



UNIVERSITY OF
SOUTH FLORIDA
SARASOTA-MANATEE



Published by

USF Sarasota-Manatee

8350 N. Tamiami Trail

Sarasota, FL 34243

UNDERGRADUATE CATALOG

2012-2013

**8350 N. Tamiami Trail
Sarasota, FL 34243
Telephone: 941 359-4200
<http://www.sarasota.usf.edu/>**

The announcements, information, policies, rules, regulations, and procedures set forth in this Catalog are for information only and are subject to continual review and change without notice.

The University of South Florida Sarasota-Manatee is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of University programs and activities and the provision of facilities and services.

TABLE OF CONTENTS

Campus Map.....	viii
University Administration.....	ix
USF Board of Trustees	ix
USFSM Campus Board	ix
USFSM Administrators	ix
USFSM Faculty.....	ix
Service Listing.....	xi
USF Sarasota-Manatee	1
Values, Vision, Mission and Goals.....	1
USF Sarasota-Manatee at North Port Teaching Site	2
Diversity and Equal Opportunity.....	2
Accreditation	2
Degrees Offered.....	2
Academic Calendar.....	3
Business and Finance.....	5
Public Safety.....	5
Campus Police and Security.....	5
Emergency Services.....	5
Victim Advocate Program	6
Payment of Tuition and Fees.....	6
Non-Payment of Tuition and Fees	6
Repeat Course Surcharges	7
Certificate of Participation	7
Employee Tuition Program	7
Tuition Deferment for VA Students	8
Florida Prepaid College Program.....	8
Refund of Tuition and Fees Payments.....	8
Bookstore.....	9
USF ID Card	9
Parking and Transportation Services	9
Visitors Parking Permits.....	10
Reciprocity.....	10
Parking Citations.....	10
Student Services.....	11
Admissions.....	11
Application Process	11
Admissions Process.....	12
Admissions Criteria.....	13
Admission to Limited Access Degree Program	15
Articulation Agreement.....	15
Evaluation of Transfer Credit	15
Regional Accrediting Agencies/Commissions	16
International Admissions.....	16
Readmissions of Former Students Returning	17
Non-Degree Seeking Student.....	17
Senior Citizen Tuition Waiver Program	18
Denial of Admissions	18
Record Retention.....	19
Academic Advising.....	19
DegreeWorks Academic Advising System.....	20
Change of Major	20
Orientation	20
Career Services	20
Resources.....	20
Career Planning.....	21
Internships	21
Counseling & Wellness Center	21
Student Health Services (USF Tampa).....	22

Immunization Policy USF System.....	22
Students With Disabilities Services.....	23
Diversity and Equal Opportunity.....	24
Financial Aid.....	24
Academic Scholarships.....	25
Veterans Affairs (VA) Benefits.....	25
Student Affairs.....	26
Student Government.....	26
Student Organizations.....	27
Learning Support Services.....	27
Writing Support.....	27
Math Support.....	28
Student Ombudsman.....	28
Don't Stop Don't Drop.....	28
Dress Code.....	28
Student Code of Conduct.....	28
Records and Registration.....	39
Registration for Admitted Degree-Seeking Students.....	39
Adds.....	40
Drops.....	40
Cancellation of Registration.....	40
Withdrawals.....	40
Auditing Privileges and Fees.....	40
Florida Residency for Tuition Purposes.....	41
Mandatory Course Attendance at First Class Meeting.....	41
General Attendance.....	42
Procedures for Excused Absences and Make-up Work.....	42
Jury Duty.....	43
Documented Medical Attention for Illness.....	43
Student Participating in University Sponsored Activities.....	43
Student Participating in Observed Religious Days.....	43
Repeat Course Surcharges.....	43
Transcript Information.....	44
Student Records Policy.....	44
Release of Student Information.....	51
Confidentiality Policy.....	51
Academic Record.....	51
Administrative Holds.....	51
Student Information Charges.....	51
USF System and Florida College System Cross-Enrollment.....	52
Transient Students.....	52
Testing Services.....	52
Academic Policies & Procedures.....	53
Semester System.....	53
Academic Load.....	53
Availability of Courses.....	53
Declaration of Major.....	53
Gordon Rule.....	54
Grades, Scholarship Requirements, and Review Procedures.....	57
Grading System.....	57
Grade Point Average.....	57
"I" Grade Policy.....	57
"M" Grade Policy.....	58
S/U Grade System.....	58
Grade Forgiveness Policy.....	59
Good Standing.....	59
Academic Probation and Academic Dismissal.....	59
Academic Regulations Committee.....	60
Academic Renewal.....	60
Class Standing.....	61
Testing and Final Examinations.....	61

