

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA - 2002/2003 UNDERGRADUATE CATALOG

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

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

## Academic Regulations and Information Semester System

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

### Academic Load

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

#### Full-time Undergraduate Student Definition - Summer Term Sessions "A" & "B" (6 weeks)

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

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

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

### Availability of Courses

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

### Transfer of Credit To USF

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

USF subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the associate of arts degree, or in certain prior-approved areas the associate of science degree, before transferring. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Admissions. 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 USF. The college of the student's major will determine which courses are applicable for his/her major. In some instances, exact course equivalents will also be determined by other colleges which offer the same or similar course(s) as a part of their programs of study.

### Continuously Enrolled Degree-Seeking 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 college of the student's major if these credits are to be applicable to the USF degree program. A **properly-executed** Transient Student Form or Cross Enrollment Form should be used for this purpose.

### Registration for Admitted Degree-Seeking Students

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

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

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

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

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

### Immunization Proof Required

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

### Academic Advising for Undergraduate Students

USF 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 and their major area of study may visit their designated academic advising office housed in each of the six colleges offering baccalaureate degrees. Others who have not yet declared a major or students taking lower-level coursework in a limited access program should visit the Center for Academic Advising. This Center for Academic Advising 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 a college or the Center for Academic Advising 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.

### Orientation and Initial Advising

It is necessary that all students attend the University-mandated Orientation Program. The purpose of this initial contact is to assign an academic advisor and to provide the advising unit with routine information 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) at the time of orientation.

### Declaration of Major

First-year students often enter the university undecided about their career plans and intended majors and that usually creates little difficulty for them. Many of the more than 80 majors at USF allow students considerable options in their early course choices. However, some programs require completion of particular courses within the first two years. For instance, students with majors in fine arts and engineering should begin specific coursework in their first year and are best served by declaring their majors upon entering the university. In other fields, such as nursing, natural and physical sciences, education, and business, students must satisfy state mandated course prerequisites and complete specific general education courses during the first two years to be admitted to those major as juniors and to allow graduation on a timely basis. Therefore, students must make early decisions about those majors as well.

Unless restricted by limited access requirements, all students are expected to be officially declared in a major by the time they have completed 45 semester hours of course work. Transfer students, especially those who have completed 60 hours of work prior to transferring to USF, should declare their majors upon entry to the university. Many resources are made available by the University to assist students in making career decisions and in 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 with limited access programs. Colleges such as Business, Education, Engineering, and Nursing have been designated as limited access colleges and require completion of certain prerequisites before a student may declare a major in one of them. It is important that students check the college sections of the catalog for advising and admission requirements. Students planning to enter a limited access program should be aware that their admission by the college may be denied or delayed and should be prepared with alternative plans of action. Students seeking admission to limited access programs must demonstrate successful academic progress toward meeting the limited access requirements in order to remain undeclared beyond 45 semester hours of credit.

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

### Advising for Non-Limited Access Programs

In the case of non-limited access colleges, students may declare a major by completing a form in the appropriate college advising office, usually during one of the orientations required by the University. Students who do not wish to declare a major or who cannot meet the necessary prerequisites of a limited access major are advised by the Center for Academic Advising. Upper-level transfer students (entering the University with 60 semester hours or more) who meet the admission requirements of a major are assigned to the college of that major for advising.

### Course Attendance at First Class Meeting

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

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

This policy is not applicable to courses in the following categories: Bachelor of Independent Studies (BIS), 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 5<sup>th</sup> day of classes to avoid fee liability and academic penalty.**

### Adds

After a student has completed his/her registration on the date assigned, he/she may add courses until the add deadline specified in the Academic Calendar. See the 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. Audit status must be obtained only during the first five days of the term by filing an

Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the Registrar's Office. IN-STATE fees are assessed for all audit courses.

### Cancellation Before First Class Day

Students may cancel their registration by notifying the Office of the Registrar in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees from the Office of Purchasing and Financial Services.

### 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 the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the 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 Office of Purchasing and Financial Services. 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 to charge students a substantial per credit hour surcharge when they attempt a course three or more times at USF, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of-state tuition rates. It is important to note that **all** attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

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

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

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

The student must fill out a Fee Adjustment Request Form and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and provide all documentation relating to it. The completed form with documentation should be submitted to the Office of the Registrar for consideration. If a student's request is denied, they may appeal the decision to the Office of the Dean of Undergraduate Studies.

### Transcript Information

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student's signature and date. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up within two working days after the request is received. USF 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 graduation ceremony. Current term grades are posted approximately one week after the final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

To order transcripts by mail, send **payment** (\$5.00 per copy, check or money order only) and Request Form or letter to:

Transcript Clerk, Registrar's Office  
USF- SVC 1034  
4202 E. Fowler Avenue  
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 offices.

### College Level Academic Skills Test

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

Please Note: CLAST exemptions or waivers are not acceptable for admission to or graduation from programs in the College of Education. Refer to the Office of Evaluation and Testing, SVC 2054, for the current policies on CLAST.

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

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

CLAST may be taken by undergraduate, degree-seeking students who have earned 18 semester hours or the equivalent and who apply to take the test on or before the deadline established for registration. Students at USF are required to take the CLAST by the time they complete 45 semester hours. First-time-in-college and lower-level transfer students are encouraged to take the CLAST as early as possible. Transfer students should take the CLAST the first semester they are

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enrolled as degree-seeking students if they have already exceeded the 45 hours from previous institutions.

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

If a student has completed 36 hours of upper level (3000 and 4000) courses after the first attempt to pass CLAST and has not satisfied the CLAST requirement, registration will be restricted to 1000 and 2000 level courses. Appropriate preparation will be determined in consultation with the College CLAST advisor. Further registration at USF will be denied for failure to complete the required preparation.

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

Waivers from individual CLAST subtests are granted in two situations: 1) a specific documented learning disability prevents the student from achieving the skills set forth in SBE 6A-10.0316 (consult with Student Disability Services) and; 2) a student has successfully completed courses related to a specific subtest, but has failed to satisfy the CLAST requirement with a passing score or an exemption. After failing a CLAST subtest five times and successfully completing three terms of documentable preparation and a specific three-hour course related to the failed subtest, a student may apply for a waiver by submitting appropriate documentation to Evaluation and Testing (SVC 2054). A list of approved courses to satisfy this requirement is available in Evaluation and Testing.

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

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

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

**2. Computation:** Six semester hours of mathematics coursework at the level of college algebra or above. For the purpose of this rule, applied logic, statistics and other such computation coursework, which may not be placed within a mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section. In order to receive credit for fulfillment of 6A-10.030, students must receive a grade of "C-" or higher in each course (no "S" grades).

