures and demonstrations of selected biological principles, usually taught by television.

**BSC 2010 Biology I - Cellular Processes NS (3) AS BIO**

CR: BSC 2010L. CP: CHM 2045. An analysis of biological systems at the cellular and subcellular levels: cell structure and function, respiration, photosynthesis, mitosis and meiosis, genetics and gene expression.

**BSC 2010L Biology I Cellular Processes Laboratory (1) AS BIO**

CR: BSC 2010. Laboratory portion of Biology I Cellular Processes relating to cellular and subcellular structure and function. Mitosis, meiosis, and Mendelian genetics will be stressed.

**BSC 2011 Biology II - Diversity NS (3) AS BIO**

PR: BSC 2010, BSC 2010L, CHM 2045. CR: BSC 2011L. An analysis of biological systems at the organismal level: evolution, speciation, history of life, and ecology. Lecture only.

**BSC 2011L Biology II Diversity Laboratory (1) AS BIO**

CR: BSC 2011. Laboratory portion of Biology II Diversity relating to organismal structure and function. Microscopy, as well as, plant and animal development will be stressed.

**BSC 2025 Food: Personal and Global Perspectives NS (3) AS BIO**

May be taken by biology majors for free elective credit. The application of basic biological principles to human nutritional problems; to learn how various cultures achieve adequate nutrition and how environmental changes impact both personal and global nutrition.

**BSC 2035 Sex and Today's World NS (3) AS BIO**

The application of basic biological principles to female and male sexual behavior and reproduction; current social problems are treated from a biological perspective. May be taken by majors for free elective credit.

**BSC 2050 Environment NS (3) AS BIO**

Credit will be given for BSC 2030 or BSC 2050, but not both. The application of basic scientific principles to global environmental problems; how human activities impact the environment. May be taken by majors for free elective credit.

**BSC 2093C Human Anatomy and Physiology I (4) AS BIO**

PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L and CHM 2045. May be taken by majors for free elective credit only. Basic biochemistry, cell structure and function, tissues, anatomical terminology, anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. Lecture and Laboratory.

**BSC 2094C Human Anatomy and Physiology II (4) AS BIO**

PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, BSC 2093C, and CHM 2045. May be taken by majors for free elective credit only. Anatomy and physiology of the autonomic nervous, endocrine, circulatory, lymphatic, immune, respiratory, digestive, excretory, and reproductive systems. Lecture and Laboratory.

**BSC 3312 Marine Biology (3) AS BIO**

PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L & CHM 2045, CHM 2046 & MAC 1105 or higher-level MAC course, or STA 2023. CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712. A survey of the marine environment, the types of organisms found inhabiting a variety of marine habitats, and the adaptations of the organisms to those habitats. Emphasis is placed on shallow water Florida environments. Lecture only.

**BSC 4057 Environmental Issues MW (3) AS BIO**

Not for major's credit. Study of biological, economic, ethical, legal, political and social issues relating to current environmental problems.

**BSC 4905 Independent Study (1-3) AS BIO**

PR: CI. S/U only. May be taken by majors for free elective credit. Specialized independent study determined by the student's needs and interests. The written contract required by the Department of Biology specifies the regulations governing independent study.

**BSC 4910 Undergraduate Research (1-4) AS BIO**

PR: CHM 2210 and MAC 1105 or higher MAC course or STA 2023 or CI. CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 and CHM 2211. S/U only. Junior standing and 3.0 GPA required. Individual investigation with faculty supervision. Written contract by Department is necessary prior to registration.

**BSC 4933 Selected Topics In Biology (1-4) AS BIO**

PR: CI. The course content will depend on student demand and instructor's interest.

**BSC 5931 Selected Topics in Biology (1-4) AS BIO**

PR: CI.

**BUL 3320 Law And Business I (3) BA GBA**

This course covers the nature of legal and societal institutions and environments, and major aspects of public, private, UCC and related business law.

**BUL 3321 Law And Business II (3) BA GBA**

PR: BUL 3320. Legal problems in marketing of goods, nature of property, sales of personal property, securing of credit granted, nature and use of negotiable instruments.

**BUL 5332 Law and the Accountant (3) BA GBA**

PR: BUL 3320 or CI. A comprehensive study of commercial law as it affects the practice of accounting.

**CCJ 3024 Survey of the Criminal Justice System SS (3) AS CJP**

An introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Also includes brief coverage of major reported crimes.

**CCJ 3610 Theories of Criminal Behavior (3) AS CJP**

PR: Junior standing, CCJ 3024 or CI. Provides a basic understanding of the complex factors related to crime, with concentration on principal theoretical approaches to the explanation of crime.

**CCJ 3621 Patterns of Criminal Behavior (3) AS CJP**

PR: Junior standing. Reviews the nature and extent of the crime problem. The course will concentrate on major patterns of offender behavior including crimes against the person, property crimes, violent crimes, economic/white collar offense, syndicated (organized) crimes, consensual crimes, female crime, political crime, and will examine criminal career data.

**CCJ 3701 Research Methods in Criminal Justice I (3) AS CJP**

PR: Junior standing, CCJ 3024 or CCJ 3610 or CI. Introduces the student to some of the fundamentals of knowledge-generating processes in criminal justice.

**CCJ 3706 Applied Statistics in Crime (3) AS CJP**

This course is designed as a beginning undergraduate level statistics course for criminology majors. In addition to learning how and when to apply appropriate statistical tests, students will learn a number of basic statistical concepts. Majors Only.

**CCJ 4450 Criminal Justice Administration (3) AS CJP**

PR: Junior standing, CJE 4114 or CJT 4100 or CI. This course is designed to provide an in-depth examination of both the practical and theoretical aspects of the administration of criminal justice agencies. The major focus will be on law enforcement and correctional agencies.

**CCJ 4900 Directed Readings (1-3) AS CJP**

PR: Junior standing, CCJ 3024, CCJ 3610, CCJ 3621, CI. S/U only. (a) Students wishing to enroll must make arrangements with a faculty member during the semester prior to actually taking the course. (b) A minimum of four 4 CCJ courses must have been completed satisfactorily prior to enrollment. (c) First consideration will be given to Criminology majors. (d) Individual faculty members may add additional requirements at their discretion. No more than six hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours required for the major. This course is specifically designed to enable advanced students the opportunity to do in-depth independent work in the area of criminal justice. Each student will be under the close supervision of a faculty member of the program.

**CCJ 4910 Directed Research (1-3) AS CJP**

PR: Junior standing, CCJ 3024, CCJ 3610, CCJ 3621, CI. S/U only. (a) Students wishing to enroll must make arrangements with a faculty member during the semester prior to actually taking the course. (b) A minimum of four 4 CCJ courses must have been completed satisfactorily prior to enrollment. (c) First consideration will be given to Criminology majors. (d) Individual faculty members may add additional requirements at their discretion. No more than six hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours required for the major. This course is designed to provide students with a research experience in which they will work closely with faculty on the development and implementation of research projects in the area of criminal justice.

**CCJ 4930 Critical Issues in Policing (3) AS CJP**

PR: Junior standing, CCJ 3024 or CJE 4114 or CI. Focuses on some of the most critical issues in law enforcement today including: understanding and controlling police use of deadly force; police deviance; police prejudice and discrimination; violence-prone police officers; substance abuse by police officers; and administrative review of alleged police brutality.

**CCJ 4933 Selected Topics in Criminology (3) AS CJP**

PR: Junior standing, CCJ 3024, CCJ 3621, CCJ 3610 or CI. Lecture course. Topic varies and is designed to address a wide variety of issues in criminology and criminal justice. Open to non-majors with CI.

**CCJ 4934 Seminar in Criminology MW (3) AS CJP**

PR: Senior standing, CCJ 3024, CCJ 3621, CCJ 3610 and CI. These variable topic seminars are used for the in-depth study and discussion of the relationships among culture, gender, ethics, age, society, and criminal behavior. Such examinations may include the options the criminal justice does (or does not) have to deal with these interactions, and the ethics and efficacy of the system's response. Open to non-majors with CI.

**CCJ 4940 Internship For Criminal Justice Majors (3) AS CJP**

PR: Senior standing, CCJ 3024, CCJ 3610, CCJ 3621. S/U only. No more than 9 hours of CCJ 4940 will be accepted toward the elective hours required for the major. The internship will consist of placement with one or more of the agencies comprising the criminal justice system. This course will enable the students to gain meaningful field experience related to their future careers. The three-hour block of credit will require a minimum of ten hours of work per week during a fall or spring term, fifteen hours per week in summer, within the host agencies in addition to any written work or reading assignments. See requirements for the B.A. degree in Criminology for the number of hours required.

**CGS 2100 Computers In Business (3) BA QMB**

A study of the use and impact of computers in all areas of business organizations. Course includes hands-on experience and the use of software packages for business analysis.

**CHM 2023 Chemistry for Today NS (4) AS CHM**

PR: High school chemistry and mathematics including algebra are recommended. No credit for science majors. An introduction to the principles and applications of modern chemistry including the properties of matter, structural view of matter and reactions, quantitative relations in chemical reactions, technological aspects and societal impact.

**CHM 2045 General Chemistry I NS (3) AS CHM**

PR: 530 SAT Quantitative score or completion of MAC 1105 College Algebra with a C or better AND one year of high school chemistry or completion of CHM 2023 with a grade of C or better. Principles and applications of chemistry including properties of substances and reactions, thermochemistry, atomic-molecular structure and bonding, periodic properties of elements and compounds.

**CHM 2045L General Chemistry I Laboratory (1) AS CHM**

CP: CHM 2045. Laboratory portion of General Chemistry I. Introduction to laboratory techniques; study of properties of elements and compounds; synthesis and analysis of natural and commercial materials.

**CHM 2046 General Chemistry II NS (3) AS CHM**

PR: CHM 2045 or CHM 2045L or equivalent. Continuation of General Chemistry. Lec.-dis.

**CHM 2046L General Chemistry II Laboratory (1) AS CHM**

PR: CHM 2045L. Laboratory portion of General Chemistry II. Continuation of chemistry laboratory.

**CHM 2210 Organic Chemistry I (3) AS CHM**

PR: CHM 2046, CHM 2046L. Fundamental principles of organic chemistry. Lecture.

**CHM 2210L Organic Chemistry Laboratory I (2) AS CHM**

CP: CHM 2200 or CHM 2210. Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques.

**CHM 2211 Organic Chemistry II (3) AS CHM**

PR: CHM 2210 or equivalent. Continuation of organic chemistry. Lecture.

**CHM 2211L Organic Chemistry Laboratory II (2) AS CHM**

PR: CHM 2210L, CR: CHM 2211. Continuation of organic chemistry laboratory.

**CHM 4905 Independent Study (1-3) AS CHM**

PR: Cl. S/U only. Specialized independent study determined by the student's needs and interests. The written contract required by the College of Arts and Sciences specifies the regulations governing independent study.

**CHM 4932 Selected Topics in Chemistry (1-3) AS CHM**

PR: Cl. The course content will depend on the interest of faculty members and student demand.

**CHM 4970 Undergraduate Research (1-3) AS CHM**

PR: Cl. S/U only.

**CHM 5931 Selected Topics in Chemistry (1-3) AS CHM**

PR: Cl. The following courses are representative of those that are taught under this title: Natural Products, Stereochemistry, Reactive Intermediates, Photochemistry, Instrumental Electronics, Advanced Lab Techniques, Heterocyclic Chemistry, etc.

**CJC 4010 American Correctional Systems (3) AS CJP**

PR: Junior standing, CCJ 3024 or CCJ 3610 or Cl. Analysis of the different treatment philosophies and techniques currently in use in the field, with special attention to experimental and demonstration programs.

**CJE 3444 Crime Prevention (3) AS CJP**

PR: CCJ 3024, CCJ 3610. The aim of this course is to introduce students to the theories and constructs of crime prevention and reduction, as well as techniques and policies used currently worldwide that would enhance US response to crime and justice. No restriction, not repeatable.

**CJE 3641 Introduction to Forensic Science (3) AS CJP**

This course provides students an appreciation of 'real life' forensic science and its role in the justice system. The class introduces students to the scientific techniques employed by the forensic science community. Not restricted or repeatable.

**CJE 3656 Introduction to Crime Analysis (3) AS CJP**

PR: CCJ 3701, CJE 3444, CCJ 3706. An introduction to the field of crime analysis; the use of Geographic Information Systems (GIS); crime mapping techniques. Not restricted. Not repeatable.

**CJE 4010 Juvenile Justice System (3) AS CJP**

PR: Junior standing, CCJ 3024 or CCJ 3610 or Cl. Provides coverage of the juvenile and family courts, their clientele, and the complex of human services agencies and facilities that contribute to efforts at juvenile correctional intervention.

**CJE 4144 Private Security Systems (3) AS CJP**

PR: Junior standing plus CJE 4114, CCJ 3024, CCJ 3610, CCJ 3621 or CI. Examines some of the principal methods and techniques currently used to reduce or prevent losses due to theft and casualty.

**CJL 3110 Substantive Criminal Law (3) AS CJP**

PR: Junior standing, CCJ 3024, CCJ 3610, or CI. Examines the historical basis of the American criminal law system, the substantive elements of the crime, and court procedures.

**CJL 4410 Criminal Rights and Procedures (3) AS CJP**

PR: Junior standing, CCJ 3024 or CI. Emphasizes the Constitutional issues and rules that are applied and enforced by the courts while processing criminal cases.

**CLP 4143 Abnormal Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Descriptions, theoretical explanations, research evidence, and treatment of maladaptive behavior.

**CLP 4414 Behavior Modification (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Introduction to behavior analysis, and application of learning principles, behavioral measurement, research designs, and interventions in treatment settings.

**CLP 4433 Psychological Tests and Measurement (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Students may not receive credit for both CLP 4433 and EDF 4430. A consideration of the instruments for intellectual and personality assessment including their applications, development, and potential abuses.

**CLP 4941 Community Practicum in Selected Topics (1-9) AS PSY**

PR: C or better in PSY 4931, junior standing and at least 6 hours in Psychology. Service-learning for student to apply psychological principles learned in the classroom to volunteer experiences. Community is defined at the local, national and international level. Free-standing practicum or with a corequisite course.

**CLT 3370 Classical Mythology HP (3) AS WLE**

Study of Greek and Roman myths embodied in classical literature and of their impact on Western civilization. All readings are in English.

**COM 3110 Communication For Business and the Professions (3) AS SPE**

For non-majors only. Identification of communication situations specific to business and the professions. Analysis of variables related to communication objectives and preparation of oral presentations in the form of informational reports, conference management, persuasive communications, interviews, and public hearing.

**COM 4022 Health Communication (3) AS SPE**

PR: COM 2000 with C or above or consent of instructor (CI). Application of communication theory and research to the health context including provider-patient communication, health information campaigns, and health beliefs and behavior. Special attention to the value issues in health communication.

**CPO 2002 Introduction to Comparative Politics SS (3) AS POL**

Comparison and analysis of representative European and non-Western political systems.

**CPO 4034 Politics of the Developing Areas SS AF (3) AS POL**

An analysis of the ideologies, governmental structures, and political processes of selected nations of the non-Western world.

**CPO 4930 Comparative Government and Politics of Selected Countries or Areas (3) AS POL**

Studies political systems with common elements. Structure, process, domestic and foreign politics, and regional roles are considered.