Dean's List	62
Student Academic Grievance Procedure	62
Disruption of Academic Process	66
Academic Integrity of Students	69
General Policies.....	69
Violations of Academic Integrity: Undergraduate	69
Liberal Arts Requirements.....	75
General Education Course Requirements	75
General Education Requirement Courses	77
Liberal Arts Exit Requirements for Undergraduates in All Disciplines.....	81
Liberal Arts Exit requirement Courses	82
"Outside the Disciplinary Cluster" Liberal Arts Exit Courses	84
Credit by Examination.....	85
Graduation Requirements.....	85
USF Sarasota-Manatee Graduation Requirements	86
Summer Enrollment Requirement.....	87
Foreign Language Graduation Requirement for B.A. Students.....	87
American Sign Language.....	88
Foreign Language Placement.....	88
Academic Residence	88
Academic Major	88
Academic Minor	88
Student's Choice of Catalog.....	88
Repeat Course Work	89
Double Undergraduate Major.....	89
Second Undergraduate Major	89
Two Degrees (USF Students).....	89
Second Baccalaureate Degree (Transfer Students)	89
Graduation Application.....	89
Honors at Graduation.....	90
Commencement.....	91
Posthumous Degrees or Degrees in Memoriam	91
Independent Study.....	92
State University System Flexible Learning (Correspondence Courses).....	92
USF World (International Affairs)	92
Distance Education	93
Course Syllabus.....	93
Continuing Education.....	94
Library Services	95
Jane Bancroft Cook Library.....	95
Information Commons.....	95
USF Libraries	95
Public Media.....	96
College of Arts and Sciences	97
Undergraduate Admissions.....	97
Degrees and Academic Majors.....	97
Graduation Requirements.....	98
Academic Majors, Bachelor of Arts Degrees.....	99
Criminology.....	99
English.....	100
History.....	104
Interdisciplinary Social Sciences.....	105
Psychology	107
Bachelor of Science in Applied Science.....	109
Bachelor of Science in Communication Sciences and Disorders.....	110
Academic Minors	112
Anthropology.....	112
Criminology.....	112
English.....	112

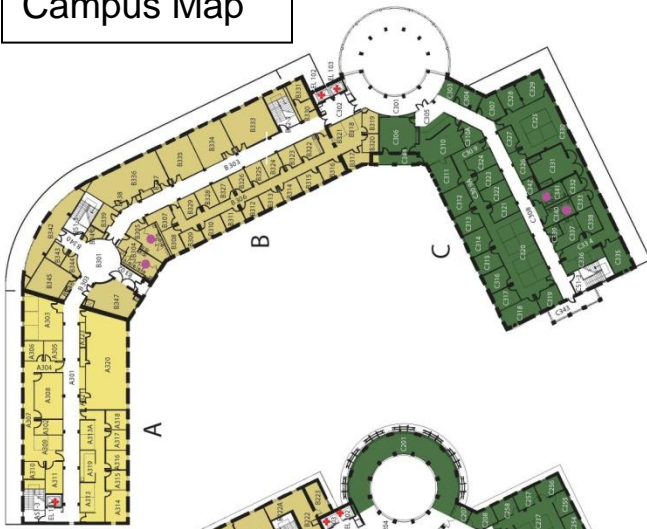
Business and Technical Writing.....	112
Environmental Science and Policy.....	113
Gerontology	113
History.....	113
Leadership Studies	113
Political Science.....	113
Psychology	114
Religious Studies	114
Sociology	114
Certificates.....	114
Honors Program.....	114
Certificate in Business and Technical Writing.....	114
Certificate in Environmental Science and Policy.....	115
Certificate in Leadership Studies	115
Faculty - College of Arts and Sciences	116
College of Business	117
Undergraduate Admissions.....	117
Degrees	117
Academic Majors and Minors.....	117
Admission Requirements	118
Transfer Students	118
B.A./B.S. in Business Administration	118
General Requirements.....	119
Academic Dismissal.....	120
Other Degree Requirements.....	120
Academic Majors	121
Accounting.....	121
Finance	122
General Business	123
Management and Organization.....	124
Marketing.....	125
Academic Minors (Business majors only)	126
Accounting.....	126
Finance.....	126
Information Systems/Decision Sciences.....	126
International Business.....	126
Management and Organization.....	127
Marketing	127
Academic Minors (Non-College of Business majors only)	127
General Business	127
Faculty - College of Business.....	128
College of Education.....	129
Admission Requirements	130
TaskStream	131
Degrees	131
International Students	131
Application Information	131
Time Limitations.....	131
Clinical Experiences.....	131
Graduation Requirements.....	132
Policies and Processes for Students of Concern	132
Academic Majors	133
Elementary Education (BEE)	133
Florida educator Accomplished Practices (FEAPs)	133
COE Student Organizations.....	135
USF Sarasota-Manatee Inspiring Lifelong Educators (SMILE)	135
Promoting, Recruiting, Increasing Diverse Educators (PRIDE)	136
USF Sarasota-Manatee Sharing Math (USF (SM)?).....	136
Faculty - College of Educations	136

College of Hospitality and Technology Leadership.....	137
Admissions.....	137
Degrees	137
Academic Majors	137
Academic Minors	138
Certificates.....	138
Academic Majors	138
Applied Science	138
Hospitality Management	140
Information Technology	142
Academic Minors	145
Hotel Management	145
Restaurant Management	145
Information Technology	146
Certificate Programs	146
Hotel Management	146
Restaurant Management	146
Information Technology	147
Exchange Programs	148
Faculty – College of Hospitality and Technology Leadership.....	148
Hosted Programs	149
Post Baccalaureate Courses.....	149
USF System Course Descriptions.....	150