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

### Communication (12 semester hours)

AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora]	(3)
AFA 4150	Africa and the United States	(3)
AFA 4335	Black Women in America	(3)
AFS 2250	Culture and Society in Africa	(3)
AFS 3153	African Literature Survey	(3)
AMH 3510	U.S. Diplomatic History to 1898	(4)
AML 3604	African American Literature	(3)
AML 4303	Zora Neale Hurston: Major Works	(3)
AMS 3001	American Culture 1880-1915	(4)
AMS 3260	American Culture, 1830-1860	(4)
AMS 3370	Southern Women: Myth and Reality	(3)
ANT 4231	Folklore	(3)
ANT 4241	Magic and Religion	(3)
ANT 4340	The Caribbean	(3)
ANT 4432	The Individual and Culture	(3)
ANT 4620	Language and Culture	(3)
ANT 4750	Language and Social Interaction	(3)
ANT 4935	Rethinking Anthropology	(3)
ARC 4784	The City	(3)
ARH 4710	History of Photography	(4)
ARH 4721C	History of Printmaking	(3)
ARH 4792	Critical Studies In Art History	(4)
CCJ 4934	Seminar in Criminology	(3)
CES 4000	Structures and The Urban Environment for Non-Engineers	(3)
CHM 4070	Historical Perspectives in Chemistry	(3)
CIS 4250	Ethical Issues And Professional Conduct	(3)
CLT 3101	Greek Literature in Translation	(3)
CLT 3102	Roman Literature in Translation	(3)
COM 4020	Communicating Illness, Grief, and Loss	(3)
COM 4030	Women and Communication	(3)
COM 4710	Writing Lives	(3)
CRW 2100	Narration and Description	(3)
CRW 3111	Form and Technique of Fiction	(3)
CRW 3112	Fiction I	(3)
CRW 3121	Fiction II	(3)
DAN 2100	Introduction To Dance	(3)
DAN 4134	Dance History Though the 19th Century	(3)
EDF 3228	Human Behavior and Environmental Selection	(3)
EEC 4008	Literature in Early Childhood Education	(3)
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	(3)
ENC 1101	Composition I	(3)
ENC 1102	Composition II	(3)
ENC 1121	Composition I: Honors	(3)
ENC 1122	Composition II: Honors	(3)
ENC 2210	Technical Writing	(3)
ENC 3211	Communication for Engineers	(3)
ENC 3213	Professional Writing	(3)
ENC 3310	Expository Writing	(3)
EVT 4651	Equity in Schools and the Workplace	(3)
FIL 2001	Film: The Language Of Vision	(4)
FRT 3140	French Literary Masterpieces in English Translation	(3)
GEA 3405	Geography of Latin America	(4)
GEA 3500	Geography of Europe	(4)
GEO 4372	Global Conservation	(4)
GEY 3625	Sociocultural Aspects of Aging	(3)
HIS 4936	Pro-Seminar in History	(4)
HUM 4931	Seminar in Humanities	(4)
IDS 3115	Values and Choices	(3)
IDS 3663	Critical Issues Affecting the Arts	(3)
LAE 4414	Literature in Childhood Education	(3)
LAE 4416	Teaching Literature and Writing in the Elementary Grades	(3)
LAE 4464	Adolescent Literature for Middle and Secondary Students	(3)
LIN 3801	Language and Meaning	(3)
LIT 2000	Introduction to Literature	(3)

LIT 2010	Introduction to Fiction	(3)	SYA 3310	Qualitative Inquiry	(4)
LIT 2030	Introduction to Poetry	(3)	SYP 4420	Consumer Culture	(3)
LIT 2040	Introduction to Drama	(3)	THE 3090C	Modern Theatre Practice	(4)
LIT 3101	Literature of the Western World Through the Renaissance	(3)	THE 4180	Theatre Origins	(3)
LIT 3102	Literature of the Western World Since the Renaissance	(3)	THE 4320	Theatre Of Myth And Ritual/Northern European (950-1600) & Oriental (400-1200)	(3)
LIT 3103	Great Literature of the World	(3)	THE 4330	Shakespeare For The Theatre	(3)
LIT 3144	Modern European Novel	(3)	THE 4360	The 19th Century Theatre Revolution	(3)
LIT 3155	Modern Literature	(3)	THE 4401	O'Neill And After	(3)
LIT 3301	Cultural Studies and the Popular Arts	(3)	THE 4434	Caribbean Theatre	(3)
LIT 3383	The Image of Women in Literature	(3)	THE 4435	Theatre Of Pluralism	(3)
LIT 3451	Literature and the Occult	(3)	THE 4442	Comedy Of The Classic And Neo-Classic Stage	(3)
LIT 4386	British and American Literature by Women	(3)	THE 4562	Contemporary Performance Theory	(3)
MHF 4403	The Early History of Mathematics	(3)	WST 3210	European Feminist History: Pre-18th Century	(3)
MUL 2111	Introduction To Music Literature	(3)	WST 4262	Literature by American Women of Color	(3)
NGR 6121	Theoretical Basis Of Advanced Practice Nursing	(3)	WST 4310	Feminism in America	(3)
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice	(3)	WST 4410	Third World Women Writers	(3)
NUR 4194	An Interdisciplinary Perspective in HIV Disease	(3)			
PHH 2000	Introduction to Philosophy	(3)			
PHH 4600	Contemporary Philosophy	(3)			
PHH 4700	American Philosophy	(3)			
PHI 3700	Philosophy of Religion	(3)			
PHI 4300	Theory of Knowledge	(3)			
PHI 4320	Philosophy of Mind	(3)			
PHI 4800	Aesthetics	(3)			
PHM 3100	Social Philosophy	(3)			
PHM 4331	Modern Political Philosophy	(3)			
PHM 4340	Contemporary Political Philosophy	(3)			
PHP 3786	Existentialism	(3)			
PHP 4000	Plato	(3)			
PHP 4010	Aristotle	(3)			
PHP 4740	The Rationalists	(3)			
PHP 4745	The Empiricists	(3)			
PHP 4784	Analytical Philosophy	(3)			
PHP 4788	Philosophy of Marxism	(3)			
PHY 4031	Great Themes in Physics	(3)			
POS 4413	The American Presidency	(3)			
POS 4694	Women and Law II	(3)			
POT 4109	Politics and Literature	(3)			
PUP 4323	Women and Politics	(3)			
REL 2300	Introduction to World Religions	(4)			
REL 3111	The Religious Quest in Contemporary Films	(4)			
REL 3114	Comedy, Tragedy, and Religion	(3)			
REL 3145	Women and Religion	(3)			
REL 3155	Life After Death	(3)			
REL 3170	Religion, Ethics and Society Through Film	(4)			
REL 3362	Introduction to Islam	(3)			
REL 3367	Islam in the Modern World	(3)			
REL 3465	Religion and the Meaning of Life	(3)			
REL 3501	History of Christianity	(4)			
REL 3561	Roman Catholicism	(3)			
REL 3600	Introduction to Judaism	(3)			
REL 3602	Classics of Judaism	(3)			
REL 3613	Modern Judaism	(3)			
REL 4113	The Hero and Religion	(3)			
REL 4171	Contemporary Christian Ethics	(4)			
REL 4177	Comparative Religious Ethics	(4)			
REL 4215	Ancient Israel and the Development of the Hebrew Bible	(3)			
REL 4221	Who Wrote the Bible (Genesis-Kings)	(4)			
REL 4670	Judaism and Christianity After the Holocaust	(4)			
RUS 3500	Russian Civilization	(3)			
RUT 3110	Russian Classics in English	(3)			
RUT 3111	Twentieth-Century Russian Literature in English	(3)			
SCE 4236	Science, Technology, Society Interaction	(4)			
SPC 3425	Group Communication	(3)			
SPC 4305	Communicating Emotions	(3)			

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

### Computation (6 semester hours)

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

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

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

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

### Grades, Scholarship Requirements, and Review Procedures

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

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

### Grading System

Effective Fall Semester, 2000, USF 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:

# 44 ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA - 2002/2003 UNDERGRADUATE CATALOG

## Plus/minus Grades

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

## Other Grades

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

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

## Grade Point Average

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

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

## "I" Grade Policy

An "I" grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, he or she may accept work from a student after an I grade has changed to an IF or IU grade, and assign the

student a final grade in the course, unless the student has graduated. Whether or not the student is in residence, any change to "IF" grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed. **Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade.** However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

## "M" Grade Policy

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

## S/U Grade System

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

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

1. Required courses in the major may not be taken on an S/U basis.
2. Specifically designated required courses in the distribution requirements of the student's college may not be taken on an S/U basis.
3. Courses to satisfy 6A-10.30 (Gordon Rule) may not be taken on an S/U basis.
4. Courses to satisfy USF's B.A. foreign language requirement may not be taken on an S/U basis.
5. All elective courses for the major and all elective courses in the distribution requirements, and all other free elective courses may be taken on an S/U basis except where:
  - a. The certifying college restricts the number of courses that may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses that can be accepted for all of the above areas.
  - b. The certifying college specifies that certain courses may not be taken on an S/U basis.
  - c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

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

1. A written agreement signed by both instructor and student shall be filed with such offices as may be designated by the college. The college shall set the deadline (no later than the last day of classes for the term) for the student to decide if he/she wishes to take the course on an S/U basis.
2. The instructor shall assign final letter grades A, B, C, D, F, or I, but will transmit to the Registrar "S" or "U" consistent with the following:
  - a. Letter grade, A, B, or C, shall be equivalent to a letter grade of "S."
  - b. Letter grades D or F shall be equivalent to a letter grade of "U." "S" and "U" grades are not computed in the student's GPA.