**CRW 2100 Narration and Description 6A (3) AS ENG**

A study of narrative and descriptive techniques in prose. By making the student sensitive to language usage, the course is designed to bridge the gap between expository writing and imaginative writing.

**CRW 3111 Form and Technique of Fiction 6A (3) AS ENG**

A study of short narrative forms such as the anecdote, tale, character sketch, incident, monologue, epistolary story, and short story as they have been used in the development of fiction and as they exist today.

**CRW 3311 Form and Technique of Poetry (3) AS ENG**

An examination of the techniques employed in fixed forms from the couplet through the sonnet to such various forms as the rondel, ballad, villanelle, sestina, etc. Principles in the narrative, dramatic, and lyric modes are also explored.

**DEP 3103 Child Psychology SS (3) AS PSY**

Not for major credit. Developmental and psychosocial aspects of childhood, including hereditary, maturational, psychological, and social determinants of child behavior.

**DEP 4053 Developmental Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Survey of methods, empirical findings, and theoretical interpretations in the study of human development.

**ECO 2013 Economic Principles (Macroeconomics) SS (3) BA ECN**

Introduction to the theory of income determination with emphasis on monetary and fiscal policies. Objectives of full employment, price stability, economic growth and balance of payments stability.

**ECO 2023 Economic Principles (Microeconomics) SS (3) BA ECN**

Introduction to the theory of price determination. How an economy decides what to produce, how to produce, and how to distribute goods and services.

**ECO 3203 Intermediate Macroeconomics (3) BA ECN**

PR: ECO 2013 and ECP 3703 or ECO 3101 with a grade of "C" or better. Determination of income, employment, prices, and interest rates. Aggregate demand and aggregate supply.

**ECO 3703 International Economics MW (3) BA ECN**

PR: ECO 2013 and ECO 2023. Role of international trade in the U.S. economy. Gains from trade, balance of payments, exchange rate determination, balance of payments stability, and international commercial policy.

**ECO 4504 Public Finance (3) BA ECN**

PR: ECP 3703 or ECO 3101 with a grade of "C" or better. The public sector and its contribution to economic welfare. Government expenditures and revenues. Resource allocation, income distribution, stabilization, and economic growth.

**ECO 4713 International Macroeconomics (3) BA ECN**

PR: ECP 3703 or ECO 3101 with a grade of "C-" or better. Advanced analysis of international macroeconomic relationships. Foreign exchange market, international monetary system balance of payments.

**ECP 3201 Economics of Women and Work MW (3) BA ECN**

PR: ECO 1000 or ECO 2013 and ECO 2023. Survey of research on women, men and work in the labor market and the household. Focuses on the economic status of women. Includes historical perspective, examination of the family as an economic unit, changing work roles, and gender differences in occupation and earnings.

**ECP 3302 Environmental Economics MW (3) BA ECN**

PR: ECO 2023. An economic analysis of environmental issues. The economics of resource use and pollution control are examined using the concepts of externalities, cost-benefit analysis, public goods, and property rights.

**ECP 3530 Economics of Health (3) BA ECN**

PR: ECP 3703 or ECO 3101 with a grade of "C-" or better. Application of economic methods to health care topics such as demand for medical care, public and private health insurance, physician and hospital supply of medical care, government regulations, and national healthcare systems.

**ECP 3703 Managerial Economics (3) BA ECN**

PR: ECO 2023. Application of microeconomic theory to problems in business decision making with a special focus on price determination. May not receive credit for both ECP 3703 and ECO 3101. Formerly ECO 3100.

**ECS 4430 Economics of Latin America AF MW (3) BA ECN**

PR: ECO 1000, or BOTH ECO 2013 and ECO 2023. The course examines key aspects of economic reform efforts in Latin America and the Caribbean and the challenges facing the region at the beginning of the 21st century.

**EDE 4223 Creative Experiences for the Child (3) ED EDE**

PR: Acceptance into College of Education. Provides students with critical understanding of visual arts, music, movement, and drama in K-6 curriculum. Students will develop knowledge and strategies to incorporate creative expression into integrated curriculum. Restricted to majors. Not repeatable.

**EDE 4301 Classroom Management, School Safety, Ethics, Law and Elementary Methods (3) ED EDE**

PR: Admission to the program in the Department of Childhood Education. This course examines the legal issues affecting classroom/school management, school safety, professional ethics and elementary school methods. The course explores the current knowledge of best practices of a variety of teaching and management strategies and methods deemed appropriate for a diverse elementary classroom setting including ESOL students and other exceptionalities.

**EDF 2005 Introduction to Education and Field Experience (3) ED EDC**

Introductory survey course required for admission into the College of Education. A broad overview of the history, sociology and philosophy of education in the United States focuses on education as a field of study and teaching as a profession. Includes lecture and field experience.

**EDF 3122 Learning and the Developing Child (3) ED EDF**

PR: General psychology and admission to College of Education. Preadolescent child growth and development, learning theory, and behavioral analysis applied to instruction and to the organization and management of classroom.

**EDF 3604 Social Foundations of Education MW (3) ED EDF**

PR: Upper level standing. Social, economic and political context within which schools function and the values which provide direction for our schools.

**EDF 4430 Measurement For Teachers (3) ED EDQ**

PR: Upper level standing. Concepts and skills related to designing and developing classroom tests; evaluating tests, instruction, and student progress; and communicating student achievement. Including application of performance assessment techniques and computer applications for measuring and assessing pupil progress.

**EDF 4490 Studies in Research Design (3) ED EDQ**

Studies in Research Design introduces students to the logic and dynamics of the research process.

**EDF 5607 Trends in the Social-Political Foundations of Schooling in the US (3) ED EDF**

Current debates re: purpose and practice of formal schooling in the U.S. with historical and sociological perspectives. Satisfies social foundations requirements for Fla. Teacher certification and ESL competency in knowledge of intercultural issues in education.

**EDG 2701 Teaching Diverse Populations and Field Experience (3) ED EDC**

Introductory survey course required for admission into the College of Education. Places schools and teaching within the context of the U.S. as a pluralistic society. Topics include: the demographics of diversity; prejudice; elements of culture; American heritage of diversity and its value; and barriers to cultural understanding. Includes lecture and field experience.

**EDG 3943 Integrated Clinical Experience Grades K-5 (2-3) ED EDC**

Practical application in a clinical setting of knowledge acquired in the classroom. Includes placements for elementary and exceptional student education.

**EDG 4012 Standards Based Education (1) ED EDE**

PR: FLE 4317 for undergraduate, FLE 5345 for graduate students. This course is designed to introduce students to standards-based education, linking program outcomes for student learning with the relevant state and national educational standards. The course is restricted to majors and is not repeatable for credit.

**EDG 4909 Directed Studies (1-4) ED EDC**

PR: Senior standing. Offered only as a scheduled class. Department permit required. To extend competency in teaching field.

**EDG 4934 Final Intern Seminar (1)**

The Seminar provides a ongoing continuous improvement activities throughout the full time student teaching experience. It also provides opportunities for the candidates to examine their experiences in their student teaching classroom settings. CR: EDG 4944 PR: Passing GKT

**EDG 4944 Integrated Final Internship (8-10)**

Internship provides a full-time general education and an ESE classroom experience for candidates to integrate the theoretical knowledge from university course work and previous field experiences to master state and university standards. BXE Majors only CR: EDG 4934

**EEC 4303 Creative and Affective Experiences for Young Children (3) ED EDU**

PR: Admission to College of Education. Early Childhood majors only. Develops students' understandings of young children's creative expression through art, music, movement, play and drama. Emphasizes how to plan, implement, and evaluate appropriate learning experiences as well as selection of appropriate instructional materials.

**EEC 4408 Child, Family & Teacher Relations (3) ED EDU**

PR: Admission to College of Education, EDF 4111. Early Childhood majors only. Focuses on developing an understanding of traditional and non-traditional families, structural and life style variations and parenting in diverse cultures and at-risk families. Implications from these understandings will guide development of a parent involvement plan that includes effective ways to communicate with parents, conference with parents, and plan parent meetings and home visits.

**EEX 3751 Enhancing Family Involvement in Education (2)**

This course is designed for pre-service teachers to examine the development of partnerships with families of students with disabilities and their communities to address the educational needs of all students.

**EEX 4012 Foundations of Special Education (3) ED EDS**

PR: DPR. CR: EEX 4941. Characteristics and needs of children who have learning disabilities, emotional disabilities, hearing impairments, mental retardation, physical handicaps, speech impairments, visual limitations, and who are gifted and talented.

**EEX 4054 Perspectives on Learning and Behavioral Differences (3) ED EDS**

PR: EEX 4011. The purpose of this course is to introduce students to the historical and theoretical perspectives on educating students with learning and behavioral differences, develop a critical understanding of current practices in service delivery systems, and examine professional issues and trends that impact the future of the field.

**EEX 4070 Integrating Exceptional Students in the Regular Classroom (2-3) ED EDS**

No credit for department majors. Designed for non-special education majors. Includes basic identification techniques and strategies to promote academic and social integration and interaction of "mainstreamed" exceptional students. Concurrent field experience projects are included.

**EEX 4221 Educational Assessment of Exceptional Students (3) ED EDS**

PR: EDF 3214, EDF 4430 and EEX 4011. CR: EEX 4941 and EEX 4846. DPR. Introduction to assessment of exceptional students through formal and informal techniques. Emphasis placed on the interpretation of information for educational programming and individualization of instruction.

**EEX 4243 Education of Exceptional Adolescents and Adults (3) ED EDS**

PR: EEX 4011 or equivalent or DPR. Procedures for implementing educational programs for exceptional adolescents and adults. Topics include service delivery, curriculum, academic remediation, advocacy, utilization of ancillary services, alternative programs and community resources.

**EEX 4604 Behavior Management for Special Needs and At-Risk Students (3) ED EDS**

PR: EEX 4011. CR: EEX 4941, ELD 4941, or EMR 4941. Techniques to prevent, analyze, and manage challenging and disruptive classroom behavior as well as teaching social skills.

**EEX 4742 Narrative Perspectives on Exceptionality: Cultural and Ethical Issues 6A LW (3) ED EDS**

DPR. This course is designed to use literature as a way to interpret the lives of individuals with disabilities, their families and those who play an educational role in their lives. The course also addresses cultural and ethnic diversity so as to better analyze the role of ethics and values in decisions made pertaining to individuals with disabilities.

**EEX 4764 Instructional and Adaptive Technologies for Exceptionalities (3)**

This course is designed to enhance the use of technology for students with profound and severe exceptionalities as well as for the general classroom. Restricted to BXE majors only.

**EEX 4846 Clinical Teaching in Special Education (3) ED EDS**

PR: EEX 4011, DPR. CR: EEX 4941. Effective teaching principles, instructional management procedures, and specialized teaching techniques for exceptional students.

**EEX 4936 Senior Seminar in Exceptional Student Education (1) ED EDS**

PR: Senior standing; CR: EEX 4940. Required concurrently with internship. Synthesis of teacher candidate's courses in complete college program.

**EME 2040 Introduction to Computers in Education (3) ED EDK**

Designed as an introduction to computer technology and its role in teaching and learning processes. Topics include educational software, ethical and social issues, hardware, interactive multimedia, models for integrating technology into instruction, productivity tools and telecommunications.

**ENC 1101 Composition I 6A EC (3) AS ENG**

PR: ENC 1101 and ENC 1102 must be taken in numerical sequence. Instruction and practice in the skills of writing and reading.

**ENC 1102 Composition II 6A EC (3) AS ENG**

PR: ENC 1101. Instruction and practice in the skills of writing and reading.

**ENC 2210 Technical Writing 6A (3) AS ENG**

PR: ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122. Effective presentation of technical and semi-technical information.

**ENC 3250 Professional Writing 6A (3) AS ENG**

PR: ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122. Introduction to the techniques and types of professional writing, including correspondence and reports most often found in business, technical, and scientific communities.

**ENC 3310 Expository Writing 6A (3) AS ENG**

PR: ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122. A course teaching the techniques for writing effective prose, excluding fiction, in which student essays are extensively criticized, edited, and discussed in individual sessions with the instructor.

**ENC 4260 Advanced Technical Writing (3) AS ENG**

PR: ENC 2210, or ENC 3310, or CI. Advanced Technical Writing is a course designed to develop writing skills of a high order: technical exposition; technical narration, description, and argumentation; graphics; proposals; progress reports; physical research reports; and feasibility reports.

**ENC 4311 Advanced Composition (3) AS ENG**

PR: ENC 3310 or CI. Instruction and practice in writing effective, lucid, and compelling prose, with special emphasis on style, logical argumentation, and critical thinking.

**ENC 4931 Selected Topics in Professional and Technical Writing (3) AS ENG**

PR: ENC 3250, ENC 2210, or ENC 3310 or CI. Focus of the course will be determined by student demand and instructor interest. Topics to be covered may include legal writing, the conventions of business writing, writing in the medical fields, and writing for the social sciences. May be taken twice for credit with different topics.

**ENG 3014 Introduction to Literary Methodology (3) AS ENG**

PR: ENC 1101 and ENC 1102. This course prepares English majors and minors with the basic critical and technical skills and understanding for subsequent literary study in 3000- and 4000-level courses towards the major. Substantial writing. For majors. Not repeatable.

**ENG 4013 Literary Criticism (3) AS ENG**

A study of the works of major literary critics from Aristotle to the present, with emphasis on their meaning, their implied world view, and their significance for our own time and literature. Required for Literature majors.

**ENG 4060 History of the English Language (3) AS ENG**

The evolution of language from Anglo-Saxon through Middle English to Modern English. Development of the English lexicon. Changes in the pronunciation, syntactic, and semantic systems; discussion of the forms which influenced them.

**ENG 4906 Individual Research (1-4) AS ENG**

PR: CC. Directed study in special projects.

**ENG 4907 Directed Reading (3) AS ENG**

PR: CC. Readings in special topics.

**ENG 4940 Internship in English (1-4)**

Supervised field experience in a writing and/or reading oriented position relevant to the English major. Restricted to ENG majors only. Non-repeatable.

**ENL 3015 British Literature to 1616 (3) AS ENG**

A survey of representative prose, poetry, and drama from its beginnings through the Renaissance, including such poems and figures as *Beowulf*, Chaucer, Malory, More, Hooker, Skelton, Wyatt, Sidney, Spenser, Shakespeare, Donne, and Jonson.

**ENL 3230 British Literature 1616-1780 (3) AS ENG**

A survey of 17th Century and Neoclassical Literature, including such figures as Donne, Herbert, Crashaw, Vaughan, Marvell, Milton, Pope, Swift, Johnson, Boswell, and Goldsmith.

**ENL 3251 British Literature 1780-1900 (3) AS ENG**

The poetry and poetics of the Romantic figures, with attention to the continuing importance of Romantic thinking in contemporary affairs and letters; a survey of representative figures of the Victorian and Edwardian periods, including poetry, prose, and drama.

**ENL 3273 British Literature 1900-1945 (3) AS ENG**

Survey of poetry, drama, and fiction of such writers as Eliot, Yeats, Thomas, Conrad, Shaw, Joyce, Lawrence, Huxley, Woolf, Forster, Waugh, Owen, Auden, O'Casey, and others.

**ENL 3331 Early Shakespeare (3) AS ENG**

A study of from five to eight of Shakespeare's comedies, histories, and early tragedies, ending with *Hamlet*. Special attention to developing the student's ability to read and interpret the text.