Campus Map

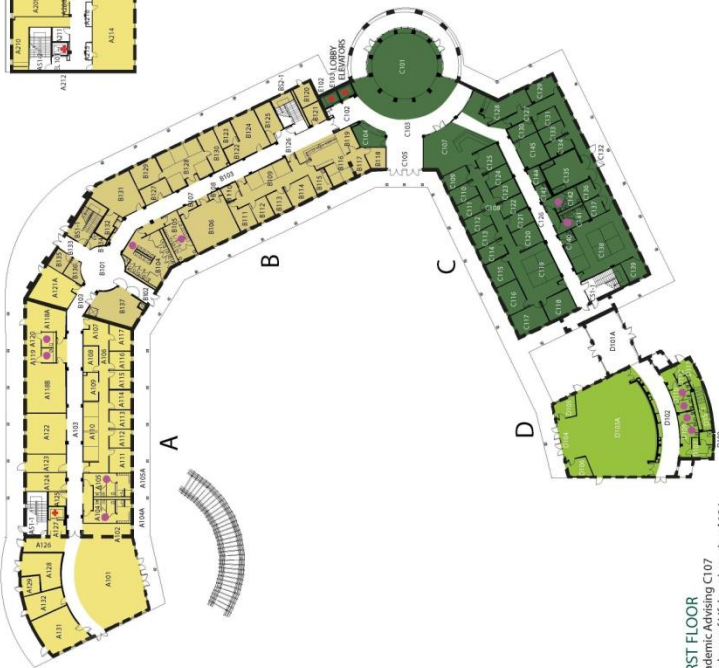
THIRD FLOOR



SECOND FLOOR



FIRST FLOOR

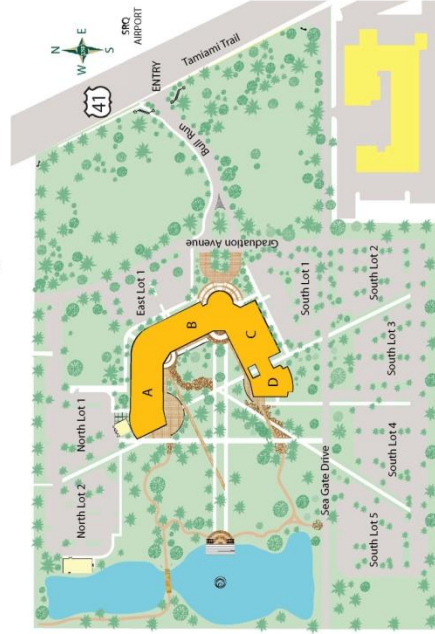


- FIRST FLOOR**
- Academic Advising C107
 - Academy of Lifelong Learning A124
 - Admissions C107, A101, A102
 - Cashier/Photo ID B116
 - Career Services A107
 - ChildCare Center A118
 - Computer Lab B106
 - Copy Center B124
 - Disabilities & Diversity C107
 - Facilities Planning & Management B128
 - Facilities Operations B127
 - Financial Aid C107
 - Fitness Center A123
 - Human Resources B113
 - Information C101
 - Mailroom/Rec/Courier B131
 - Parking Services B116
 - Purchasing B111
 - Recruitment C107
 - Registrar C107, Police B125
 - Student Clubs & Organizations A110
 - Selby Auditorium D103
 - Student Affairs A110
 - Student Government A110
 - Student Recreation Room A122
 - Student Services Administration C107

- ◆ ELEVATORS
- RESTROOMS

- THIRD FLOOR**
- Academic Affairs C305
 - Alumni Affairs C329
 - Advancement & Finance Administration C305
 - Advancement & Finance Administration C305
 - Advancement & Finance Administration C335
 - Campus Board Room C306
 - Campus Computing & Instructional Technologies Chief Executive Officer C305
 - Classrooms A200
 - Classrooms B333, B334, B335, B336, B345
 - College of Education B306
 - College of Public Policy & Leadership C324
 - Institute for Public Policy & Leadership C324
 - Institutional Research C305
 - Marketing & Communications C325
 - Student Resource Center B342
 - Technology Learning Center A303
 - USF C304

- SECOND FLOOR**
- Classrooms A203, A205, A209, A214
 - A217, A221, B06, B224, B226, B229, B235, B237, B240
 - Classrooms C208B
 - College of Arts & Sciences C207
 - College of Business C207
 - Conference Rooms B242, C208, C245
 - Manatee Memorial Hospital Foundation
 - College of Nursing B209
 - School of Hotel and Restaurant Management B221
 - Study Areas A210, B222A, C201



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Prof. Thorold (Tod) Roberts	English, Business and Technical Writing
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Dr. John Wiginton	Information Technology
Dr. G. Pat Wilson	Reading Education
Dr. Andrew Whitmore	Information Systems and Decision Sciences
Dr. Wan Yang	Hospitality Management