### Grade Forgiveness Policy

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

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

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

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

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

### Good Standing

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

### Academic Record

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

### Academic Probation and Academic Dismissal for Undergraduate Students

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

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

Any student who withdraws after the fifth day of classes while on Academic Probation will be placed on Final Academic

Probation. Any student who withdraws after the fifth day of classes while on Final Academic Probation or who has been placed on Conditional Readmission by the Academic Regulations Committee will be Academically Dismissed.

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

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

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

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

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

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

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

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

### Academic Renewal

USF 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 can offer many of those students a second chance. The University's Academic Renewal policy allows students, who provide evidence that they might now achieve academic success, to renew their pursuit of baccalaureate degrees without the burden of having to overcome all of the 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 I – Students with fewer than 60 credits:** Students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) but who otherwise were eligible to return to USF or other institutions of higher education prior to their successful completion of 60 transferable credits, may be admitted to the University with Academic Renewal after completing all requirements for the Associate in Arts degree or equivalent

(including general education, Gordon Rule and CLAST requirements) at a two- or four-year college. Academic Renewal I students will enter USF as juniors and their USF grade point average will be calculated from that point forward. Such students will be required to earn 60 credits from USF, with a grade point average of at least 2.00 subsequent to the AA degree, in order to graduate from USF. They also may be excluded from admission to limited access programs. Further, students who exercise the Academic Renewal policy will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

**Academic Renewal II – Students with 60 or more earned credits:** Students who were academically dismissed (but who otherwise were eligible to return) from USF or other institutions of higher education after the successful completion of 60 transferable credits may be admitted to the University with Academic Renewal II if they are able to provide convincing evidence of changes that indicate they might be successful given a new opportunity. Normally, such students will have been engaged in successful non-academic activities such as work or the military for at least five years. Academic Renewal II students will be offered an opportunity to enter USF with all coursework and grades from up to three academic semesters (or equivalent) prior to their academic dismissal dropped from consideration in grade-point-average calculations at the University. How many (up to three) and which semesters are the decisions of the Academic Regulations Committee. Students utilizing the Academic Renewal II policy must earn a cumulative gpa of 2.00 in USF 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. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

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

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

### Class Standing

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

0C	Unclassified	Non-degree-seeking students
1F	Freshman	0 through 29 semester hours passed
2S	Sophomore	30 through 59 semester hours passed
3J	Junior	60 through 89 semester hours passed
4R	Senior	90 or more semester hours passed; however, no baccalaureate degree earned here or elsewhere
5B	Baccalaureate degree-holder	working on a second undergraduate program or degree

6M	Graduate student admitted to Master's Degree Program
6A	Graduate student admitted to Specialist Degree Program
6C	Admitted to Candidacy
6D	Graduate student admitted to a Doctoral Degree Program
7A-7D	1 <sup>st</sup> -4 <sup>th</sup> year professional program (M.D.) or post-doctoral status

### Admission to a College

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

### Change of Major

All undergraduate students desiring to change their major should consult the Advising Office in the old and new college(s) of their interest.

### 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 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 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**.

#### Provost's List of Scholars

The Provost's List of Scholars is designed to recognize degree-seeking undergraduate students for high academic performance during the previous academic year.

To be eligible to participate in the Fall Honors Convocation, an undergraduate student must (1) have been enrolled during Fall, Spring, or Summer of the previous academic year; (2) have completed at least 24 USF graded (A-F) hours during that academic year; (3) have at least a 3.500 USF GPA for those minimum 24 hours; (4) have no incomplete ("I") grades; and (5) be in the top 10% of the qualified students for the college in which the student is enrolled at the end of Summer Term.

#### Dean's List

Full-time undergraduate students who demonstrate superior academic achievement during one semester will be honored on a "Dean's List." To be eligible for the Dean's List, a student must be in a "pool" (defined hereafter) and must complete 12 hours of graded (A-F) USF courses with no incomplete grades during the semester. The "pool" consists of all students who have registered for at least 12 hours of USF courses in a given semester. The Dean's List shall consist of the fewer of: 1) the upper 10% of the enrollment of the college or 2) students in the college with a USF 3.5 GPA or above (ties at the 90<sup>th</sup> percentile will be included in the honors group).

The dean of the college in which the student is majoring or the Dean of Undergraduate Studies for undeclared students will recognize this academic honor. Students who are eligible should contact their College Advising Office for information.

#### Academic Regulations Committee

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

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

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

#### Student Academic Grievance Procedures

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

An Academic Grievance Committee, composed of an equal number of faculty and student members, exists in each undergraduate college for the general purpose of considering student academic grievances and making recommendations based on these considerations to the dean of the college in which the alleged grievance occurred.

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

## Academic Dishonesty And Disruption Of Academic Process

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

### Plagiarism

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

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

- b. Plagiarism comes from a Latin word meaning "kidnaping" and ranges from paraphrasing to theft.
- c. Plagiarism ranges from inept paraphrasing to outright theft.
- d. Visibility online makes plagiarism much more difficult for the would-be thief.

**Punishment Guidelines for Plagiarism:**

The student who submitted the subject paper, lab report, etc., shall receive an "F" with a numerical value of zero on the item submitted, and the "F" shall be used to determine the final course grade. It is the option of the instructor to assign the student a grade of F or FF (the latter indicating dishonesty) in the course.

**Cheating**

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

**Punishment Guidelines for Academic Dishonesty:**

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

- a. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an "F" with a numerical value of zero on the test, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.
- b. For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an "F" in the course.
- c. For the use of another student, a stand-in, to take an examination for the enrolled student, it is suggested that the enrolled student receive an "F" in the course and be suspended from school for one year and that the stand-in, if a University student, be suspended from school for one year.
- d. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or other graded assignments, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the

course, may receive an "F" in the course and may be expelled from the University.

- e. It is suggested that students who receive or give stolen computer programs receive an "F" with a numerical value of zero on the program or programs, and the "F" be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

**Disruption of Academic Process**

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

**Punishment Guidelines for Disruption of Academic Process:**

Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of "W," if the student is passing the course, shown on the student record. If the student is not passing, a grade of "F" will be shown on the student record. Particularly serious instances of disruption or the academic process may result in suspension or permanent expulsion from the University.

### **Procedures for Handling Student Violations Involving Alleged Academic Dishonesty And Disruption Of Academic Process**

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

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

**Academic Committee Pre-Hearing Procedure.** Within a reasonable time following the failure of the student/instructor/dean meetings to bring about a solution, and in no event later than three (3) months after such failure, the dean shall cause formal charges to be filed with the appointed academic committee. The charged student shall be provided a written notice of charges, in sufficient detail to prepare for the hearing, no less than three (3) days before the hearing, except in cases of emergency as specified below.

