

# ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA - 2008/2009 UNDERGRADUATE CATALOG

## 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 July. 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 Transitional Advising Center. In the Fall or Spring Semester 12 hours is the minimum load for a student to be considered as full-time.

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

For Academic purposes 6 hours or more each session  
For Financial aid 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"

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

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

### Availability of Courses

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

### Transfer of Credit To USF

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

USF subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the associate of arts degree, or in certain prior-approved areas the associate of science degree, before transferring. Special details for students who do not plan to complete the associate degree requirements are available from the Office of Admissions. Also, all transfer students should refer to other entries about undergraduate transfers in the Admissions section of this catalog.

### Former Student Returning

The Office of Admissions will evaluate the acceptability of transfer of credits taken at regionally-accredited institutions

since last enrolled at USF. The college of the student's major will determine which courses are applicable for his/her major. In some instances, exact course equivalents will also be determined by other colleges 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 a pre-major. Students transferring in 75 or more credits will be required to declare a major (or pre-major) at the time of admission.

Many resources are made available by the university to assist students in making career decisions and choosing their majors. Information about these resources is readily available from academic advisors. All entering FTIC students 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 Florida public institution.

The CLAST requirement is considered met for any student entering the university with an A.A. from a Florida public college or university or a baccalaureate degree from a regionally accredited or comparable international institution.

Please Note: CLAST exemptions or waivers are not acceptable for admission to or graduation from programs in the College of Education. Refer to USF Testing Services, SVC 2060 for the current policies on CLAST.

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

CLAST may be taken by undergraduate, degree-seeking students who have earned 18 semester hours or the equivalent and who apply to take the test on or before the deadline established for registration. Students at USF are required to take the CLAST by the time they complete 45 semester hours. First-time-in-college and lower-level transfer students are encouraged to take the CLAST as early as possible. Transfer students should take the CLAST the first semester they are 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 60 semester hours, the student may not register for classes until he/she has visited the following website: <http://www.ugs.usf.edu/student/CLAST/index.htm>. 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.outreach.usf.edu/conted/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 communication subtests if a 2.5 GPA is achieved in at least six hours of ENC 1101 and ENC 1102. Exemptions from the CLAST mathematics subtest are issued when students have earned a 2.5 GPA in at least six hours of MAC 1105 or higher, MGF 1106 or higher and STA 1022 or higher. Any combination of these courses is permissible, providing only one statistics course is used to calculate the six-hour mathematics GPA. A maximum of four hours of credit earned through AP, IB, CLEP or other acceptable equivalency programs may be used toward qualification for each CLAST exemption.

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 Academic Support and Accommodations for Students with Disabilities) 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 four times

and successfully completing a specific three-hour course related to the failed subtest, a student may apply for a waiver by submitting appropriate documentation to the student's college CLAST coordinator.

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

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

- Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.
- Six (6) semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.
- Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction pursuant to Rule 6A-10.024, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through one (1) or more of the acceleration mechanisms in Rule 6A-10.024, F.A.C., shall be considered to have satisfied the requirements in subsection 6A-10.030(2), F.A.C., to the extent of the college credit awarded.

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

### Communication (12 semester hours)

AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora]	3
AFA 4150	Africa and the United States	3
AFA 4335	Black Women in America	3
AFS 2250	Culture and Society in Africa	3
AFS 3153	African Literature Survey	3
AMH 3510	U.S. Diplomatic History to 1898	4
AML 3604	African American Literature	3
AML 4303	Zora Neale Hurston: Major Works	3
AML 4624	Black Women Writers	3
AMS 3001	American Culture 1880-1915	4
AMS 3260	American Culture, 1830-1860	4
AMS 3370	Southern Women: Myth and Reality	3
ANT 4231	Folklore	3
ANT 4241	Anthropology of Religion	3
ANT 4340	The Caribbean	3
ANT 4432	The Individual and Culture	3
ANT 4620	Language and Culture	3
ANT 4750	Language and Social Interaction	3
ANT 4935	Rethinking Anthropology	3
ARC 4784	The City	3
ARH 4710	History of Photography	4
ARH 4721C	History of Printmaking	3
ARH 4724	History of Graphic Design	4
ARH 4800	Critical Studies In Art History	4
CHM 4070	Historical Perspectives in Chemistry	3
CIS 4250	Ethical Issues And Professional Conduct	3

CIS 4253	IT Ethics	3	Older Adults	3	
CLA 3501	Women in Antiquity	3	NUR 4645	Substance Abuse Across the Lifespan	3
CLT 3103	Greek Literature in Translation	3	PAD 4144	Nonprofit Organizations and Public Policy	3
CLT 3123	Roman Literature in Translation	3	PET 4933	Seminar in Sports Medicine	3
COM 4020	Communicating Illness, Grief, and Loss	3	PHH 2000	Introduction to Philosophy	3
COM 4030	Women and Communication	3	PHH 4600	Contemporary Philosophy	3
COM 4710	Writing Lives	3	PHH 4700	American Philosophy	3
CRW 2100	Narration and Description	3	PHI 1401	Science and Society	3
CRW 3111	Form and Technique of Fiction	3	PHI 3700	Philosophy of Religion	3
CRW 3112	Fiction I	3	PHI 4300	Theory of Knowledge	3
CRW 3121	Fiction II	3	PHI 4320	Philosophy of Mind	3
DAN 2100	Introduction To Dance	3	PHI 4800	Aesthetics	3
DAN 4134	Dance History Through the 19th Century	3	PHM 3100	Social Philosophy	3
EDF 3228	Human Behavior and Environmental Selection	3	PHM 4331	Modern Political Philosophy	3
EEC 4008	Literature in Early Childhood Education	3	PHM 4340	Contemporary Political Philosophy	3
EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	3	PHP 3786	Existentialism	3
EIN 4243C	Human Factors	3	PHP 4000	Plato	3
ENC 1101	Composition I	3	PHP 4010	Aristotle	3
ENC 1102	Composition II	3	PHP 4740	The Rationalists	3
ENC 1121	Composition I: Honors	3	PHP 4745	The Empiricists	3
ENC 1122	Composition II: Honors	3	PHP 4784	Analytical Philosophy	3
ENC 2210	Technical Writing	3	PHP 4788	Philosophy of Marxism	3
ENC 3246	Communication for Engineers	3	PHY 4031	Great Themes in Physics	3
ENC 3250	Professional Writing	3	POS 4413	The American Presidency	3
ENC 3310	Expository Writing	3	POS 4694	Women and Law II	3
EVT 4651	Equity in Schools and the Workplace	3	POT 4109	Politics and Literature	3
FIL 2000	Film: The Language Of Vision	4	PUP 4323	Women and Politics	3
FIL 3845	World Cinema	4	REA 2105	Critical Reading and Writing	3
FIL 4405	Film and Culture	4	REL 3111	The Religious Quest in Contemporary Films	4
FRT 3140	French Literary Masterpieces in English Translation	3	REL 3114	Comedy, Tragedy, and Religion	3
GEA 3405	Geography of Latin America	4	REL 3145	Women and Religion	3
GEA 3500	Geography of Europe	4	REL 3170	Religion, Ethics and Society Through Film	4
GEO 4372	Global Conservation	4	REL 3308	World Religions	3
HIS 4936	Pro-Seminar in History	4	REL 3367	Islam in the Modern World	3
HUM 4931	Seminar in Humanities	4	REL 3465	Religion and the Meaning of Life	3
IDS 3115	Values and Choices	3	REL 3500	History of Christianity	4
IDS 3663	Critical Issues Affecting the Arts	3	REL 3561	Roman Catholicism	3
IDS 3668	Images of Contemporary Urban Culture	3	REL 3602	Classics of Judaism	3
LAE 4414	Teaching Literature in the Elementary School, Grades K-6	3	REL 3607	Introduction to Judaism	3
LAE 4416	Teaching Literature and Writing in the Elementary Grades	3	REL 3613	Modern Judaism	3
LAE 4464	Adolescent Literature for Middle and Secondary Students	3	REL 4113	The Hero and Religion	3
LIN 3801	Language and Meaning	3	REL 4171	Contemporary Christian Ethics	4
LIT 2000	Introduction to Literature	3	REL 4177	Comparative Religious Ethics	4
LIT 2010	Introduction to Fiction	3	REL 4215	Ancient Israel and the Development of the Hebrew Bible	3
LIT 2030	Introduction to Poetry	3	REL 4217	Who Wrote the Bible (Genesis-Kings)	4
LIT 2040	Introduction to Drama	3	REL 4218	Women and the Bible	3
LIT 3101	Literature of the Western World Through the Renaissance	3	REL 4670	Judaism and Christianity After the Holocaust	4
LIT 3102	Literature of the Western World Since the Renaissance	3	RUS 3500	Russian Civilization	3
LIT 3103	Great Literature of the World	3	RUT 3110	Russian Classics in English	3
LIT 3144	Modern European Novel	3	RUT 3111	Twentieth-Century Russian Literature in English	3
LIT 3155	Modern Literature	3	SCE 4863	Science, Technology, Society Interaction	4
LIT 3301	Cultural Studies and the Popular Arts	3	SPC 3425	Group Communication	3
LIT 3383	The Image of Women in Literature	3	SPC 4305	Communicating Emotions	3
LIT 3451	Literature and the Occult	3	SPC 4632	Rhetoric and Social Change	3
LIT 4386	British and American Literature by Women	3	SYA 3310	Qualitative Inquiry	4
LIT 4463	Film and Culture	3	SYG 3235	Latina Lives	3
MUL 2111	Introduction To Music Literature	3	SYP 4420	Consumer Culture	3
NGR 6121	Theoretical Foundations and Professional Role Development	3	THE 4174	New British Theatre and Drama	3
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice	3	THE 4180	Theatre Origins	3
NUR 4194	An Interdisciplinary Perspective in HIV Disease	3	THE 4320	Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200)	3
NUR 4286	Geriatric Nursing: Population-based Perspectives on Nursing Care of	3	THE 4330	Shakespeare for The Theatre	3
			THE 4360	The 19th Century Theatre Revolution	3
			THE 4401	American Drama	3
			THE 4434	Caribbean Theatre	3
			THE 4435	Theatre of Pluralism	3
			THE 4442	Comedy of The Classic And Neo-Classic Stage	3

