

ACADEMIC POLICIES AND PROCEDURES

UNIVERSITY OF SOUTH FLORIDA - 1997/98 UNDERGRADUATE CATALOG

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

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

Academic Regulations and Information

Semester System

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

Academic Load

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

FULL-TIME UNDERGRADUATE STUDENT DEFINITION FOR SUMMER TERM

Sessions "A" & "B" (6 weeks)

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

Session "C" (10 weeks)

For: Academic purposes 9 hours or more
For: Financial aid Students must enroll for 12 hours (undergraduate) in any combination of Sessions "A," "B" and "C."

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

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

Availability of Courses

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

Transfer of Credit To USF

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

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

Former Student Returning

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

Continuously Enrolled Degree-Seeking Student

The Office of Admissions will determine the acceptability of transfer credits taken at regionally-accredited institutions while enrolled at USF as a continuing, degree-seeking student. However, **PRIOR WRITTEN APPROVAL MUST BE OBTAINED** from the college of the student's major if these credits are to be applicable to the USF degree program. A **properly-executed** Transient Student Form or Cross Enrollment Form should be used for this purpose.

Registration for Admitted Degree-Seeking Students

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

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

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

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

NOTE: Prior to registration for classes which meet on campus, all students who will be less than 40 years of age at the beginning of the term must submit acceptable proof of immunity to rubella to the Student Health Service. Students born **after** December 31, 1956 must **also** submit proof of immunity of measles. (See Immunization Policy.)

Academic Advising for Admitted Undergraduate Students

USF seeks to provide all students with sufficient guidance and advice to select programs and courses best suited to their personal abilities, educational interests, and career objectives. For students who have been admitted to the University, an academic advising office is maintained in each of the six colleges offering baccalaureate degrees as well as in the Center for Academic Advising. This latter office serves also as an initial point of contact for non-admitted, prospective, and/or non-degree seeking students who need information about the University's academic structure. Students are cautioned that admission to the University does not imply admission to all the programs and courses offered by the individual colleges; this is especially true with respect to colleges with limited access programs. Colleges such as Business, Education, Engineering, and Nursing have been designated as limited access

colleges and require completion of certain prerequisites before a student may declare a major in one of them. It is important that students check the college section of the catalog for advising and admission requirements. Students planning to enter a limited access program should be aware that their admission by the college may be denied or delayed and should be prepared with alternative plans of action.

Lower-level transfer students (entering the University with fewer than 60 semester hours) and upper-level transfer students (entering with 60 or more semester hours) who do not meet the requirements of a limited access major are assigned initially to the Center for Academic Advising for advising. In the case of non-limited access colleges, students may declare a major by completing a form in the appropriate college advising office, usually during one of the orientations required by the University. Students who do not wish to declare a major or who cannot meet the necessary prerequisites of a limited access major are advised by the Center for Academic Advising. Upper-level transfer students (entering the University with 60 semester hours or more) who meet the admission requirements of a major are assigned to the college of that major for advising. A student must declare a major no later than the end of the junior year (90 semester hours).

It is necessary that all students determine their appropriate college and attend the appropriate University-mandated Orientation Program. The purpose of this initial contact is to assign an academic advisor and to provide the advising unit with routine information which assists it in collecting and maintaining the necessary records to assure the student's proper progress toward education goals. Transfer students should bring an unofficial or student copy of their transcript(s) at the time of orientation.

All students are encouraged to establish an advising relationship with a college or the Center for Academic Advising and periodically visit their advisors to keep abreast of any policy, procedural, or curriculum changes which may affect them. In fact, some colleges require advisor approval of student programs each semester.

While the University provides advising services to assist students with academic planning, the responsibility for seeing that all graduation requirements are met rests with the student.

Course Attendance at First Class Meeting

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

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

This policy is not applicable to courses in the following categories: Bachelor of Independent Studies (BIS), Programs for Adult Credit Education Program (PACE), Open University (TV), FEEDS Program, Off-Campus Term (OCT), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading, or study, individual research, thesis, dissertation, internship, practicums, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.**

Adds

After a student has completed his/her registration on the date assigned, he/she may add courses until the add deadline specified in the Academic Calendar. See the appropriate semester's University **Schedule of Classes** for detailed instructions and dates.

Drops

A student may drop a course(s) during the regular registration and drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.

Effective Fall, 1986 a student may also drop a course(s) between the second and ninth week of the semester (except for Summer Sessions see **Schedule of Classes** for dates), with the following limitations: From 0-59 cumulative semester hours (classification "1" and "2") the student is limited to three drops; from 60 cumulative semester hours (classification "3" and "4") to end of the undergraduate degree a student is limited to three drops. Students classified as "5" are limited to three drops. Non-degree seeking students (special students) are treated as lower-level undergraduate students and are limited to only three drops while they are classified as either non-degree or degree-seeking lower-level students. [Regardless of student classification, courses at the 5000 level or above are not counted as part of this drop limitation policy.] Additional drops above these numbers will result in an automatic "F" ("U") grade. Registration fees must be paid for all course(s) after the first week, and the academic record will reflect a "W" grade for the dropped course(s) that are within the limitations of this policy. Courses dropped after the nine week deadline (see Academic Calendar for date) will result in an automatic "F" grade. Students may not continue to attend classes once they are dropped.

Appeals for additional drops will be made to the Academic Regulations Committee representative in the appropriate college or Undergraduate Studies. Further appeal is to the Academic Regulations Committee.

Total withdrawals from the University are not counted as part of the drop limitation policy.

Auditing Privilege

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams nor will any grades or credit be given. The student's status for that class is an **audit** and his/her presence in the classroom is as a listener. A student must register to audit courses during the late registration period. (No audit registrations are processed during the regular registration periods.) Fees for audit are the same as for full enrollment for credit except out-of-state tuition is not charged. See University **Schedule of Classes** for detailed instructions and dates.

Cancellation Before First Class Day

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

Withdrawal

A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the Fall and Spring Semesters) are posted to the academic record with "W" grades assigned to the courses. Withdrawal deadlines for the Summer sessions are listed in the Academic Calendar and are published in the **Schedule of Classes** for the Summer Term. Students who withdraw may not continue to attend classes.

Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees. All refunds must be requested in writing from the Office of Finance and Accounting. No refund is allowed after this period except for specified reasons. See "Refund of Fees" under Financial Information for complete details.

Transcript Information

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the Registrar. By law, the request must include the student's signature and date. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up within two working days after the request is received. USF Transcript Request forms are available in the following offices: Tampa Campus Registrar's Office, regional campuses' Records & Registration offices, and all campuses' Cashier's offices.

