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
- For Financial aid purposes: 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.”

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

Continuously Enrolled Degree-Seeking Student

The Office of Admissions 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.

Declaration of Major

First-year students often enter the university undecided about their career plans and intended majors and that usually creates little difficulty for them. Many of the more than 90 majors at USF allow students considerable options in their early course choices. Conversely, many other majors, and often the most popular majors, 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.

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

All students must be officially declared in a major or a pre-major before they register for more than 36 credits. Beginning Fall Semester 2005, FTIC students who will have completed 36 or more credits at the end of the term in which they are enrolled will not be allowed to register for further credit coursework at the university until they have declared a major or pre-major.

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

Many resources are made available by the university to assist students in making career decisions and choosing their majors. Information about these resources is readily available from academic advisors. All entering FTIC students who have not made a career/major decision upon entry to the university will be required to follow one of the multi-semester inquiry-based (for undecided) curriculums offered by the university and enroll in the University Experience or Career Development Process course.

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

If the CLAST requirement has not been satisfied by the time a student completes 70 semester hours, the student may not register for classes until he/she has visited the following website: http://www.usf.edu/clast/hold. 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 the CLAST requirement has not been satisfied after completing 60 hours of coursework, a student may enroll in up to 36 hours of additional 3000-4000 level coursework. At this point, course registration will be restricted to 1000 and 2000 level courses. Information regarding appropriate CLAST preparatory options is available at http://www.usf.edu/testing. Further registration at USF will be denied for failure to complete the required preparation.

Students may receive exemptions for the CLAST examination by achieving specific EACT or SAT-I scores, or by earning a 2.5 GPA in specific courses. Exemptions are awarded for the communication subtests of CLAST if an SAT-I Verbal score of 500 or an EACT English score of 21 and an EACT Reading score of 22 are achieved. Exemptions are awarded for the mathematics CLAST subtest if an SAT-I Mathematics score of 500 or an EACT Mathematics score of 21 is earned. Students receive exemptions from the CLAST mathematics subtest 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 1105 or higher, MGF 1106 or higher and STA 1022 or higher. A 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. 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).

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)
- AML 4624 Black Women Writers (3)
- AM 3001 American Culture 1880-1915 (3)
- AMS 3260 American Culture 1830-1860 (4)
- AMS 3370 Southern Women: Myths and Reality (3)
- ANT 4172 Historical Archaeology (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 (4)
- ARH 4724 History of Graphic Design (4)
- ARH 4792 Critical Studies In Art History (4)
- CCJ 4934 Seminar in Criminology (3)
- CHM 4070 Historical Perspectives in Chemistry (3)
- CIS 4250 Ethical Issues And Professional Conduct (3)
- CLA 3501 Women in Women's Studies (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)
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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**

<table>
<thead>
<tr>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2060 Introduction to</td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES AND PROCEDURES
UNIVERSITY OF SOUTH FLORIDA - 2005/2006 UNDERGRADUATE CATALOG

Computers and Programming in Basic (3)
PHI 2101 Introduction to Formal Logic (3)
PSY 3204 Psychological Statistics (3)
QMB 2100 Business and Economics Statistics I (3)
STA 2023 Introduction to Statistics (4)
STA 2122 Social Science 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td>3.33</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Average</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>Poor</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 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, MU, N, S, U, W, Z, and grades that are preceded by a “E” are subtracted from the total hours attempted before the GPA is calculated.

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

“I” Grade Policy
An “I” grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded to an undergraduate student only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the “I” is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. “I” grades not removed by the end of the time limit will be changed to “IF” or “IU,” whichever is appropriate. 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.
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, A-, B, B+, B-, C, C+, C-, D, D+, or D-, and 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.”
   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 2.0 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 return with the USF GPA earned prior to dismissal unless he/she elects to be placed on Academic Renewal I as provided in this catalog.

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 institu-
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 that do not apply toward completion of degree requirements. Students who exceed this limit may have part or all of their registration canceled.