THE 4562	Contemporary Performance Theory	3
WST 3210	European Feminist History: Pre-18th Century	3
WST 4262	Literature by Women of Color in the Diaspora	3
WST 4310	History of Feminism in the U.S.	3

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

**Computation (6 semester hours)**

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

Course Number and Title	Semester Hours
CGS 2060 SC Introduction to Computers and Programming in Basic	(3)
PHI 2101 Introduction to Formal Logic	(3)
PSY 3204 Psychological Statistics	(3)
QMB 2100 Business And Economic Statistics I	(3)
STA 1022 Basic Statistics	(3)
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:

**Plus/minus Grades**

A+		4.00
A	Excellent performance	4.00
A-		3.67
B+		3.33
B	Good performance	3.00
B-		2.67
C+		2.33
C	Average performance	2.00
C-		1.67

D+		1.33
D	Poor performance	1.00
D-		0.67
F	Failure	0.00

**Other Grades**

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

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

**Grade Point Average**

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

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

**"I" Grade Policy**

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

**"M" Grade Policy**

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

**S/U Grade System**

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

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

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

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

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

**Grade Forgiveness Policy**

USF's forgiveness policy permits an undergraduate to repeat a course and have the repeated grade computed in his/her GPA in place of the original grade, providing the repeat grade is posted as "D-" or higher (exception - see Honors at Graduation) and is higher than the first grade. Normally, grade forgiveness may only be applied to a specific course that a student chooses to repeat. No course taken on the S/U grade basis may have the grade forgiveness applied. Under unusual circumstances, a different but similar course may be used if the

substitute course has been previously approved by the college dean and is on file in the Office of the Registrar.

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

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

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

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

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

**Good Standing**

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

**Academic Record**

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

**Academic Probation and Academic Dismissal for Undergraduate Students**

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

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

Any student who withdraws from all classes after the fifth day of classes while on Academic Probation will be placed on Final Academic Probation unless the student withdrawal is based on extenuating circumstances and the withdrawal is approved. Any student who withdraws from all classes after the fifth day of classes while on Final Academic Probation or who has been placed on Conditional Readmission by the Academic Regulations Committee will be Academically Dismissed

unless the student withdrawal is based on extenuating circumstances and the withdrawal is approved.

The determination and notification of probationary status or academic dismissal will be made by the 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 exercises the option of Academic Renewal I as provided in this catalog.

If a student who has accumulated 60 or more semester hours is academically dismissed from USF or falls below a 2.0 GPA and subsequently receives an A.A. or an articulated A.S. from a Florida public community/junior college (or other SUS institution), that student, when returning to the University, will begin with the USF GPA earned prior to dismissal unless he/she exercises the option of Academic Renewal II as provided in this catalog:

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

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

### Academic Renewal

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

**Academic Renewal I** applies to students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) with fewer than 60 credits from USF or other institutions of higher education but who otherwise were eligible to return to USF or other institutions of higher education prior to their successful completion of 60 transferable credits. They may be admitted to the University with Academic Renewal I after completing all requirements for the Associate in Arts degree or equivalent (including general education, Gordon Rule and 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 unduplicated degree 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** applies to students who were academically dismissed or on formal academic probationary status (institutional cumulative GPA of less than 2.00) with 60 or more earned credits from USF or other institutions of higher education but who otherwise were eligible to return to USF or other institutions of higher education after the successful completion of 60 transferable credits. These students may be admitted to the University with Academic Renewal II if they are able to provide convincing evidence of changes that indicate they might be successful given a new opportunity. Normally, such students will have been engaged in successful non-academic activities such as work or the military for approximately five years or will have demonstrated more recent academic success through completion of an associates' degree or certificate at another institution. Academic Renewal II students will be offered an opportunity to enter USF with all coursework and grades from up to three academic semesters (or equivalent) prior to their academic dismissal or probation from USF or other institutions of higher education to be dropped from consideration in grade-point-average calculations at the University. Determination of which semester(s) may be dropped (up to three) is determined by the student through consultation with the college Academic Regulations Committee representative. Students utilizing the Academic Renewal II policy must earn a cumulative GPA of 2.00 in USF 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

## 44 ACADEMIC POLICIES AND PROCEDURES

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6A	Degree Program 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 undeclared students are assigned to the Transitional Advising Center for the purpose of advising until a choice of major is made. At that time, he/she may be coded into the college containing the major department. Undeclared FTIC and lower-level transfer students must choose a major or college-based pre-major before registering for more than 36 semester hours. New upper-level transfer students who are undeclared must choose a major before registering for more than 75 semester hours.

### 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 covered or otherwise reflect the achievement of the course objectives.