Letter requests must include: (1) date of request and student's current address; (2) student ID number and full name; (3) name and complete address of recipient; and (4) number of copies needed and the student's signature. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

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

Transcript Clerk, Registrar's Office
 USF- SVC 1034
 4202 E. Fowler Avenue
 Tampa, FL 33620-6950

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

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

Transcript request forms are available in these locations. Students may complete the request process in one stop at the cashier's offices.

College Level Academic Skills Test

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

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

The State Board of Education has established minimum CLAST score standards for the awarding of the Associate of Arts degree and for the Bachelor's 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 must 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 one or more subtests of the CLAST have not been passed by the time a student has reached 70 semester hours, the student may not register for classes until he/she has scheduled to take a remedial course or workshop covering the content of the failed subtest and has registered for CLAST. A student is required to participate in remediation for only one failed subtest per term. Classes may be withdrawn for failure to attend the scheduled remediation.

If the student has completed 96 semester hours and has not passed all four subtests, he/she will be allowed to register only for **preparatory courses** until he/she has successfully completed CLAST.

Please Note: Several options for meeting the CLAST requirement are available. Refer to the Office of Evaluation and Testing, SVC 2054, for the current policies on CLAST.

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

Prior to receiving an Associate of Arts degree from a public community college or university or a Bachelor's degree from a public university, a student shall complete successfully the following: 1. Twelve semester hours of English courses in which a student is required to demonstrate writing skills. For the purpose of this rule, an English course is defined as any semester-length course within the general study area of the humanities in which the student is required to produce written work of at least 6000 words. 2. Six semester hours of mathematics coursework at the level of college algebra or above. For the purpose of this rule, applied logic, statistics, and other such computation coursework, which may not be placed within a mathematics department, may be used to fulfill 3 hours of the 6 hours required by this section. In order to receive credit for fulfillment of 6A-10.030, students must receive a grade of "C" or higher in each course (no "S" grades).

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

Communication (12 semester hours)

REFIX/NUMBER	TITLE	CREDIT 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
AMH 3510	U.S. Diplomatic History to 1898	4
AML 3604	African-American Literature	3
AMS 3001	American Culture 1880-1915	4
AMS 3260	American Culture 1830-1860	4
AMS 3370	Southern Women: Myth and Reality	3
ANT 4172	Historical Archaeology	3
ANT 4226	Anthropology of Art	3
ANT 4231	Folklore	3
ANT 4241	Magic and Religion	3
ANT 4340	The Caribbean	3
ANT 4432	The Individual and Culture	3
ANT 4620	Language and Culture	3
ANT 4750	Language and Social Interaction	3
ANT 4935	Rethinking Anthropology	3
ARC 4784	The City	3
ARH 3001	Introduction to Art	4
ARH 4710	History of Photography	4
ARH 4796	Critical Studies in Art History	4
CCJ 4934	Seminar in Criminology	3
CES 4000	Structures and Urban Environment for Non-Engineers	3
CHM 4070	Historical Perspectives in Chemistry	3
CIS 4250	Ethical Issues and Professional Conduct	3
CLT 3101	Greek Literature in Translation	3
CLT 3102	Roman Literature in Translation	3

COM 4015	Writing Lives	3	REL 3111	The Religious Quest In Contemporary Films	4
COM 4027	Communicating Illness, Grief, and Loss	3	REL 3114	Comedy, Tragedy and Religion	3
COM 4030	Women and Communication	3	REL 3145	Women and Religion	3
CRW 2100	Narration and Description	3	REL 3150	Religion and the Meaning of Life	3
CRW 3111	Form and Technique of Fiction	3	REL 3155	Life After Death	3
CRW 3112	Fiction I	3	REL 3170	Religion, Ethics and Society Through Film	4
CRW 3121	Fiction II	3	REL 3362	Introduction to Islam	3
DAN 2100	Introduction to Dance	3	REL 3367	Islam in the Modern World	3
DAN 4111	Survey History of Dance	3	REL 3465	Religion and the Meaning of Life	3
EDF 3228	Human Behavior & Environmental Selection	4	REL 3561	Roman Catholicism	3
EEC 4008	Literature in Early Childhood Education	3	REL 3600	Introduction to Judaism	3
EEX 4015	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	3	REL 3602	Classics of Judaism	3
ENC 1101	Freshman English I	3	REL 3613	Modern Judaism	3
ENC 1102	Freshman English II	3	REL 4113	The Hero and Religion	4
ENC 1121	Freshman English I: Honors	3	REL 4171	Contemporary Christian Ethics	3
ENC 1122	Freshman English II: Honors	3	REL 4221	Who Wrote the Bible (Genesis-Kings)	4
ENC 2210	Technical Writing	3	REL 4670	Judaism and Christianity After the Holocaust	4
ENC 3213	Professional Writing	3	RUS 3500	Russian Civilization	3
ENC 3310	Expository Writing	3	RUT 3110	Russian Classics in English	3
EVT 4651	Equity in Schools and the Workplace	3	RUT 3111	Twentieth-Century Russian Literature in English	3
FIL 2001	Film: Language of Vision	4	SCE 4237	Science, Technology and Society Interactions	5
FIL 3510	World Cinema	4	SPC 4305	Communicating Emotions	3
GEA 3405	Geography of Latin America	4	SYA 3310	Qualitative Inquiry	3
GEA 3500	Geography of Europe	4	THE 3090C	Modern Theatre Practice	4
GEO 4372	Global Conservation	4	THE 4180	Theatre Origins	4
GEY 3625	Sociocultural Aspects of Aging	3	THE 4320	Theatre of Myth & Ritual/Northern European & Oriental	3
HUM 4931	Seminar in Humanities	4	THE 4330	Shakespeare for the Theatre	3
IDS 3115	Values and Choices	3	THE 4360	The 19th Century Theatre Revolution	3
IDS 3663	Critical Issues Affecting the Arts	3	THE 4401	O'Neill and After	3
LAE 4414	Literature in Childhood Education	3	THE 4435	Theatre of Pluralism	3
LAE 4464	Adolescent Literature for Middle & Secondary Students	3	THE 4442	The Comedy of the Classic and Neoclassic Stage	3
LIN 3801	Language and Meaning	3	THE 4562	Contemporary Performance Theatre	4
LIT 2000	Introduction to Literature	3	WST 3210	Women in Western Civilization I	3
LIT 2010	Introduction to Fiction	3	WST 4260	Research Issues on Women of Color	3
LIT 2030	Introduction to Poetry	3	WST 4262	Literature by American Women of Color	3
LIT 2040	Introduction to Drama	3	WST 4263	Third World Women Writers	3
LIT 3073	Contemporary Literature	3	WST 4310	Feminism in America	3
LIT 3101	Literature of Western World - Ren.	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.		
LIT 3102	Literature of Western World - Since Ren.	3	Computation (6 semester hours)		
LIT 3103	Great Literature of the World	3	At least 6 hours must be at the level of college algebra or above, with at least 3 hours from the Mathematics Department. Any course offered by the Mathematics Department may be used. Three hours may be taken from outside the Mathematics Department but must be taken from the following list of courses.		
LIT 3301	Cultural Studies and the Popular Arts	3	Course Number and Title Semester Hours		
LIT 3451	Literature and the Occult	3	CGS 2060	Introduction to Computers and Programming in Basic	3
LIT 4386	British and American Literature by Women	3	PHI 2100	Introduction to Formal Logic	3
MHF 4403	The Early History of Mathematics	3	QMB 2100	Business and Economics Statistics I	3
MUL 2111	Introduction to Music Literature	3	STA 2023	Introduction to Statistics	4
NUR 4194	An Interdisciplinary Perspective on HIV	3	STA 2122	Social Sciences Statistics	3
PHH 2000	Introduction to Philosophy	3	For students under the General Distribution Requirements, CGS 2000 Computers in Business I (3 semester hours) may also count toward fulfilling the computation requirement but will not count toward Area III.		
PHH 4600	Contemporary Philosophy	3	CLEP general/subject examinations in mathematics, calcu- lus, college algebra, college algebra-trigonometry, and trigo- nometry may satisfy this requirement.		
PHH 4700	American Philosophy	3	Grades, Scholarship Requirements, and Review Procedures		
PHI 3700	Philosophy of Religion	3	The University is interested in each student making reason- able 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 Proba-		
PHI 4300	Theory of Knowledge	3			
PHI 4320	Philosophy of Mind	3			
PHI 4800	Aesthetics	3			
PHM 3100	Social Philosophy	3			
PHM 4322	Ancient and Medieval Political Philosophy	3			
PHM 4331	Modern Political Philosophy	3			
PHM 4340	Contemporary Political Philosophy	3			
PHP 3786	Existentialism	3			
PHP 4000	Plato	3			
PHP 4010	Aristotle	3			
PHP4740	The Rationalists	3			
PHP4745	Empiricism	3			
PHP4784	Analytical Philosophy	3			
PHP4788	Philosophy of Marxism	3			
PHY 4031	Great Themes in Physics	3			
POS 4413	The American Presidency	3			
POS 4694	Women and Law II	3			
POT 4109	Politics and Literature	3			
PUP 4323	Women and Politics	3			
REL 2300	Introduction to World Religions	3			
REL 2500	History of Christianity	4			