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

Class Standing

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

0C Unclassified  Non-degree-seeking students

1F Freshman 0 through 29 semester hours passed

2S Sophomore 30 through 59 semester hours passed

3J Junior 60 through 89 semester hours passed

4R Senior 90 or more semester hours passed;

however, no baccalaureate degree earned here or elsewhere

5B Baccalaureate degree-holder working on a second undergraduate program or degree

6M Graduate student admitted to Master’s Degree Program

6A Graduate student admitted to Specialist Degree Program

6C Admitted to Candidacy

6D Graduate student admitted to a Doctoral Degree Program

7A-7D 1st-4th year professional program (M.D.) or post-doctoral status

Admission to a College

All newly-admitted students must be advised initially by an academic advisor. All undecided students are assigned to the 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.

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.
undergraduate and graduate students taking courses within the

I. Purpose

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. Use of an electronic device not specifically authorized by the instructor is not permitted during any examination. Such use may result in academic dishonesty or disruption of the academic process and will be handled as student violations.

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.

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 90th 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

I. Purpose - The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all Colleges (exclusive of the College of Medicine which maintains its own procedures); however, as individual Colleges or campuses may have different levels of authority or titles, each must obtain the specific designations used by each college or campus for levels of authority and titles in the process.

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

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

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

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

“Dean” shall mean a College Dean, the Dean of Undergraduate Studies, or the Dean of Graduate Studies, as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances.

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

Written communication shall mean communication by hard copy to the recipient’s address of record. The “burden of proof” shall be upon the student such that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor’s decision was incorrect. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring “legal representa-

tion” to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to
that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

III. Resolution at the Department Level

A. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e., the issuance of a grade; the receipt of an assignment), and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

B. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student’s opinion, University policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor.

C. The department Chairperson/Director shall discuss the statement jointly or individually with the student and instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure, it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.

D. If the grievance cannot be resolved, the department Chairperson/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request within three weeks to advance the grievance to the College Level. The instructor may file a written response to the grievance petition. Upon receipt of the student’s request to move the process to the College Level and the instructor’s response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student’s initiating grievance statement, any instructor’s written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

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

IV. Resolution at the College Level

A. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:

1. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.

2. Wherever possible, the Committee shall include neither members of the faculty nor students of the department directly involved with the grievance, nor faculty nor students of the student’s major department. However, if requested by the department, committee, or participants, faculty or students from the department involved with the grievance or from the student’s major department may provide expert or other relevant testimony in the proceedings.

B. The Committee will operate in the following manner:

1. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.

2. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

3. All deliberations shall be in private and held confidential by all members of the Committee and those involved in the proceedings. The recommendation of the Committee shall be based on the factual evidence presented to it.

4. Within three weeks of the receipt of a decision made at the College Level, the College Committee Chairperson shall deliver in writing to the student, instructor, department Chairperson/Director or Program Director, and College Dean a report of the findings and a recommended resolution.

5. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties.

6. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate Studies (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean’s decision is final and not subject to further appeal within the University.

V. Resolution at the University Level:

The Provost/Vice President for Academic Affairs or the Vice President for the Health Sciences Center has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Vice President for all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to redelegate. The Dean of Graduate Studies will act in place of the Provost/Vice President in all academic grievance appeals involving graduate students.

A. The student or the instructor may appeal the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a College Grievance Committee, or (2) there is cause to think a procedural violation of these University Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the university Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).

B. The structure, functions, and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e., chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party’s respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.)
Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommendation.

D. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.

E. If the Undergraduate/Graduate Dean's decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean's decision is final and not subject to further appeal within the University.

These procedures shall take effect commencing Fall Semester, 2005, and shall superecede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

Procedures for Alleged Academic Dishonesty or Disruption of Academic Process

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

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

Academic Dishonesty

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 an instructor's work.