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

To petition the committee, completed forms should be submitted to the respective College Advising Office for ARC committee review. In some cases, a consultation with an ARC representative is required. Students may contact their ARC representative for details regarding their submission. The appropriate forms may be obtained from the following Office of the Registrar at [http://www.registrar.usf.edu/data\\_display.php?link\\_type=Forms](http://www.registrar.usf.edu/data_display.php?link_type=Forms) or from their academic advising office. Students will receive notification of the committee's decision by mail.

### 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 student 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 that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in

a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints.

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

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

**"Dean"** shall mean a College Dean, the Dean of Undergraduate Studies, or the Dean of the Graduate School, as indicated—or in all cases a "Dean's designee" appointed to handle academic grievances for the unit.

**"Time"** shall mean **"academic time,"** that is, periods when university classes are in session. **The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.** Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and 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 representation"** 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 the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,<sup>\*</sup> it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
- D. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request

within three weeks to advance the grievance to the College Level. The instructor may file a written response to the grievance petition. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level (which may include additional responsive or final statements by the student). Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

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

<sup>\*</sup> 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 practical, 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 committee, faculty or students from the department involved with the grievance or from the student's major department may provide expert or other relevant testimony in the proceedings.
- 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 Committee appointment, the Committee Chairperson shall deliver in writing to the student, instructor, department Chairperson/Director or Program Director, and College Dean a report of the findings and a recommended resolution.



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 in 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 at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these University Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the 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.).
- C. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.
- 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 supersede 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 another person's work.

1. Examples of proper citation (footnote format) are as follows [Footnoting/citation styles will depend upon those used by different academic disciplines. Many disciplines in the Natural Science areas, for example, will cite the sources within the body of the text.]
  - a. "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." 1[Direct quotation] 1Harry Shaw, *Concise Dictionary of Literary Terms* (McGraw-Hill, 1972), pp. 209-210.
  - b. As Harry Shaw states in his *Concise Dictionary of Literary Terms*, "Plagiarism, from a Latin word meaning 'kidnapping,' ranges from inept paraphrasing to outright theft." 1[Direct quotation with an introductory statement citing the source.] 1(McGraw-Hill, 1972), pp. 209-210.
  - c. Plagiarism is literary theft. To emphasize that point, Harry Shaw states that the root of the word comes from the Latin word meaning "kidnapping." 1[Paraphrasing] 1*Concise Dictionary of Literary Terms* (McGraw-Hill, 1972), pp. 209-210.
  - d. In defining plagiarism, "Strategies for Teaching with Online Tools" suggests that visibility makes intellectual theft less probable. 1[Paraphrasing a Web site] 1http://bedfordstmartins.com/technotes/hccworkshop/plagiarism.htm
2. Examples of proper citation (in body of text):
  - a. Shaw (1972) states that the root of the word comes from the Latin word meaning "kidnapping." [Paraphrasing; complete information about source will be cited in a section at the close of the text.]
  - b. Shaw (1972) was correct when he stated that "plagiarism, from a Latin word meaning 'kidnapping,' ranges

from inept paraphrasing to outright theft.” [Quotation; complete information about source will be cited in a section at the close of the text.]

- c. Plagiarism.org suggests that a searchable database of papers might assuage what Shaw called a “kidnapping” of intellectual content. [Paraphrasing of a Web site; the complete information on the Web site will appear in the works cited section.]
3. The following are examples of plagiarism because sources are not cited and appropriate quotation marks are not used:
  - a. Plagiarism, from a Latin word meaning “kidnapping,” ranges from inept paraphrasing to outright theft.
  - b. Plagiarism comes from a Latin word meaning “kidnapping” and ranges from paraphrasing to theft.
  - c. Plagiarism ranges from inept paraphrasing to outright theft.
  - d. Visibility online makes plagiarism much more difficult for the would-be thief.

#### Punishment Guidelines for Plagiarism:

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

#### Cheating

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

#### 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 may be reinstated until the issue is resolved. (NOTE: A student who is suspected of cheating may not drop a course to avoid a penalty. If the student drops a course after having cheated the university may reinstate him or her until the case is adjudicated and, if appropriate, the penalty determined. However, even if the student is not reinstated in the course, disciplinary action may be pursued if cheating is suspected and the “W” grade may be changed to an FF, F, or other grade depending on the ultimate resolution of the disciplinary process. This includes any instance of cheating that is not detected by the instructor until after the student has dropped the course. The ultimate penalty may be an FF or an F in the course, or other

action.) 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.

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

The following penalties are generally assigned in cases when the maximum penalty is not appropriate.

- a. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an “F” with a numerical value of zero on the test, and the “F” shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course 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 from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety or well being of the faculty member or students.

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

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

**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 these requirements.

The requirements are distributed as follows:

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

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

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

**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, 2005. 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

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

#### QUANTITATIVE METHODS

MAC 1105	College Algebra -6A	3
MAC 1140	Precalculus Algebra -6A	3
MAC 1147	Precalculus Algebra and Trigonometry -6A	4
MAC 2233	Business Calculus -6A	4
MAC 2241	Life Sciences Calculus I -6A	4
MAC 2242	Life Sciences Calculus II -6A	4
MAC 2281	Engineering Calculus I -6A	4
MAC 2282	Engineering Calculus II -6A	4
MAC 2311	Calculus I -6A	4
MAC 2312	Calculus II -6A	4
MGF 1106	Finite Mathematics -6A	3
MGF 1107	Mathematics for Liberal Arts -6A	3
MGF 2131	Chaos and Fractals -6A	3
MGF 3301	Bridge to Abstract Mathematics -6A	4
PHI 2101	Introduction to Formal Logic -6A	3
PSY 3204	Psychological Statistics -6A	3
QMB 2100	Business And Economic Statistics I -6A	3
STA 1022	Basic Statistics -6A	3
STA 2023	Introductory Statistics I -6A	4
STA 2122	Social Science Statistics -6A	3

#### NATURAL SCIENCES

ANT 2511	Biological Anthropology	3
ANT 2511L	Biological Anthropology Laboratory	1
ANT 4586	Prehistoric Human Evolution	3
AST 2003	Astronomy of the Solar System	4
AST 2004	Stellar Astronomy and Cosmology	4
AST 3033	Contemporary Thinking in Astronomy	3
BMS 4402	Principles of Human Pharmacology	3
BSC 1005	Principles of Biology For Non-Majors	3
BSC 1020	The Biology of Humans	3
BSC 2010	Biology I - Cellular Processes	3
BSC 2011	Biology II - Diversity	3
BSC 2022	Biology of Aging	3
BSC 2025	Food: Personal and Global Perspectives	3
BSC 2030	Save The Planet: Environmental Sciences	3
BSC 2035	Sex and Today's World	3
BSC 2050	Environment	3
BSC 2085	Anatomy and Physiology I for Nursing and other Healthcare Professionals	3
BSC 2086	Anatomy and Physiology II for Nursing and other Healthcare Professionals	3
CHM 2023	Chemistry for Today	4
CHM 2045	General Chemistry I	3
CHM 2046	General Chemistry II	3
EVR 2001	Introduction to Environmental Science	3
EVR 2002	Environmental Science: Regional and Global Issues	3
EVR 2217	Energy, Environment and Sustainability	3
EVR 4104	Karst Environments	3
EVR 4114	Climate Change	3
GEO 2200	Introduction to Physical Geography	3
GEO 2371	Introduction to Earth Systems Science	3
GEO 4244	Tropical Meteorology	4
GEO 4284	Water Resources Management	4
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 2050	Science, Earth and Life	3
GLY 2051	Origins: From the Big Bang to the Ice Age	3
GLY 2100	History of the Earth and Life	3
GLY 2160	Geology of the National Parks	3
HSC 3541	Human Structure and Function	3
HSC 4531	Medical Terminology	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
PHI 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
PHZ 4434	Materials Physics	3
PSC 2515	Energy and Humanity	3