tion and Academic Dismissal which 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

A student's measure of academic achievement is recorded on the academic record based on the following grading system:

A	Superior performance
B	Excellent performance
C	Average performance
D	Below average performance, but passing
F	Failure
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
R	Repeated course
S	Satisfactory
T	Course repeated, not included in GPA
U	Unsatisfactory
W	Withdrawal from course without penalty
Z	Indicates continuing registration.

Grade Point Average

The University has a four-point system of grading used in computing grade point averages (A = 4 quality points, B = 3, C = 2, D = 1, F = 0). The grade-point average (GPA) is computed by dividing the total number of quality points by the total hours attempted at USF. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. Credit hours for courses with grades of I, IU, M, MU, N, S, U, W, Z, and grades which are preceded by a "T" 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. 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 which 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 which can be accepted for all of the above areas.
 - b. The certifying college specifies that certain courses may not be taken on an S/U basis.
 - c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

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

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

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

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

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

NOTE: This policy is under revision. Students should check with the academic advising office in their college, the Center for Academic Advising for undeclared majors, or the Office of the Dean of Undergraduate Studies for the latest information regarding Academic Probation and Academic Dismissal.

The first time the academic record of an undergraduate or non-degree-seeking student falls below a cumulative 2.0 grade point average (GPA) (USF grades only) after any term, he/she will be placed on Academic Probation (AP) (see notes below). If the cumulative USF GPA is not raised to 2.0 or higher at the end of the next semester of attendance, that student will be automatically dismissed for one semester (TAD). No petition will be required in order for the student to return to school after one semester out, but in order to be processed for registration, the student must have the approval of an academic program representative, college coordinator of advising, or the designee. A student may utilize the temporary academic dis-

missal (TAD) policy only once. Upon returning to school, a student has two terms to raise the cumulative USF GPA up to 2.0 but must make at least a 2.0 GPA the first term after returning. A student academically dismissed a second time is permanently dismissed from the University (PAD).

NOTE:

1. Students admitted on probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 GPA each term enrolled with no single term GPA below a 1.0 GPA before the probationary status is removed. Advising is mandatory prior to registration. Undergraduate Education shall monitor credentials of students in this status and assist advisors with appropriate information when needed. Not meeting these conditions would result in the student's being permanently dismissed from the University.
2. Any undergraduate or non-degree-seeking student whose cumulative GPA falls below 1.0 after completing an accumulated twelve or more USF semester-graded (A-F) hours will be permanently dismissed for academic reasons at the end of the semester in which it occurs. Students are strongly encouraged to confer with their academic advisors to explore ways of improving academic performance.

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

Any student who receives only "I," "S," or "U" grades while on Academic Probation will be Academically Dismissed. Exception: Any student who is on work training or Cooperative Education will not have his/her academic status changed providing he/she is not enrolled in any academic course that term.

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

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

If a student who has accumulated fewer than 60 semester hours is academically dismissed from USF or falls below a 2.0 GPA and subsequently achieves an A.A. degree or an articulated A.S. degree from a Florida public community/junior college (or other SUS institution), that student, when returning to the University, will be automatically credited with a maximum of 60 semester hours and have his/her academic record cleared and the USF GPA will begin again. Once a student has had his/her record cleared in this manner, the Temporary Academic Dismissal (TAD) category does not apply.

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

- a. Request that his/her academic record be cleared. If the student chooses this option, the Academic Regulations Committee will approve the salvage and the student will be credited with a maximum of 60 semester hours and the USF GPA will begin again. Once a student has had his/her record cleared in this manner, the Temporary Academic Dismissal (TAD) category does not apply; or
- b. Request that the USF hours and GPA be retained and receive specific stipulations from the Academic Regulations Committee to clear the academic record.

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

If a student is academically dismissed or falls below a 2.0 GPA from USF and subsequently receives a BA/BS from another four-year institution, that student, when accepted to the

University with the post-baccalaureate status, will have his/her academic record cleared.