1. Examples of proper citation (footnote format) are as follows [Footnoting/citation styles will depend upon those used by different academic disciplines. Many disciplines in the Natural Science areas, for example, will cite the sources within the body of the text.]
   a. "Plagiarism, from a Latin word meaning 'kidnapping,'
Penalties for Academic Dishonesty

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

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

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

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

Penalties 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 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 and assign an "F" or "FF" grade for 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" or "FF" 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" or "FF" 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" or "FF" in the course and may be expelled from the University.

e. It is suggested that students who plagiarize or receive or give stolen computer programs receive an "F" with a numerical value of zero on the assignment, 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 and assign an "F" or "FF" grade for 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 away 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 of the academic process may result in suspension or permanent expulsion from the University.

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 that involve the safety, health or welfare of any student or staff member.

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*  Sem. Hours

English Composition 6
Quantitative Methods 6
Natural Sciences 6
Social Sciences 6
Historical Perspectives 6
Fine Arts 3
African, Latin American, Middle Eastern or Asian Perspectives 3
Total 36

Exit Requirements*

Major Works and Major Issues 6
Literature and Writing 3
Total 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, 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 November, 2004. 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Composition I - 6A</td>
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<tr>
<td>ENC 1102</td>
<td>Composition II - 6A</td>
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</tr>
<tr>
<td>ENC 1121</td>
<td>Composition I: Honors - 6A</td>
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<tr>
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QUANTITATIVE METHODS

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<tr>
<td>MAC 1105</td>
<td>College Algebra - 6A</td>
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<tr>
<td>MAC 1140</td>
<td>Precalculus Algebra - 6A</td>
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<td>MAC 1147</td>
<td>Precalculus Algebra and Trigonometry - 6A</td>
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<td>MAC 2233</td>
<td>Business Calculus - 6A</td>
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<tr>
<td>MAC 2241</td>
<td>Life Sciences Calculus I - 6A</td>
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<td>MAC 2242</td>
<td>Life Sciences Calculus II - 6A</td>
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<td>Engineering Calculus I - 6A</td>
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<td>MAC 2312</td>
<td>Calculus II - 6A</td>
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<td>MGF 1106</td>
<td>Finite Mathematics - 6A</td>
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<td>MGF 1107</td>
<td>Mathematics for Liberal Arts - 6A</td>
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<td>MGF 2131</td>
<td>Chaos and Fractals - 6A</td>
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<td>MGF 3301</td>
<td>Bridge to Abstract Mathematics - 6A</td>
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<td>PHI 2101</td>
<td>Introduction to Formal Logic - 6A</td>
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<td>Psychological Statistics - 6A</td>
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<td>QMB 2100</td>
<td>Business And Economic Statistics I - 6A</td>
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<td>STA 102c</td>
<td>Basic Statistics - 6A</td>
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<td>STA 2023</td>
<td>Introductory Statistics I - 6A</td>
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<td>STA 2122</td>
<td>Social Science Statistics - 6A</td>
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NATURAL SCIENCES