**Hearings**

*Emergency Hearings.* An expedited emergency hearing may be held before an academic administrator appointed by the

dean or by the appointed academic committee in cases which involve the safety, health or welfare of any student or staff member.

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

**General Principles for Non-Emergency Hearings**

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

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

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

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

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

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

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

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

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

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

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

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

*Hearing on Appeal.* The charged student may appeal the decision of the academic committee or appointed academic administrator within thirty (30) working days of decision to the Dean of Undergraduate Studies or the Dean of Graduate Studies, whichever is appropriate. The record of the initial hearing may be considered on appeal and the student is entitled to access the record when appealing. The decision of the Dean of Undergraduate Studies or the Dean of Graduate Studies is final.

**Liberal Arts Requirements**

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

General Education Requirements*	Semester Hours
English Composition	6
Quantitative Methods	6
Natural Sciences	6
Social Sciences	6
Historical Perspectives	6
Fine Arts	3

African, Latin American, Middle Eastern or Asian Perspectives	3
	<hr/> 36

**Exit Requirements\***

Major Works and Major Issues	6
Literature and Writing	3
	<hr/> 9

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

**LIBERAL ARTS GENERAL EDUCATION COURSE REQUIREMENTS**

**(36 Semester Hours)**

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

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

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

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

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

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

**Historical Perspectives:** A minimum of six (6) semester hours of approved coursework in artistic, cultural, economic,

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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 as of April, 2002. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

## LIBERAL ARTS GENERAL EDUCATION REQUIREMENT

### ENGLISH COMPOSITION (6 hours minimum)

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

### QUANTITATIVE METHODS (6 hours minimum)

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

### NATURAL SCIENCES (6 hours minimum)

ANT 2511	Biological Anthropology	(3)
ANT 4586	Prehistoric Human Evolution	(3)

AST 2005	Astronomy of the Solar System	(4)
AST 2006	Stellar Astronomy and Cosmology	(4)
AST 3033	Contemporary Thinking in Astronomy	(3)
BMS 4402	Principles Of Human Pharmacology	(3)
BSC 1005	Principles of Biology For Non-Majors	(3)
BSC 2010	Biology I - Cellular Processes	(3)
BSC 2011	Biology II - Diversity	(3)
BSC 2022	Biology of Aging	(3)
BSC 2025	Food: Personal and Global Perspectives	(3)
BSC 2030	Save The Planet: Environmental Sciences	(3)
BSC 2035	Sex and Today's World	(3)
BSC 2050	Environment	(3)
CHM 2021	Chemistry For Today	(4)
CHM 2045	General Chemistry I	(3)
CHM 2046	General Chemistry II	(3)
EVR 2001	Introduction to Environmental Science	(3)
GEO 2371	Introduction to Earth Systems Science	(3)
GEO 3013	Introduction to Physical Geography	(3)
GLY 2010	Dynamic Earth: Introduction to Physical Geology	(3)
GLY 2030	Hazards of the Earth's Surface: Environmental Geology	(3)
GLY 2038	Earth and Environmental Geology	(3)
GLY 2040	Origins: From the Big Bang to the Ice Age	(3)
GLY 2050	Science, Earth and Life	(3)
GLY 2100	History of the Earth and Life	(3)
ISC 1004	Integrated Natural Sciences I: Science that Matters	(3)
ISC 1005	Integrated Natural Sciences II: Science that Matters	(3)
MET 4532C	Tropical Meteorology	(4)
OCE 2001	Introduction to Oceanography	(3)
PHY 2020	Conceptual Physics	(3)
PHY 2038	Energy and Humanity	(3)
PHY 2048	General Physics I	(3)
PHY 2049	General Physics	(3)
PHY 2053	General Physics	(3)
PHY 2054	General Physics	(3)

### SOCIAL SCIENCES (6 hours minimum)

AFA 4150	Africa and the United States -6A	(3)
AFS 3251	Environmental - Cultural Study in Africa	(3)
AMS 2030	Introduction to American Studies	(3)
AMS 3601	Material Culture and American Society	(3)
AMS 3700	Racism in American Society	(3)
ANT 2000	Introduction to Anthropology	(3)
ANT 2410	Cultural Anthropology	(3)
ANT 3101	Archaeology	(3)
ANT 3610	Anthropological Linguistics	(3)
ASN 3012	Japan Today	(3)
ASN 3105	The Pacific Century	(3)
CCJ 3003	Crime and Justice in America	(4)
CCJ 3024	Survey of the Criminal Justice System	(3)
COM 2000	Introduction to Communication	(3)
CPO 2002	Introduction to Comparative Politics	(3)
CPO 4034	Politics of the Developing Area	(3)
CPO 4204	Government and Politics of Africa	(3)
DEP 3103	Child Psychology	(3)
ECO 1000	Basic Economics	(3)
ECO 2013	Economic Principles (Macroeconomics)	(3)
ECO 2023	Economic Principles (Microeconomics)	(3)
EUS 3000	Europe	(3)
EUS 3022	Russia	(3)
FRE 4392	African Images in Francophone Film	(3)
GEA 2000	World Regional Geography	(4)
GEB 2350	Doing Business Around the World	(3)
GEO 1930	Geography of Current Events	(4)
GEY 2000	Introduction to Gerontology	(3)
GEY 3326	Aging in the 21st Century	(3)
GEY 3625	Sociocultural Aspects of Aging -6A	(3)
GEY 4612	Psychology of Aging	(3)
GEY 4628	Minority Aging	(3)
GEY 4641	Death and Dying	(3)