#### SOCIAL SCIENCES

AFA 4150	Africa and the United States -6A	3
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
CGS 2034	Computers and Impact on Society	3
CGS 2094	CyberEthics	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
ECH 2020	Energy, Environment and Sustainability	3
ECO 1000	Basic Economics	3
ECO 2013	Economic Principles (Macroeconomics)	3
ECO 2023	Economic Principles (Microeconomics)	3
EGR 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 1930	Geography of Current Events	4
GEO 2400	Introduction to Human Geography	4
GEY 2000	Introduction to Gerontology	3
GEY 3625	Sociocultural Aspects of Aging	3
GEY 4327	Understanding Policies and Practices of Long Term Care	3
GEY 4328	Health Care Operations	3
GEY 4612	Psychology of Aging	3
GEY 4628	Race, Ethnicity and Aging	3
GEY 4641	Death and Dying	3
GEY 4647	Ethical and Legal Issues of Aging	3
HSC 2100	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	AMS 3700	Racism in American Society -6A	3
IDS 2934	Selected Topics IV	3	ARC 2211	Introduction to Architecture -6A	3
INP 2101	Applied Psychology	3	ARC 2701	Architectural History I -6A	3
INR 1015	World Perspective	3	ARC 2702	Architectural History II -6A	3
INR 3038	International Wealth and Power	3	ARH 2050	History of Visual Arts I -6A	3
INR 3084	International Terrorism	3	ARH 2051	History of Visual Arts II -6A	3
INR 4403	International Law	3	ARH 3001	Introduction To Art -6A	4
INR 4502	International Organizations	3	ARH 3475C	Contemporary Issues in Art -6A	4
ISS 1101	Knowledge and Society	3	ASH 2270	Southeast Asian History -6A	3
ISS 1102	Self and Society	3	ASH 3404	Modern China -6A	4
ISS 1103	Nature and Culture	3	CLA 3103	Greek Civilization -6A	3
MMC 3602	Mass Communications and Society	3	CLA 3124	Roman Civilization -6A	3
PAD 3003	Introduction to Public Administration	3	CLT 3370	Classical Mythology -6A	3
PHI 1103	Critical Thinking	3	EDF 3514	History of Education in the United States -6A	3
PHI 1401	Science and Society -6A	3	EGN 2031	History of Technology -6A	3
PHI 1600	Introduction to Ethics	3	EGN 2082	History of Electrotechnology -6A	3
PHI 2630	Contemporary Moral Issues	3	ENL 3334	Shakespeare from an Historical Perspective -6A	3
PHI 2631	Ethics and Business	3	EUH 2011	Ancient History I -6A	3
PHI 3640	Environmental Ethics	3	EUH 2012	Ancient History II -6A	3
PHI 3700	Philosophy of Religion -6A	3	EUH 2021	Byzantium History -6A	3
PHM 3100	Social Philosophy -6A	3	EUH 2022	The Medieval West -6A	3
POS 2080	The American Political Tradition	3	EUH 2030	Modern European History I -6A	3
PSY 2012	Introduction to Psychological Science	3	EUH 2031	Modern European History II -6A	3
PSY 3017	Psychological Science II	3	EUS 3022	Russia -6A	3
REL 2300	Introduction to World Religions	4	FRE 4392	African Images in Francophone Film -6A	3
REL 3101	Religion and Popular Culture	3	GEA 2000	World Regional Geography -6A	4
REL 3111	The Religious Quest in Contemporary Films -6A	4	GET 3522	Fantastic Films of Early German Cinema -6A	4
REL 3116	Religion and Contemporary American Holidays	3	GET 3524	German Popular Film -6A	4
REL 3117	Religion and Contemporary American Sports	3	GET 4523	New German Cinema to Present -6A	4
REL 3170	Religion, Ethics and Society Through Film -6A	4	GEW 4750	Women in Contemporary German Literature and Film -6A	3
REL 3308	World Religions -6A	3	GEY 4327	Understanding Policies and Practices of Long Term Care -6A	3
REL 3318	Introduction to Chinese Religion	3	GEY 4328	Health Care Operations -6A	3
REL 3391	In Search of the Goddess	3	HUM 2210	Studies in Culture: The Classical Through Medieval Periods -6A	3
REL 3607	Introduction to Judaism -6A	3	HUM 2230	Studies in Culture: The Renaissance Through the Twentieth Century -6A	3
SOP 3742	Psychology of Women	3	HUM 3252	Studies in Culture: The Twentieth Century -6A	3
SOW 3210	The American Social Welfare System	3	IDS 2666	Historical Perspectives I -6A	3
SPA 3002	Introduction to Disorders of Speech and Language	3	IDS 2667	Historical Perspectives II -6A	3
SPC 2541	Persuasion	3	IDS 2932	Selected Topics -6A	3
SPC 2600	Public Speaking	3	ITT 3504	Italian Cultural Studies -6A	3
SPC 3301	Interpersonal Communication	3	LAH 2020	Latin American Civilization -6A	3
SPC 3710	Communication and Cultural Diversity	3	LAH 2733	Latin American History in Film -6A	3
SYD 3700	Racial and Ethnic Relations	3	LIT 2000	Introduction to Literature -6A	3
SYG 2000	Introduction to Sociology	3	LIT 2010	Introduction to Fiction -6A	3
SYG 2010	Contemporary Social Problems	3	LIT 2030	Introduction to Poetry -6A	3
SYP 3000	Social Psychology	3	LIT 2040	Introduction to Drama -6A	3
WST 2600	Human Sexual Behavior	3	LIT 3022	Modern Short Prose -6A	3
WST 3015	Introduction to Women's Studies	3	LIT 3144	Modern European Novel -6A	3
WST 3311	Issues in Feminism	3	LIT 3155	Modern Literature -6A	3
WST 3370	Women and Social Action	3	MMC 3602	Mass Communications and Society -6A	3
<b>HISTORICAL PERSPECTIVE</b>					
AFA 4150	Africa and the United States -6A	3	MUL 2111	Introduction To Music Literature -6A	3
AFA 4502	Middle Passage -6A	3	PHH 2000	Introduction to Philosophy -6A	3
AFH 3100	African History to 1850 -6A	3	PHI 1600	Introduction to Ethics -6A	3
AFH 3200	African History since 1850 -6A	3	PHM 3100	Social Philosophy -6A	3
AMH 2010	American History I -6A	3	PHP 3786	Existentialism -6A	3
AMH 2020	American History II -6A	3	POS 2080	The American Political Tradition -6A	3
AMH 3571	African American History to 1865 -6A	3	REL 2300	Introduction to World Religions -6A	4
AMH 3572	African American History since 1865 -6A	3	REL 2306	Contemporary World Religions -6A	4
AML 3413	Historical Perspectives in Early American Literature -6A	3	REL 3101	Religion and Popular Culture -6A	3
AMS 2030	Introduction to American Studies -6A	3	REL 3111	The Religious Quest in Contemporary Films -6A	4
AMS 2201	Colonial American Culture -6A	3	REL 3116	Religion and Contemporary American Holidays -6A	3
AMS 2212	Nineteenth-century American Culture -6A	3	REL 3117	Religion and Contemporary American Sports -6A	3
AMS 2270	Twentieth-century American Culture -6A	3	REL 3170	Religion, Ethics and Society Through Film -6A	4
AMS 3001	American Culture 1880-1915 -6A	4	REL 3308	World Religions -6A	3
AMS 3210	Regions of America -6A	4	REL 3318	Introduction to Chinese Religion -6A	3
AMS 3260	American Culture, 1830-1860 -6A	4			
AMS 3370	Southern Women: Myth and Reality -6A	3			
AMS 3601	Material Culture and American Society -6A	3			