If a student has earned credit at USF and has a 2.0 or better GPA at USF and subsequently receives an A.A. from a Community College, the posting of the AA shall not remove the previous GPA generated at USF.

Academic Amnesty

Effective Fall Semester, 1995, USF offers academic amnesty to undergraduate students who have been engaged in non-academic activities for at least five calendar years since last attending the University of South Florida or another regionally accredited four-year college or university. Students must be otherwise admissible and follow the regular application process through the Office of Admissions with a written request to be considered for Academic Amnesty. Please see the requirements for transfer and lower level admissions. Those students who will have fewer than 60 hours following amnesty provisions must satisfy lower level transfer requirements based on official high school transcripts, standardized tests scores, etc.

Students must follow the regular application process through the Office of Admissions with a written request to be considered for Academic Amnesty. If readmitted, students will begin a new grade point average; however, credit for previous USF courses, or courses accepted for transfer credit, in which a grade of "C" or better was earned may be applied toward a degree, subject to determination by the college of the student's major. All prior courses attempted and grades received will remain on the student's official academic record and transcript. Students may not petition for any retroactive change to their academic records.

Students admitted under academic amnesty who do not enroll must reapply for any future term. To be admitted to a limited access program, students who have received academic amnesty must meet the admission criteria for that program.

College Policies For Academic Progress

Colleges may determine and implement standards of academic progress for undergraduate students (majors in the college) in addition to those established by USF. Students who do not meet the academic standards of progress set by their colleges will be placed on probation and may be disenrolled. The college dean is responsible for implementing standards of academic progress and for notifying students of their probationary or disenrollment status.

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

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

Class Standing

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

0C	Unclassified Non-degree-seeking students
1F	Freshman 0 through 29 semester hours passed
2S	Sophomore 30 through 59 semester hours passed
3J	Junior 60 through 89 semester hours passed
4R	Senior 90 or more semester hours passed; however, no baccalaureate degree earned here or elsewhere
5B	Baccalaureate degree-holder working on a second undergraduate program or degree
6M	Graduate student admitted to Master's Degree Program
6A	Graduate student admitted to Specialist Degree Program
6D	Graduate student admitted to a Doctoral Degree Program
7A	Professional Program (M.D.) or Post-Doctoral Status

Admission to a College

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

Change of Major

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

Administrative Holds

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office.

Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

Student Information Changes

Notifications regarding changes of address, name, residency, and citizenship should be filed promptly with the Office of the Registrar.

Final Examinations

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. USF requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and the instructor.

Testing in General. In each academic course, the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

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

Comprehensive Final Examinations: The last 6 days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination **must** be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week. Take-home final examinations, papers, projects, participums, and competency examinations are exceptions to the above rule and may be scheduled for completion at any time at the discretion of the instructor. 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**.

The Honors Convocation is designed to recognize degree-seeking undergraduate students for high academic performance during the previous academic year.

To be eligible to participate in the Fall 1998 Honors Convocation, an undergraduate student must (1) have been enrolled during Fall 1997, Spring 1998, or Summer 1998; (2) have completed at least 24 USF graded (A-F) hours during the 1997/98 academic year; (3) have at least a 3.500 USF GPA for those minimum 24 hours; (4) have no incomplete ("I") grades; and (5) be in the top 10% of the qualified students for the college in which the students is enrolled at the end of Summer 1998 Term.

Dean's List

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

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

Student Academic Grievance Procedures

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

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

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

Academic Dishonesty And Disruption Of Academic Process

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

conformity with this rule.

Plagiarism

Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, 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:
 - 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.
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.]
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. [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.]

Punishment Guidelines:

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 fail the student 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, etc. (f) Stealing or copying of computer programs and presenting them as one's own. Such stealing includes the use of another student's program, as obtained from the magnetic media or interactive terminals or from cards, print-out paper, etc.

PUNISHMENT GUIDELINES FOR ACADEMIC DISHONESTY:

- Punishments for academic dishonesty will depend on the seriousness of the offense and may include receipt of an "F" or "Zero" on the subject paper, lab report, etc., an "F" in the course, suspension or expulsion from the University. The University drop and forgiveness policies shall be revoked for a student accused of academic dishonesty. The internal transcript of a student who is awarded an "F" for academic dishonesty will read "FF."
- 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.
 - For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an "F" in the course.
 - For the use of another student, a stand-in, to take an examination for the enrolled student, it is suggested that the enrolled student receive an "F" in the course and be suspended from school for one year and that the stand-in, if a University student, be suspended from school for one year.
 - For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an "F" in the course and may be expelled from the University.
 - It is suggested that students who receive or give stolen computer programs receive an "F" with a numerical value of zero on the program or programs, and the "F" be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

Disruption of Academic Process

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

PUNISHMENT GUIDELINES FOR DISRUPTION OF ACADEMIC PROCESS:

Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of "W," if the student is passing the course, shown on the student record. If the student is not passing, a grade of "F" will be shown on the student record.

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

Alleged violations of academic dishonesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the Faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an

examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the instructor must attempt to schedule a meeting with the student to discuss the alleged dishonesty or disruptions.

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

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

Hearings

Emergency Hearings. An expedited emergency hearing may be held before an academic administrator appointed by the dean or by the appointed academic committee in cases which involve the safety, health or welfare of any student or staff member.

Non-Emergency Hearing before the Academic Committee General Principles

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

Record. The proceedings of all hearings shall be recorded.

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

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

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

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

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

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

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

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

Closed Hearings. All hearings shall be closed unless speci-

cally requested otherwise in writing by the charged student prior to the hearing.

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

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

Liberal Arts Requirements

Beginning in the Summer, 1994, the General Education Requirements were replaced with the Liberal Arts Requirements. All new 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. These requirements are distributed as follows:

General Education Requirements*	Semester Hours
English Composition	6
Quantitative Methods	6
Natural Sciences	6
Social Sciences	6
Historical Perspectives	6
Fine Arts	3
African, Latin American, Middle Eastern or Asian Perspectives	3
	36

Exit Requirements*

Major Works and Major Issues	6
Literature and Writing	3

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

Courses in the liberal arts requirements should incorporate the following components whenever they are relevant to the specific discipline: the learning skills of conceptual thinking, analytical thinking, creative thinking, written expression, oral expression, and the dimensions of values and ethics, international perspectives, environmental perspectives, race and ethnicity, and gender. When warranted by the subject matter, each course must incorporate consideration of at least one of the dimensions and one of the thinking skills to meet the liberal arts requirements.