GEY 4647	Ethical and Legal Issues of Aging	(3)	ARH 2050	History of Visual Arts I	(3)
HSC 2100	Contemporary Health Science	(3)	ARH 2051	History of Visual Arts II	(3)
IDS 2664	Social Science Perspectives I	(3)	ARH 3001	Introduction To Art	(4)
IDS 2665	Social Science Perspectives II	(3)	ARH 3475C	Contemporary Issues in Art	(4)
IDS 2933	Selected Topics III	(3)	ASN 3105	The Pacific Century	(3)
IDS 2934	Selected Topics IV	(3)	CLA 3103	Greek Civilization	(3)
INR 1015	World Perspective	(3)	CLA 3123	Roman Civilization	(3)
INR 3038	International Wealth and Power	(3)	CLT 3370	Classical Mythology	(3)
INR 3084	International Terrorism	(3)	EGN 2031	History of Technology	(3)
INR 4250	Political Economy of the Southern Nations	(3)	EGN 2082	History of Electrotechnology	(3)
INR 4403	International Law	(3)	ENL 3323	Shakespeare from an Historical Perspective	(3)
INR 4502	International Organizations	(3)	EUH 2011	Ancient History I	(3)
ISS 1101	Knowledge and Society	(3)	EUH 2012	Ancient History II	(3)
ISS 1102	Self and Society	(3)	EUH 2021	Medieval History I	(3)
ISS 1103	Nature and Culture	(3)	EUH 2022	Medieval History II	(3)
MMC 3602	Mass Communications and Society	(3)	EUH 2030	Modern European History I	(3)
PAD 3003	Introduction to Public Administration	(3)	EUH 2031	Modern European History II	(3)
PHC 2581	Sex, Health, and Decision Making	(3)	EUS 3022	Russia	(3)
PHI 1103	Critical Thinking	(3)	FRE 4392	African Images in Francophone Film	(3)
PHI 2631	Ethics and Business	(3)	GEA 2000	World Regional Geography	(4)
PHI 3630	Contemporary Moral Issues	(3)	HUM 2211	Studies in Culture: The Classical Through Medieval Periods	(3)
PHI 3640	Environmental Ethics	(3)	HUM 2243	Studies in Culture: The Renaissance Through the Twentieth Century	(3)
PHI 3700	Philosophy of Religion -6A	(3)	HUM 3251	Studies in Culture: The Twentieth Century	(3)
PHM 3100	Social Philosophy -6A	(3)	IDS 2666	Historical Perspectives I	(3)
POS 2080	The American Political Tradition	(3)	IDS 2667	Historical Perspectives II	(3)
PSY 2012	Psychological Science I	(3)	IDS 2931	Selected Topics	2-5
PSY 3044	Psychological Science II	(3)	IDS 2932	Selected Topics	(3)
REL 3110	Religion and Popular Culture	(3)	LAH 2020	Latin American Civilization	(3)
REL 3111	The Religious Quest in Contemporary Films -6A	(4)	LAH 2734	Latin American History in Film	(3)
REL 3170	Religion, Ethics and Society Through Film -6A	(4)	LIT 2000	Introduction to Literature -6A	(3)
REL 3330	The Religions of India	(3)	LIT 2010	Introduction to Fiction -6A	(3)
REL 3600	Introduction to Judaism -6A	(3)	LIT 2030	Introduction to Poetry -6A	(3)
SOP 3742	Psychology of Wom	(3)	LIT 2040	Introduction to Drama -6A	(3)
SOW 3203	The American Social Welfare System	(3)	LIT 3022	Modern Short Novel	(3)
SPA 3002	Introduction to Disorders of Speech and Language	(3)	LIT 3144	Modern European Novel -6A	(3)
SPC 2541	Persuasion	(3)	LIT 3155	Modern Literature -6A	(3)
SPC 2600	Public Speaking	(3)	MMC 3602	Mass Communications and Society	(3)
SPC 3301	Interpersonal Communication	(3)	MUL 2111	Introduction To Music Literature -6A	(3)
SPC 3710	Communication and Cultural Diversity	(3)	PHH 2000	Introduction to Philosophy -6A	(3)
SYD 3700	Racial and Ethnic Relations	(3)	PHM 3100	Social Philosophy -6A	(3)
SYG 2000	Introduction to Sociology	(3)	PHP 3786	Existentialism -6A	(3)
SYG 2010	Contemporary Social Problems	(3)	POS 2080	The American Political Tradition	(3)
SYF 3000	Social Psychology	(3)	REL 2300	Introduction to World Religions -6A	(4)
WST 2600	Human Sexual Behavior	(3)	REL 2306	Contemporary World Religions	(4)
WST 3015	Introduction to Women's Studies	(3)	REL 3110	Religion and Popular Culture	(3)
WST 3311	Issues in Feminism	(3)	REL 3111	The Religious Quest in Contemporary Films -6A	(4)
WST 3440	Women and Social Action	(3)	REL 3170	Religion, Ethics and Society Through Film -6A	(4)
<b>HISTORICAL PERSPECTIVES (6 hours minimum)</b>			REL 3362	Introduction to Islam -6A	(3)
AFA 4150	Africa and the United States -6A	(3)	REL 3367	Islam in the Modern World -6A	(3)
AFA 4400	Middle Passage	(3)	REL 3501	History of Christianity -6A	(4)
AFH 3100	African History to 1850	(3)	REL 3600	Introduction to Judaism -6A	(3)
AFH 3200	African History since 1850	(3)	REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	(3)
AMH 2010	American History I	(3)	SPC 3230	Rhetorical Theory	(3)
AMH 2020	American History II	(3)	SPC 3631	Rhetoric of the Sixties	(3)
AMH 3571	African American History to 1865	(3)	SYD 3700	Racial and Ethnic Relations	(3)
AMH 3572	African American History since 1865	(3)	WST 2250	Female Experience in America	(3)
AML 3453	Historical Perspectives in Early American Literature	(3)	WST 3210	European Feminist History: Pre-18th Century -6A	(3)
AMS 2030	Introduction to American Studies	(3)	WST 3220	Women in Western Civilization II	(3)
AMS 2201	Colonial American Culture	(3)	<b>FINE ARTS (3 hours minimum)</b>		
AMS 2212	Nineteenth-century American Culture	(3)	AFS 3251	Environmental - Cultural Study in Africa	(3)
AMS 2270	Twentieth-century American Culture	(3)	ARC 2001	Introduction to Architecture	(3)
AMS 3001	American Culture 1880-1915 -6A	(4)	ARC 2131	Introduction to Architectural Design and Graphics	(4)
AMS 3210	Regions of America	(4)	ARH 2050	History of Visual Arts I	(3)
AMS 3260	American Culture, 1830-1860 -6A	(4)	ARH 2051	History of Visual Arts II	(3)
AMS 3370	Southern Women: Myth and Reality -6A	(3)			
AMS 3601	Material Culture and American Society	(3)			
AMS 3700	Racism in American Society	(3)			
ARC 2001	Introduction to Architecture	(3)			

ARH 3001	Introduction To Art	(4)
ARH 3475C	Contemporary Issues in Art	(4)
ART 2201C	Fabrications I	(3)
ART 2203C	Fabrications II	(3)
DAN 2100	Introduction To Dance -6A	(3)
EGN 2080	Light and the Arts: A Quantitative Approach	(3)
FIL 2001	Film: The Language Of Vision -6A	(4)
FIL 3510	World Cinema -6A	(4)
HUM 1020	The Arts	(3)
IDS 3662	Arts Connections	(3)
MUH 2051	Folk And Traditional Music Of World Cultures	(3)
MUH 2632	Music In The United States	(3)
MUH 3016	Survey Of Jazz	(3)
MUL 2111	Introduction To Music Literature -6A	(3)
MUL 3001	Issues In Music	2-3
MUL 3012	Music in Your Life	(3)
<b>ALAMEA PERSPECTIVES (3 hours minimum)</b>		
AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora] -6A	(3)
AFA 4150	Africa and the United States -6A	(3)
AFA 4400	Middle Passage	(3)
AFH 3100	African History to 1850	(3)
AFH 3200	African History since 1850	(3)
AFS 2250	Culture and Society in Africa -6A	(3)
AFS 3251	Environmental - Cultural Study in Africa	(3)
ANT 2000	Introduction to Anthropology	(3)
ANT 2410	Cultural Anthropology	(3)
ANT 3005	The Anthropological Perspective	(3)
ASN 3014	China Today	(3)
ASN 3030	The Middle East	(3)
ASN 3105	The Pacific Century	(3)
CPO 4034	Politics of the Developing Area	(3)
CPO 4204	Government and Politics of Africa	(3)
EUS 3022	Russia	(3)
FRE 4392	African Images in Francophone Film	(3)
GEA 2000	World Regional Geography	(4)
GEY 3625	Sociocultural Aspects of Aging -6A	(3)
HUM 3271	Eastern and Western Culture from Antiquity to 1400	(3)
HUM 3273	Eastern and Western Culture Since 1400	(3)
INR 1015	World Perspective	(3)
INR 3084	International Terrorism	(3)
INR 4250	Political Economy of the Southern Nations	(3)
INR 4502	International Organizations	(3)
LAH 2020	Latin American Civilization	(3)
LAH 2734	Latin American History in Film	(3)
LAH 3116	Latin America Through Film	(3)
MUH 2051	Folk And Traditional Music Of World Cultures	(3)
MUL 3001	Issues In Music	2-3
REL 3330	The Religions of India	(3)
REL 3362	Introduction to Islam -6A	(3)
REL 3367	Islam in the Modern World -6A	(3)
REL 3600	Introduction to Judaism -6A	(3)
REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	(3)
SPT 2524	Women Writers of Latin America	(3)
SYD 3441	Peasant Perspectives	(3)
WST 3015	Introduction to Women's Studies	(3)

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

A student's liberal arts education will continue throughout the college years and not be limited to a relatively small number of required courses in the first two years of college. Exit requirements will provide students with an opportunity during their junior and senior years at USF to integrate their knowledge within the context of liberal arts. Courses that satisfy the exit requirements will, where appropriate, incorporate consider-

ations of values and ethics; international and environmental perspectives; race and ethnicity; and gender. By their junior and senior years, students will have a foundation in liberal arts and be better able to reflect upon ethical issues in a constructive way. Students graduating from the College of Education or the College of Engineering may be required to complete only six hours (two exit courses) and should consult with their advisors regarding exceptions to this requirement. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from the liberal arts exit requirements.