USF SARASOTA-MANATEE SERVICE LISTING

Service	Unit	Building	Room	Phone
Academic Advising	Student Services	SMC	C107	941-359-4330
Academic and Student Affairs – Regional Vice Chancellor	Academic Affairs	SMC	C320	941-359-4504
Administrative Services	Business & Finance	SMC	B114	941-359-4466
Admissions/Student Services	Student Services	SMC	C107	941-359-4330
Alumni Affairs	Regional Chancellor	SMC	C329	941-359-4694
Business & Finance, Regional Vice Chancellor	Business & Finance	SMC	C318	941-359-4279
Business Office	Business & Finance	SMC	B116	941-359-4220
Campus Board Room	Regional Chancellor	SMC	C306	941-359-4287
Campus Bookstore	Business & Finance	VKR		941-359-4467
Campus Computing	Academic Affairs	SMC	A304	941-359-4350
Campus Police	Business & Finance	CPD		941-487-4210
Career Services	Student Services	SMC	A112	941-359-4586
Central Receiving and Mail Room	Business & Finance	SMC	A121	941-359-4247
Circulation/Reserve Cook Library	Academic Affairs	LBR	113	941-487-4305
Clubs & Organizations	Student Services	SMC	A110	941-359-4560
Collaborative - Meeting Room	Academic Affairs	SMC	C312	941-359-4238
College of Arts & Sciences	Academic Affairs	SMC	C263	941-359-4708
College of Business	Academic Affairs	SMC	C212	941-359-4455
College of Education	Academic Affairs	SMC	B322	941-359-4531
College of Hospitality & Technology Leadership	Academic Affairs	SMC	A313	941-359-4563
Computer Lab Student Open Use	Academic Affairs	SMC	B106	941-359-4354
Conference Room	Student Services	SMC	C118	941-359-4790
Continuing Education	Academic Affairs	SMC	C313	941-359-4332
Cook Library	Academic Affairs	LBR	201	941-487-4420
Copy Center	Business & Finance	SMC	A120	941-359-4289
Counseling and Wellness Center	Student Services	CWC	C121	941-487-4254
Development	Regional Chancellor	SMC	C336	941-359-4632
Disabilities, Students	Student Services	SMC	C130	941-359-4714
Distance Education	Academic Affairs	SMC	C316	941-359-4215
Diversity – Student Affairs	Student Services	SMC	A114	941-359-4268

Service	Unit	Building	Room	Phone
Diversity and Equal Opportunity	Regional Chancellor	SMC	B222A	941-359-4251
Facilities Planning & Management, Director	Business & Finance	SMC	B128	941-359-4637
Financial Aid	Student Services	SMC	C133	941-359-4459
Human Resources	Business & Finance	SMC	B113	941-359-4224
Information Commons	Academic Affairs	SMC	Rotunda	941 359 4225
Institutional Research	Regional Chancellor	SMC	C314	941-359-4715
Jonathan's Café	Business & Finance	SMC	A101	941-359-4535
Library Hours Hotline, Cook Library	Academic Affairs	LBR		941-487-4304
Lifelong Learning Academy, Inc.	Regional Chancellor	SMC	A124	941-359-4296
Lost and Found	Facilities Planning & Mgt.	SMC	B128	941-359-4637
Ombudsman	Regional Chancellor	SMC	C 107	941-359-4330
Parking Services	Business & Finance	SMC	B116	941-359-4203
Psychology Lab	College of Arts & Sciences	VKB		941-359-4204
Purchasing	Business & Finance	SMC	B111	941-359-4223
Reception Desk-Rotunda	Business & Finance	SMC	Rotunda	941-359-4200
Recruitment	Student Services	SMC	C138	941-359-4330
Reference Desk – Cook Library	Academic Affairs	LBR	113	941-487-4301
Reference Desk - Information Commons	Academic Affairs	SMC	2nd Flr. Rotunda	941-359-4225
Regional Chancellor	Regional Chancellor	SMC	C305	941-359-4340
Registration	Student Services	SMC	C129	941-359-4641
Security - Cell Phone	Business & Finance	SMC	B125	941-993-8548
Security - Office Phone (No Voicemail)	Business & Finance	SMC	B125	941-359-4545
Special Events	Campus Advancement	SMC	C329	941-359-4694
Sponsored Research	Academic Affairs	SMC	C321	941-359-4619
Student Government	Student Services	SMC	A113	941-359-4253
Student Senate	Student Services	SMC	A110D	941-359-4431
Student Services, Dean	Student Services	SMC	C117	941-359-4330
Sudakoff Center	Facilities Planning & Mgt.	SUD		941-487-4491
University Advancement	Regional Chancellor	SMC	C336	941-359-4582
USFSM at North Port	Academic Affairs	NP	NP	941-426-7330
Victim's Advocate	Student Services			941-252-5156
Voice Mail System Access	Campus Computing			941-359-4500
Writing Center	College of Arts & Sciences	SMC	B212/C267	941-359-4718
Webmaster	Campus Computing	SMC	A310	941-359-4267

USF SARASOTA-MANATEE

USF Sarasota-Manatee (USFSM) serves more than 4,700 students annually and offers undergraduate, graduate degrees, and professional certificate programs. The campus is located on U.S. 41 (Tamiami Trail), about a half-mile north of University Parkway on the border of Sarasota and Manatee Counties near Sarasota Bay, the Crosley Mansion, the John & Mable Ringling Museum of Art, and the Sarasota-Bradenton International Airport. The 100,000-square-foot state-of-the-art academic facility houses 24 classrooms, a 190-seat lecture/exhibition hall, seminar and video-conferencing rooms, computer labs, and more. The USFSM Strategic Plan describes our commitment and planning for higher education and can be viewed at the following website:

<http://www.sarasota.usf.edu/strategicplan/>

MISSION

The University of South Florida Sarasota-Manatee provides access to professional higher education programs and scholarly research in a personalized living and learning community that graduates successful leaders who empower Florida's Suncoast to thrive locally, nationally, and globally.

VISION

The University of South Florida Sarasota-Manatee strives to be a hometown comprehensive university with ever-increasing national and global impact.

VALUES

The University of South Florida Sarasota-Manatee embraces the values of higher education:

- freedom of inquiry
- academic excellence
- student success
- diversity and inclusion
- shared governance
- accountability
- collegiality
- integrity
- social, economic, and environmental sustainability.