Departments should ensure that courses proposed for the liberal arts have sufficient depth and breadth. These courses will share the substantive rigor and intellectual challenge of courses offered for major credit, with the specific feature of offering an integrative perspective of the discipline and its relationship to academia as a whole. Additionally, such courses will encourage majors to interact with students from other disciplinary backgrounds.

Whenever possible, courses will encourage creativity and discipline in the written and oral uses of language. The writing experience for students will emphasize the qualitative aspects of developing writing skills. Writing requirements will entail substantive feedback for students rather than merely the correction of spelling and punctuation. The goal is to include a writing component in all appropriate liberal arts course requirements, even if this component is not equivalent to the Gordon Rule requirement. Courses will also encourage the development of oral expression skills. Students should be given opportunities to improve the ability to express ideas orally, and to listen and comprehend with the ear and eye attuned to both verbal and non-verbal forms of communication. Oral skills can be enhanced by employing active learning techniques such as student presentations, instructor-student dialogues, debates,

and discussion groups.

It is essential that the information about the dimensions of values and ethics, international perspectives, environmental perspectives, race and ethnicity, and gender be integrated, whenever possible, throughout courses included in the new requirements, rather than provided as a separate set of lectures or activities. While a particular course may emphasize only one or two of these themes, the liberal arts requirement in its entirety will have a significant portion of its course content devoted to these dimensions. This requirement may necessitate a revision of the ways in which many courses are taught. The University is committed to supporting faculty as they prepare to teach these new aspects of the curriculum. Opportunities for faculty workshops will be made available through the Center for Teaching Enhancement.

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.

In the major works and major issues courses, students will build upon the principles, concepts, and knowledge acquired in lower-division courses. The major works strengthen their knowledge of disciplines related to their majors or careers or to develop depth and/or breadth in areas of interest that are not necessarily related to their majors.

The literature and writing requirement is intended to provide an opportunity for students to continue their liberal arts education by allowing students to read significant literature of the world and write at least 6,000 words.

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.

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, by obtaining a sufficient score on the CLEP Freshman English test, or by receiving AP English credit. With the exception of the CLEP test, these courses will also allow students to meet a portion of their State of Florida rule 6A-10.30 Gordon Rule requirements. To satisfy the Gordon Rule, students must earn a letter grade of "C" or better in these courses.

Quantitative Methods: Competence in a minimum of six (6) semester hours of approved mathematics coursework at the level of college algebra or higher is required. These courses should include both a practical component, providing students with an appreciation of how course content relates to their everyday experiences; and a historical component, providing students with an understanding of the application of the material to other disciplines. At least three (3) semester hours must be taken in a mathematics department. The remaining hours may be taken in any approved mathematics, statistics, or logic courses that include both a practical and historical component as previously described.

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 re-

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quirement 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: Students will take a minimum of three (3) semester hours of approved coursework in one of the above listed geographical areas. Course content may include social, political, and economic as well as artistic, cultural, and intellectual subject matter. The material will be presented within a geographical, chronological, and/or humanities background and will necessarily be selective.

All courses listed are certified as meeting the General Education requirement as of April, 1997. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

GENERAL EDUCATION REQUIREMENT

ENGLISH COMPOSITION

ENC 1101	Freshman English I -6A
ENC 1102	Freshman English II -6A
ENC 1121	Freshman English I: Honors -6A
ENC 1122	Freshman English II: Honors -6A

QUANTITATIVE METHODS

MAC 2102	College Algebra -6A
MAC 2132	College Algebra And Trigonometry -6A
MAC 2230	Business Calculus -6A

MAC 2233	Elementary Calculus I -6A
MAC 2234	Elementary Calculus II -6A
MAC 2281	Engineering Calculus I -6A
MAC 2282	Engineering Calculus II -6A
MAC 2311	Calculus I -6A
MAC 2312	Calculus II -6A
MGF 2202	Finite Mathematics -6A
PHI 2100	Introduction To Formal Logic -6A
QMB 2100	Economic And Business Statistics I -6A
STA 2022	Basic Statistics -6A
STA 2023	Introductory Statistics I -6A
STA 2122	Social Science Statistics -6A

NATURAL SCIENCES

ANT 3511	Biological Anthropology
ANT 4583	Prehistoric Human Evolution
AST 2005	Astronomy of the Solar System
AST 2006	Stellar Astronomy and Cosmology
AST 3033	Contemporary Thinking in Astronomy
BMS 4402	Principles Of Human Pharmacology
BSC 1005	Biological Principles for Non-majors
BSC 2010	Biology I - Cellular Processes
BSC 2011	Biology II - Diversity
BSC 2022	Biology Of Aging
BSC 2025	Food: Personal And Global Perspectives
BSC 2030	Save the Planet: Environmental Sciences
BSC 2035	Sex And Today's World
BSC 2050	Environment
CHM 2040	Introductory General Chemistry
CHM 2041	General Chemistry I
CHM 2046	General Chemistry II
GEO 2371	Introduction To Earth Systems Science
GLY 2010	Dynamic Earth: Introduction To Physical Geology
GLY 2030	Environmental Geology
GLY 2040	Origins: From The Big Bang To The Ice Age
GLY 2100	History Of The Earth And Life
OCE 2001	Introduction To Oceanography
PHY 2020	Conceptual Physics
PHY 2038	Energy And Humanity

SOCIAL SCIENCES

AFA 4150	Africa And The United States - 6A
AFS 3251	Environmental Cultural Study In Africa
AMS 2030	Introduction To American Studies
AMS 3601	Material Culture And American Society
AMS 3700	Racism In American Society
ANT 2000	Introduction To Anthropology
ANT 2410	Cultural Anthropology
ANT 3100	Archaeology
ANT 3610	Anthropological Linguistics
ASH 3404	Modern China
ASN 3012	Japan Today
ASN 3105	The Pacific Century
CCJ 3003	Crime And Justice In America
CCJ 3024	Survey Of The Criminal Justice System
CLP 3003	Psychology Of Adjustment
COM 2000	Introduction To Communication
CPO 3002	Introduction To Comparative Politics
CPO 4034	Politics Of The Developing Areas
CPO 4204	Government And Politics In Africa
DEP 3103	Child Psychology
ECO 1000	Basic Economics
ECO 2013	Economic Principles (Macroeconomics)
ECO 2023	Economic Principles (Microeconomics)
EUS 3000	Europe
EUS 3022	Russia
GEA 2005	Global Geography
GEB 2350	Doing Business Around The World
GEO 1930	Geography Of Current Events
GEY 3000	Introduction To Gerontology
GEY 3625	Sociocultural Aspects Of Aging
HSC 2100	Contemporary Health Science

MUL	3001	Issues In Music
REL	3330	The Religions Of India
REL	3367	Islam In The Modern World -6A
REL	3600	Introduction To Judaism -6A
REL	3700	Introduction To Islam -6A
SPT	2524	Women Writers Of Latin America
SYD	3441	Peasant Perspectives
WST	3010	Introduction To Women's Studies

EXIT REQUIREMENTS (9 Semester Hours)

Major Works and Major Issues: 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. At least one of the Major Works and Major Issues courses will be taken outside the student's major discipline(s) and may, with the consent of the instructor, be taken for S/U credit. The major works and major issues of the discipline will be decided by the department offering the course. For purposes of this document, the term "discipline" refers to the following fields: business, education, engineering, fine arts, health sciences, letters, natural sciences, and social sciences.