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

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

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

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

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

**Literature and Writing (3 credit hours required):** In addition, students will take three (3) semester hours of approved exit requirement coursework in literature and writing. These courses will allow students to read significant literature of the world and write at least 6,000 words. The 6,000-word requirement meets Gordon Rule requirements and is for students who may wish to satisfy some of this requirement with upper-level courses. The writing requirement may be satisfied with assignments that include, for instance, revision and process writing. The course may be taken within the major if appropriate. The courses will focus on the dimensions of values and ethics, international and environmental perspectives, race and ethnicity, and gender.

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

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

All courses listed are certified as meeting the Exit requirement as of April, 1999. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

## LIBERAL ARTS EXIT REQUIREMENT COURSES

## MAJOR WORKS AND MAJOR ISSUES

AFA 4200	Slavery in the Americas and the Caribbean	(3)	GET 3100	German Literature in English Translation	(3)
AFA 4313	Black English	(3)	GEY 4635	Business Management in an Aging Society	(3)
AFA 4335	Black Women in America -6A	(3)	GEY 4647	Ethical and Legal Issues of Aging	(3)
AFA 4350	African American Community Research	(3)	GLY 4045	Moons, Planets, and Meteors: An Introduction to Planetary Science	(3)
AFA 4400	Middle Passage	(3)	GLY 4053	Theories and Arguments about the Earth	(3)
AFS 4311	The African Diaspora: Blacks in the Construction of the Americas	(3)	GLY 4734	Beaches and Coastal Environments	(3)
AML 4303	Zora Neale Hurston: Major Works -6A	(3)	GLY 4805	Geology and Development of Modern Africa	(3)
AMS 4804	Major Ideas in America	(3)	HIS 3308	War and Society	(3)
ANT 4172	Historical Archaeology -6A	(3)	HIS 3938	Major Issues in History	(3)
ANT 4241	Magic and Religion -6A	(3)	HIS 4936	Pro-Seminar in History -6A	(4)
ANT 4302	Gender in Cross-Cultural Perspective	(3)	HUM 4938	Major Issues in the Humanities	(3)
ANT 4316	Ethnic Diversity in the United States	(3)	IDS 3115	Values and Choices -6A	(3)
ANT 4340	The Caribbean -6A	(3)	IDS 3663	Critical Issues Affecting the Arts -6A	(3)
ANT 4401	Exploring Cross-Cultural Diversity	(3)	INR 3018	World Ideologies	(3)
ANT 4432	The Individual and Culture -6A	(3)	INR 3033	International Political Cultures	(3)
ARC 4784	The City -6A	(3)	INR 3202	International Human Rights	(3)
ARH 3475C	Contemporary Issues in Art	(4)	INR 4083	Conflict In The World	(3)
ARH 4455	Modern Political Iconography	(4)	INR 4254	Africa in World Affairs	(3)
ARH 4710	History of Photography -6A	(4)	INR 4936	Senior Seminar	(3)
BSC 4057	Environmental Issues	(3)	ISS 4935	Seminar in the Social Sciences	(3)
CCJ 4934	Seminar in Criminology -6A	(3)	LIT 3103	Great Literature of the World -6A	(3)
CEG 4850	Capstone Geotechnical/Transportation Design	(3)	LIT 3155	Modern Literature -6A	(3)
CES 4000	Structures and The Urban Environment for Non-Engineers -6A	(3)	LIT 3301	Cultural Studies and the Popular Arts -6A	(3)
CES 4740	Capstone Structural/ Geotechnical/ Material Design	(3)	LIT 3374	The Bible As Literature	(3)
CGN 4122	Professional and Ethical Issues in Engineering	(3)	LIT 3383	The Image of Women in Literature -6A	(3)
CHM 4070	Historical Perspectives in Chemistry -6A	(3)	LIT 3451	Literature and the Occult -6A	(3)
CIS 4250	Ethical Issues And Professional Conduct -6A	(3)	LIT 4386	British and American Literature by Women -6A	(3)
CLT 3101	Greek Literature in Translation -6A	(3)	LIT 4804	Literature as Cultural Study	(3)
CLT 3102	Roman Literature in Translation -6A	(3)	MHF 4403	The Early History of Mathematics -6A	(3)
COM 4030	Women and Communication -6A	(3)	MHS 4052	Human Relations Skills in Counseling	(4)
CWR 4812	Capstone Water Resources/Environmental Design	(3)	MUH 3301	Music History/Baroque And Classic	(3)
ECH 4615	Plant Design	(4)	MUH 3302	Music History/Romantic And 20th Century	(3)
ECO 3703	International Economics	(3)	MUH 4058	Intercultural Music In The Twentieth Century	(3)
ECO 4323	Radical Political Economy	(3)	NGR 6080	Family and Population-Based Health Promotion	(3)
ECP 3201	Economics of Women and Work	(3)	NGR 6121	Theoretical Basis Of Advanced Practice Nursing -6A	(3)
ECP 3302	Environmental Economics	(3)	NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice -6A	(3)
ECP 3613	Economics of the Urban Environment	(3)	NUR 3829	Ethical Legal Aspects in Nursing and Health Care	(3)
ECS 4003	Comparative Economic Systems	(3)	NUR 4194	An Interdisciplinary Perspective in HIV Disease -6A	(3)
EDF 3228	Human Behavior and Environmental Selection -6A	(3)	PAD 4144	Nonprofit Organizations and Public Policy -6A	(3)
EDF 3604	Social Foundations of Education	(3)	PET 3252	Issues in Sport	(3)
EEL 4906	Professional Issues and Engineering Design	(2)	PHH 4600	Contemporary Philosophy -6A	(3)
EGN 4831	Technology and Society	(3)	PHH 4700	American Philosophy -6A	(3)
EIN 4365	Facilities Design II	(3)	PHI 4073	African Philosophy	(3)
EML 4551	Capstone Design	(3)	PHI 4300	Theory of Knowledge -6A	(3)
ENV 4891	Capstone Environmental Engineering Design	(3)	PHI 4320	Philosophy of Mind -6A	(3)
EVR 4027	Wetland Environments	(3)	PHI 4632	Feminist Ethics	(3)
EVT 4651	Equity in Schools and the Workplace -6A	(3)	PHI 4800	Aesthetics -6A	(3)
FRE 4392	African Images in Francophone Film	(3)	PHM 4120	Major Black Thinkers	(3)
FRT 3001	Great French Love Stories in Translation	(3)	PHM 4322	Ancient and Medieval Political Philosophy	(3)
FRT 3140	French Literary Masterpieces in English Translation -6A	(3)	PHM 4331	Modern Political Philosophy -6A	(3)
FRW 4100	The French Novel	(3)	PHM 4340	Contemporary Political Philosophy -6A	(3)
FRW 4101	Introduction to French Drama and Poetry	(3)	PHP 4000	Plato -6A	(3)
GEB 4890	Strategic Management and Decision Making	(3)	PHP 4010	Aristotle -6A	(3)
GEO 4372	Global Conservation -6A	(4)	PHP 4740	The Rationalists -6A	(3)
GEO 4470	Political Geography	(4)	PHP 4745	The Empiricists -6A	(3)
GEO 4604	Advanced Urban Geography	(4)	PHP 4788	Philosophy of Marxism -6A	(3)
			PHY 4031	Great Themes in Physics -6A	(3)
			POS 4694	Women and Law II -6A	(3)
			POT 4661	The Politics of Identity, Difference and Inequality	(3)
			PUP 4323	Women and Politics -6A	(3)
			REL 3114	Comedy, Tragedy, and Religion -6A	(3)
			REL 3146	Womanist Vision in Religion	(3)
			REL 3155	Life After Death -6A	(3)
			REL 3280	Biblical Archaeology	(3)