GOALS

In order to continuously improve teaching and learning; scholarship, research, and innovation; and public service and community engagement, USF Sarasota-Manatee will provide:

ACCESS: Expand access to a University education that benefits students and the local, national, and global community; and (Aligns with USF System Goals 1,2, 3, 4, 5; SUS System Goals 2,3)

SUCCESS: Enhance success of student outcomes, faculty productivity, and community impact (Aligns with USF System Goals 1,2,4,5; SUS System Goals 1,2).

USF SARASOTA-MANATEE at NORTH PORT TEACHING SITE

Location: 5920 Pan American Blvd. North Port, FL 34287
Telephone: (941) 426-7330
Website: <http://sarasota.usf.edu/academics/northport/>

In August 2010, USF Sarasota-Manatee expanded into its new North Port Instructional Site. USFSM at North Port offers undergraduate and graduate course work in arts and sciences, business, education, and hospitality. This convenient location allows students to pursue higher educational opportunities in the community where they live and work. Courses are provided via traditional classroom, distance learning, and video conference technologies.

DIVERSITY AND EQUAL OPPORTUNITY

Location: SMC B222A
Telephone: (941) 359-4251
Website: <http://usfweb2.usf.edu/eoa/>

The University of South Florida System (USF System) commits to maintaining a work and study environment free of discrimination and harassment. Discrimination on the basis of race, color, sex, marital status, religion, national origin, disability or age is prohibited by University policies, federal and state laws. The USF system protects its faculty, staff, and students from discrimination and harassment based on sexual orientation. Any person who believes that he or she has been subjected to discrimination may file a complaint with the Office of Diversity and Equal Opportunity. It shall be prohibited for any employee of USF to discriminate or take retaliatory action against any individual who, in good faith, has opposed an alleged unlawful practice or has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the provisions of applicable law or the university equal opportunity policies.

ACCREDITATION

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

DEGREES OFFERED

Bachelor of Arts, B.A.

Bachelor of Science, B.S.

Bachelor of Science in Applied Science, B.S.A.S.

Bachelor of Science in Information Technology, B.S.I.T.

Bachelor of Science in Communication Sciences and Disorders, B.S.C.S.D.

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

ACADEMIC CALENDAR FOR UNDERGRADUATE STUDENTS

Academic Calendar

<http://www.registrar.usf.edu/enroll/regist/calendt.php#1213>

Registrar's Calendar

<http://www.registrar.usf.edu>

For information on important religious and cultural dates that may impact class attendance refer to:

Cultural/Diversity Calendar: http://usfweb2.usf.edu/eoa/deo_calendar/default.asp

Attendance Policy for the Observance of Religious Days

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

FALL SEMESTER, 2012

March 1	Thursday	Application Deadline Date for international applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
July 1	Sunday	Application Deadline Date for international applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
July 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except international applicants)
August 27	Monday	Classes begin
August 31	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
August 31	Friday	Last day to add courses - Deadline: 5:00 p.m.
August 31	Friday	Last day for late registration - Deadline: 5:00 p.m.
August 31	Friday	Last day to pay fees
September 3	Monday	Labor Day Holiday
September 14	Friday	Fall 2012 Graduation Application Deadline
September 17	Monday	Rosh Hashanah Begins
September 26	Wednesday	Yom Kippur
November 3	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
November 12	Monday	Veteran's Day Holiday Observed
November 22-23	Thursday-Friday	Thanksgiving Holidays
December 7	Friday	Classes End
December 8-14	Saturday-Friday	Final Exam Week
December 15	Saturday	Commencement (Tampa)
December 16	Sunday	Commencement (Sarasota-Manatee)

SPRING SEMESTER, 2013

October 1	Monday	Application Deadline Date for international transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
November 15	Thursday	Application Deadline Date for international applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
November 15	Thursday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission
January 7	Monday	Classes begin
January 11	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
January 11	Friday	Last day to add courses - Deadline: 5:00 p.m.
January 11	Friday	Last day for late registration - Deadline: 5:00 p.m.
January 11	Friday	Last day to pay fees
January 21	Monday	Martin Luther King Holiday
February 1	Friday	Spring 2013 Graduation Application Deadline
March 11-16	Monday-Saturday	Spring Semester Break
March 23	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
April 26	Friday	Classes End
April 27-May 3	Saturday - Friday	Final Exam Week
May 3-4	Friday & Saturday	Commencement (Tampa)
May 5	Sunday	Commencement (Sarasota-Manatee)

SUMMER TERM, 2013

Session A (First Six-week Session)

March 1	Friday	Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants)
May 13	Monday	Classes begin
May 17	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
May 17	Friday	Last day to add courses
May 17	Friday	Last day for late registration
May 17	Friday	Last day to pay fees
May 27	Monday	Memorial Day Holiday
May 31	Friday	Graduation Application Deadline
June 8	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
June 21	Friday	Last day of classes
August 2-3	Friday & Saturday	Summer Commencement (Tampa) - Tentative Date

Session B (Second Six-week Session)

March 1	Friday	Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants)
May 31	Friday	Graduation Application Deadline
July 1	Monday	Classes begin
July 4	Thursday	Independence Day Holiday
July 8	Monday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
July 8	Monday	Last day to add courses
July 8	Monday	Last day for late registration
July 8	Monday	Last day to pay fees
July 20	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
August 2	Friday	Last day of classes
August 2-3	Friday & Saturday	Summer Commencement (Tampa) - Tentative Date

Session C (Ten-week Session)

March 1	Friday	Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants)
May 13	Monday	Classes begin
May 17	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
May 17	Friday	Last day to add courses
May 17	Friday	Last day for late registration
May 17	Friday	Last day to pay fees
May 24	Friday	Graduation Certification Deadline for Spring 2013
May 27	Monday	Memorial Day Holiday
June 29	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
July 4	Thursday	Independence Day Holiday
July 19	Friday	Last day of classes
August 3-3	Friday & Saturday	Summer Commencement (Tampa) - Tentative Date

Dates are subject to change. Please refer to the Registrar's website for current information.