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

Literature and Writing: 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. Significance of the literature will be determined by the department offering the course. The 6,000-word requirement meets Gordon Rule requirements and is for students who may wish to satisfy some of this requirement with upper-level courses. The writing requirement may be satisfied with assignments that include, for instance, revision and rewriting, and process writing. This requirement may be satisfied through comparative literature courses. These literature courses need not be limited to the English Department. 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. Students will take at least one of the Major Works and Major Issues courses outside their discipline(s). This course may be taken for S/U credit, with the consent of the instructor. Only courses numbered 3000 or above may be used to satisfy the exit requirements. **Exit requirements must be taken at USF.**

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

All courses listed are certified as meeting the Exit requirement as of April, 1997. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

EXIT REQUIREMENT COURSES

MAJOR WORKS AND MAJOR ISSUES

AFA	4335	Black Women In America
AMS	4804	Major Ideas In America
ANT	4172	Historical Archaeology -6A
ANT	4241	Magic And Religion -6A
ANT	4302	Sex Roles In Cross-Cultural Perspective
ANT	4316	Ethnic Diversity In The United States
ANT	4324	Mexico And Central America
ANT	4340	The Caribbean -6A
ANT	4432	The Individual And Culture -6A
ARC	4784	The City -6A
ARH	4455	Modern Political Iconography
ARH	4710	History Of Photography -6A
BSC	4057	Environmental Issues
CCJ	4934	Seminar In Criminal Justice
CES	4000	Structures And Urban Environment For Non-Engineers -6A
CGN	4122	Engineering Contracts, Specifications And Ethics
CHM	4070	Historical Perspectives In Chemistry -6A
CIS	4250	Ethical Issues And Professional Conduct -6A
CLT	3101	Greek Literature In Translation -6A
CLT	3102	Roman Literature In Translation -6A
COM	4030	Women And Communication -6A
ECO	3703	International Economics
ECO	4323	Marxist Political Economy
ECP	3201	The Economics Of Women And Work
ECP	3302	Environmental Economics
ECS	4003	Comparative Economic Systems
EDF	3228	Human Behavior And Environmental Selection -6A
EDF	3542	Philosophy Of Education
EDF	3604	Social Foundations Of Education
EGN	4831	Technology & Society
EIN	4365	Facilities Design II
EML	4551	Capstone Design
EVR	4225	Wetland Environments
EVT	4651	Equity In Schools And The Workplace -6A
GEB	4890	Business Policy
GEO	4372	Global Conservation -6A
GEO	4470	Political Geography
GEO	4604	Advanced Urban Geography
GET	3100	German Literature In English Translation: Variable Topic
GLY	4732	Beaches And Coastal Environments
GLY	4981	Moons, Planets and Meteors: An Introduction to Planetary Science
HIS	4936	Pro-Seminar In History
HUM	4938	Major Issues In The Humanities
IDS	3115	Values And Choice -6A
IDS	3663	Critical Issues Affecting The Arts -6A
INR	3018	World Ideologies
INR	3033	International Political Cultures
INR	4089	Conflict In The World
INR	4254	Africa In World Politics
INR	4936	Senior Seminar
ISS	4935	Seminar In Social Sciences
LIT	3301	Cultural Studies And The Popular Arts -6A
LIT	3374	Bible As Literature
LIT	3451	Literature And The Occult -6A
LIT	3550	Great Literature Of The World -6A
LIT	4386	British And American Literature By Women -6A
MHF	4403	The Early History Of Mathematics -6A
MHS	4052	Human Relations Skills In Counseling
MUH	3301	Music History/Baroque And Classic
MUH	3302	Music History/Romantic And 20th Century
MUH	4058	Intercultural Music In The Twentieth Century
NUR	3829	Ethical Legal Aspects In Nursing And Health Care
NUR	4194	An Interdisciplinary Perspective On HIV -6A
PHH	4600	Contemporary Philosophy -6A
PHH	4700	American Philosophy -6A

Management Information Systems
Management
Marketing

Cluster 5: Engineering - Students with majors in these programs must take at least one certified Major Works & Major Issues course in Clusters 1-4 or 6-8.

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

Cluster 6: Fine Arts - Students with majors in these programs must take at least one certified Major Works & Major Issues course in Clusters 1-5 or 7-8.

Art
Art History
Dance (B.A. Track or B.F.A. Track)
Theatre
Music

Cluster 7: Education - Students with majors in these programs must take at least one certified Major Works & Major Issues course in Clusters 1-6 or 8.

Behavior Disorders
Business and Office Education
Distributive Education
Early Childhood Education
Elementary Education
English Education
Foreign Languages Education (French, German, Italian, Russian, Spanish)
Industrial-Technical Education
Mathematics Education (Secondary Math, Track 1 or 2)
Mental Retardation Education
Physical Education (k-8, 6-12, Wellness Leadership)
Science Education (Biology, Chemistry, Physics)
Social Studies Education
Specific Learning Disabilities Education

Cluster 8: Nursing - Nursing majors must take at least one certified Major Works and Major Issues course in Cluster 1-7.

Exceptions to the Cluster Rule --

For the degree programs below, the "outside the discipline" criterion is met differently.

- Art Education - A certified course from either Education or Fine Arts Cluster can meet criterion.
- Drama Education - A certified course from either Education or Fine Arts Cluster can meet criterion.
- Dance Education - a certified course from either Education or Fine Arts Cluster can meet criterion.
- Music Education - a certified course from either Education or Fine Arts Cluster can meet criterion.

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 English credit.

Credit by Examination

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

Graduation Requirements Baccalaureate Degree University Requirements

In compliance with Florida Senate Bill 2330, the University of South Florida has reduced undergraduate degree programs to 120 hours. Exceptions to this have been approved by the Florida Board of Regents and are noted in this catalog.