REL 3363	Introduction to Islam -6A	3	GEY 3625	Sociocultural Aspects of Aging	3
REL 3367	Islam in the Modern World -6A	3	GEY 4328	Health Care Operations	3
REL 3391	In Search of the Goddess -6A	3	HUM 2271	Eastern and Western Culture from Antiquity to 1400	3
REL 3500	History of Christianity -6A	4	HUM 2273	Eastern and Western Culture Since 1400	3
REL 3607	Introduction to Judaism -6A	3	INR 1015	World Perspective	3
REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	3	INR 3084	International Terrorism	3
REL 4218	Women and the Bible -6A	3	INR 4502	International Organizations	3
SLS 4273	Theories of Leadership -6A	3	LAH 2020	Latin American Civilization	3
SPC 3230	Rhetorical Theory -6A	3	LAH 2733	Latin American History in Film	3
SPC 3631	Rhetoric of the Sixties -6A	3	LAS 3116	Latin America Through Film	3
SYD 3700	Racial and Ethnic Relations -6A	3	LIN 2002	Language, Culture and Film	3
WOH 3293	Islam in World History -6A	4	MUH 2051	Folk And Traditional Music Of World Cultures	3
WST 2250	Female Experience in America -6A	3	MUL 3001	Issues In Music	2-3
WST 3210	European Feminist History: Pre-18th Century -6A	3	REL 3318	Introduction to Chinese Religion	3
WST 3220	European Feminist History: Enlightenment to the Present -6A	3	REL 3330	Religions of South Asia	3
			REL 3363	Introduction to Islam	3
			REL 3367	Islam in the Modern World -6A	3
			REL 3391	In Search of the Goddess	3
			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
			SYD 3441	Peasant Perspectives	3
			SYG 3235	Latina Lives -6A	3
			WOH 3293	Islam in World History	4
			WST 3015	Introduction to Women's Studies	3
<b>FINEARTS</b>					
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	Concepts and Practices I	3-4			
ART 2203C	Concepts and Practices II	3-4			
DAN 2100	Introduction To Dance -6A	3			
EGN 2080	Light and the Arts: A Quantitative Approach	3			
FIL 2000	Film: The Language Of Vision -6A	4			
FIL 3845	World Cinema -6A	4			
HUM 1020	The Arts	3			
HUM 1580	Introduction to Film Studies	3			
IDS 3662	Arts Connections	3			
MUC 2301	Introduction To Electronic Music	3			
MUH 2020	The History of Blues and Rock	3			
MUH 2051	Folk And Traditional Music Of World Cultures	3			
MUH 2632	Music In The United States	3			
MUH 3016	Survey Of Jazz	3			
MUL 2111	Introduction To Music Literature -6A	3			
MUL 3001	Issues In Music	2-3			
MUL 3012	Music in Your Life	3			
THE 2005	Issues in Theatre	3			
THE 2252	Great Performances on Film	3			
<b>ALAMEA</b>					
AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora] -6A	3			
AFA 4150	Africa and the United States -6A	3			
AFA 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 2270	Southeast Asian History	3			
ASH 3404	Modern China	4			
ASN 3014	China Today	3			
ASN 3030	The Middle East	3			
CGS 2094	CyberEthics	3			
CPO 4034	Politics of the Developing Areas	3			
CPO 4204	Government and Politics of Africa	3			
ECS 4430	Economics of Latin America	3			
EUS 3022	Russia	3			
FRE 4392	African Images in Francophone Film	3			
GEA 2000	World Regional Geography	4			
<b>LIBERAL ARTS EXIT REQUIREMENTS FOR UNDERGRADUATES IN ALL DISCIPLINES (9 Semester Hours)</b>					
A student's liberal arts education will continue throughout the college years and not be limited to a relatively small number of required courses in the first two years of college. Exit requirements will provide students with an opportunity during their junior and senior years at USF to integrate their knowledge within the context of liberal arts. Courses that satisfy the exit requirements will, where appropriate, incorporate considerations of values and ethics; international and environmental perspectives; race and ethnicity; and gender. By their junior and senior years, students will have a foundation in liberal arts and be better able to reflect upon ethical issues in a constructive way. Students graduating from the College of Education or the College of Engineering may be required to complete only six hours (two exit courses) and should consult with their advisors regarding exceptions to this requirement. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from the liberal arts exit requirements.					
Students will take at least <u>one</u> 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. <b>Exit requirements must be completed with USF courses.</b>					
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.					
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.					
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 3246. Students graduating					

from the College of Nursing are permitted to graduate with six credits of Liberal Arts Exit courses, both of which may be Major Works/Issues courses within the College.

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

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

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

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.

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

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

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

All courses listed are certified as meeting the Exit requirement as of November, 2007. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

**LIBERAL ARTS EXIT REQUIREMENT COURSES**

**MAJOR WORKS AND MAJOR ISSUES**

AFA 4313	Black English	3
AFA 4333	The African Diaspora: Blacks in the Construction of the Americas	3
AFA 4335	Black Women in America -6A	3
AFA 4350	African American Community Research	3
AFA 4500	Slavery in the Americas and the Caribbean	3
AFA 4502	Middle Passage	3
AML 4303	Zora Neale Hurston: Major Works -6A	3
AMS 4804	Major Ideas in America	3
ANT 4149	Fantastic Archaeology	3
ANT 4172	Historical Archaeology -6A	3
ANT 4241	Anthropology of Religion -6A	3
ANT 4302	Gender in Cross-Cultural Perspective	3
ANT 4316	Ethnic Diversity in the United States	3
ANT 4340	The Caribbean -6A	3
ANT 4401	Exploring Cross-Cultural Diversity	3
ANT 4432	The Individual and Culture -6A	3
ARC 4784	The City -6A	3
ARH 3475C	Contemporary Issues in Art	4
ARH 4455	Modern Political Iconography	4