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<tr>
<td>ANT 2511</td>
<td>Biological Anthropology</td>
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<td>ANT 4586</td>
<td>Prehistoric Human Evolution</td>
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<td>AST 2003</td>
<td>Astronomy of the Solar System</td>
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<td>AST 2004</td>
<td>Stellar Astronomy and Cosmology</td>
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<td>AST 3033</td>
<td>Contemporary Thinking in Astronomy</td>
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<td>BMS 4402</td>
<td>Principles of Human Pharmacology</td>
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<td>BSC 1005</td>
<td>Principles of Biology For Non-Majors</td>
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<td>BSC 2010</td>
<td>Biology I - Cellular Processes</td>
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<td>BSC 2011</td>
<td>Biology II - Diversity</td>
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<td>BSC 2022</td>
<td>Biology of Aging</td>
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<td>BSC 2025</td>
<td>Food: Personal and Global Perspectives</td>
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<td>BSC 2030</td>
<td>Save The Planet: Environmental Sciences</td>
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<td>BSC 2035</td>
<td>Sex and Today's World</td>
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<td>BSC 2050</td>
<td>Environment</td>
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<td>BSC 2085</td>
<td>Anatomy and Physiology I for Nursing and other Healthcare Professionals</td>
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<td>BSC 2086</td>
<td>Anatomy and Physiology II for Nursing and other Healthcare Professionals</td>
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<td>CHM 2021</td>
<td>Chemistry For Today</td>
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<td>CHM 2045</td>
<td>General Chemistry I</td>
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<td>General Chemistry II</td>
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<td>EVR 2001</td>
<td>Introduction to Environmental Science</td>
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<td>GEO 2200</td>
<td>Introduction to Physical Geography</td>
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<tr>
<td>GEO 2371</td>
<td>Introduction to Earth Systems Science</td>
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<td>GEO 4244</td>
<td>Tropical Meteorology</td>
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GLY 2000 Earth and Environmental Systems 3
GLY 2010 Dynamic Earth: Introduction to Physical Geology 3
GLY 2030 Hazards of the Earth’s Surface: Environmental Geology 3
GLY 2040 Origins: From the Big Bang to the Ice Age 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
OCE 2001 Introduction to Oceanography 3
PHY 1401 Science and Society -6A 3
PHY 2020 Conceptual Physics 3
PHY 2048 General Physics I 3
PHY 2049 General Physics II 3
PHY 2053 General Physics I 3
PHY 2054 General Physics II 3
PHY 2515 Energy and Humanity 3

SOCIAL SCIENCES

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 4
ANT 2410 Cultural Anthropology 3
ANT 3101 Archaeology 3
ANT 3610 Anthropological Linguistics 3
ASH 3404 Modern China 4
ASN 3012 Japan Today 3
CCJ 3003 Crime and Justice in America 4
CCJ 3024 Survey of the Criminal Justice System 3
CLP 2001 Psychology of Adjustment 3
COM 2000 Introduction to Communication 3
CPO 2002 Introduction to Comparative Politics 3
CPO 4034 Politics of the Developing Areas 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
EGN 3615 Engineering Economics with Social and Global Implications 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 3020 Geography of Current Events 4
GEO 2000 Introduction to Geontology 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
HSC 2010 Contemporary Health Science 3
HSC 2133 Sex, Health, and Decision-Making 3
IDS 2664 Social Science Perspectives I 3
IDS 2665 Social Science Perspectives II 3
IDS 2933 Selected Topics III 3
IDS 2934 Selected Topics IV 3
INP 1101 Applied Psychology 3
INR 1015 World Perspective 3
INR 3038 International Wealth and Power 3
INR 3084 International Terrorism 3
INR 4403 International Law 3
INR 4502 International Organizations 3
ISS 1101 Knowledge and Society 3
ISS 1102 Self and Society 3
ISS 1103 Nature and Culture 3
MMC 3602 Mass Communications and Society 3
PAD 3003 Introduction to Public Administration 3
PHI 1103 Critical Thinking 3
PHI 1401 Science and Society -6A 3
PHI 1600 Introduction to Ethics 3
PHI 2630 Contemporary Moral Issues 3
PHI 2631 Ethics and Business 3
PHI 3030 Environmental Ethics 3
PHI 3700 Philosophy of Religion -6A 3
PHM 3100 Social Philosophy -6A 3
POS 2080 The American Political Tradition 3
PSY 2012 Introduction to Psychological Science 3
PSY 3017 Psychological Science II 3
REL 2300 Introduction to World Religions 4
REL 3101 Religion and Popular Culture 3
REL 3111 The Religious Quest in Contemporary Films -6A 4
REL 3116 Religion and Contemporary American Holidays 3
REL 3117 Religion and Contemporary American Sports 3
REL 3170 Religion, Ethics and Society Through Film -6A 4
REL 3308 World Religions -6A 3
REL 3318 Introduction to Chinese Religion 3
REL 3330 The Religions of India 3
REL 3331 Introduction to Judaism -6A 3
SOP 3742 Psychology of Women 3
SOW 3203 The American Social Welfare System 3
SPA 3002 Introduction to Disorders of Speech and Language 3
SPC 2541 Persuasion 3
SPC 2600 Public Speaking 3
SPC 3301 Interpersonal Communication 3
SPC 3710 Communication and Cultural Diversity 3
SYD 3700 Racial and Ethnic Relations 3
SYG 2000 Introduction to Sociology 3
SYG 2010 Contemporary Social Problems 3
SYP 3000 Social Psychology 3
WST 2600 Human Sexual Behavior 3
WST 3015 Introduction to Women’s Studies 3
WST 3311 Issues in Feminism 3
WST 3440 Women and Social Action 3