**ENL 3332 Late Shakespeare (3) AS ENG**

A study of from five to eight of Shakespeare's problem plays, major tragedies, and late romances. Special attention to developing the student's ability to read and interpret the text.

**ENL 4132 British Novel: Conrad to the Present (3) AS ENG**

A critical study of British fiction from 1900 to the present, with emphasis on such writers as Conrad, Lawrence, Joyce, Woolf, Huxley, Orwell, Burgess, Murdoch, Golding, and others.

**ENL 4303 Selected British Authors (3) AS ENG**

The study of two or three major figures in British Literature. The course may include such writers as Fielding and Austen, Keats and Yeats, Joyce and Woolf. Specific topics will vary. May be taken twice for credit with different topics.

**ENL 4311 Chaucer (3) AS ENG**

An intensive study of *The Canterbury Tales* and major critical concerns.

**ENL 4338 Advanced Studies in Shakespeare (3) AS ENG**

PR: ENL 3331 or ENL 3332, or CI. Intensive study of selected plays of Shakespeare, with special attention to significant critical issues and to the Elizabethan and Jacobean cultural setting.

**ENL 4341 Milton (3) AS ENG**

Study of the poetry and major prose of John Milton, with special emphasis on *Paradise Lost*.

**ENY 5505C Aquatic Entomology (4) AS BIO**

PR: ENY 3004C and CHM 2210 and MAC 1105 or higher-level MAC course or STA 2023 and CI. CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 and CHM 2211. Taxonomy, development, and ecology of aquatic insects with emphasis on local forms. Fieldwork required. Lecture and Laboratory.

**ESE 4322 Classroom Management for Diverse School and Society (3) ED EDI**

Focuses on classroom management in secondary schools including classroom climate, specific strategies to address management issues, school safety, violence, diversity, ethics, and educational law.

**ESE 5342 Teaching the Adolescent Learner (3) ED EDI**

Emphasis is placed on adolescent developmental and learning needs linking them to practices in the classroom appropriate to the diverse secondary education population (ESOL, special education, multicultural, at-risk, etc.) in preparation for planning responsive standards-based instruction.

**ESE 5344 Classroom Management for a Diverse School and Society (3) ED EDI**

This course covers practical, theoretical, philosophical and ethical aspects of school and society, the education profession, and secondary schools with particular focus on classroom management, school violence, school safety, educational law and other critical social issues.

**EUH 2000 Western Civilization I (3) AS HTY**

This course surveys the development of western civilization from the beginnings of Near Eastern civilization to the Renaissance.

**EUH 2001 Western Civilization II (3) AS HTY**

This course surveys the development of western civilization from the Renaissance to the present.

**EUH 2011 Ancient History I HP (3) AS HTY**

An introductory survey of ancient history. EUH 2011 treats the ancient Near East and Greece from the origins of civilization to the full development of the Hellenistic kingdoms prior to conflict with Rome.

**EUH 2012 Ancient History II HP (3) AS HTY**

An introductory survey of ancient history. EUH 2012 deals with Rome through the Regal, Republican, and Imperial periods, from the beginnings of civilization in Italy to the division of the Roman Empire, A.D. 285.

**EUH 2021 Byzantium History HP (3) AS HTY**

A thematic survey of the history of the medieval Byzantine Empire and neighboring civilizations from ca. 284-1453.

**EUH 2022 The Medieval West HP (3) AS HTY**

A thematic survey of Western European and Mediterranean civilizations from ca. 312-1453.

**EUH 2030 Modern European History I HP (3) AS HTY**

A thematic survey of Europe in the modern age. EUH 2030 treats the period from the Renaissance to the French Revolution.

**EUH 2031 Modern European History II HP (3) AS HTY**

A thematic survey of Europe in the modern age. EUH 2031, treats the period from the French Revolution to the present.

**EUH 3142 Renaissance and Reformation (4) AS HTY**

A history of Europe from the Renaissance to the Thirty Years' War (1400-1618). The cultural, social, and economic characteristics will provide the framework for artistic, philosophical, religious, and political developments.

**EUH 3181 Medieval Culture (4) AS HTY**

A survey of thought, culture, and art in the Middle Ages. Medieval attitudes as manifested in literature, art, philosophy, education, and religion; with emphasis upon Medieval man's changing perception of himself and his world.

**EUH 3188 Medieval Society (4) AS HTY**

A study of the daily life and attitudes of the medieval nobleman, peasant, townsmen, and the agrarian-urban economy and society which affected their lives.

**EUH 3206 History of Twentieth Century Europe (4) AS HTY**

A comparative study of economic, political, social, and intellectual developments in twentieth century Europe.

**EUH 3402 Age of Alexander (4) AS HTY**

A study focusing on the career of Alexander the Great and on the Greek and Macedonian conquest of Imperial Persia. Also treated are the great hellenistic kingdoms prior to Rome's conquest of the eastern Mediterranean.

**EUH 3412 Roman Republic (4) AS HTY**

A study of the Roman Republic from 509 B.C. to the assassination of Julius Caesar in 44 B. C., with a prelude treating Rome's early development under royal rule. Political growth and change provide the framework for the treatment.

**EUH 3413 Roman Empire (4) AS HTY**

A study of Imperial Roman from the assassination of Julius Caesar in 44 B.C. to the death of the emperor Constantine in A.D. 337. Emphasized is Rome's government of a vast Mediterranean empire including much of the near East and Europe.

**EVR 2001 Introduction to Environmental Science NS (3) AS ESP**

An introductory lecture course linking the human and physical/biological world. The course will develop an understanding of population and resource interactions.

**EVR 2001L Environmental Science Lab (1) AS ESP**

A laboratory course linking the human and physical/biological world. The lab will develop an understanding of population and resource interactions and complement the lecture course. Field trips.

**EVR 2002 Environmental Science: Regional and Global Issues NS (3) AS ESP**

This course will provide students with an understanding of the scientific principles underlying today's global environmental problems and their potential solutions. We will examine how our social, political and economic systems affect the environment.

**EVR 2861 Introduction to Environmental Policy (3) AS ESP**

An introduction to environmental policy using class lectures, student projects, and independent readings. Emphasis will be placed on understanding basic policy mechanisms and major policy actions relating to environmental issues at the local, national and international level.

**EVR 4027 Wetland Environments MW (3) AS ESP**

PR: PCB 3043 or CI. Study of the general properties and ecology of wetlands, examination of the distribution and functions of wetlands, and consideration of wetland conservation and policies.

**EVR 4114 Climate Change NS (3) AS ESP**

PR: EVR 2001. The objective is to provide an understanding of the scientific principles pertaining to global and regional climate change. Both mechanisms causing the change and human impacts on climate will be examined. Not restricted to majors and not repeatable.

**EVR 4218 Research Methods in Wildlife Ecology (3) AS ESP**

Research Methods in Wildlife Ecology will review the ways in which data are collected, analyzed, and reported, so that informed decisions about wildlife management and conservation can be made. The course will have both classroom and field components.

**EVR 4900 Directed Readings (1-6) AS ESP**

To provide advanced students with interdisciplinary research experience in areas of specific interest.

**EVR 4905 Independent Study (1-6) AS ESP**

To provide advanced students with the opportunity for independent study in areas of specific interest.

**EVR 4910 Environmental Science and Policy Project (3-12) AS ESP**

Open to senior majors only. S/U only. Environmental science project consisting of research in a field related to environmental science/environmental policy. Supervised by a faculty member. Contract and report required.

**EVR 4921 Environmental Science and Policy Seminar (1) AS ESP**

Restricted to senior majors. S/U only. A topical reading and discussion seminar focusing on the interdisciplinary nature of environmental science and environmental policy.

**EVR 4930 Selected Topics (1-4) AS ESP**

Each topic is a course under the direction of a faculty member with the content depending on the interests of the students and faculty involved. All areas of Environmental Science, Policy, Ethics and Law included.

**EVR 4940 Environmental Science Internship (3-12) AS ESP**

Open to senior majors only. S/U only. The purpose of this course is to promote the student's understanding and application of environmental science and policy within a practical organizational context. Contract and report required.

**EXP 4104 Sensory Processes (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Available to both majors and non-majors. Psychophysical and neurophysiological data and theory underlying sensory processes. Visual, auditory, chemical, and somatosensory systems, with particular emphasis on visual processes.

**EXP 4204C Perception (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Topics include sensory and physiological bases of perception and how people process relevant information in their environments.

**EXP 4304 Motivation (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. A survey of motivational processes and mechanisms from physiological and psychological viewpoints.

**EXP 4404 Psychology of Learning (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Survey of methods, empirical findings, and theoretical interpretations in conditioning and instrumental learning.

**EXP 4680C Cognitive Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Survey of methods, empirical findings, and theoretical interpretations of human learning, information processing, verbal learning, and judgment and decision-making.

**FIN 3233 Money and Banking (3) BA FIN**

PR: ECO 2013. Examines the structure and operations of the U.S. monetary system, commercial banking, central banking, money, and capital markets, and provides an introduction to monetary theory and policy.

**FIN 3403 Principles of Finance (3) BA FIN**

PR: ACG 2071, ECO 2013, and ECO 2023. Study of the processes, decision structures, and institutional arrangements concerned with the use and acquisition of funds by a firm. Includes the management of the asset and liability structure of the firm under certain and risky situations. The financial decision process will include and recognize the international as well as domestic aspects of financial management.

**FIN 3604 International Finance (3) BA FIN**

PR: FIN 3403. Study of factors affecting international business, assessment of risks, international managerial finance, institutions and instruments of international business finance.

**FIN 4303 Financial Institutions and Markets (3) BA FIN**

PR: FIN 3403. A study of financial institutions and their roles in the capital markets; includes the savings allocation, investment, and financial decision making processes.

**FIN 4324 Bank Management (3) BA FIN**

CP: FIN 3403. Application of traditional finance concepts to the management of commercial banks with emphasis on decision making and problem-solving techniques to major problem areas in banking.

**FIN 4412 Working Capital Management (3) BA FIN**

PR: FIN 3403. An examination of short-term financial management - that is, policies and decisions related to managing the current operations of a firm. Topics to be covered include cash management, credit and collection policy, inventory decisions, and sources of short-term financing.

**FIN 4414 Advanced Corporation Finance (3) BA FIN**

PR: FIN 3403. An examination of the financial policies of corporations, with special reference to dividend policy, financial structure, capital expenditures, acquisitions, mergers, and reorganizations.

**FIN 4461 Financial Statement Analysis (3) BA FIN**

PR: FIN 3403. Provides an understanding of the relationship between financial statements produced in accordance with GAAP and the informational content such statements provide. After completing the course, the student should have a better understanding of the usefulness of published financial statements to various users in a variety of circumstances.

**FIN 4504 Principles of Investments (3) BA FIN**

PR: ECO 2013 and FIN 3403. Survey of the risks and returns of investment media in relation to the investment objectives of individual and institutional investors. Includes an examination of the capital markets, information flows, and analytical techniques in terms of their impact on the valuation process.

**FIN 4514 Advanced Investment Analysis and Management (3) BA FIN**

PR: FIN 4504. A comprehensive study of security analysis and portfolio management. The course will utilize a quantitative approach to investment selection and management.

**FIN 4905 Independent Study (1-3) BA FIN**

PR: CI, CC. S/U only. Specialized independent study determined by the student's needs and interests.

**FLE 4316 Language Principles and Acquisition (1-3) ED EDX**

PR: FLE 4317. Overview of applied Second Language Acquisition theory and the components of language, linking them to methods and techniques of providing comprehensible instruction and supporting the development of oral proficiency and literacy skills for (LEP) children.

**FLE 4317 Teaching Students with Limited English Proficiency (3) ED EDX**

This course is designed to prepare preprofessional teachers to provide linguistically and culturally appropriate instruction, assessment, and learning opportunities for students with Limited English Proficiency.

**FLE 5145 Language Principles, Acquisition and Teaching (3) ED EDX**

PR: FLE 5345 Restricted to Education majors and not repeatable for credit. Overview of applied SLA theory and components of language. Methods & techniques of comprehensible instruction and the development of oral proficiency and literacy skills for LEP children.

**FLE 5345 Teaching English Language Learners K-12 (3) ED EDX**

This course is restricted to Education majors and is not repeatable for credit. It is designed to prepare preprofessional teachers to provide linguistically and culturally appropriate instruction, assessment, and learning opportunities for LEP students.

**FLE 5940 ESOL Practicum (1-3) ED EDX**

PR: FLE 5345 and FLE 5145. Must be taken in the semester prior to final internship. This course is restricted to Education majors and will not be repeatable for credit. A structured field experience with Limited English Proficient students.

**FRE 1120 Beginning French I (4) AS WLE**

CR: FRE 1120L. The first course in the study of elementary French. Emphasis on the development of basic skills in comprehension, speaking and reading.

**FRE 1120L Beginning French I Laboratory (1) AS WLE**

CR: FRE 1120. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. S/U only. A laboratory designed to offer additional practice using various instructional technologies and media.

**FRE 1121 Beginning French II (4) AS WLE**

PR: FRE 1120 or equivalent. CR: FRE 1121L. A continuation of FRE 1120.

**FRE 1121L Beginning French II Laboratory (1) AS WLE**

CR: FRE 1121. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. S/U only. A laboratory designed to offer additional practice using various instructional technologies and media.

**FRE 2200 French III (3) AS WLE**

PR: FRE 1121 or equivalent. A review of the basic structure of French.

**FRE 2201 French IV (3) AS WLE**

PR: FRE 2200 or equivalent. Readings in French on the intermediate level.

**FRE 2240 Conversation II (3) AS WLE**

PR: FRE 2241 or equivalent proficiency Conversation practice with concentration on current idiomatic usage.

**FRE 2241 Conversation I (3) AS WLE**

PR: FRE 1121. For development of basic conversational skills.

**FRE 3234 Reading in French Literature and Culture (3) AS WLE**

PR: FRE 2201 or equivalent. This course is designed to build reading skills in French while giving students a broad background in French culture.

**FRE 3420 Composition I (3) AS WLE**

PR: FRE 2200 and/or FRE 2201. A fundamental composition course for students who have completed FRE 2200 and/or 2201.

**FRE 3470 Overseas Study (1-6) AS WLE**

Departmental approval required. An intensive study-travel project in France.

**FRE 3500 French Civilization (3) AS WLE**

Readings and discussion on the cultural history of France.

**FRE 3502 The Francophone World MW (3) AS WLE**

An undergraduate 3 credit course, which offers an overview of the main French speaking cultures throughout the world, outside of France: French Canada, the Caribbean, Belgium, Switzerland, the Maghreb, Sub-Saharan Africa, the Indian Ocean, the Middle East, Southeast Asia, Louisiana.

**GEA 2000 World Regional Geography SS HP AF (4) AS GPY**

Comparative and analytical analysis of representative regions of the world with emphasis on cultural, political, economic, environmental, and physical diversity.

**GEB 4890 Strategic Management and Decision Making MW (3) BA GBA**

PR: Senior standing and FIN 3403, MAN 3025, MAR 3023. The course is intended to provide a unifying, integrating, and coordinating opportunity to tie together concepts, principles, and skills learned separately in other, more specialized courses in Business Administration.

**GEB 4935 Selected Topics in Business Administration (1-4) BA GBA**

The content and organization of this course will vary according to the current interests of the faculty and needs of students.