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

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

**Disciplinary Cluster 5: Engineering**

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

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

Art	Music
Art History	Theatre
Dance	

**Disciplinary Cluster 7: Education**

Behavior Disorders	Industrial-Technical Education
Business and Office Education	Mathematics Education
Distributive Education	Mental Retardation Education
Early Childhood Education	Physical Education
Elementary Education	Science Education
English Education	Social Studies Education
Foreign Languages Education	Specific Learning Disabilities Education

**Disciplinary Cluster 8: Nursing**

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

### Freshman English Requirement

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

1. First-time-enrolled students (a) who do not intend to take the CLEP Freshman English Test or (b) who have been notified of failing CLEP prior to registration and who do not intend to attempt the exam a second time must take ENC 1101 and ENC 1102 sequentially. If a student fails the first course, he/she must repeat it before proceeding to the next Freshman English course. Students should normally take these courses during their freshman year, but these courses are high demand and it is possible that registration space will not always be available.
2. First-time-enrolled students (a) who have not taken CLEP prior to their arrival on campus or (b) who have failed but wish to repeat the test should attempt CLEP during their first nine (9) weeks. During this semester, they should not enroll in ENC 1101. If a student either fails or doesn't attempt the CLEP examination during his/her first nine (9) weeks, the student normally should take ENC 1101 in the following semester. In this case, the student will normally complete the sequence by the first semester of his/her sophomore year.

These policies do not apply to first-time-enrolled students who can meet the Freshman English requirement with credit transferred from another institution or those with appropriate AP 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) and others may be offered within departments. Interested students should obtain additional information from their advisors or the Office of Evaluation and Testing.

## Graduation Requirements Baccalaureate Degree University Requirements

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

All students entering USF 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

As stated above, effective September 1, 1976, all students entering USF 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.

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

### Foreign Language

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

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

#### Classical Languages

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

#### Modern Languages

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

#### American Sign Language

Approval needed by the student's program/department major. The following programs accept Sign Language Competency for

the exit requirement: Africana Studies, Anthropology, Communication, Communication Sciences and Disorders, Criminology, Gerontology, History, Mass Communications, Political Science, Religious Studies, Theatre, Women's Studies, and all programs in the College of Education

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

### Foreign Language Placement

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

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

### Academic Residence

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

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

### Academic Major

USF 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:

- Africana Studies (AFA) (B.A.)
- American Studies (AMS) (B.A.)
- Anthropology (ANT) (B.A.)
- Biology (BIO) (B.S.)
  - Cell and Molecular (CAM) (B.S.)
  - Ecology (ECL) (B.S.)
  - Marine (MRN) (B.S.)
  - Physiology (PGY) (B.S.)

- Chemistry (CHM) (B.A.)
  - Biochemistry/Biotechnology (CBY) (B.A.)
  - Environmental (CHV) (B.A.)
  - Health Professions (CHH) (B.A.)
- Chemistry (CHS) (B.S.)
  - Environmental (CHV) (B.S.)
- Classics (Classical Languages) (CLS) (B.A.)
- Communication (SPE) (B.A.)
  - English (ENS) (B.A.)
  - Interpersonal & Organizational (SIO) (B.A.)
  - Performance (SPM) (B.A.)
  - Public & Cultural (SPL) (B.A.)
  - Theater (STA) (B.A.)
- Communication Sciences and Disorders (CSD) (B.A.)
  - Deaf Studies (DST) (B.A.)
  - Interpreter Training (ITT) (B.A.)
  - Speech/Language/Hearing Science (LSH) (B.A.)
- Criminology (CCJ) (B.A.)
- Economics (ECO) (B.A.)
- English (ENG) (B.A.)
  - Literature (LIT) (B.A.)
  - Creative Writing (CRW) (B.A.)
  - Professional-Technical Writing (CWT) (B.A.)
- Environmental Science and Policy (ESP) (B.S.)
- French (FRE) (B.A.)
- Geography (GPY) (B.A.)
  - Environmental (EVG) (B.A.)
  - Urban and Social (USG) (B.A.)
- Geology (GLY) (B.A.)
- Geology (GLS) (B.S.)
  - Environmental (GLE) (B.S.)
- German (GER) (B.A.)
- Gerontology (GEY) (B.A.)
- Gerontology (GES) (B.S.)
- History (HTY) (B.A.)
- Humanities (HUM) (B.A.)
- Interdisciplinary Classics (ICL) (B.A.)
- Interdisciplinary Natural Sciences (INS) (B.A.)
  - Health Professions (INH) (B.S.)
- Interdisciplinary Social Sciences (ISS) (B.A.)
- Interdisciplinary Studies (BIS) (B.I.S.)
- International Studies (INT) (B.A.)
- Italian (ITA) (B.A.)
- Liberal Studies (ALA) (B.A.)
- Mass Communications (COM) (B.A.)
  - Advertising (ADV) (B.A.)
  - Broadcast News (NWS) (B.A.)
  - Broadcast - Program & Production (PGM) (B.A.)
  - Journalism - Magazine (MAG) (B.A.)
  - Journalism - News Editorial (JOU) (B.A.)
  - Journalism - Visual Communications (VIC) (B.A.)
  - Public Relations (PUR) (B.A.)
- Mathematics (MTH) (B.A.)
  - Environmental Biology (MEB) (B.A.)
  - Environmental Chemistry (MEH) (B.A.)
  - Environmental Geology (MEY) (B.A.)
- Mathematics - 5-year program (MBM)
- Medical Technology (MET) (B.S.)
- Microbiology (MIC) (B.S.)
- Philosophy (PHI) (B.A.)
- Physics (PHY) (B.A.)
- Physics (PHS) (B.S.)
- Political Science (POL) (B.A.)
- Psychology (PSY) (B.A.)
  - Applied Behavior Analysis (ABA) (B.A.)
- Religious Studies (REL) (B.A.)
- Russian (RUS) (B.A.)
- Social Work (SOK) (B.S.W.)
- Sociology (SOC) (B.A.)
- Spanish (SPA) (B.A.)
- Women's Studies (WST) (B.A.)