HISTORICAL PERSPECTIVE

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 3260 American Culture, 1830-1860 -6A 4
AMS 3270 Twentieth-century American Culture 3
AMS 3601 American Culture 1880-1915 -6A 4
AMS 3210 Regions of America 4
AMS 3260 American Culture, 1830-1860 -6A 4
AMS 3370 Southern Women: Myth and Reality -6A 3
AMS 3601 Material Culture and American Society 3
AMS 3605 Racism in American Society 3
ARC 2011 Introduction to Architecture 3
ARC 2210 Architectural History I 3
ARC 2701 Architectural History II 3
ARC 2702 Architectural History II 3
ARC 2905 History of Visual Arts I 3
ARC 2905 History of Visual Arts II 3
ARC 2905 History of Visual Arts III 3
ARM 3475C Contemporary Issues in Art 3
ASH 3404 Modern China 4
LAH 2734 Latin American History in Film 3
LAH 2020 Latin American Civilization 3
IDS 2932 Selected Topics 3
IDS 2667 Historical Perspectives II 3
IDS 2666 Historical Perspectives I 3
HUM 3252 Studies in Culture: The Twentieth Century 3
HUM 2230 Studies in Culture: The Renaissance
HUM 2210 Studies in Culture: The Classical Through Medieval Periods 3
HUM 2230 Studies in Culture: The Renaissance Through the Twentieth Century 3
IDS 2666 Historical Perspectives I 3
IDS 2667 Historical Perspectives II 3
IDS 231 Selected Topics 2
IDS 2932 Selected Topics
LAH 2020 Latin American Civilization 3
LAH 2734 Latin American History in Film 3
LIT 2000 Introduction to Literature -6A 3
LIT 2010 Introduction to Fiction -6A 3
LIT 2030 Introduction to Poetry -6A 3
LIT 2040 Introduction to Drama -6A 3
LIT 3022 Modern Short Novel 3
LIT 3144 Modern European Novel -6A 3
LIT 3155 Modern Literature -6A 3
MCC 3602 Mass Communications and Society 3
MUL 211 Introduction To Music Literature -6A 3
PHI 1600 Introduction to Ethics 3
PHM 3100 Social Philosophy -6A 3
PHP 3786 Existentialism -6A 3
POE 2080 The American Political Tradition 3
REL 2300 Introduction to World Religions -6A 4
REL 2306 Contemporary World Religions -6A 4
REL 3100 Religion and Popular Culture 3
REL 3111 The Religious Quest in Contemporary Films -6A 4
REL 3116 Religion and Contemporary American Holidays 3
REL 3117 Religion and Contemporary American Sports 3
REL 3170 Religion, Ethics and Society Through Film -6A 4
REL 3308 World Religions -6A 3
REL 3318 Introduction to Chinese Religion 3
REL 3367 Islam in the Modern World -6A 3
REL 3500 History of Christianity -6A 4
REL 3607 Introduction to Judaism -6A 3
REL 4215 Ancient Israel and the Development of the Hebrew Bible -6A 3
REL 4218 Women and the Bible -6A 3
SLS 4273 Theories of Leadership 3
SPC 3230 Rhetorical Theory 3
SPC 3631 Rhetoric of the Sixties 3
SYD 3700 Racial and Ethnic Relations 3
WOH 3293 Islam in World History 4
WST 2250 Female Experience in America 3
WST 3210 European Feminist History: Pre-18th Century -6A 3
WST 3220 European Feminist History: Enlightenment to the Present 3
FINE ARTS
AFS 3251 Environmental - Cultural Study in Africa 3
ARC 2131 Introduction to Architectural Design and Graphics 4
ARC 2211 Introduction to Architecture 3
ARC 2701 Architectural History I 3
ARC 2702 Architectural History II 3
ARH 2050 History of Visual Arts I 3
ARH 2051 History of Visual Arts II 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 2662 Arts Connections 3
MUC 2301 Introduction to Electronic Music 3
MUL 2051 Folk And Traditional Music Of World Cultures 3
MUL 2632 Music In The United States 3
MUL 3016 Survey Of Jazz 3
MUL 3131 Introduction To Music Literature -6A 4
MUL 3001 Issues In Music 2-3
MUL 3012 Music in Your Life 3
THE 2005 Languages of the Stage 3
THE 2252 Great Performances on Film 3
WOH 3293 Islam in World History 4
ALAMEA
AFA 2000 Introduction to the Black Experience [In Africa and Its Diaspora] -6A 3
AFA 4150 Africa and the United States -6A 3
AFA 4502 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 4
ANT 2410 Cultural Anthropology 3
ANT 3005 The Anthropological Perspective 3
ASH 3404 Modern China 4
ASN 3014 China Today 3
ASN 3030 The Middle East 3
CPO 4034 Politics of the Developing Areas 3
CPO 4204 Government and Politics of Africa 3
ECS 4430 Economics of Latin America 3
ECS 483 Russia 3
FRE 4392 African Images in Francophone Film 3
GEW 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 4502 International Organizations 3
LAH 2020 Latin American Civilization 3
LAH 2734 Latin American History in Film 3
LAS 3116 Latin America Through Film 3
LIN 2002 Language and a Movie 2-3
MUH 2051 Folk And Traditional Music Of World Cultures 3
MUH 3001 Issues In Music 2-3
REL 3318 Introduction to Chinese Religion 3
REL 3330 The Religions of India 3
REL 3363 Introduction to Islam 3
REL 3367 Islam in the Modern World -6A 3
REL 3607 Introduction to Judaism -6A 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 is not limited to a relatively small number of required courses in the first two years of college. Exit requirements 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 considerations of values and ethics; international and environmental perspectives; race and ethnicity; and gender. By the 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 58) 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 completed with USF courses.