**GEO 2200 Introduction to Physical Geography NS (3) AS GPY**

CR: GEO 2200L. Principles of physical geography; maps, earth-sun relationships; meteorological, hydrological, pedological, aeolian, and glacial processes; and resultant landforms.

**GEO 2200L Introduction to Physical Geography Lab (1) AS GPY**

CR: GEO 2200. Laboratory portion of Introduction to Physical Geography (GEO 2200).

**GEO 2400 Introduction to Human Geography SS (4) AS GPY**

Systematic treatment of human activities on earth; population, settlement, agriculture, industry, trade, transportation, and political aspects are among those considered.

**GEO 3602 Urban Geography (4) AS GPY**

PR: GEO 2400 or CI. Spatial analysis of urban areas; growth, location, spacing, and size. Development, site, situation, internal structure, and hinterland are considered.

**GEO 4340 Natural Hazards (4) AS GPY**

PR: Junior or Senior Standing. Examination of the physical, social, economic, political and cultural forces that create the phenomena of natural hazards. Case studies from around the world will include floods, droughts, tornadoes, hurricanes, freezes, heat waves, wild fires, earthquakes, tsunamis, and volcanoes.

**GEO 4372 Global Conservation 6A MW (4) AS GPY**

The distribution, exploitation, and conservation of physical and human resources, ecology.

**GEO 4421 Cultural Geography (4) AS GPY**

PR: GEO 2400 or CI. The interrelationships of culture and nature, from ancient times to the present.

**GEO 4471 Political Geography MW (4) AS GPY**

PR: GEO 2400 or CI. The geographic factors underlying political decisions and influencing their outcome; the geographic consequences of these decisions; geopolitics.

**GEO 4900 Directed Reading (1-4) AS GPY**

PR: 20 hours in geography and CI prior to registration.

**GEO 4910 Individual Research (1-4) AS GPY**

PR: 20 hours in geography and CI prior to registration.

**GEO 4930 Selected Topics (4) AS GPY**

Topics are at the discretion of the instructor. This course will offer upper level, advanced topics in all aspects of Geography. Course can be repeated for credit as long as the title is different, for up to 8 credits.

**GEO 4933 Geography Colloquium (1) AS GPY**

Senior Standing in geography Weekly topical lectures by faculty and outside speakers. Students will develop a plan for their professional or graduate careers.

**GEO 4940 Internship in Geography (1-4) AS GPY**

Supervised field experience in local, national, and overseas government, NGOs and private sector enterprises. Restricted to majors. Nonrepeatable.

**GIS 3006 Computer Cartography (4) AS GPY**

An introduction to the concepts underlying modern, computer-based mapping and to the collection and storage of digital spatial data.

**GIS 4043C Geographic Information Systems (4) AS GPY**

PR: GIS 3006 and GEO 3164C, or CI. An introduction to the concepts underlying Geographical Information Systems, with an emphasis on analytical capabilities of such systems in both raster and vector domains.

**GIS 5049 GIS for Non-Majors (3) AS GPY**

An introduction to the concepts underlying digital thematic mapping and geographical information systems (GIS) for non-geography majors and non-geography graduate students.

**GLY 2000L Essentials of Geology Laboratory (1) AS GLY**

Fundamental concepts and skills of modern geology, including rock and mineral identification, analysis of geologic maps, field analysis, and applications of computers in Geology. Required field trip.

**GLY 2010 Dynamic Earth: Introduction to Physical Geology NS (3) AS GLY**

Required for Geology majors; open to non-majors. Study of minerals, rocks, and dynamic processes of the earth. Introduction to the origin of earth's materials, landforms, and structures.

**GLY 2010L Dynamic Earth Laboratory (1) AS GLY**

PR: GLY 2010 or concurrent registration. Required for Geology majors; open to non-majors. Laboratory study of earth materials, landforms, geologic structures, topographic and geologic maps. Lec-lab-field trips.

**GLY 3720C The Fluid Earth (4) AS GLY**

PR: GLY 2000L; MAC 2311 and MAC 2312 or equivalent; CHM 2045 and CHM 2046; PHY 2048 and PHY 2048L. Physical, chemical and biological processes affecting fluids of the lithosphere, oceans and atmosphere. Water as a geologic medium and global entity. A systems approach. Not available as S/U for geology majors; S/U available for others.

**GLY 4734 Beaches and Coastal Environments MW (3) AS GLY**

A comprehensive introduction to the nature of all coastal environments including beaches, dunes, tidal inlets, estuaries, reefs, and river deltas. Emphasis will be on the natural state of these environments and how human activities have and will impact them. Consideration of coastal management policies involving economics, ethics, policy, and environmental law.

**GLY 4930 Selected Topics in Geology (1-4) AS GLY**

Each topic is a course under the direction of a faculty member with the content depending on the interests of the students and faculty involved. All areas of geology included.

**GLY 5932 Selected Topics in Geology (1-4) AS GLY**

PR: Senior or advanced junior standing. Each topic is a course under the direction of a faculty member. All areas of geology included.

**GRA 2206C Typography (3) VP ART**

Restricted to majors. This foundational course explores the structure of letter forms and lettering. This course provides information about the importance of type in the context of graphic design and application for printed and electronic media.

**GRA 3104 Computer Graphics (3) VP ART**

Restricted to majors. This course is the continuation of Graphic Design I. The coursework emphasizes the utilization of electronic media for visual problem solving. Students will increase their skill with web based design and photo-editing software.

**GRA 3193 Graphic Design I (3) VP ART**

Restricted to majors. This course explores the application of formal design principles to visual problem solving through typography, layout, and web design. Students will apply conventional and electronic tools and techniques to the graphic design process.

**GRA 3735 Multimedia Systems I (3) VP ART**

Restricted to majors. This course introduces multimedia systems and focuses on their use as tools in the production of digital multimedia. Content covers all key hardware, navigation, and operating components.

**GRA 4930C Graphic Design: Senior Studio (3) VP ART**

Restricted to majors. Advanced problems in graphic design, advertising, and multimedia visual communication systems will be discussed and assigned as projects. Focus is upon efficient and effective use of technology in the design production process.

**GRA 4940 Graphic Design: Internship (2) VP ART**

Competitive portfolio may be required. Restricted to majors. On site supervised work experience in an educational, graphic studio, advertising agency, or corporate environment.

**GRA 4945 Graphic Design: Professional Practicum (3) VP ART**

Restricted to majors. Students fine-tune their portfolios, create self promotional print and digital projects and develop their resumes. Includes field trips to studios, agencies, corporate graphic departments and marketing firms.

**GRA 4955C Senior Project: Portfolio (3) VP ART**

Restricted to majors. This course covers the organization and presentation of a design/advertising/graphic portfolio and appropriate related materials. Emphasis is upon portfolio development, professional production, and self promotional skills.

plied to operational situations. S/U only.

**HIS 3308 War and Society MW (3) AS HTY**

An examination of the ways in which societies have organized themselves for war and how societies are changed by war. Also explores gendered expectations in war, and the changing conduct of war. Does not count for History major or minor credit.

**HIS 3930 Special Topics (2-4) AS HTY**

This course is designed to emphasize a selected historical problem or issue that is meaningful and challenging to the student. A variety of instructional approaches will be taken to the material. Topics will be changed each semester.

**HIS 3938 Major Issues in History MW (3) AS HTY**

This course provides an introduction to the disciplines of history by examining a specific historical issue and its relation to at least one of the following dimensions: gender, race and ethnicity, international perspectives, environmental perspectives. Does not count for History major or minor credit.

**HIS 4104 Theory of History (4) AS HTY**

PR: History major status and 2.25 HTY major GPA required. An analysis of the foundations of historical knowledge and historical methodology. Includes a survey of historical thinking and writing from ancient times to the present.

**HIS 4936 Pro-Seminar in History 6A MW (4) AS HTY**

PR: History major status and 2.25 HTY major GPA required. Advanced topics in the various fields of history. Emphasis on discussion of assigned readings and on research and writing of a major paper.

**HIS 4940 Internship in History (1-4) AS HTY**

**HIS 4940 Internship in History (1-4)**

Supervised field experience in a research and writing-related position that relates to the History major. Possible internship sites include historical societies and museums. Restricted to majors. Repeatable for 6 total credits.

**HLP 4722 Health and Physical Education for the Child (2) ED EDE**

The course helps elementary education majors understand the health, and developmental needs of K-6 children and to learn the role of the classroom teacher in providing health services, healthy environments, and health & physical ed. instruction.

**HSC 3301 Health, Safety, Nutrition and Motor Skills for the Young Child (3) ED EDP**

Provide students with the knowledge to teach developmentally appropriate motor activities; to provide continuous health services; create and maintain a healthy learning environment; and sequence appropriate health instruction for Pre-K through 3rd grade students.

**HUM 1020 The Arts FA (3) AS HUM**

Analysis of selected works of literature, music, film, and visual art, representing artists of diverse periods, cultures, genders, and races. Especially recommended for students who later take 4000-level Humanities courses.

**IDH 2010 Acquisition of Knowledge (3) HC HON**

PR: Admission to Honors College. An appreciation of the problems of how human understanding proceeds through operations such as perception, classification, and inference, among others, as well as the open philosophical questions behind these operations.

**IDH 3100 Arts/Humanities Honors (1-3) HC HON**

PR: IDH 2010. An introduction to western arts and letters from the perspectives of three periods (classicism, romanticism, and modernism), the relationship of ideas to art, the similarities among the arts of a given period, and important differences between periods.

**IDH 3350 Natural Sciences Honors (3) HC HON**

PR: IDH 2010. An exploration of current knowledge concerning fundamental principles in the Sciences, their potential for application and attendant ethical and philosophical questions. Honors College students only. Repeatable up to 6 hours.

**IDH 3400 Social and Behavioral Sciences Honors (3) HC HON**

PR: IDH 2010. Introduction to the concerns of the Social and Behavioral Sciences, methods of inquiry, discovery, and validation of knowledge. A survey of the way various disciplines examine the question of how society is organized.

**IDH 3600 Seminar in Applied Ethics (3) HC HON**

PR: IDH 2010. This course explores ethical issues related to selected topics such as Ethics of Technology, Ethics in Business, Bio-Medical Ethics, Personal Ethics Development.

**IDH 4000 Honors Program Seminar: Major Works/Majors Issues (4) HC HON**

PR: IDH 2010. This course explores major works and major issues in a variety of disciplines. Each section will be devoted to content in a different academic area.

**IDH 4200 Geographical Perspectives Honors (3) HC HON**

PR: IDH 2010. An introduction to African, Latin American, Middle Eastern, or Asian perspectives focusing on social, political and economic, artistic, cultural and intellectual subject matter. The material will be presented within a geographical, chronological, and humanities background.

**IDH 4910 Undergraduate Research (1-4) HC HON**

PR: DPR. A supervised program of interdisciplinary research in areas of specific interest. Open to all USF students by application through the undergraduate research coordinator.

**IDH 4970 Honors Thesis (3) HC HON**

PR: Senior Honors Standing. The development and public presentation of a senior thesis under the direction of a mentor. Course is taken for 2 semesters.

**IDS 3662 Arts Connections FA (3) VP FAI**

This is an interdisciplinary course to the arts disciplines of music, dance, theatre, and art. Artists from the four disciplines will provide weekly presentations centered around issues and ideas that have formed the basis of their creative research. Influences of diversity, new technologies and community and public arts will be explored. This course will introduce students to the role the arts play in shaping their perceptions of the world as well as reflecting the underlying values and paradigms that form our culture(s).

**INP 4004 Industrial Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Applications of psychological principles to industry. Topics include: selection, training, motivation, job satisfaction, supervision, decision-making.

**INR 1015 World Perspective SS AF (3) AS INT**

An interdisciplinary study of the international system, major world regions and problems.

**INR 2002 Introduction to International Relations (3) AS POL**

Concepts and analytical tools applied to events such as politics among nations, control of foreign policies, types of actors, war and peace.

**INR 3011 Globalization (3) AS INT**

Influence of globalization on political-economic and social systems around the world. International organizations involved with globalization processes are studied along with nations benefiting and suffering from the consequences of globalization.

**INR 3038 International Wealth and Power SS (3) AS INT**

Introduction to the relationship between politics and economics, emphasizing the analysis of government policies in response to both domestic and international economic problems.

**INR 3084 International Terrorism SS AF (3) AS INT**

A study of contemporary international terrorism and its causes, ranging from national liberation movements to networks of philosophical anarchists.

**INR 3102 American Foreign Policy (3) AS POL**

Analysis of the development and scope of United States foreign policy, emphasizing goals and objectives, policy formulation and implementation, themes and issues.

**INR 3202 International Human Rights MW (3) AS INT**

This course explores the evolution of international rights from the Greeks to the present. It examines human rights issues in major regions of the world.

**INR 4035 International Political Economy (3) AS POL**

Analysis of the development and politics of the international economic system, focusing on questions of cooperation and conflict in trade, aid, and investment relationships.

**INR 4083 Conflict In The World MW (3) AS INT**

PR: Junior/Senior standing. An interdisciplinary course examining theories of conflict, conflict resolution processes and strategies, theories and peacemaking strategies, and the concept of Early Warning Systems related to the outburst of conflict.

**INR 4254 Africa in World Affairs MW (3) AS INT**

An examination of Africa's place and role in world affairs, including an analysis of the impact of external forces, international relations in post-colonial Africa, the relations of African states with the major world powers, the U.N. and its agencies.

**INR 4403 International Law SS (3) AS POL**

Examines essential components of the international legal system; recognition; succession; sea, air and space law, treaties, diplomats, International Court of Justice; laws of war, etc. Introduces the student to legal reasoning as employed in the international context.

**INR 4502 International Organizations SS AF (3) AS POL**

Study of the operations and structure of international organizations and effects on world politics; background and achievement of the UN; regional organizations and multi-national corporations.

**INR 4931 Selected Topics (1-4) AS INT**

Interdisciplinary studies with course content dependent on student demand and instructor's interest.

**ISM 3011 Information Systems in Organizations (3) BA QMB**

PR: CGS 2100 or equivalent. An introduction to the language, concepts, structures and processes involved in the management of information systems including fundamentals of computer-based technology and the use of business-based software for support of managerial decisions.

**ISM 3113 Systems Analysis and Design (3) BA QMB**

PR: ISM 3011 with a grade of "C" or better (not C-). The course presents concepts, procedures, and tools needed to build computer-based information systems. The objective is to develop project management, data collection, analysis, design, testing and documentation skills.

**ISM 3232 Business Application Development (3) BA QMB**

CP: ISM 3011 with a grade of "C" or better (not C-). Presentation of business application development using an object-oriented programming language. Good program design techniques are emphasized. Business applications are developed.

**ISM 4212 Database Design and Administration (3) BA QMB**

PR: ISM 3113 with a grade of "C" or better (not C-). An introduction to the concepts and principles of database management. Provides potential designers, users and managers of database systems with an understanding of physical vs. logical representations, data modeling, implementation, and data management.

**ISM 4213 Advanced Database Administration (3) BA QMB**

PR: ISM 3113, ISM 4212, with grades of "C" or better (not C-). Essential concepts of database administration in a business environment are covered in order to prepare students to understand and deal with database administration issues and concepts. Students gain hands-on experience by administering a

database environment and completing assignments that involve resource management, data administration, security, backup, recovery and database tuning issues.

**ISM 4220 Business Data Communications (3) BA QMB**

PR: ISM 3011 with a grade of "C" or better (not C-). Fundamentals of data communication, including network architectures, communication protocols, transmission standards, and internetworking. Basic concepts in distributed computing will also be covered.