BUSINESS & FINANCE

Location: SMC B116
Telephone: (941) 359-4220
Website: <http://www.usfsm.edu/cashiersoffice/>

PUBLIC SAFETY

Campus Police

Location: 501 College Drive (New College Campus), CPD, Sarasota, FL
Telephone: (941) 487-4210
Police Dispatcher/Emergency Number: (941) 487-4210
Police Chief: (941) 487-4211
Patrol Coordinator Lieutenant:(941) 487-4212
Website: <http://www.usfsm.edu/campuspolice/>

The primary mission of the Campus Police Department is to protect you and your property and serves USFSM and New College of Florida. The office is located on the New College Campus. All campus police officers are certified by the State of Florida in accordance with Florida State Statute, Chapter 943. The Campus Police Department provides a full range of public safety services to the campus community 24 hours a day, 7 days a week. General services provided include: mobile and foot patrol, criminal investigation of all misdemeanor and felony crimes committed on campus, traffic enforcement, crash investigation, responding to and rendering assistance for all types of emergencies, and crime prevention programs.

The Campus Police Department has an excellent working relationship with all federal, state, and local law enforcement agencies, assuring the delivery of professional law enforcement services. The Department has Combined Voluntary Cooperation and Operational Mutual Aid Agreements with the Manatee County Sheriff's Department and all Sarasota County law enforcement agencies. All agencies are available to assist upon request. Communication and coordination with all agencies are maintained via computer, radio, and telephonic communication capabilities.

Campus Security

Location: 8350 N. Tamiami Trail, Sarasota, FL 34243, SMC B125
Telephone: (941) 993-8548

The Campus Police Department's public safety effort is augmented by USFSM security officers, with an office located on the USFSM campus in room B125, who are on-duty throughout the day Monday through Saturday until classes end. The security officers are equipped with a campus police radio and cell phone as they patrol the building and parking lots providing a variety of services to the campus community, including CPR/AED and first aid. Upon request, they will escort you to your vehicle, and they are equipped to provide limited assistance with your vehicle, such as jumpstarts.

Campus security and emergency assistance guidelines, which include general crime prevention tips and important phone numbers, are posted in all classrooms.

EMERGENCY SERVICES

Emergency Numbers:

Campus Police: (941) 487-4210
Counseling & Wellness Center: (941) 487-4254
Victim Advocate: (941) 504-8599
Safe Place and Rape Crisis Center (SPARCC): (941) 365-1976
Bayside Center: (941) 917-7760

Should a situation occur requiring immediate assistance at a time when a Counseling Center representative is not available to take a call or after regular hours, the Campus Police may be contacted at (941) 487-4210, or visit the nearest emergency room and request the mental health professional on call. These emergencies may involve suicidal or homicidal crisis, sexual assault or rape, domestic

violence, death, serious accident, or thoughts of committing dangerous acts. The emergency service is not a crisis hotline. Students who are emotionally distressed and simply need to talk to someone should go to the Counseling Center during regular office hours. Additional information can be found at the following website: <http://www.usfsm.edu/cwc/index.php>

Victim Advocate Program

A Victim Advocate is available to support victims of violence at any time needed. To reach the advocate, call (941) 504-8599 and follow the instructions. The Victim Advocate will provide information, support, and guidance, ensuring the following:

1. Crisis intervention
2. Emergency shelter, medical help, and counseling referrals
3. Assistance as needed

The program is available to assist all students, faculty and staff who have experienced actual or threatened violence, including, but not limited to: battery, assault, stalking, sexual battery (date rape, acquaintance rape, stranger rape), and attempted sexual assault.

Police reports are strongly encouraged; however, reports are not required for information and referral assistance. Information shared with the Victim Advocate is considered confidential and will go no further without permission from the victim.

PAYMENT OF TUITION AND FEES

Location: Cashier's Office SMC B116
Telephone: (941) 359-4220
Website: <http://www.usfsm.edu/cashiersoffice/>

USF System Regulation USF4.0102 Tuition and Fees

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>

USF System Regulation USF4.0107 Fees, Fines, and Penalties

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>

USF System Regulation USF4.0108 Waiver of Tuition and Fees

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0108.pdf>

Registration tuition and fees are assessed in accordance with University Board of Trustees rules, per USF System Regulation 4.0102, and are subject to change without prior notice. The USF System will make every effort to advertise any such changes if they occur.

Current fees are posted on the websites for the USFSM Cashier, the USF System Controller, and USF System OASIS. Statements for registration tuition and fees are not mailed to the student. It is the student's responsibility to review their student financial account for accuracy and make payments for any balances due. Registration fees are due by the fifth day of each academic term, as stated on the USFSM Cashier's website as well as the USF System Controller's website. Students may view and/or pay their current term registration tuition and fees online by accessing the "Tuition, Fees & Payments" option in OASIS at: <https://usfonline.admin.usf.edu>. Cash, checks and money orders are accepted at the USFSM Cashier's Office for payment of registration tuition and fees. Checks made payable to USF may be mailed to the USFSM Cashier's Office, but must be postmarked by the post office, not office meter stamped, on or before the fifth day of the academic term. The University is not responsible for lost or misdirected U.S. Postal mail.