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

Students majoring in the College of Education are permitted to graduate with only six credits of Liberal Arts Exit courses, all of which may be taken in the College. The distribution of those six credits varies by major. 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 nine (6) semester hours of approved coursework concerning major works and major issues. 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 taught by a variety of faculty members. 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 as meeting the Exit requirement as of November, 2004. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.
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 Courses

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THE 4175 Theatre Origins -6A 3
THE 4320 Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200) -6A 3
THE 4330 Shakespeare for The Theatre -6A 3
THE 4401 American Drama -6A 3
THE 4402 Caribbean Theatre -6A 3
THE 4434 Theatre of Pluralism -6A 3
THE 4562 Contemporary Performance Theory -6A 3
WST 4262 Literature by Women of Color in the Diapora -6A 3
WST 4410 Third World Women Writers-6A 3

"Outside the Disciplinary Cluster" Liberal Arts Exit Courses

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

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

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

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

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

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

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

Disciplinary Cluster 5: Engineering

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

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
Business and Office Education
Education Mathematics Education
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-10.030; earn a minimum of 48 semester hours of upper-level work (courses numbered 3000 and above); complete Liberal Arts requirements; complete requirements for program 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.

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 to the individual. (See Summer Enrollment Requirement below.)

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, Economics, 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

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 courses.