**ISM 4300 Managing Information Resources (3) BA QMB**

PR: ISM 4212 and ISM 4220, with grades of "C" or better (not C-). Current issues in information systems management focusing on managing computer resources and social issues such as ethics, privacy, and legal issues including intellectual property.

**ISM 4382 Global Information Systems (3) BA QMB**

PR: ISM 3011 with a grade of "C" or better (not C-). Role of information technology in global business organizations and challenges in building information systems to enable global operations.

**ISM 4930 Selected Topics in MIS (1-3) BA QMB**

Selected topics in MIS.

**ISS 1101 Knowledge and Society SS (3) AS ISS**

Course introduces students to issues concerning the relationship between knowledge and society. Among the issues addressed are competing accounts of knowledge and the relationship between knowledge and other forms of human experience and different aspects of social life such as religion, morality, aesthetics, politics, and gender.

**ISS 1102 Self and Society SS (3) AS ISS**

Course introduces students to issues concerning the relationship between the self (or individual) and society. Among the topics that may be addressed are the idea of human nature, how human nature is shaped by social and cultural factors; the moral obligations between individuals and society; and how our understanding of the self is shaped by gender and culture.

**ISS 1103 Nature and Culture SS (3) AS ISS**

This course examines competing ideas and theories concerning the relationship between nature and culture. Among the issues and questions examined are the relationship between nature and our awareness of it; to what extent is nature transformable; should "nature" dictate the shape of social institutions; how does technology affect our society and environment.

**ISS 3010 Introduction to the Social Sciences (3) AS ISS**

Integrates the range of social science fields into a global interdisciplinary perspective. Views social institutions and issues from perspectives of changing paradigms.

**ISS 3930 Selected Topics in the Social Sciences (1-4) AS ISS**

Interdisciplinary studies of varying topics, with course content dependent on student demand and instructor's interest.

**ISS 4900 Directed Readings (1-3) AS ISS**

PR: CI. A supervised program of intensive reading of interdisciplinary materials in areas of specific interest.

**ISS 4910 Directed Research (1-3) AS ISS**

PR: CI. A supervised program of interdisciplinary research in areas of specific interest.

**ISS 4935 Seminar in the Social Sciences MW (3) AS ISS**

PR: Senior standing and ISS 3010 or CI. The seminar which caps the interdisciplinary major. Weds personal curiosity with the application of theoretical models to research on salient social issues.

**ISS 4940 Internship in Interdisciplinary Social Science (1-4)**

Individual guidance in a selected internship. Restricted to majors. Non-repeatable.

**JOU 2100 Beginning Reporting (3) AS COM**

PR: MMC 2100 and MMC 3602. Basic instruction in news judgment, sources of news, newsgathering, and newswriting techniques for various media. Typing ability is required.

**JOU 3101 Advanced Reporting (3) AS COM**

PR: JOU 2100 or RTV 3301 (RTV majors only), JOU 4201 (may be taken concurrently), PHI 1103 and POS 2041. Reporting and writing the more complex and specialized story. Techniques of investigative and analytical reporting, including ethical and legal considerations.

**JOU 3308 Magazine Article and Feature Writing (3) AS COM**

PR: CRW 2100 and JOU 2100. Planning, researching, writing, and marketing articles for general and special interest magazines and newspaper supplements. Experiences in developing article ideas and analysis of magazine articles.

**JOU 3940 Reporting Practicum (1) AS COM**

PR: JOU 3101 and CI. For journalism sequence majors. S/U only. Practical experience outside the classroom where the student works for academic credit under the supervision of a professional practitioner. Periodic written and oral reports to the faculty member coordinating the study.

**JOU 4181 Public Affairs Reporting (3) AS COM**

PR: JOU 3101 or RTV 3301 (RTV majors only), POS 2041 and POS 2112 or POS 3142. Covering city council meetings, courthouse, city hall, courts, society, and other special assignments. Emphasis is on coverage of major governmental units of all levels of government, including examination and interpretation of public documents and records.

**JOU 4188 Neighborhood News Bureau (3) AS COM**

PR: JOU 2100, MMC 2100, MMC 3602 This course provides students with experience and news clips. Classes are conducted as editorial meetings and students report and write about minority and multi-ethnic communities. The course is restricted to majors and is not repeatable for credit.

**JOU 4201 News Editing I (3) AS COM**

PR: ECO 1000, JOU 2100, and SYG 2010. Evaluating news and its display. Editing and rewriting copy for the mass media including new media, with emphasis on the daily newspaper. News judgment, headlines and makeup. Ethical problems. Introduction to theories of design and graphics.

**JOU 4206 Newspaper and News Publication Design (3) AS COM**

PR: JOU 4201 or CI. Theoretical and practical applications of newspaper and news publication design, including typography, graphics, graphics software and electronic picture editing. Exercises in design for newspapers and news publications in both print and electronic formats.

**JOU 4212 Magazine Design and Production (3) AS COM**

PR: JOU 4201. Theoretical and practical application of design principles for magazines. Design software. Study of visual design, page architecture, typography, color and illustrations. Integration of design elements in the design of magazine covers. Design elements specific to magazine and production preparation.

**JOU 4938 Senior Capstone Seminar (2) AS COM**

PR: Senior standing as a department major. Students complete a final professional project, a portfolio, and exit examination. Senior Seminar is the result of the department's development of a plan to set and measure learning outcomes. It is restricted to majors and not repeatable for credit.

**JOU 4941 Editing Practicum (1) AS COM**

PR: Senior standing, JOU 4201 and CI. For journalism sequence majors. S/U only. Practical experience outside the classroom where the student works for academic credit under the supervision of a professional practitioner. Periodic written and oral reports to the faculty member coordinating the study.

**JOU 4944 Magazine Practicum (1) AS COM**

PR: Senior standing and CI. For journalism sequence majors. S/U only. Practical experience outside the classroom where the student works for academic credit under the supervision of a professional practitioner. Periodic written and oral reports to the faculty member coordinating the study.

**JOU 5105 Newswriting and Editing (3) AS COM**

PR: GS in Mass Communications or CI. Introduction to the basics of gathering, writing, and editing the news, with an emphasis on practical assignments done under professional conditions and standards. Discussions, readings emphasize the larger context and implications of news.

**JOU 5305 Explorations in Newswriting (3) AS COM**

PR: CC. Students work to develop writing styles, reporting on and creating stories about significant issues, events, and ideas. The course explores the notion that narrative-style journalism can be accurate, thorough, fair, and compelling, effectively bringing readers into stories and giving them a bigger stake in the news. The focus is on-going beyond traditional practices of reporting and writing news stories.

**LAE 4323 Methods of Teaching English: Middle School (3) ED EDT**

Must be taken one or two semesters prior to internship. Recommended to be taken with LAE 4464. Whole language methods of integrating reading, writing, speaking, listening, viewing, and critical thinking activities into a literature-based program for middle school students.

**LAE 4335 Methods of Teaching English: High School (3) ED EDT**

PR: LAE 4464. Must be taken one semester prior to internship concurrently with LAE 4530. Whole language methods of integrating reading, writing, speaking, listening, viewing, and critical thinking activities into a literature-based program for high school students.

**LAE 4414 Teaching Literature in the Elementary School, Grades K-6 6A LW (3) ED EDE**

Jr./Sr. Standing The purpose of this course is for students to survey and analyze the genres of children's literature and to develop instructional strategies to use literature in literacy learning across the curriculum.

**LAE 4464 Adolescent Literature for Middle and Secondary Students 6A LW (3) ED EDT**

PR: English Education majors or CI. Recommended to be taken with LAE 4323 two semesters prior to internship. A study of the types of literature read by adolescents with an emphasis upon the criteria for the choice of good books and knowledge of available books and teaching materials.

**LAE 4530 Methods of Teaching English: Practicum (3) ED EDT**

PR: Senior standing or enrollment in Plan II Master's Program. CR: LAE 4323 or LAE 4335. Taken one semester, spring or fall, prior to internship.

**LAE 4936 Senior Seminar in English Education (2) ED EDT**

PR: Senior standing. Required concurrently with internship. Synthesis of teacher candidate's courses in complete college program.

**LAH 2020 Latin American Civilization HP AF (3) AS HTY**

An introduction to selected issues, events, and people in Latin American history from 1492 to the present. Focus on Argentina, Brazil, Chile, Cuba, and Mexico. Intended for students in any discipline; no prerequisites. An entry-level course for Latin American studies.

**LAH 2733 Latin American History in Film HP AF (3) AS HTY**

Through the use of films and readings, the course introduces the broad sweep of Latin American history from the pre-Columbian period to today. Emphasis is placed on the social-cultural context to understand the peoples and events that have shaped Latin America.

**LAH 3200 Modern Latin America (4) AS HTY**

A study of the emergence of the Latin American states. The course will examine developments in Latin America during the nineteenth and twentieth centuries. Special attention is given to the Third World character of the region.

**LAH 3430 History of Mexico (4) AS HTY**

Mexican history from pre-Columbian cultures to the twentieth century. Emphasis falls on the colonial political economy, social development, the wars of independence, development of the 19th century Mexican state and the Mexican revolution.

**LAH 3470 History of the Caribbean (4) AS HTY**

A thematic study of the circum-Caribbean from pre-Columbian cultures to the twentieth century, emphasizing the development of the Caribbean political economy with emphasis on monoculture, plantation society, and colonial/neo-colonial relationships.

**LAH 3480 History of Cuba (4) AS HTY**

Cuban history from pre-Columbian cultures to the Cuban Revolution. Emphasis on colonization, the sugar economy, the struggles for independence, the political economy of the Republic, and the 20th century revolutionary process.

**LDR 2010 Leadership Fundamentals (3) US STL**

Covers a broad range of leadership topics from self-development and understanding of self, to group behavior, organizational design, ethics and teamwork. The potential of every individual to develop effective leadership skills is examined.

**LDR 3930 Selected Topics in Student Leadership (1-4) US STL**

Course content will depend upon the interest of the faculty member and student demand.

**LDR 4204 Ethics and Power in Leadership (3) US STL**

PR: SLS 2260, SLS 4272. Course reviews arguments for ethics in leadership as proposed by both contemporary and ancient leadership theories. It also examines theories of power and authority, and seeks answers to the apparent dilemmas through applied moral theory and psychology.

**LIN 3010 Introduction to Linguistics (3) AS WLE**

Introduction to the basic principles of linguistic science; phonological and grammatical analysis and description; language change and genetic relationships.

**LIN 3670 English Grammar and Usage (3) AS ENG**

A course in the basics of traditional English grammar designed as a complement to our composition and creative writing courses, as a review for those students who will take preprofessional exams, and as a basic course for students interested in improving their knowledge of English. Will not be counted toward the English major.

**LIN 4680 Structure of American English (3) AS ENG**

An introductory survey of traditional, structural, and generative transformational grammars and their techniques for the analysis and description of linguistic structure in general, and contemporary American English, in particular.

**LIS 2005 Library and Internet Research Skills (3) AS LIS**

An introduction to information research skills as they apply to using both academic libraries and the Internet. Assignments will focus on developing skills to locate, evaluate, and use sources of information.

**LIT 2000 Introduction to Literature 6A HP (3) AS ENG**

The nature and significance of literature in its various forms: fiction, drama, poetry; emphasis on the techniques of reading literature for informed enjoyment. Will not be counted toward the English major.

**LIT 2010 Introduction to Fiction 6A HP (3) AS ENG**

A study of the short story and novel as literary forms; approached from an historical perspective though not restricted to any historical period. Will not be counted toward the English major.

**LIT 2040 Introduction to Drama 6A HP (3) AS ENG**

A study of the major forms of drama as literature and theatre; approached from an historical perspective though not restricted to any historical period. Will not be counted toward the English major.

**LIT 3031 Survey of Poetry (3) AS ENG**

A chronological sampling of the major poems written in English from the Middle Ages to the present. Recommended as the first literature course in the Poetry Option.

**LIT 3043 Modern Drama (3) AS ENG**

A study of such modern and contemporary dramatists as Ibsen, Strindberg, Chekhov, Pirandello, Shaw, O'Neill, Pinter, Stoppard, Brecht, Beckett, and Ionesco.

**LIT 3093 Contemporary Literature (3) AS ENG**

An introduction to the fiction, poetry, and drama written since 1945--American, British, Continental, or Multicultural. Focus may be on one, two, or all three genres or on works from any combination of nationalities.

**LIT 3101 Literature of the Western World Through the Renaissance 6A (3) AS ENG**

A study in English of the great works of Western Literature from its beginnings through the Renaissance, including the Bible, Homer, Sophocles, Plato, Euripides, Virgil, Cicero, Dante, Petrarch, Machiavelli, and Rabelais, among others.

**LIT 3102 Literature of the Western World Since the Renaissance 6A (3) AS ENG**

A study in English of the great works of Western Literature from the Neoclassic to the Modern Period, including such writers as Moliere, Racine, Voltaire, Dostoevsky, Chekhov, Ibsen, Kafka, Gide, Sartre, and Camus, among others.

**LIT 3103 Great Literature of the World 6A MW LW (3) AS ENG**

A survey of world literature including samples from the ancient and modern era, western and eastern traditions, male and female writers, and various ethnic cultures. Focus on values/ethics, race, ethnicity, and gender; thinking and writing skills. Will not be counted toward the English major.

**LIT 3144 Modern European Novel 6A HP (3) AS ENG**

A study of the Modern European novel in translation as it developed from the nineteenth century to the present, including such writers as Dostoevsky, Flaubert, Kafka, Hesse, Camus, and Solzhenitsyn.

**LIT 3155 Modern Literature 6A HP MW LW (3) AS ENG**

Examines major literary works of the 20th Century and explores ways in which authors have expressed the age, its great issues and conflicts, in order to gain an historical perspective that will help relate the present to the recent past. Will not be counted toward the English major.

**LIT 3301 Cultural Studies and the Popular Arts 6A MW LW (3) AS ENG**

A study of twentieth century culture as it is represented in the film, fiction, and other cultural artifacts of many different nationalities. Focuses on values/ethics, race, ethnicity and gender; thinking and writing skills. Will not be counted toward the English major.

**LIT 3374 The Bible As Literature MW (3) AS ENG**

Major emphasis on literary types, literary personalities of the Old and New Testaments, and Biblical archetypes of British and American literary classics. Fall Semester, Old Testament; Spring Semester, New Testament. Focuses on values/ethics, race, ethnicity and gender; thinking and writing skills. May be taken twice for credit with different topics. May be counted once toward the English major.

**LIT 3383 The Image of Women in Literature 6A MW LW (3) AS ENG**

A study that seeks to trace the origins of contemporary views about women, to analyze major Eastern/Western literary portrayals of women, to examine ideas about women's roles, and to compare/contrast cultural/racial images of women. Will not be counted toward the English major.

**LIT 3451 Literature and the Occult 6A MW LW (3) AS ENG**

An introduction to the occult tradition as a major ingredient in English, Continental, American, and Multicultural literature; analysis of the origins, classifications, and areas of the various magic arts from classical times through the present. Focuses on values/ethics, race/ethnicity and gender; thinking and writing skills. Will not be counted toward the English major.

**LIT 3930 Special Topics in English Studies (3) AS ENG**

The study of variable specialized areas of literary interest, suitable for junior and senior English majors. Topics will vary according to student interest and instructor expertise. May be taken twice for credit with different topics.