Non-Payment of Tuition and Fees

USF System Regulation USF4.010 Cancellation of Registration for Nonpayment of tuition and Fees and Returned checks in Payment of Tuition <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.010.pdf>

Students not on an authorized deferred payment of tuition and fees and who have not paid their tuition and fees in full by the USFSM's designated due date will have their registration for that academic term canceled and will be dropped from classes. Students dropped from these classes will receive no credit for those courses taken during that academic term.

Returned Checks for Registration Tuition and Fees

A student's current academic term registration is subject to cancellation if the check presented in payment of tuition and fees is returned to the University unpaid. Returned checks for registration tuition and fee payment must be redeemed within 10 calendar days to avoid cancellation of registration for the current academic term. **A \$100.00 late payment fee and a \$25.00 administrative charge will be assessed on the student's account for any returned check unpaid to the USF System.**

Late Registration fee and Late Payment Fee

Failure to pay tuition and fees by USF System designated deadlines may result in cancellation of the student's registration, which will result in the assessment of a \$100.00 late registration fee and a \$100.00 late payment fee. If the student's registration has been cancelled for financial reasons he/she may apply to the Registrar's Office for reinstatement of their registration upon payment of all tuition and fees including the \$100.00 late registration fee, and the \$100.00 late payment fee. Application for reinstatement must be made no later than the end of the fourth week of classes for Fall and Spring academic terms. The reinstatement application deadline for Summer sessions A, B and C is the end of the third week of classes of the session for which registered. Students who fail to successfully reinstate their registration by the applicable reinstatement deadline must petition the USFSM's Academic Regulation Committee (ARC) to have their classes reinstated.

Charges assessed to students for loss or breakage of USFSM equipment, books, fines, and other fees are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. USF System regulations prohibit registration, the release of transcripts, diplomas, or grades for any student who has a delinquent account with the USF System. Delinquent accounts may be turned over to a collection agency, and all collection costs, including legal fees, will be added to the student's account balance. Financial aid from a succeeding academic year cannot be used to repay prior academic year debts.

Repeat Course Surcharges

Each student enrolled in the same undergraduate course more than twice, shall be assessed a per credit hour charge in addition to the tuition and fees. Initiated by the Florida Legislature (H.B. 1545 of 1997) the 2011 [Florida Statute 1009.285](#) requires all state universities to monitor undergraduate student progress and charge students the "full cost of instruction" for certain repeats of undergraduate courses. This policy became effective Fall 1997 and requires the USF System Institutions to charge students a substantial per credit hour surcharge when they attempt a course three or more times within the USF System, unless the course is specifically designed to be repeated or is required to be repeated by their major. See the Records and Registration section for more information.

Certificate of Participation

Florida Board of Governors State University System Certificate of Participation holders are entitled to a waiver of **matriculation fees** for a maximum of six (6) credit hours of instruction during a single academic term. Certificates are valid for three years from the date of issuance, and may be presented to the USFSM Cashier's Office. Fees which are not covered by the Certificate of Participation must be paid by the fifth day of the academic term to avoid assessment of a \$100.00 late payment fee.

Employee Tuition Program

The USF System Employee Tuition Program authorizes full-time USF System employees appointed to established positions to enroll in up to (6) credit hours per academic term in the USF System. Summer sessions A, B, and C are considered to be parts of one academic term. The employee must be appointed prior to the first day of class and is expected to be employed full-time past the end of the academic term for which enrolled. For additional information, please visit the Human Resources website at: <http://usfweb2.usf.edu/human-resources/pdfs/benefits/employee-tuition-procedure.pdf>

Tuition Deferment for Veterans Administration Students

Students receiving Veterans Administration (VA) benefits who have applied in writing no later than the date specified within the Veterans website have until the deadline date indicated to pay tuition and fee balances in full. The website (<http://www.usfsm.edu/admissions/veterans.php>)

Florida Prepaid College Program

Students who are eligible to receive benefits under the Florida Prepaid College Program are responsible for the local portion of fees. After all Florida Prepaid benefits have been applied, any remaining fees must be paid by the fifth day of the academic term to avoid being assessed a \$100.00 late payment fee. Additional information pertaining to the Florida Prepaid College Program is available at: <http://usfweb2.usf.edu/uco/cashaccounting/flprepaid.asp>.

Refund of Tuition and Fee Payments

The following refunds, less deductions for unpaid debts to the USF System, are authorized. Refunds are not generated automatically. The student must complete and submit a Refund Request Form to initiate the refund process. The form may be submitted to the USFSM Cashier's office or mailed to the address indicated at the bottom of the form. Processing times for cash and check refunds is 5-10 business days. Payments made on credit and debit cards must be credited back to the card used. Credit/debit card refunds are processed within 10 business days.

1. 100% of registration fees and tuition paid will be refunded if notice of withdrawal from the University is approved prior to the end of the drop/add period.
2. 25% of registration fees and tuition paid, less building and capital improvement fees, will be refunded if notice of withdrawal from the University is approved after the end of the drop/add period but prior to the end of the fourth week of classes (Summer academic term withdrawal notices must be approved prior to the end of the third week of classes of the earliest session in which registered) and written documentation is received from the student.
3. There is no refund of late registration and late payment fees unless a waiver has been approved.