ARH 4710	History of Photography -6A	4
BSC 4057	Environmental Issues	3
CCJ 4934	Seminar in Criminology	3
CEG 4850	Capstone Geotechnical/Transportation Design	4
CES 4750	Capstone Structural/Geotechnical/Material Design	4
CGN 4122	Professional and Ethical Issues in Engineering	3
CHM 4070	Historical Perspectives in Chemistry -6A	3
CIS 4250	Ethical Issues And Professional Conduct -6A	3
CIS 4253	IT Ethics -6A	3
CLT 3103	Greek Literature in Translation -6A	3
CLT 3123	Roman Literature in Translation -6A	3
COM 4030	Women and Communication -6A	3
CWR 4812	Capstone Water Resources/Environmental Design	4
DAN 4135	20th Century Dance	3
ECH 4615	Product and Process Design	3
ECO 3703	International Economics	3
ECO 4323	Radical Political Economy	3
ECP 3201	Economics of Women and Work	3
ECP 3302	Environmental Economics	3
ECP 3613	Economics of the Urban Environment	3
ECS 4003	Comparative Economic Systems	3
ECS 4430	Economics of Latin America	3
EDF 3228	Human Behavior and Environmental Selection -6A	3
EDF 3514	History of Education in the United States	3
EDF 3604	Social Foundations of Education	3
EEL 4471	Electromagnetics	3
EEL 4906	Professional Issues and Engineering Design	3
EGN 4831	Technology and Society	3
EIN 4891	Capstone Design	3
EML 4551	Capstone Design	3
ENV 4891	Capstone Environmental Engineering Design	3
ESC 4705	Geology and Development of Modern Africa	3
EVR 4027	Wetland Environments	3
EVT 4651	Equity in Schools and the Workplace -6A	3
FRE 3502	The Francophone World	3
FRE 4392	African Images in Francophone Film	3
FRT 3001	Great French Love Stories in Translation	3
FRW 4100	The French Novel	3
FRW 4101	Introduction to French Drama and Poetry	3
GEB 4890	Strategic Management and Decision Making	3
GEO 4372	Global Conservation -6A	4
GEO 4471	Political Geography	4
GEO 4604	Topics in Urban Geography	4
GET 3103	German Literature in English Translation	3
GET 3522	Fantastic Films of Early German Cinema	4
GET 3524	German Popular Film	4
GET 4523	New German Cinema to Present	4
GEY 4327	Understanding Policies and Practices of Long Term Care	3
GEY 4328	Health Care Operations	3
GEY 4635	Business Management in an Aging Society	3
GEY 4647	Ethical and Legal Issues of Aging	3
GLY 4045	Moons, Planets, and Meteors: An Introduction to Planetary Science	3
GLY 4053	Theories and Arguments about the Earth	3
GLY 4734	Beaches and Coastal Environments	3
HIS 3308	War and Society	3
HIS 3938	Major Issues in History	3
HIS 4936	Pro-Seminar in History -6A	4
HUM 4938	Major Issues in the Humanities	3
IDS 3115	Values and Choices -6A	3
IDS 3186	Scientific and Ethical Dimensions of Human Disease	3
IDS 3663	Critical Issues Affecting the Arts -6A	3
INR 3018	World Ideologies	3
INR 3033	International Political Cultures	3
INR 3202	International Human Rights	3
INR 4083	Conflict In The World	3

INR 4254	Africa in World Affairs	3	REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	3
INR 4936	Senior Seminar	3	REL 4217	Who Wrote the Bible (Genesis-Kings) -6A	4
ISS 4935	Seminar in the Social Sciences	3	REL 4218	Women and the Bible -6A	3
ITT 3504	Italian Cultural Studies	3	REL 4626	Reason in Religion: Talmudic Logic	3
LAE 4469	Teaching World Literature to Middle and Secondary Students	3	REL 4670	Judaism and Christianity After the Holocaust -6A	4
LIT 3103	Great Literature of the World -6A	3	RUS 3500	Russian Civilization -6A	3
LIT 3155	Modern Literature -6A	3	RUT 3110	Russian Classics in English -6A	3
LIT 3301	Cultural Studies and the Popular Arts -6A	3	RUT 3111	Twentieth-Century Russian Literature in English -6A	3
LIT 3374	The Bible As Literature	3	SCE 4863	Science, Technology, Society Interaction -6A	4
LIT 3383	The Image of Women in Literature -6A	3	SPA 4050	Introduction to the Clinical Process	3
LIT 3451	Literature and the Occult -6A	3	SPC 4201	Oral Tradition	3
LIT 4386	British and American Literature by Women -6A	3	SPC 4632	Rhetoric and Social Change -6A	3
LIT 4463	Film and Culture -6A	3	SPC 4714	Communication, Culture and Community	3
LIT 4804	Literature as Cultural Study	3	SSE 4380	Global And Multicultural Perspectives in Education	3
MHF 4403	The Early History of Mathematics	3	SYA 4935	Senior Seminar	3
MHF 4406	The History of Modern Mathematics	3	SYO 4430	Disability and Society	3
MHS 4052	Human Relations Skills in Counseling	4	SYP 4420	Consumer Culture -6A	3
MUH 3301	Music History/Baroque And Classic	3	THE 3110	Theatre History I	3
MUH 3302	Music History/Romantic And 20th Century	3	THE 3111	Theatre History II	3
MUH 4058	Intercultural Music In The Twentieth Century	3	THE 4174	New British Theatre and Drama -6A	3
NGR 6080	Family and Population-Based Health Promotion	3	THE 4180	Theatre Origins -6A	3
NGR 6121	Theoretical Foundations and Professional Role Development -6A	3	THE 4320	Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200) -6A	3
NGR 6135	Ethical, Legal, and Policy Issues in Advanced Nursing Practice -6A	3	THE 4330	Shakespeare for The Theatre -6A	3
NUR 3826	Ethical Legal Aspects in Nursing and Health Care	3	THE 4401	American Drama -6A	3
NUR 4097	Introduction to Nursing Humanities	3	THE 4434	Caribbean Theatre -6A	3
NUR 4178	Complimentary and Alternative Therapies	3	THE 4435	Theatre of Pluralism -6A	3
NUR 4194	An Interdisciplinary Perspective in HIV Disease -6A	3	THE 4562	Contemporary Performance Theory -6A	3
NUR 4636	Community/Public Health: Population-Focused Nursing	3	WST 3225	Women, Environment and Gender	3
NUR 4655	Cultural Diversity in Health and Issues	3	WST 4310	History of Feminism in the U.S. -6A	3
PAD 4144	Nonprofit Organizations and Public Policy -6A	3	WST 4350	Women and Science	3
PET 3252	Issues in Sport	3	WST 4522	Classics in Feminist Theory	3
PHH 4600	Contemporary Philosophy -6A	3	ZOO 4512	Sociobiology	3
PHH 4700	American Philosophy -6A	3	<b>LITERATURE AND WRITING</b>		
PHI 4073	African Philosophy	3	AFS 3153	African Literature Survey -6A	3
PHI 4300	Theory of Knowledge -6A	3	AML 3604	African American Literature -6A	3
PHI 4320	Philosophy of Mind -6A	3	AML 4303	Zora Neale Hurston: Major Works -6A	3
PHI 4632	Feminist Ethics	3	AML 4624	Black Women Writers -6A	3
PHI 4800	Aesthetics -6A	3	CLA 3501	Women in Antiquity -6A	3
PHM 4120	Major Black Thinkers	3	DAN 4134	Dance History Through the 19th Century -6A	3
PHM 4331	Modern Political Philosophy -6A	3	EEC 4008	Literature in Early Childhood Education -6A	3
PHM 4340	Contemporary Political Philosophy -6A	3	EEX 4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues -6A	3
PHP 4000	Plato -6A	3	FRT 3140	French Literary Masterpieces in English Translation -6A	3
PHP 4010	Aristotle -6A	3	IDS 3668	Images of Contemporary Urban Culture -6A	3
PHP 4740	The Rationalists -6A	3	LAE 4414	Teaching Literature in the Elementary School, Grades K-6 -6A	3
PHP 4745	The Empiricists -6A	3	LAE 4416	Teaching Literature and Writing in the Elementary Grades -6A	3
PHP 4788	Philosophy of Marxism -6A	3	LAE 4464	Adolescent Literature for Middle and Secondary Students -6A	3
PHY 4031	Great Themes in Physics -6A	3	LIT 3103	Great Literature of the World -6A	3
POS 4694	Women and Law II -6A	3	LIT 3155	Modern Literature -6A	3
POT 4661	The Politics of Identity, Difference and Inequality	3	LIT 3301	Cultural Studies and the Popular Arts -6A	3
PUP 4323	Women and Politics -6A	3	LIT 3383	The Image of Women in Literature -6A	3
REL 3114	Comedy, Tragedy, and Religion -6A	3	LIT 3451	Literature and the Occult -6A	3
REL 3146	Womanist Vision in Religion	3	LIT 4386	British and American Literature by Women -6A	3
REL 3191	Life After Death	4	LIT 4463	Film and Culture -6A	3
REL 3280	Biblical Archaeology	3	NGR 6121	Theoretical Foundations and Professional Role Development -6A	3
REL 3303	Comparative Religion: Judaism and Islam	4	NUR 4194	An Interdisciplinary Perspective in HIV Disease -6A	3
REL 3375	Issues in Caribbean Religions	3	NUR 4286	Geriatric Nursing: Population-based Perspectives on Nursing Care of Older Adults -6A	3
REL 3465	Religion and the Meaning of Life -6A	3			
REL 3561	Roman Catholicism -6A	3			
REL 3602	Classics of Judaism -6A	3			
REL 3613	Modern Judaism -6A	3			
REL 4113	The Hero and Religion -6A	3			
REL 4133	Mormonism in America	3			
REL 4171	Contemporary Christian Ethics -6A	4			
REL 4177	Comparative Religious Ethics -6A	4			