**LIT 4386 British and American Literature by Women 6A MW LW (3) AS ENG**

Survey of women's literary tradition in England and America from the seventeenth century to the present. Thematic focus includes self, marriage, sexuality, madness, race and generations. Writing intensive. Will not be counted toward the English major.

**LIT 4930 Selected Topics in English Studies (1-4) AS ENG**

The content of the course will be governed by student demand and instructor interest. It will examine in depth a recurring literary theme or the work of a small group of writers. Special courses in writing may also be offered under this title. May be taken twice for credit with different topics.

**MAC 1105 College Algebra 6A QM (3) AS MTH**

PR: C (2.0) or better in MAT 1033, or 490 or better SAT Math score, or 21 or better ACT Math score, or 90 or better Elementary Algebra CPT score, or 40 or better College-Level Math CPT score. No credit for students with prior credit for MAC 1140 or MAC 1147. Concepts of the real number system, functions, graphs, and complex numbers. Analytic skills for solving linear, quadratic, polynomial, exponential, and logarithmic equations. Mathematical modeling of real life applications. College Algebra may be taken either for General Education credit or as preparation for a pre-calculus course.

**MAC 1140 Precalculus Algebra 6A QM (3) AS MTH**

PR: C (2.0) or better in MAC 1105, or 550 or better SAT Math Score, or 24 or better ACT Math Score. CP: MAC 1114. Review of functions and graphs. Analytic geometry including conic sections and rotation of axes, systems of equations including matrix algebra and determinants, sequences and series including Binomial Theorem.

**MAC 1147 Precalculus Algebra and Trigonometry 6A QM (4) AS MTH**

PR: C (2.0) or better in MAC 1105, or 550 or better SAT Math score, or 24 or better ACT Math score, or 60 or better College-Level Math CPT score. No credit for students with credit for either MAC 1140 or MAC 1114. This is an accelerated combination of MAC 1140 and MAC 1114; this course is best for students who have already seen some trigonometry. See the descriptions of MAC 1140 and MAC 1114.

**MAC 2233 Business Calculus 6A QM (4) AS MTH**

PR: C (2.0) or better in MAC 1105, or C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or 590 or better SAT Math score, or 26 or better ACT Math score, or 78 or better College-Level Math CPT score. No credit for mathematics majors or students with credit for either MAC 2241, MAC 2281, or MAC 2311. Linear equations and functions, mathematics of finance, differentiation and integration of algebraic, exponential and logarithmic functions with applications to business, finance and economics.

**MAC 2241 Life Sciences Calculus I 6A QM (4) AS MTH**

PR: C (2.0) or better in MAC 1114, or C (2.0) or better in MAC 1147, or 650 or better SAT Math score, or 29 or better ACT Math score, or 90 or better College-Level Math CPT score, and knowledge of trigonometry. No credit for math majors or students with credit in MAC 2233, MAC 2281, or MAC 2311. Differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions with applications to life sciences.

**MAC 2242 Life Sciences Calculus II 6A QM (4) AS MTH**

PR: C (2.0) or better in MAC 2241. No credit for Mathematics majors or students with credit in MAC 2282 or MAC 2312. Techniques of integration, differential equations, functions of several variables, series and Taylor polynomials.

**MAC 2311 Calculus I 6A QM (4) AS MTH**

PR: C (2.0) or better in MAC 1114 and C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or 650 or better SAT Math score, or 29 or better ACT Math score, or 90 or better College-Level Math CPT score, and knowledge of trigonometry. No credit for students with credit in MAC 2233, MAC 2241, or MAC 2281. Differentiation, limits, differentials, extremes, indefinite integral. No credit for students with credit in MAC 2233 or MAC 2243 or MAC 2311.

**MAC 2312 Calculus II 6A QM (4) AS MTH**

PR: C (2.0) or better in MAC 2311 or CC. No credit for students with credit in MAC 2242 or MAC 2282. Antiderivatives, the definite integral, applications, series, log, exponential and trig functions.

**MAE 4310 Teaching Elementary School (K – 6) Mathematics I (3) ED EDE**

PR: Admission to College of Education and two college level mathematics courses. Methods for teaching number ideas, computation skills, and mathematical reasoning in elementary (K – 6) classrooms.

**MAE 4326 Teaching Elementary School (K – 6) Mathematics II (3) ED EDE**

PR: MAE 4310. Methods for teaching informal geometry, measurement, probability, statistics, and algebraic thinking for elementary school (K – 6) classrooms.

**MAN 3025 Principles of Management (3) BA MAN**

PR: Junior standing. Examines intrapersonal, interpersonal, group/team, organizational, and environmental (both stakeholder and societal) factors influencing the management task.

**MAN 3240 Organizational Behavior Analysis (3) BA MAN**

PR: MAN 3025. The course covers research literature relevant to organizational functioning including behavioral effects of power and authority, formal organization, structural variation, leadership, motivation, and communication.

**MAN 3301 Human Resource Management (3) BA MAN**

To develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. A study of the major functions in personnel including job analysis, manpower planning, selection, performance evaluation, training, and wage and salary administration.

**MAN 3401 Industrial Relations (3) BA MAN**

Conceptualization of the administrative problems arising from unionization. Emphasis on the relationship between management and employee representatives in private and public employment.

**MAN 4280 Organizational Development and Change (3) BA MAN**

PR: MAN 3240 or CI. A lab course where students experimentally apply behavioral science techniques in an "action-research" framework to the cycle of planned change so as to build a more effective organization.

**MAN 4282 Organizational Assessment (3) BA MAN**

PR: MAN 3240. The analysis and measurement of factors which influence organizational effectiveness and the quality of work life. Data based cases will be used by students to assess managerial and supervisory skills and to measure organizational functioning and work design.

**MAN 4402 Employment Laws (3) BA MAN**

Federal and state regulation of the employment relationship, including wage and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers' compensation, safety, health, employee's personal rights; collective bargaining legislation.

**MAN 4600 International Management (3) BA MAN**

PR: MAN 3025, Senior Standing or CI. Examines the effects of international cultural differences on business practices within and outside the United States and provides methods to build synergies and establish/enhance competitive advantage via those differences.

**MAN 4802 Entrepreneurship and Small Business Management (3) BA MAN**

PR: ACG 2021, ACG 2071, MAR 3023, or CI. Study of the factors involved in starting and managing a small-to medium-sized business. Emphasis on conduct of pre-business feasibility study, start-up of business, successful management of the firm, and options for succession or termination.

**MAN 4804 Small Business Management Counseling (3) BA MAN**

PR: MAN 4802 or CI. Field application in small business settings by (a) analyzing an on-going small business and developing recommendations for making improvements; or (b) conducting a feasibility study for a new enterprise and developing a strategy for implementation if favorable.

**MAN 4930 Selected Topics in Management (1-3) BA MAN**

Topics to be selected by instructor and department chairperson for pertinent Management issues.

**MAR 3023 Basic Marketing (3) BA MKT**

PR: Junior standing. Survey of the marketing of goods and services within the economy. Attention is paid to the impact of marketing on other functional areas of business as well as society.

**MAR 3400 Professional Selling (3) BA MKT**

PR: MAR 3023 or CI. A study of the stages of the professional selling process, and the role of sales in today's marketing environment. Emphasis on learning adaptive selling techniques and developing effective interpersonal communications skills. Sales careers are examined.

**MAR 3613 Marketing Research (3) BA MKT**

PR: QMB 2100, MAR 3023. A study of research methods and techniques applicable to problem solving in marketing. Attention is also given to defining information needs, determining the value of information, interpreting and reporting information for use in marketing decision making.

**MAR 3823 Marketing Management (3) BA MKT**

PR: MAR 3023. An applications oriented study of the marketing function at an intermediate level. Emphasis upon techniques for analysis and problem-solving. Builds upon the principles and concepts learned in MAR 3023, and provides a strong foundation for the remaining courses in the marketing curriculum.

**MAR 4156 International Marketing (3) BA MKT**

PR: MAR 3023. A study of procedures and problems associated with establishing marketing operations in foreign countries. Includes the institutions, principles and methods involved in the solution of these business problems as well as the effects of national differences on business practices and buyer behavior.

**MAR 4333 Promotion Management (3) BA MKT**

PR: MAR 3023 or CI. A study of the role of promotion in the marketing program of the firm, including the promotional tools available to the marketing manager and the various types of decisions made in the promotional area. Decision making process in development of a promotional program is emphasized.

**MAR 4824 Marketing Management Problems (3) BA MKT**

PR: Senior Standing, MAR 3823, MAR 3613, MAR 4333. The integration of marketing knowledge applied to decision roles in managing the total marketing effort of firms, and coordination with other major functional areas on specific problems.

**MAR 4933 Selected Topics In Marketing (1-3) BA MKT**

Topics to be selected by instructor and department chairperson.

**MGF 1106 Finite Mathematics 6A QM (3) AS MTH**

PR: C (2.0) or better in MAT 1033, or 440 or better SAT Math score, or 19 or better ACT Math Score, or 72 or better Elementary Algebra CPT score. Concepts and analytical skills in areas of logic, linear equations,

linear programming, mathematics of finance, permutations and combinations, probability, and descriptive statistics.

**MGF 1107 Mathematics for Liberal Arts 6A QM (3) AS MTH**

PR: C (2.0) or better in MAT 1033, or 440 or better SAT Math score, or 19 or better ACT Math Score, or 72 or better Elementary Algebra CPT score. This terminal course is intended to present topics which demonstrate the beauty and utility of mathematics to the general student population. Among the topics which might be included are: Financial Mathematics, Linear and Exponential Growth, Numbers and Number Systems, Elementary Number Theory, Voting Techniques, Graph Theory, and the History of Mathematics.

**MMC 2100 Writing for the Mass Media (3) AS COM**

PR: Sophomore standing; 2.75 overall grade point average; grade of "C" in ENC 1101, ENC 1102, and passing score on English Diagnostic Test. An introduction to the basic skills of writing for the mass media with practice in library research, persuasive writing, and informational writing.

**MMC 3140 Web Publishing (3) AS COM**

PR: JOU 2100, MMC 2100, MMC 3602, VIC 3001. Course is intended for those with little previous Web design/publishing experience. Course will introduce students to the basic topics, nomenclature, pragmatics, and mechanics involved in Web publishing. Restricted to majors; not repeatable for credit.

**MMC 3602 Mass Communications and Society SS HP (3) AS COM**

PR: Sophomore standing. A survey of the history, theory, processes, and philosophy of mass communications and the mass media in the United States, and their relationship to the other major institutions of American society.

**MMC 4106 Science Writing (3) AS COM**

PR: CI. Will focus on techniques (angles, analogies, story structures, dialogue, narrative/plot) to translate complex scientific information into simplified but accurate stories for a non-scientific audience. NOT restricted to majors; not repeatable for credit.

**MMC 4120 Media Convergence (3) AS COM**

PR: JOU 2100, MMC 2100, MMC 3602. Students will learn to write for various media and develop news judgment across platforms. A project will include writing, digital photography and capturing audio for a Web news report. Restricted to majors; not repeatable for credit.

**MMC 4131 Video Storytelling (3) AS COM**

PR: MMC 2100, MMC 3602, VIC 3001. Students will be introduced to concepts and technologies needed to begin working with video as a medium of communication. Basic principles of video editing are taught with short and long form projects. Restricted to majors; not repeatable for credit.

**MMC 4200 History and Principles of Communications Law (3) AS COM**

PR: MMC 2100 and MMC 3602. Historical and constitutional backgrounds of freedom and control of expression, statutory enactments, major court decisions and administrative rulings which affect print media, telecommunications, advertising, public relations, and new media.

**MMC 4203 Communication Ethics (3) AS COM**

PR: MMC 2100 and MMC 3602 or CI. A study of the fundamental principles and philosophies of ethics and their application to the decision-making process in the various professions of mass communications.

**MMC 4420 Research Methods in Mass Communications (3) AS COM**

PR: MMC 2100 and MMC 3602. An introduction to the theory and practice of quantitative and historical research methods as applicable to the study of media and mass communications. Emphasis on survey research, evaluation of data, and report writing.

**MMC 4503 Literary Journalism (3) AS COM**

PR: JOU 2100 and MMC 2100 or CI. Students will read, discuss, and analyze major works of literary journalism, demonstrating their ability to think critically about the works covered by submitting written commentaries about them.

**MMC 4900 Directed Reading in Mass Communications (1-3) AS COM**

PR: Junior standing and CI. Reading and directed study in special topics.

**MMC 4910 Individual Research in Mass Communications (1-3) AS COM**

PR: Junior standing and CI. The course provides means for a student to do independent study in an area not covered by a numbered course.

**MMC 4936 Selected Topics in Mass Communications Studies (1-3) AS COM**

PR: MMC 2100, MMC 3602 and CI. Courses designed to meet current or specific topics of interest to instructors and students.

**MMC 4945 Media Internship-Seminar (3) AS COM**

PR: CI and 15 hours in Mass Comm. courses and completion of an 8-12 week paid media internship with newspaper, broadcast station, or other media-related agency approved by the School. S/U only. Reports on experiences for discussion and evaluation.

**MSL 1001C Leadership and Personal Development (2) US MIS**

Introduces to personal challenges & competencies critical to effective leadership; teaches personal development life skills relative to leadership, officership, & Army profession; focuses on gaining understanding of ROTC Program & its purpose in Army.

**MSL 1002C Introduction to Tactical Leadership (2) US MIS**

Presents leadership basics (eg: setting direction, problem-solving, listening, briefs, giving feedback & use of effective writing skills); explores dimensions of leadership values, attributes, skills & actions in context of practical hands-on exercises.

**MSL 2101C Innovative Team Leadership (2) US MIS**

Explores creative & innovative tactical leadership strategies & styles. Develops knowledge of leadership values & attributes by understanding Army rank, structure, & duties. Broadens knowledge of land navigation & squad tactics.

**MSL 2102C Foundations of Tactical Leadership (2) US MIS**

Examines challenges of leading tactical teams in complex current operating environment; highlights dimensions of terrain analysis, patrolling & operation orders; develops greater self-awareness, communication & team building skills.

**MSL 2900 Army Physical Readiness (1) US MIS**

This course will train students in the unique role of Army physical readiness in sustaining military operations. It will also prepare students to plan, prepare, and conduct military fitness training. Repeatable for 8 semesters, but only 4 credit hours will be counted toward the program.

**MSL 2901 Basic Leader Training (4) US MIS**

PR: CI. A 35 day internship at Fort Knox, Kentucky that incorporates a wide range of military subjects designed to develop/evaluate leadership and officer potential. The course is intentionally stressful and designed to build individual confidence through the accomplishment of tough and demanding training. Students completing the course may qualify for entry into the ROTC Advanced Course.

**MSL 3201C Adaptive Team Leadership (3) US MIS**

Challenges to study, practice, & evaluate adaptive team leadership skills as demands of the ROTC LDAC are presented. Uses challenging scenarios to develop self-awareness & critical thinking skills. Provides specific feedback on leadership abilities.

**MSL 3202C Leadership in Changing Environments (3) US MIS**

Challenges to study, practice, & evaluate adaptive leadership skills as demands of ROTC Leader Development Assessment Course are presented. Develops self-awareness & critical thinking skills with challenging scenarios. Provides feedback on leader skills.