Academic Residence

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 (PY) (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.)
- Community Corrections (COC) (B.A.)
- Urban Law Enforcement (ULE) (B.A.)
- Juvenile Justice (JYJ) (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.)
- International Studies and Business (ISB) (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 Classical Civilizations (ICC) (B.A.)
- Interdisciplinary Natural Sciences (INS) (B.A.)
- Health Professions (INH) (B.S.)
- Interdisciplinary Social Sciences (ISS) (B.A.)
- Urban Studies (ISU) (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.)
- Physiology (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.)
- International Studies and Business (ISB) (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)
- Accounting (GAA)
- Economics (GEC)
Finance (GFI)  
Marketing (GMK)  
Management (GMN)  
Management Information Systems (GIS)  
International Business (GIN)  
International Business (ITB) (B.A.)  
Management Information Systems (ISM)  
Management (MAN)  
Marketing (MKT)

College of Education (B.A./B.S. option):  
Athletic Training (BAT) (B.S.)  
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.)  
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 (6 yr. Program) (BEX)

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.)  
Industrial Engineering (EIF) (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)

Undergraduate Studies  
Applied Science (APS) (B.S.A.S.)  
Behavioral Healthcare (ABH) (B.S.A.S.)  
Criminal Justice (ACJ) (B.S.A.S.)  
General Business Administration (ABU) (B.S.A.S.)  
Gerontology (AGR) (B.S.A.S.)  
Public Administration (APU) (B.S.A.S.)  
Urban Studies (AUR) (B.S.A.S.)  
Hospitality Management (HMA) (B.S.)  
Information Technology (ITC) (B.S.I.T.)

College of Visual and Performing Arts:  
Art (ART) (B.A./B.F.A.)  
Art History (AHI) (B.A.)  
Art Studio (ARS) (B.A./B.F.A.)  
Graphic Design (AGD) (B.F.A.)  
Dance (DAN) (B.A./B.F.A.)  
Ballet (DAB) (B.A./B.F.A.)  
Modern (DAM) (B.A./B.F.A.)  
Dance Studies (DAS) (B.A.)  
Music (MUS) (B.M.)  
Composition (MUC) (B.M.)  
Jazz Composition (MJC) (B.M.)  
Jazz Performance (MPJ) (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.)

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:

Arts and Sciences:
African & African Diaspora Studies  
African Studies  
African-American Studies  
American Studies  
Anthropology  
Biomedical Physics  
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 Policy  
French  
Geography  
Geology  
German  
Gerontology  
Greek  
History  
Humanities  
Interdisciplinary Classical Civilizations  
International Studies
**Academic Policies and Procedures**

**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 Department of Education 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 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 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.

**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 earn at least a minimum of 30 semester hours in on-camp \usflagergraduate 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, 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 for the student to be assured of availability of academic regalia for participation in the graduation ceremony, certification of graduation by the end of the term, inclusion of name in the graduation Bulletin, and timely ordering of the diploma. Students who submit the application for graduation after the posted deadline but prior to the last day of classes for the academic term and who are determined to have met all graduation requirements in that semester may have their graduation posted at the end of that term. Students who submit an application after the graduation application deadline, and wish to graduate in that term, will be assessed a $50.00 late fee. Students must note that when applying late, their application may not be processed before the next term’s registration period if they have not met all degree requirements. Applications received after the last day of classes will result in the graduation being posted at the end of the following academic term. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student’s academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for the bachelor’s degree is available 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.

Note: Some colleges ask students to file applications as early as the semester before anticipated graduation to help ensure that they will meet all graduation requirements in the semester in which they intend to graduate. Although applications will be accepted until the last day of classes for the semester of graduation, students applying late will jeopardize their chances of having met all requirements and may delay their graduation as a result.

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.

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

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

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

Candidates with a USF GPA of 3.90 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% of the college’s graduates or
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 2.00 based on work attempted at the USF; in addition, a transfer student must have a GPA of 2.00 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 application deadline is the last day of the semester during which the student is enrolled. The application deadline for the Associate of Arts certificate 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.