# 54 ACADEMIC POLICIES AND PROCEDURES

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PET 4933	Seminar in Sports Medicine -6A	3
POT 4109	Politics and Literature -6A	3
REL 3613	Modern Judaism -6A	3
REL 4177	Comparative Religious Ethics -6A	4
REL 4215	Ancient Israel and the Development of the Hebrew Bible -6A	3
REL 4217	Who Wrote the Bible (Genesis-Kings) -6A	4
REL 4218	Women and the Bible -6A	3
REL 4670	Judaism and Christianity After the Holocaust -6A	4
RUT 3110	Russian Classics in English -6A	3
RUT 3111	Twentieth-Century Russian Literature in English -6A	3
SYA 3310	Qualitative Inquiry -6A	4
SYG 3235	Latina Lives -6A	3
SYP 4420	Consumer Culture -6A	3
THE 4174	New British Theatre and Drama -6A	3
THE 4180	Theatre Origins -6A	3
THE 4320	Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200) -6A	3
THE 4330	Shakespeare for The Theatre -6A	3
THE 4360	The 19th Century Theatre Revolution -6A	3
THE 4401	American Drama -6A	3
THE 4434	Caribbean Theatre -6A	3
THE 4435	Theatre of Pluralism -6A	3
THE 4442	Comedy of The Classic And Neo-Classic Stage -6A	3
THE 4562	Contemporary Performance Theory -6A	3
WST 4262	Literature by Women of Color in the Diaspora -6A	3

## “Outside the Disciplinary Cluster” Liberal Arts Exit Courses

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

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

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

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

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

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

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

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

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

**Disciplinary Cluster 5: Engineering**

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

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

Art	Music
Art History	Theatre
Dance	

**Disciplinary Cluster 7: Education**

Early Childhood Education	Physical Education
Elementary Education	Science Education
English Education	Social Studies Education
Foreign Languages Education	Varying Exceptionalities Education
Mathematics Education	

**Disciplinary Cluster 8: Nursing**

## Freshman English Requirement

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

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

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

## Credit by Examination

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

## 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 residency requirement; complete program requirements as determined by the college; and be recommended for graduation by the dean of the appropriate college. The requirements must be met by every student upon whom a degree is conferred. The total number of semester hours needed to complete the baccalaureate degree depends upon the academic major field of study. No grades may be changed following graduation.

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

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

### Summer Enrollment Requirement

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

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

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

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

In addition to the foreign language entrance requirement all students applying for a Bachelor of Arts degree from USF 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, American Studies, Anthropology, Chemistry, Communication, Communication Sciences and Disorders, Criminology, Economics, Gerontology, History, Interdisciplinary Social Sciences, Mass Communications, Political Science, Psychology, Religious Studies, Sociology, 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 Department of World Languages. Students taking the examination in Ancient or Modern Greek or in Latin should also apply to the Director of the Department of World Languages. Students taking the examination in New Testament Greek or in Hebrew should apply to the Chairperson of Religious Studies. Students utilizing American Sign Language should apply to the Chairperson of Communication Sciences and Disorders.

### Foreign Language Placement

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

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

### Academic Residence

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

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

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

### Academic Major

USF 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 & Molecular (CAM) (B.S.)
  - Ecology (ECL) (B.S.)
  - Marine Biology (MRN) (B.S.)
  - Physiology (PGY) (B.S.)
- Biomedical Sciences (BMS) (B.S.)
- Chemistry (CHM) (B.A.)
  - Biochemistry/Biotechnology (CBY) (B.A.)
  - Environmental Chemistry (CHV) (B.A.)
  - Health Professions (CHH) (B.A.)
- Chemistry (CHS) (B.S.)
  - Environmental Chemistry (CHV) (B.S.)
- Classics - Latin/Greek (CLS) (B.A.)
- Communication (SPE) (B.A.)
  - Interpersonal & Organizational (SIO) (B.A.)
  - Performance (SPM) (B.A.)
  - Public & Cultural (SPL) (B.A.)
- Communication Sciences and Disorders (CSD) (B.A.)
  - Deaf Studies (DST) (B.A.)
  - Interpreter Training (ITT) (B.A.)
  - Speech/Language/Hearing (LSH) (B.A.)
- Criminology (CCJ) (B.A.)
- Economics (ECO) (B.A.)
- English (ENG) (B.A.)
  - Literature (LIT) (B.A.)
  - Creative Writing (CRW) (B.A.)
  - Professional-Technical Writing (CWT) (B.A.)
- Environmental Science and Policy (ESP) (B.S.)
- French (FRE) (B.A.)
  - International Studies and Business (ISB) (B.A.)
- Geography (GPY) (B.A.)
- Geology (GLY) (B.A.)
- Geology (GLS) (B.S.)
  - Environmental Geology (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.)(B.S.)
  - Health Professions (INH)(B.A.)(B.S.)
- Interdisciplinary Social Sciences (ISS) (B.A.)
  - Urban Studies (ISU) (B.A.)
- 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.)
- Public Relations (PUR) (B.A.)
- Visual Communications (VIC) (B.A.)
- Mathematics (MTH) (B.A.)
- Medical Technology (MET) (B.S.)
- Microbiology (MIC) (B.S.)
- Philosophy (PHI) (B.A.)
- Physics (PHY) (B.A.)
- Physics (PHS) (B.S.)
- Political Science (POL) (B.A.)
- Psychology (PSY) (B.A.)
  - Applied Behavior Analysis (ABA)(B.A.)
- Religious Studies (REL) (B.A.)
- Russian (RUS) (B.A.)
- Social Work (SOK) (B.S.W.)
- Sociology (SOC) (B.A.)
- Spanish (SPA) (B.A.)
  - International Studies and Business (ISB) (B.A.)
- Statistics (STC) (B.A.)
- Women's Studies (WST) (B.A.)