All first time in college students entering the University beginning Fall 1996 will be required to pay an "excess hours" charge for all courses attempted (including courses failed, dropped and repeated) beyond the number of hours required for the students' degrees plus 15 percent. For example, students who choose majors requiring 120 credits will be allowed to enroll in courses totaling 138 credit hours before "excess hours" charges are applied. After 138 hours the students will be assessed an additional charge of 50% of matriculation fee. Some courses (e.g., military science courses, additional courses required for dual majors, Study Abroad and credits awarded for the Washington Internship Program) may be excluded from the requirement for additional charges.

The policy also applies to undergraduate transfer students entering any SUS institution or Florida community college as first time in college students Fall 1996 and thereafter, and all undergraduate transfer students entering the University Fall 1998 and thereafter. Former students who return to the University prior to Fall 1998 will not be subject to the policy; however, those who return Fall 1998 and thereafter will be subject to the policy.

Additional information about the "excess hours" charges may be obtained from academic advisors.

The State Department of Education is charged with the development and coordination of a common course designation and numbering system for community colleges and the State University System which will improve program planning, increase communication among community colleges and universities, and facilitate the transfer of students. As part of this effort, changes will be made system-wide in course prerequisites, course levels, etc. These changes are not reflected in this catalog and will be implemented during the academic year. Students should check with the academic advising office in their college or regional campus, the Center for Academic Advising for undeclared majors, or the Office of the Dean of Undergraduate Studies for current information.

University minimum requirements for graduation consist of the following: earn a minimum of 120 semester hours with an overall 2.00 GPA, including a 2.00 GPA in all courses attempted at USF; a transfer student must have a GPA of 2.0 or higher when combined with all work attempted at other institutions;

satisfactorily complete CLAST and the writing and computation course requirements of 6A-10.30; earn a minimum of 40 semester hours of upper-level work (courses numbered 3000 and above); complete Liberal Arts requirements; complete residency requirement; complete program requirements as determined by the college; and be recommended for graduation by the dean of the appropriate college. The requirements must be met by every student upon whom a degree is conferred. The total number of semester hours needed to complete the baccalaureate degree depends upon the academic major field of study. No grades may be changed following graduation.

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

Summer Enrollment Requirement

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

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

Foreign Language Graduation Requirement for B.A. Students

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

Classical Languages

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

Modern Languages

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

American Sign Language

Approval needed by the student's program/department major. The following programs accept Sign Language Competency for the exit requirement: Africana Studies, Anthropology, Communication, Criminology, Geography, Gerontology, Mass Communications, Political Science, Theatre, Women's Studies, and all programs in the College of Education

Students electing to take the examination in French, German, Italian, Portuguese, Russian, or Spanish should apply to the Director of the Division of Languages and Linguistics. Students taking the examination in Ancient or Modern Greek or in Latin should also apply to the Director of the Division of

Languages and Linguistics. Students taking the examination in New Testament Greek or in Hebrew should apply to the Chairperson of Religious Studies. Students utilizing American Sign Language should apply to the Chairperson of Communication Sciences and Disorders.

Foreign Language Placement

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

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

Academic Residence

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

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

Academic Major

USF offers curricula leading to the baccalaureate degree in the following fields. The degree is indicated in parentheses after each major code. For clarification, the following terms are defined:

Specialization: Those courses required to give the student academic concentration and baccalaureate identification such as Mathematics, Accounting, Psychology, etc.

Supporting or Related: These courses may be prerequisites to the specialization courses, or they may support specialized courses by giving preparation or breadth to the area of specialization. These courses are often referred to as college or program core courses.

Program Electives: These are usually a broad band of courses offered by the college offering the major to further enrich the student in the general academic field of the major.

College of Arts and Sciences:

Africana Studies (AFA) (B.A.)
 American Studies (AMS) (B.A.)
 Anthropology (ANT) (B.A.)
 Biology (BIO) (B.S.)
 Chemistry (CHM) (B.A.)
 Chemistry (CHS) (B.S.)
 Chemistry (5-Year Program) (CBM) (B.A.)
 Classics (Interdisciplinary Classics) (ICL) (B.A.)
 Classics (Latin) (CLL) (B.A.)
 Classics (Latin-Greek) (CLS) (B.A.)
 Clinical Chemistry (CHC) (B.S.)
 Communication (SPE) (B.A.)
 Criminology (CCJ) (B.A.)
 Economics (ECN) (B.A.)
 English (B.A.)
 Literature (ENG) (B.A.)
 Creative Writing-Fiction (CWF) (B.A.)

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UNIVERSITY OF SOUTH FLORIDA - 1997/98 UNDERGRADUATE CATALOG

Creative Writing-Poetry (CWP) (B.A.)
Professional-Technical Writing (CWT) (B.A.)
Environmental Science and Policy (ESP) (B.S.)
French (FRE) (B.A.)
Geography (GPY) (B.A.)
Geology (GLY) (B.A.)
Geology (GLS) (B.S.)
German (GER) (B.A.)
Gerontology (GEY) (B.A.)
Gerontology (GES) (B.S.)
History (HTY) (B.A.)
Humanities (HUM) (B.A.)
Interdisciplinary Social Science (ISS) (B.A.)
 American Sign Language (ISA) (B.A.)
 Speech/Language/Hearing Science (ISH) (B.A.)
 Urban Studies (ISU) (B.A.)
 Interpreter Training (ISI) (B.A.)
Interdisciplinary Studies (BIS) (B.I.S.)
International Studies (INT) (B.A.)
Italian (ITA) (B.A.)
Liberal Studies (ALA) (B.A.)
Mass Communications (B.A.)
 Advertising (ADV) (B.A.)
 Broadcasting News (NWS) (B.A.)
 Broadcasting - Program & Production (PGM) (B.A.)
 Film (FIL) (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.)
Mathematics - 5-year program (MBM) (B.A.)
Medical Technology (MET) (B.S.)
Microbiology (MIC) (B.S.)
Natural Sciences Interdisciplinary
 Biology (INB) (B.A.)
 Chemistry (INC) (B.A.)
 Clinical Laboratory Sciences (INL) (B.A.)
 Environmental Science and Policy (INE) (B.A.)
 Geology (ING) (B.A.)
 Mathematics (INM) (B.A.)
 Physics (INP) (B.A.)
Philosophy (PHI) (B.A.)
Physics (PHY) (B.A.)
Physics (PHS) (B.S.)
Political Science (POL) (B.A.)
Psychology (PSY) (B.A.)
Religious Studies (REL) (B.A.)
Russian (RUS) (B.A.)
Social Work (SOK) (B.S.W.)
Sociology (SOC) (B.A.)
Spanish (SPA) (B.A.)
Women's Studies (WST) (B.A.)