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

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

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

Business and Office Education (BBE)  
 Distributive and Marketing Education (DEC)  
 Early Childhood Education (BEC)  
 Elementary Education (BEE)  
 English Education (BEN)  
 Foreign Language Education (FLE)  
 French (BFF) (B.A.)  
 German (BFG) (B.A.)  
 Italian (BFI) (B.A.)  
 Russian (BFR) (B.A.)  
 Spanish (BFS) (B.A.)  
 Industrial Arts-Technology Education (BIT)  
 Mathematics Education (BMA)  
 Physical Education (PET)  
 Elementary (BPE)  
 Secondary (BPS)  
 Wellness (BPW)  
 Science Education (SCE)  
 Biology (BSB)  
 Chemistry (BSC)  
 Physics (BSY)  
 Social Science Education (BSS)  
 Special Education  
 Behavior Disorders (BBD)  
 Mental Retardation (BMR)  
 Specific Learning Disabilities (BLD)  
 Varying Exceptionalities (5 yr. Program) (BVE)

**College of Engineering:**

Chemical Engineering (ECH) (B.S.C.H.)  
 Civil Engineering (ECE) (B.S.C.E.)  
 Environmental (ENV) (B.S.C.E.)  
 Computer Engineering (ECP) (B.S.C.P.)  
 Computer Science (ECC) (B.S.C.S.)  
 Electrical Engineering (EEL) (B.S.E.E.)  
 Engineering, General (EGU) (B.S.E.)  
 Engineering Science (EGC) (B.S.E.S.)  
 Industrial Engineering (EIE) (B.S.I.E.)  
 Information Systems (EIF) (B.S.I.S.)  
 Mechanical Engineering (EME) (B.S.M.E.)

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

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

**College of Visual and Performing Arts:**

Art (ART) (B.A./B.F.A.)  
 Art History (AHI) (B.A.)  
 Art Studio (ARS) (B.A.)  
 Dance (DAN) (B.A./B.F.A.)  
 Ballet (DAB) (B.A./B.F.A.)  
 Modern (DAM) (B.A./B.F.A.)  
 Dance Education (DED) (B.S.)  
 Music (MUS) (B.M.)  
 Composition (MUC) (B.M.)  
 Jazz Composition (MJC) (B.M.)  
 Jazz Performance (MJP) (B.M.)  
 Performance (MPF) (B.M.)  
 Piano Pedagogy (MPP) (B.M.)  
 Music Education (MUE) (B.A./B.S.)  
 General (MEG) (B.A./B.S.)  
 Instrumental (MEI) (B.A./B.S.)  
 Voice (MEV) (B.A./B.S.)

Theatre (TAR/TFA) (B.A./B.F.A.)  
 Arts (TAA) (B.A.)  
 Design (TAD) (B.A.)  
 Performance (TAP) (B.A.)

**Undergraduate Studies**

Information Technology (B.S.I.T.)

**Academic Minor**

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

Each academic minor conforms to the University requirements:

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

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

**College of Arts and Sciences:**

African & African Diaspora Studies  
 African Studies  
 African-American Studies  
 American Studies  
 Anthropology  
 Chemistry  
 Classics  
 Communication  
 Communication Sciences and Disorders: American Sign Language  
 Criminology  
 Economics  
 English: Creative Writing  
 English: English and American Literature  
 English: Professional-Technical Writing  
 Environmental Science and Policy  
 French  
 Geography  
 Geology  
 German  
 Gerontology  
 History  
 Humanities  
 Interdisciplinary Classical Civilizations  
 International Studies  
 Italian  
 Latin  
 Linguistics  
 Mass Communications  
 Mathematics  
 Modern Greek  
 Philosophy  
 Physics  
 Political Science  
 Psychology  
 Religious Studies  
 Russian  
 Sociology

Spanish  
 Women's Studies  
 Women's Studies: Women of Color

**College of Business Administration:**

Business Economics  
 Finance  
 General Business Administration  
 International Business  
 Management  
 Management Information Systems

**College of Visual and Performing Arts:**

Art  
 Dance  
 Music  
 Theatre

**Undergraduate Studies:**

Aerospace Studies  
 Military Science  
 Student Leadership Development

**Student's Choice of Catalog**

In order to graduate from USF, each degree-seeking student must meet all of the graduation requirements specified in the USF catalog of his/her choice. A degree-seeking student may choose any USF catalog published during his/her continuous enrollment. Students who have transferred from one Florida public institution to another are affected by the following Board of Regents policy:

Graduation requirements in effect at the receiving SUS institution at the time a student enrolls at a Florida public institution of higher learning shall apply to that student in the same manner that graduation requirements apply to its native students provided the student has had continuous enrollment as defined in the SUS institution's catalog.

At USF, "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 catalog published prior to or during an academic year in which they did not maintain continuous enrollment. (Each catalog is considered to be published during the academic year printed on the title page.)

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

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

**Repeat Course Work**

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

**Double Undergraduate Major**

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

**Second Undergraduate Major**

A student who wishes to work for a second major, after receipt of a baccalaureate degree, must apply through the

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

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

**Two Degrees (USF Students)**

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

**Second Baccalaureate Degree (Transfer Students)**

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

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

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

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

**B.A. Degree for Medical and Dental Students**

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

**Application for Graduation**

In order to graduate, a student must submit an application for the bachelor's degree, graduate degree, or associate of arts certificate to the Office of the Registrar. *This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar.* If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. 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 from the student's college advising office. The application for a graduate degree is available from the Office of the Registrar or the student's college advising office. The application for an associate of arts degree is available from the Center for Academic Advising in Academic Support and Achievement.

The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college (Center for Academic Advising for the A.A. certificate). The college retains one copy, and the student must submit the remaining

copies to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to the Center for Academic Advising in Academic Support and Achievement.

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 college responsible for the minor on the application; and
3. Have no "I" grade in required courses.

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

### Posthumous Degrees or Degrees in Memoriam

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

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

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

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

The 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 Provost for approval. If the Provost 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 coursework at USF and have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF. In addition, to be eligible for honors, transfer students and USF students who have postsecondary work elsewhere must have

an overall GPA of 3.50 or higher counting all USF courses as well as all transferable work attempted at other institutions. The forgiveness policy at USF or other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors.

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

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

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

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

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

### Commencement

Commencement ceremonies at USF (Tampa) are held three times a year: Fall, Spring, and Summer.

To receive information regarding the commencement ceremonies, students must submit an application to graduate. Information regarding the ceremony will be mailed to the students during the term in which they should participate. If information is not received, the student should contact the Office of the Registrar. Graduate students (masters, specialists, and doctorates) will not participate in commencement exercises until all requirements for such degrees have been fulfilled.

### Certification Requirements

#### Associate of Arts

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

1. To receive the Associate of Arts, the student must complete 60 semester hours of university credit; at least 20 of the last 30 semester hours counted toward the Certificate must be completed in residence at USF; the minimum grade point average must be 2.0 based on work attempted at the USF; 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 Office of Admissions; and the General Education Requirements of USF must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate of Arts. In addition the student must present a score (passing score after August, 1994) on the College-Level Academic Skills Test and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate of Arts Certificate.
2. Application Procedure for the Associate of Arts Certificate. The Application for an Associate of Arts Certificate can be obtained from the Center for Academic Advising prior to the application deadline. The deadline to apply for a degree/certificate in each semester is stated in the Academic Calendar in the catalog.
3. The Associate of Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.
4. Final processing for the Associate of Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate of Arts Certificate.
5. Any incomplete grades shown on the permanent record of an Associate of Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.
6. The General Education Requirements will be based on the approved University policy in effect in the catalog year the

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

7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at USF, and included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at USF for the Associate of Arts Certificate.
8. An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.
9. In approving any application for the Associate of Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.
10. All USF colleges with undergraduate programs will accept the Associate of Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University's General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate of Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
11. The awarding of the Associate of Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate of Arts certificate prior to the completion of 90 semester hours.

### Student Records Policy

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

1. Inspect and review their education records
2. Privacy in their education records
3. Challenge the accuracy of their education records
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.
5. Copies of the University's student records policy, USF Rule 6C4-2.0021, may be obtained from:  

University Registrar	or	USF Agency Clerk
SVC 1034		Office of the General Counsel
4202 Fowler Avenue		4202 Fowler Avenue -ADM 254
Tampa, Florida 33620		Tampa, Florida 33620

### Release of Student Information

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

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

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

Students must inform the USF Office of the Registrar 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.