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

- Accounting (ACC)
- Business Economics (ECN)
- Finance (FIN)
- General Business Administration (GBA)
  - Accounting (GAA)
  - Economics (GEC)
  - Finance (GFI)
  - International Business (GIN)
  - Marketing (GMK)
  - Management (GMN)
  - Management Information Systems (GIS)
- International Business (ITB) (B.A.)
- Management Information Systems (ISM)
- Management (MAN)
- Marketing (MKT)

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

- 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)
  - Exercise Science (BPW)
- Science Education (SCE)
  - Biology (BSB)
  - Chemistry (BSC)
  - Physics (BSY)
- Social Science Education (BSS)
- Exceptional Student Education (BEX) (B.S.)

### College of Engineering:

- Chemical & Biomedical 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 Information Systems (EIF) (B.S.I.S.)
- Computer Science (BCS) (B.S.C.S.)
- Electrical Engineering (EEL) (B.S.E.E.)
- Engineering, General (EGU) (B.S.E.)
- Industrial Engineering (EIE) (B.S.I.E.)
- Mechanical Engineering (EME) (B.S.M.E.)

**College of Medicine:**

Athletic Training (BAT)(B.S.)

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

Nursing (NUR)

Nursing (Registered Nurse) (NRN)

Nursing (Accelerated from bachelor degrees in other fields) (SBN)

**Undergraduate Studies**

Applied Science (APS) (B.S.A.S.)

American Sign Language (ASG) (B.S.A.S.)

Behavioral Healthcare (ABH) (B.S.A.S.)

Business Administration (ABU) (B.S.A.S.)

Criminal Justice (ACJ) (B.S.A.S.)

Early Childhood Development (AEC) (B.S.A.S.)

Environmental Policy (AEP) (B.S.A.S.)

Gerontology (AGR) (B.S.A.S.)

Hospitality Management (AHG) (B.S.A.S.)

Industrial Operations (AIO) (B.S.A.S.)

Information Technology (ATC) (B.S.A.S.)

Public Administration (APU) (B.S.A.S.)

Public Health (APL) (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.)

Art History (AHI) (B.A.)

Art Studio (ARS) (B.A.)

Art (ARB) (B.F.A.)

Art Studio (ARS) (B.F.A.)

Graphic Design (AGD) (B.F.A.)

Art History (AHM) (B.A.)

Dance (DAN) (B.A./B.F.A.)

Ballet (DAB) (B.F.A.)

Modern (DAM) (B.F.A.)

Dance Studies (DAS) (B.A.)

Music (MUS) (B.M.)

Composition (MUC) (B.M.)

Electronic Music (EMU) (B.M.)

Jazz Composition (MJC) (B.M.)

Jazz Performance (MJP) (B.M.)

Performance (MPF) (B.M.)

Piano Pedagogy (MPP) (B.M.)

Music Education (MUE) (B.S.)

Music Studies (MSU) (B.A.)

Studio Art (SBF) (B.F.A.)

Studio Art (SBA) (B.A.)

Theatre (TAR/TFA) (B.A./B.F.A.)

Arts (TAA) (B.A.)

Design (TAD) (B.A.)

Design (TFD) (B.F.A.)

Performance (TAP) (B.A.)

**The Honors College:**

Individualized Interdisciplinary Honors Research/Comparative Studies (Limited Access Second Major) (HON) (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 may not have a major and a minor in the same program. Department courses used in the major may not apply to the minor.
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 Studies

Africana Studies

African-American Studies

American Sign Language

American Studies

Anthropology

Biomedical Physics

Chemistry

Classics

Communication

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

Italian

Latin

Linguistics

Mass Communications

Mathematics

Modern Greek

Philosophy

Physics

Political Science

Psychology

Public Administration

Religious Studies

Russian

Sociology

Spanish

Women's Studies

Women's Studies: Women of Color

**Business:**

Accounting

Business Economics

Finance

General Business Administration

International Business

Management

Management Information Systems

Marketing

**Education:**

Educational Foundations &amp; Research

**Engineering:**

Biomedical Engineering

**Louis de la Parte Florida Mental Health Institute**

Behavioral Healthcare

**College of Public Health**

General Public Health

**Undergraduate Studies:**

Aerospace Studies  
 Hotel Management  
 Information Technology - General  
 Information Technology - Technical  
 Leadership Studies  
 Military Leadership  
 Naval Science and Leadership  
 Restaurant Management

**Visual and Performing Arts:**

Art  
 Art History  
 Dance  
 Electronic Music  
 Music  
 Theatre

**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 the student has had continuous enrollment as defined in the SUS institution's catalog.

At USF, "continuous enrollment" is defined as enrolling as a degree seeking student at least one term each twelve month period. Therefore, students cannot choose a USF catalog published prior to or during an academic year in which they did not maintain continuous enrollment. (Each catalog is considered to be published during the academic year printed on the title page.)

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

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

**Repeat Course Work**

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

**Double Undergraduate Major**

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

**Second Undergraduate Major**

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

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

**Two Degrees (USF Students)**

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

**Second Baccalaureate Degree (Transfer Students)**

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

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

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

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

**Application for Graduation**

In order to graduate, a student must submit an application for the bachelor's degree or Associate in 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 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 an Associate in Arts degree is available from the Transitional Advising Center 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 (Transitional Advising Center 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 Transitional Advising Center 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 upper level work at USF and have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF. For those students in programs requiring multiple clinical experiences (such as Nursing and Education), a baccalaureate candidate must have completed at least 30 hours of graded upper level coursework and have earned a grade point average of 3.5 or higher for all graded coursework attempted at 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 3.50 or higher and an overall GPA of 3.90 or above shall receive a diploma designation of *summa cum laude* (with highest honor).

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

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

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

### Commencement

Commencement ceremonies are held at the end of each academic semester. Ceremonies are held three times a year in Tampa (Spring, Summer and Fall) with multiple ceremonies hosted in a day. Ceremonies are held twice a year at the regional campuses (Spring and Fall).

Students register to participate in a Commencement ceremony through the Commencement website, [www.usf.edu/commencement](http://www.usf.edu/commencement). Registration for that term's ceremony is open on the first day of classes for that term. Deadline for ceremony registration varies by campus. Registration is open to all students, however, doctoral candidates cannot participate in

Commencement exercises until all requirements for such degrees have been fulfilled.

To apply to graduate (submit your application to graduate to receive your diploma), contact the Office of the Registrar. Students do not receive their diploma at the ceremony. Information regarding the ceremony will be mailed to students who apply to graduate by the end of the fourth week of the term. The list of student names published in the Commencement program is also taken from the list of students who applied to graduate by the end of the fourth week of the term. Students who have elected total privacy on their records will not have their names published in the Commencement program.

Commencement is a most dignified ceremony fitting for the accomplishment you have achieved. Academic regalia is required. Other than the cost of regalia, there is no fee to participate in a Commencement ceremony for graduates and their families and guests.

Additional information about Commencement can be found at [www.usf.edu/commencement](http://www.usf.edu/commencement) or by calling (813) 974-1816.

### Certification Requirements Associate in Arts

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

1. To receive the Associate in Arts, 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 in Arts. In addition the student must present a score (passing score after August, 1994) on the College-Level Academic Skills Test and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate in Arts Certificate.
2. Application Procedure for the Associate in Arts Certificate. The Application for an Associate in Arts Certificate can be obtained from the Transitional Advising Center prior to the application deadline. The deadline to apply for a degree/certificate in each semester is stated in the Academic Calendar in the catalog.
3. The Associate in Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.
4. Final processing for the Associate in Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate in Arts Certificate.
5. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.
6. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.
7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. 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 in 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 in Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.
10. All USF colleges with undergraduate programs will accept the Associate in 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 in Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
11. The awarding of the Associate in Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in Arts certificate prior to the completion of 90 semester hours.