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

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

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

Art Education (ARE)
Business and Office Education (BTE)
Distributive Education (DEC)
Early Childhood (EEC)
Elementary Education (EDE)
English Education (ENE)
Special Education
 Behavior Disorders (EBD)
 Mental Retardation (EMR)

Specific Learning Disabilities (ELD)
Foreign Language Education (FLS) (B.A.)
 French (FLF)
 German (FLG)
 Italian (FLI)
 Russian (FLR)
 Spanish (FLS)
Industrial-Technical Education (EVT)
Mathematics Education (MAE)
Music Education
 General (MEG)
 Instrumental (MEI)
 Vocal (MEV)
Physical Education
 Elementary (PTE)
 Secondary (PTS)
 Wellness (PTW)
Science Education
 Biology (NSB)
 Chemistry (NSC)
 Physics (NSP)
Social Science Education (SSE)

College of Engineering:

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

College of Fine Arts (B.A.) (B.F.A.) (B.M.):

Art (ART) (B.A.)
Art History (AHI) (B.A.)
Dance (DAN) (B.A.)
Music (MUS) (B.M.)
Theatre (TAR/TFA) (B.A./B.F.A.)

College of Nursing (B.S.):

Nursing (NUR)
Nursing (NRN)

Academic Minor

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

Each academic minor conforms to the University requirements:

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

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

College of Arts and Sciences:

Africana Studies - Option I or II
 African Studies
 American Studies
 Anthropology
 Business Administration
 Communication
 Criminology
 Economics
 English: English and American Literature
 English: Professional-Technical Writing
 English: Creative Writing
 Finance
 French
 Geography
 Geology
 German
 Gerontology
 Greek
 History
 Humanities
 Interdisciplinary Classics
 International Business
 International Studies
 Italian
 Latin
 Linguistics
 Manual Communications
 Mathematics
 Philosophy
 Political Science
 Psychology
 Religious Studies
 Russian
 Sociology
 Spanish
 Women's Studies
 Women's Studies: Women of Color

College of Business Administration:

Business Economics
 Finance
 General Business Administration
 Management
 Management Information Systems

College of Fine Arts:

Art
 Dance
 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 Board of Regents policy:

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

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

Each catalog is considered to be published during the

academic year printed on the title page.

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

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

Repeat Course Work

The hours for a course which has been repeated may be counted only once toward the minimum 120 semester hours of credit required for graduation.

Double Undergraduate Major

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

Second Undergraduate Major

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

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

Two Degrees (USF Students)

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

**Second Baccalaureate Degree
(Transfer Students)**

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

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

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

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

B.A. Degree for Medical and Dental Students

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

Application for Graduation

In order to graduate, a student must submit an application for the bachelor's degree, graduate degree, or associate of arts certificate to the Office of the Registrar. **This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar.** If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for the bachelor's degree is available from the student's college advising office. The application for a graduate degree is available from the Office of the Registrar or the student's college advising office. The application for an associate of arts degree is available from the Center for Academic Advising in Academic Support and Achievement.

The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college (Center for Academic Advising for the A.A. degree). The college retains one copy, and the student must submit the remaining copies to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to the Center for Academic Advising in Academic Support and Achievement.

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

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

A student applying for a minor must:

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

For purposes of honors recognition at the ceremony, students must have a 3.500 GPA before the term in which they plan to graduate to have honors recognized publically at the commencement ceremony.

Honors at Graduation

A baccalaureate candidate must first have an overall GPA for all work attempted at USF on the standard grading scale of a 3.500 or higher to be considered for honors. In addition, transfer students and USF students who have post-secondary work elsewhere to be eligible for honors must have a GPA of 3.500 or higher when combined with all work attempted at other institutions (including developmental classes). The forgiveness policy at USF or other institutions will not be applicable in computing the GPA for honors nor are plus/minus grades awarded at other institutions.

Candidates with a GPA of 3.500 but below 3.710 shall receive a diploma designation of **cum laude** (with honor).

Candidates with a GPA of 3.710 but below 3.900 shall receive a diploma designation of **magna cum laude** (with higher honor).

Candidates with a GPA of 3.900 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**.

Please note, for purposes of honors recognition at the ceremony, students must have a 3.500 GPA before the term in which they plan to graduate to have honors recognized publically at the commencement ceremony.

Commencement

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

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

**Certification Requirements
Associate of Arts**

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

1. To receive the Associate of Arts, the student must complete 60 semester hours of university credit; at least twenty of the last thirty semester hours must be completed in residence at the USF; the minimum grade point average must be 2.0 based on work attempted at the USF; in addition, a transfer student must have a GPA of 2.0 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions; and the General Education Requirements of USF must be satisfied. Physical Education and military science credits do not count within the 60 semester hours toward the Associate of Arts. In addition the student must present a score (passing score after August, 1994) on the College-Level Academic Skills Test and fulfill the writing and computation course requirements of 6A-10.030 prior to receiving the Associate of Arts Certificate.
2. Application Procedure for the Associate of Arts Certificate. The Application for an Associate of Arts Certificate can be obtained from the Center for Academic Advising prior to the application deadline. The deadline to apply for a degree in each semester is stated in the Academic Calendar in the catalog.
3. The Associate of Arts certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.
4. Final processing for the Associate of Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate of Arts Certificate.
5. Any incomplete grades shown on the permanent record of an Associate of Arts applicant at the time grades are processed will be treated as an F in the calculation of grade point average.
6. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.
7. Residence credit will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. Where the grades from these institutions, except those earned through the University of Florida Correspondence Division, are recorded on the permanent record at USF, and included in the grade point average calculation, they will also be counted in the student's grade point average as work attempted at USF for the Associate of Arts Certificate.

8. An applicant who has not been enrolled at USF for three semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.
 9. In approving any application for the Associate of Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.
 10. All USF colleges with undergraduate programs will accept the Associate of Arts from USF. That is, the student will be placed at least, at the junior level and will be considered to have met the University's General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate of Arts certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
 11. The awarding of the Associate of Arts is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
 12. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate of Arts certificate prior to the completion of 90 semester hours.
3. Challenge the accuracy of their education records
 4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF Rule 6C4-2.0021, may be obtained from:

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

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

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

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

Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

Notification to the University of refusal to permit release of "directory information" via the **University Directory** must be received no later than the end of the first week of classes in the Fall Semester.

Student Records Policy

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

1. Inspect and review their education records
2. Privacy in their education records