**MSL 4301C Developing Adaptive Leaders (3) US MIS**

Develops ability to plan, & assess complex operations, functioning as member of a staff; provides performance feedback to subordinates; gives opportunities to assess risk, make ethical decisions, & lead fellow cadets; prepares in becoming Army officer.

**MSL 4302C Leadership in a Complex World (3) US MIS**

Explores dynamics of leadership in complex situations of current military operations in current operating environment; examines differences in courtesies, military law, principles of war & rules of engagement in face of international terror & more.

**MSL 4930 Advanced Directed Study and Research (1-3) US MIS**

PR: CI and permission of Professor of Military Science. Intensive individual study in a particular aspect of military science that is not covered in regular course offerings. Request for enrollment must be made prior to registration in the form of a written proposal.

**MUL 3012 Music in Your Life FA (3) VP MUS**

Open only to non-music majors. A study in the art of music and its materials, designed to develop an understanding of basic principles of music and a technique for listening to music.

**PAD 4419 Personnel & Supervision in Today's Organizations (3) AS PAD**

Introduces students to concepts, principles and practices of personnel management and supervision that influence the attainment of desired performance goals in today's public and not-for profit organizations. Course participants will explore issues that influence the successful management of human resources in dynamic employment settings.

**PCB 3023 Cell Biology (3) AS BIO**

PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L & CHM 2045, CHM 2046 & MAC 1105 or higher-level MAC course or STA 2023. CP: CHM 2210. A survey of the marine environment, the types of organisms found inhabiting a variety of marine habitats, and the adaptations of the organisms to those habitats. Emphasis is placed on shallow water Florida environments. Lecture only.

**PCB 3023L Cell Biology Laboratory (1) AS BIO**

CP: PCB 3023. Laboratory portion of Cell Biology. Metabolic processes within the cell.

**PCB 3043 Principles of Ecology (3) AS BIO**

BSC 2010, BSC 2010L, BSC 2011, BSC 2011L & CHM 2045, CHM 2046 & MAC 1105 or higher-level MAC course or STA 2023. An introduction to the basic principles and concepts of ecology at the ecosystem, community, and population level of organization. Lecture only.

**PCB 3043L Principles of Ecology Laboratory (1) AS BIO**

CP: PCB 3043. Laboratory portion of PCB 3043, Principles of Ecology.

**PCB 3063 General Genetics (3) AS BIO**

BSC 2010, BSC 2010L, BSC 2011, BSC 2011L & CHM 2045, CHM 2046 & MAC 1105 or higher-level MAC course or STA 2023. CP: CHM 2210. Introduction to genetics including the fundamental concepts of Mendelian, molecular and population genetics. Lecture only.

**PCB 3063L General Genetics Laboratory (1) AS BIO**

CP: PCB 3063. Laboratory investigation techniques in general genetics including Mendelian and non-Mendelian relationships, and gene interactions.

**PCB 5307 Limnology (3) AS BIO**

PR: PCB 3043 and CHM 2210 and MAC 1105 or higher-level MAC course or STA 2023 and PHY 2053.

CP: CHM 2211. An introduction to the physical, chemical, and biological nature of fresh-water environments. Lecture only.

**PCB 5307L Limnology Laboratory (1) AS BIO**

PR: CI. CP: PCB 5307. Laboratory portion of Limnology. Laboratory and field experience in the area of aquatic ecology.

**PGY 3610C Photojournalism I (3) AS COM**

PR: MMC 2100 and MMC 3602. Laboratory required. Fundamentals of news and feature photography. Camera operation, picture composition, darkroom techniques, editing in digital format with introduction to software applications. History, ethics and law of photojournalism.

**PGY 3620 Photojournalism II (3) AS COM**

PR: PGY 3610C. Laboratory required. Advanced process and practice of photography for publication.

**PGY 3801C Digital Media I (3) VP ART**

Restricted to majors. This course builds upon the concepts introduced in Introduction to Multimedia Systems and focuses upon digital photographic creation and editing.

**PGY 4802C Digital Media II (3) VP ART**

Restricted to majors. This course builds upon the concepts introduced in Digital Media I and focuses upon digital photographic, web and digital video creation.

**PHI 1103 Critical Thinking SS (3) AS PHI**

Methods of thinking that lead to reliable conclusions, with emphasis on concrete cases in ordinary thinking and the sciences.

**PHI 2630 Contemporary Moral Issues SS (3) AS PHI**

Open to all students. A study of contemporary moral issues concerning racism, sex, sexism, abortion, poverty, crime, war, suicide, and human rights in general.

**PHI 3633 Biomedical Ethics (3) AS PHI**

This course will focus on the ethical issues arising from advances in medical practice, delivery of health care, and scientific research.

**PHI 3636 Professional Ethics (3) AS PHI**

An examination of the ethical problems that professionals will face in the complex, global society of the next few decades: confidentiality, divided loyalty, racism/sexism, etc.

**PHI 3640 Environmental Ethics SS (3) AS PHI**

A study of alternative theories of environmental ethics, including the application of these theories to contemporary environmental problems, such as pollution, resource depletion, species extinction, and land use.

**PHI 4905 Directed Study (1-4) AS PHI**

PR: CI. Approval slip from instructor required. Individual study directed by a faculty member.

**PHI 4930 Selected Topics (1-3) AS PHI**

PR: CI. Approval slip from instructor required. Selected topics according to the needs of the senior students.

**PHI 5913 Research (1-4) AS PHI**

PR: CI. Approval slip from instructor required. Individual research supervised by a faculty member.

**PHI 5934 Selected Topics (1-3) AS PHI**

PR: CI. Approval slip from instructor required. Selected topics according to the needs of the student.

**PHY 2048 General Physics I NS (3) AS PHY**

PR: MAC 2281 or MAC 2311. Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2053 and PHY 2048 courses. First semester of a two semester sequence of calculus-based general physics (mechanics, wave motion, sound, thermodynamics, geometrical and physical optics, electricity, and magnetism) for physics majors and engineering students.

**PHY 2048L General Physics I Laboratory (1) AS PHY**

PR: MAC 2281 or MAC 2311. Must be taken concurrently with lecture and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2053L and PHY 2048L courses. First semester of a two-semester sequence of general physics (mechanics, wave motion, sound, thermodynamics, geometrical and physical optics, electricity, and magnetism) and laboratory for physics majors and engineering students.

**PHY 2049 General Physics II NS (3) AS PHY**

PR: MAC 2282 or MAC 2312, PHY 2048, PHY 2048L. Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY2054 PHY 2054 and PHY 2049 courses. Second semester of general physics and laboratory for physics majors and engineering students.

**PHY 2049L General Physics II Laboratory (1) AS PHY**

PR: MAC 2282 or MAC 2312, PHY 2048, PHY 2048L. Must be taken concurrently with lecture and, if dropped, then dropped simultaneously. May not receive credit for both the PHY2054L PHY 2054L and PHY 2049L courses. Second semester of general physics and laboratory for physics majors and engineering students.

**PHY 2053 General Physics I NS (3) AS PHY**

PR: MAC 1140 and MAC 1114, or MAC 1147. Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2053 and PHY2048 PHY 2048 courses. First semester of a two semester sequence of non-calculus-based general physics (mechanics, heat, wave motion, sound, electricity, magnetism, optics, modern physics) for science students.

**PHY 2053L General Physics I Laboratory (1) AS PHY**

Must be taken concurrently with lecture and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2053L and PHY 2048L courses. First semester of a two semester sequence of general physics (mechanics, heat, wave motion, sound, electricity, magnetism, optics, modern physics) laboratory for science students.

**PHY 2054 General Physics II NS (3) AS PHY**

PR: PHY 2053, PHY 2053L. Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2054 and PHY 2049 courses. Second semester of non-calculus-based general physics for science students.

**PHY 2054L General Physics II Laboratory (1) AS PHY**

PR: PHY 2053, PHY 2053L. Must be taken concurrently with lecture and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2054L and PHY 2049L courses. Second semester of general physics lab for science students.

**POS 2041 American National Government (3) AS POL**

Analysis of basic principles and procedures of the American governmental system with emphasis on current issues and trends.

**POS 3142 Introduction to Urban Politics and Government (3) AS POL**

Governmental and political structures and processes as they function in urban areas, with special focus on municipalities and locally based public services.

**POS 3173 Southern Politics (3) AS POL**

Examines changes in electoral politics in the South, and the role of interest groups and the state and federal government in facilitating change.

**POS 3182 Florida Politics and Government (3) AS POL**

A study of Florida political culture, political parties and elections, the legislative, executive, and judicial systems, and policy patterns.

**POS 3453 Political Parties and Interest Groups (3) AS POL**

Analysis and understanding of role, functions, structure, and composition of such, and their impact on American governmental institutions.

**POS 3691 Introduction to Law and Politics (3) AS POL**

Nature of law, legal process, relationship to political life of constitutional law, administrative law, the judicial process, and private law.

**POS 3697 Environmental Law (3) AS POL**

Examines some of the major issues involving environmental law. Specially, the course provides a survey and analysis of statutes, both state and federal, regulating water, air, soil pollution, and resource

conservation and recovery. It will also address questions pertaining to problems of implementation, interpretation, enforcement, and development of environmental laws.

**POS 3713 Empirical Political Analysis (3) AS POL**

Fundamentals of empirical political inquiry: systematic data collection and quantitative analysis techniques. Laboratory exercises using the computer are required.

**POS 3931 Selected Topics (3) AS POL**

Selected topics in political science with course content based upon student demand and instructor's interest.

**POS 4204 Political Behavior, Public Opinion, and Elections (3) AS POL**

Analysis of economic and socio-psychological factors influencing mass and elite political behavior; voting behavior, public opinion, and political activism.

**POS 4413 The American Presidency 6A (3) AS POL**

The presidency as a political institution; analysis of powers; legislative, administrative, political, and foreign policy leadership; crisis management and decision making; White House staffing; limits on power.

**POS 4614 Constitutional Law I (3) AS POL**

PR: POS 2041. Leading social problems, principle institutions, and the scope of powers. Analysis of Supreme Court decisions, scholarly commentaries, and the writings of leading public figures.

**POS 4624 Constitutional Law II (3) AS POL**

PR: POS 2041. Analysis of Supreme Court decisions and scholarly commentaries on the constitutional rights of individuals.

**POS 4693 Women and Law I (3) AS WST**

Introduction to issues concerning the legal aspects of sex and sex-based discrimination as embodied in statutory and case law, focusing on constitutional and family law and reproductive freedom issues.

**POT 3003 Introduction to Political Theory (3) AS POL**

Examines various kinds of theory used in political science for understanding political life: normative theory, empirical theory, historicism theory, analytical theory, and critical theory.

**POT 4064 Contemporary Political Thought (3) AS POL**

Examines various political views and political phenomena in the nineteenth and twentieth centuries. Diverse theoretical types and salient political phenomena will be presented.

**POT 4109 Politics and Literature 6A LW (3) AS POL**

Critical examination of the connections between politics and literature.

**POT 4204 American Political Thought (3) AS POL**

Examines political writings in the U.S. and responses to critical periods in history, beginning with the Founding Fathers, and culminating in recent contributions and understanding contemporary political problems and solutions.

**PPE 4003 Personality (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Methods and findings of personality theories and an evaluation of constitutional, biosocial, and psychological determinants of personality.

**PSB 4004C Physiological Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Gross neural and physiological components of behavior. Structure and function of the central nervous system and theory of brain functions.

**PSY 2012 Introduction to Psychological Science SS (3) AS PSY**

Introduction to the science of psychology for majors and nonmajors, presents theory and methods in broad survey of various areas of psychology including clinical, cognitive, developmental, health, industrial/organizational, social and neuropsychology.

**PSY 3204 Psychological Statistics 6A QM (3) AS PSY**

PR: PSY 2012. Introduction to analyzing psychological data, in the context of behavioral research. Covers basic research design, descriptive statistics, analysis procedures, use of computer analysis packages, interpretation of outputs, and implications for research.

**PSY 3213 Research Methods in Psychology (4) AS PSY**

PR: PSY 2012 with a grade of C or better or CI. This course considers the logic of experimental design, concept of control and the analysis of experimentally obtained data. The laboratory section provides experience applying the concepts discussed in lecture. Two lectures plus two-hour lab.

**PSY 4205 Experimental Design and Analysis (3) AS PSY**

PR: PSY 3213 with grade of C or better or CI. Detailed coverage of those research designs and statistical techniques having the greatest utility for research problems in psychology. Emphasis on topics from analysis of variance.

**PSY 4913 Directed Study (1-3) AS PSY**

PR: PSY 3213. S/U only. A maximum of 3 credits of either PSY 4913 or PSY 4970 may count toward the major. The student plans and conducts an individual research project or program of directed readings under the supervision of a faculty member. S/U only.

**PSY 4931 Selected Topics: Seminar (3) AS PSY**

PR: PSY 3213 with a grade of C or better. Upper-level standing, psychology major and CI. Graduate-type seminar designed to provide the advanced undergraduate student with an in-depth understanding of a selected sub-area within psychology.

**PUP 4203 Environmental Politics and Policy (3) AS POL**

Examines the politics of environmental issues, formation and implementation of environmental policy.

**QMB 2100 Business And Economic Statistics I 6A QM (3) BA QMB**

PR: MAC 1105. Data description; exploratory data analysis; introduction to probability; binomial and normal distributions; sampling distributions; estimation with confidence intervals; tests of hypotheses; control charts for quality improvement.

**QMB 3200 Business And Economic Statistics II (3) BA QMB**

PR: MAC 2233 or MAC 2241, QMB 2100. Simple linear regression and correlation; multiple regression and model building; forecasting models; analysis of variance; chi-square tests; nonparametric methods.

**REA 2930 Selected Topics (1-4) US REA**

Topics will vary to meet the needs of students. Will not be counted toward the English major.

**REE 3043 Real Estate Decision Making (3) BA FIN**

PR: FIN 3403. Acquaints students with the range of knowledge required to engage in real estate decision-making in the United States. Integrates the institutional framework with which decisions are made, the elements of financial analysis, deal structuring and marketing, and the pricing, financing, and allocation of real property in the real estate markets.

**REL 2300 Introduction to World Religions HP SS (4) AS REL**

This course is an introduction to the world's major religions. Students are exposed to myths, rituals, history, primary beliefs, leaders, and other information germane to understanding each religion. Open to majors and non-majors.

**REL 3132 Witchcraft and Paganism in America (3) AS REL**

A study of contemporary witchcraft and paganism, including theories, methods, history, myths and symbols, beliefs, rituals and practices, believers, recruitment, socialization, and organizations.

**REL 3363 Introduction to Islam HP AF (3) AS REL**

This course introduces the basic elements of Islamic belief and practice, placing the rise of Islam in its historical context in the Middle East, and stressing issues of diversity (including ethnicity and gender).

**REL 3500 History of Christianity 6A HP (4) AS REL**

Historical development of Western Christianity, its ideas and institutions, from the first century to the rise of religious modernism in the 19th century.

**REL 4936 Selected Topics (1-4) AS REL**

PR: Junior standing. Individual investigations with faculty supervision.

**SCE 4310 Teaching Elementary School Science (3) ED EDE**

PR: Admission to College of Education and completion of General Distribution Requirements in the Natural Science area. Techniques and materials for teaching science in the elementary school.

**SCE 4320 Teaching Methods in Middle Grade Science (3) ED EDN**

PR: Completion of 25 semester hours of Science or CC. Not designed for high school certification purposes. Survey techniques and materials unique to science, grades 5-9.

**SCE 4330 Teaching Methods in the Secondary School-Sciences (3) ED EDN**

PR: Completion of 26 hours in approved science areas, EDG 4620 or CP, and CC. Techniques and materials of instruction in secondary school sciences.

**SCE 5325 Methods of Middle Grades Science Education (3) ED EDN**

PR: 18 sem hrs in science, meeting FL content standards for mid grades general science. Prepare 5-9 sci teachers to tch sci skills, content; interrelationship, applications of sci as a human endeavor; nature of sci; instructional methods; nature scientific inquiry; development of sci process skills; integration of subj areas; & assessment.

**SCE 5337 Methods of Secondary Science Education (3) ED EDN**

Course concentrates on goals, subject matter teaching strategies for high school curricula; assessment and using data to improve student achievement; and development pedagogical content knowledge as it pertains to the teaching and learning of science.

**SCE 5564 Reading and Communication in Science Education (3) ED EDN**

This course prepares secondary science teachers to teach literacy practices in science. It includes methods for selecting appropriate reading and language approaches. Communication in science and functional aspects of scientific literacy are examined.

**SCE 5937 Selected Topics in Science Education (1-4) ED EDN****SLS 1101 The University Experience (1-2) US DEA**

PR: Freshman only. An extended introduction to USF. Topics include purposes of higher education, structure and function of USF, career planning, selecting a major, study skills, managing time, academic advising, computer resources, and decision-making.

**SOP 3742 Psychology of Women SS (3) AS WST**

An examination of theories of female personality in historical perspective. Current research on sex differences, socialization, sexuality, psychology of reproduction. Emerging roles of women as related to social change and developmental tasks of the life cycle.

**SOP 4004 Social Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Survey of methods, empirical findings, and theoretical interpretations in the study of an individual's behavior as it is affected by others.

**SOP 4714C Environmental Psychology (3) AS PSY**

PR: PSY 3213 with a grade of C or better or CI. Explores the influences of environment on behavior. Topics considered include crowding, privacy, territorial behavior, environmental design, and pollution effects. Designed for both psychology majors and non-majors.

**SOW 3101 Human Behavior and the Social Environment I (4) AS SOK**

PR: All provisional major courses. Restricted to full Social Work majors, others by School permission. An integrating human behavior-social environment course emphasizing dynamics of behavior and environmental factors as they relate to social work practice with individuals, and families.

**SOW 3102 Human Behavior And The Social Environment II (3) AS SOK**

PR: SOW 3101, SOW 4341, SOW 4522. Restricted to Full Social Work majors, others by School permission. An integrating course emphasizing dynamics of behavior and environmental factors as they relate to social work practice with families, groups, organizations and communities.

**SOW 3203 Introduction to Social Work (3) AS SOK**

An introductory course tracing the development of social work as a profession including an examination of the knowledge, skill and attitudinal base of the profession and professional roles and functions.

**SOW 3210 The American Social Welfare System SS (3) AS SOK**

A general education introductory course which provides students with a framework for understanding the historical development of American social welfare, its value base, and its response to minorities, women, children, the elderly, and the disabled.

**SOW 3401 Research and Statistics For Social Work (3) AS SOK**

PR: SOW 3101, SOW 4343, SOW 4522. Restricted to Full Social Work majors, others by School permission. The purpose of this course is two-fold: to familiarize the student with research as it is practiced in the profession of Social Work; and to equip the student with those theoretical understandings necessary to be a critical consumer of social work research.

**SOW 4233 Social Welfare: Policy & Program (3) AS SOK**

PR: All provisional major courses, SOW 3101, SOW 3401, SOW 4341, SOW 4522, SOW 3102, SOW 4343. CR: SOW 4510, SOW 4510L. Restricted to full Social Work majors, others by School permission. An advanced policy course taking an analytical approach to contemporary social welfare policy issues and current social welfare programs.

**SOW 4341 Multi-Methods of Social Work Practice I: Micro-System Intervention (5) AS SOK**

PR or CR: SOW 3101; SOW 4522. All provisional major courses. Restricted to full Social Work majors; others by School permission. First practice course emphasizing development of skills and interventive methods with individuals, families and small groups. Course includes both didactic and experiential learning components.

**SOW 4343 Multi-Methods of Social Work Practice II: Macro-System Intervention (5) AS SOK**

PR: All provisional major courses, SOW 3101, SOW 4522, SOW 4341; must be taken as PR. CR: SOW 3401, and SOW 3102. Restricted to full Social Work majors, others by School permission. Second practice course emphasizing intervention at the community and organizational level. Builds upon theoretical and practical content of SOW 4341. Course includes both didactic and experiential learning components.

**SOW 4510 Integrative Seminar (3) AS SOK**

PR: SOW 3302, SOW 3210, SOW 3101, SOW 3401, SOW 4341, SOW 3102, SOW 4343, SOW 4522. CR: SOW 4233, SOW 4510L. Restricted to full Social Work majors in senior year. Integrates content and theory from core classes with practice experiences students are having in field placement.

**SOW 4510L Field Placement (6) AS SOK**

PR: SOW 3302, SOW 3210, SOW 3101, SOW 3401, SOW 4341, SOW 3102, SOW 4522, SOW 4343. CR: SOW 4233, SOW 4510. S/U only. Supervised field placement in a social welfare organization consisting of 32 hours per week in the field with a total of 480 clock hours per semester.

**SOW 4522 Multicultural America (3) AS SOK**

PR: All provisional major courses. The course focuses on the students' understanding of multicultural and intergenerational issues.

**SOW 4900 Directed Readings (1-9) AS SOK**

PR: Completion of four social work courses including SOW 3401, upper level standing, and School permission. Content dependent upon student interest and ability. A contract will be jointly developed by student and instructor specifying nature of work to be completed.

**SOW 4910 Directed Research (1-6) AS SOK**

PR: Completion of four social work courses including SOW 3401, upper level standing and school permission. Majors only. Directed Research is intended to provide students with research experience in areas of specific interest in social work. A contract will be developed between student and instructor specifying nature of work to be completed.

**SOW 4930 Variable Topics in Social Work (1-3) AS SOK**

Restricted to Social Work majors; others by School permission. Variable title courses to expand on the four sequence areas in the Social Work core curriculum. Allows focus on areas relevant to student's educational interest.

**SPA 2612C Basic American Sign Language (4) AS CSD**

PR: DPR. Introduction to American Sign Language (ASL) as used in the deaf community. General discussion of ASL structure and introduction to various manual communication systems and philosophies. Emphasis on building a basic vocabulary. One hour of laboratory course work is included. Open to all majors.

**SPA 2613C Intermediate American Sign Language (4) AS CSD**

PR: SPA 2612C, DPR. A continuation of the basic course which expands the student's signing skills and introduces American Sign Language (ASL) idioms. Provides a greater opportunity for skill development in ASL structure and idiomatic usage. One hour of laboratory course work is included.

**SPC 2600 Public Speaking SS (3) AS SPE**

The nature and basic principles of human communication; emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experience in public discourse.

**SPN 1120 Beginning Spanish I (4) AS WLE**

CR: SPN 1120L. Not open to native or near-native speakers of Spanish. Development of basic skills in listening and reading comprehension, speaking and writing of Spanish.

**SPN 1120L Beginning Spanish I Laboratory (1) AS WLE**

CR: SPN 1120. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. Not open to native or near-native speakers of Spanish. S/U only. A laboratory designed to offer additional practice using various instructional technologies and media.

**SPN 1121 Beginning Spanish II (4) AS WLE**

PR: SPN 1120 or equivalent. CR: SPN 1121L. Not open to native or near-native speakers of Spanish. Continued development of basic skills in listening and reading comprehension, speaking and writing of Spanish.

**SPN 1121L Beginning Spanish II Laboratory (1) AS WLE**

CR: SPN 1121. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. Not open to native or near-native speakers of Spanish. S/U only. A laboratory designed to offer additional practice using various instructional technologies and media.

**SPN 2200 Spanish III (3) AS WLE**

PR: SPN 1121 or equivalent. May NOT be taken concurrently with SPN 2201. Not open to native or near-native speakers of Spanish. Continued development of basic skills in listening and reading comprehension, speaking and writing of Spanish.

**SPN 2201 Spanish IV (3) AS WLE**

PR: SPN 2200 or equivalent. May NOT be taken concurrently with SPN 2200. Not open to native or near-native speakers of Spanish. Continued development of basic skills in listening and reading comprehension, speaking and writing of Spanish.

**SPN 2240 Conversation I (3) AS WLE**

PR: SPN 2201. Not open to native or near-native speakers of Spanish. For development of basic conversational skills.

**SPN 3300 Advanced Spanish Grammar and Composition (3) AS WLE**

PR: SPN 2201 or equivalent. Not open to native or near-native speakers of Spanish. A study of syntax, grammar and writing.

**SPN 3500 Spanish Civilization (3) AS WLE**

PR: SPN 2201 or equivalent. The culture and civilization of Spain. For majors and non-majors.

**SPN 3520 Spanish American Civilization (3) AS WLE**

PR: SPN 2201 or equivalent. Readings and discussions on the culture and civilization of Spanish America. For majors and non-majors.

**SPN 4470 Advanced Overseas Study (1-6) AS WLE**

PR: SPN 2270. Departmental approval required. Intensive language study in Spain.

**SSE 4313 Teaching Elementary (K-6) Social Studies (3) ED EDE**

PR: Admission to College of Education or CI. This course is designed to study techniques and strategies employed by K-6 social studies teachers that are effective in motivating elementary school aged youth to acquire the information, skills, and modes of reasoning unique to the social sciences.

**SSE 4333 Teaching Middle Grades Social Science (3) ED EDW**

This course is designed to study techniques and strategies employed by social sciences teachers that are effective in motivating teenage youth to acquire the information, skills, and modes of reasoning unique to the social sciences. Students are expected to plan and present instructional plan(s) demonstrating use of various methods, techniques, and material that achieve concrete outcomes. Theoretical foundations of social studies are also studied. Field work is required.

**SSE 4334 Teaching Secondary Grades Social Science (3) ED EDW**

PR: SSE 4333. This course is a continuation of SSE 4333 with further development of the instructional techniques and strategies and the information, skills, and modes of reasoning unique to the social sciences with an emphasis on the secondary school environment. The teaching profession, school settings, legal, and classroom management issues are also studied. Fieldwork in a high school is required.

**STA 2023 Introductory Statistics I 6A QM (4) AS MTH**

PR: C (2.0) or better in MAT 1033, or 440 or better SAT Math score, or 19 or better ACT Math Score, or 72 or better Elementary Algebra CPT score. No credit for Mathematics Majors. Descriptive statistics, basic probability principles, discrete and continuous probability distributions: binomial, Poisson, uniform, normal, t, chi-square and F; point estimation, confidence limits, hypothesis testing, correlation analysis and linear regression. Emphasis on applications to social sciences, life sciences, physical sciences, engineering and business.

**STA 2122 Social Science Statistics 6A QM (3) AS ISS**

Descriptive and inferential statistics - through ANOVA, correlation-regression, chi-square and non-parametrics. The course presents statistics with the view that numbers are a limited, but important aspect of understanding the world. Draws concepts and hypothesis from a wide range of disciplines.

**STA 5166 Statistical Methods I (3) AS MTH**

PR: STA 4321 or CI. Statistical analysis of data by means of statistics package programs. Regression, ANOVA, discriminant analysis, and analysis of categorical data. Emphasis is on inter-relation between statistical theory, numerical methods, and analysis of real life data.

**STA 5228 Sampling Techniques (3) AS MTH**

PR: STA 4321 or CI. Sampling versus total enumeration. Planning of a survey. Statistical sampling methods and their analysis; simple, stratified, systematic cluster, and double and multistage sampling. Use of auxiliary information in sampling. Ratio and regression estimates. Case study.

**STA 5526 Non-Parametric Statistics (3) AS MTH**

PR: STA 5326 or CC. Theory and methods of non-parametric statistics, order statistics, tolerance regions, and their applications.

**SYG 2000 Introduction to Sociology SS (3) AS SOC**

An introduction to sociological perspectives and methods and the basic areas of sociological interests such as socialization, gender, race and ethnic relations, deviance, social control, and social stratification. Required for Sociology majors and minor.

**SYG 2010 Contemporary Social Problems SS (3) AS SOC**

The analysis of social causes and dimensions of major public issues such as crime, the environment, inequality, gender, employment, and substance abuse.

**TAX 4001 Concepts of Federal Income Taxation (3) BA ACC**

PR: ACG 3103 and ACG 3341 with a grade of "C" or better (not C-) in each course. Major concepts used in taxation of income by federal government including enactment of tax laws, basic tax research, preparation of basic tax returns and exploration of tax policy issues.

**TAX 5015 Federal Taxation of Business Entities (3) BA ACC**

PR: TAX 4001 with a grade of "C" or better (not C-). Tax issues encountered by small businesses. Includes tax planning, capital formation and preservation, tax compliance and tax alternatives.

**THE 4174 New British Theatre and Drama 6A MW LW (3) VP TAR**

PR: THE 2305 and Junior Standing. A study of contemporary theatrical practice and key dramatic texts in the British Isles. This course is restricted to majors.

**TSL 4941 ESOL Practicum (1)**

Students will apply knowledge and skills in the areas of ESOL methods, culture, curriculum, assessment, applied linguistics and second language acquisition to teaching English language learners. PR: FLE4317 and FLE4316; Restricted to BXE majors; Not repeatable.

**URP 4050 City Planning and Community Development (3) AS POL**

An introduction to the development, role, and components of city planning, and the political and actual policies of government in attempting to regulate or control urbanization.

**VIC 3001 Introduction to Visual Communications (3) AS COM**

PR: MMC 2100 and MMC 3602. Survey of visual communication theory, techniques and contemporary application in the visual media. Critical examination of visual communication in newspapers, magazines, television, motion pictures and new media.

**VIC 3943 Visual Communication Practicum (1) AS COM**

PR: Senior standing and CI. For visual communications option majors. S/U only. Practical experience outside the classroom where the student works for academic credit under the supervision of a professional practitioner. Periodic written and oral reports to the faculty member coordinating the study.

**WST 3015 Introduction to Women's Studies SS AF (3) AS WST**

Survey of major issues relevant to the female experience. the women's movement: historical, psychological, sociological, anthropological perspectives.

**WST 3225 Women, Environment and Gender MW (3) AS WST**

Course designed to: provide students with a basic understanding of relationships between women's physical, health and occupational environments; consider the position of women regarding environmental issues; examine role that women can and do play in effecting environmental change; and analyze concepts related to ecofeminism.

**WST 3311 Issues in Feminism SS (3) AS WST**

Survey of major issues relevant to the female experience: marriage and the family, sexuality, work, creativity.

**WST 4930 Selected Topics (1-4) AS WST**

Study in special areas such as Women and Work, Reproductive Law, Women and Health.

**ZOO 4512 Sociobiology MW (3) AS BIO**

This course is restricted to seniors. Not for major's credit. An analysis of Animal and human behavior such as sex, territoriality, and aggression in the context of evolution.

**ZOO 4513 Animal Behavior (3) AS BIO**

PR: PCB 3023 or PCB 3043 or PCB 3063 & CHM 2210 & MAC 1105 or higher-level MAC course or STA 2023. CP: CHM 2211. An introduction to comparative animal behavior, with analysis of types of animal behavior, their function and evolutionary origin. Lecture only.