Fee Adjustment Under Exceptional Circumstances

One-hundred percent (100%) of tuition and fees will be refunded when, within six (6) months of the end of the academic term to which the refund is applicable. A student who has withdrawn or dropped a course completes and files a Fee Adjustment Request Form citing clearly supported circumstances beyond the student's control with the Registrar's Office. The Registrar's Office will process the form based on the state-approved conditions listed below.

1. Illness of the student, confirmed in writing by a physician (M.D.), of such severity or duration to preclude completion of the course(s).
2. Death of the student or immediate family member (i.e., parent, spouse, child, or sibling), confirmed by death certificate and obituary indicting the student's relationship to the deceased.
3. Called to active military duty, involuntary or voluntary, confirmed by military orders.
4. A situation in which the USF System is in error, confirmed by the appropriate USF System official in writing on official USF System letterhead.
5. Other exceptional circumstances beyond the control of the student which precluded completion of the course(s), accompanied by both an explanatory letter and verifiable written documentation clearly supporting the student's explanation.

Special requests for an extension of the six (6) month deadline must include specific facts, supported by written explanation and verifiable documentation. These requests must indicate special circumstances beyond the control of the student which clearly impaired the student's physical or mental ability to correct their academic/financial record at the USF System.

Pursuant to Public Law 102-325, the Higher Education Amendments of 1992, students attending the University for the first time who withdraw are entitled to a pro-rata refund of tuition, fees, room, and board.

A student who receives financial aid and subsequently changes their enrollment status which results in a refund in accordance with this section will have the appropriate share of the refund returned to the USF System financial aid programs in accordance with the Financial Aid Policy on Refunds and Repayments.

BOOKSTORE

Location: 6301 N.Tamiami Trail, Sarasota, FL 34243

Telephone: (941) 355-5252

Website: <http://usfsarasota.bncollege.com/>

USF System Policy 5-019 Textbook and Supply Ordering

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-5-019.pdf>

The USFSM bookstore's goal is to provide support to the academic endeavors of the students and faculty, as well as enrich the spirit of the USF System. It is owned by the University of South Florida and operated by Barnes & Noble College Bookstores, Inc.

The Bookstore offers textbooks, general merchandise, and coordinates the sales of class rings and graduation items. Personnel are available to assist with locating and/or ordering course materials and textbooks. The Bookstore also provides an online store for textbook reservations and/or delivery. A book buyback program offers a source for cashing in used textbooks. For a list of books that are eligible for buyback and more information about how students may sell books to the Bookstore, please visit the website. The Bookstore accepts American Express, Discover, Master Card, Visa, and Barnes & Noble Gift Cards.

The Bookstore is open Monday through Thursday from 9:00 a.m. to 5:00 p.m. and on Friday from 9:00 a.m. to 3:00 p.m. The store is closed on Saturday and Sunday, with the exception of some Saturdays during the beginning of each academic term. The Bookstore business hours are subject to change. Check the website for current hours of operation.

USFCARD

USF System Policy 0-517 USFCard and ID Badge Policy

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-517.pdf>

The USFCard, the official identification card of the University of South Florida, provides electronic verification and validation for a variety of USF System services and functions. University policy requires that all students, faculty and staff members carry the USFCard while on campus. Students may be denied services if they are not in possession of their USFCard. The USFCard may also be used for printing services in the Information Commons at USFSM. Value can be added to the USFCard online at <http://www.usf.edu/bullbucks>. The USFCard may be obtained at the USFSM Cashier's Office located in room B116. Additional information pertaining to the USFCard can be found at the following website: <http://it.usf.edu/services/usfcard>.

PARKING AND TRANSPORTATION SERVICES

Location: 8350 N. Tamiami Trail, B116, Sarasota, FL 34243-2049

Telephone: (941)359-4203

Website: <http://www.usfsm.edu/services/parking/>

USF System Regulation USF4.0010 Parking General Guidelines, Registration, Penalties, & Rates

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0010.pdf>

Parking regulations are designed to provide safe and orderly parking. Permits are required to park at the USFSM 24-hours a day, 7-days a week, including holidays. Parking lots are available for use by students, faculty, staff and visitors. Each person may purchase only one automobile permit (an additional permit for a motorcycle is allowed). Permits must be purchased for the USF System campus of primary assignment. USFSM permits may be transferred between same-owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances. If you terminate your association with USFSM for any reason, you must return your parking permit to the Parking Services Department. Office hours are subject to modification and are extended at the beginning of the academic term. Visit our website for office location and hours of operation. Permit prices, campus maps, and a "Guide to Parking at the USF Sarasota-Manatee Campus" are available on the Parking Services website.

Visitors Parking Permits

USFSM visitors may park in specially-designated "Visitor Only" parking spaces without a permit; however, they are required to adhere to the posted one (1) hour time limit. USFSM visitors whose University business is expected to exceed the time limitations of visitor parking may secure a free temporary permit from Parking Services, Campus Police Department, or unit office managers.

A visitor is any person who is not a member of the USFSM or any USF System campus. USFSM students, faculty, staff, vendors/contractors, and/or licensees do not qualify for visitor parking privileges and must display parking permits or may be issued citations for parking in spaces designated as "visitor only" parking.

Reciprocity

Student permits are required to be purchased for the USF System campus of primary assignment. Regular USF Tampa and USF St. Pete parking permits are valid on the USFSM campus. Park-n-Ride permits from USF Tampa or USF St. Pete are not valid on the USFSM.

To be eligible to purchase a USFSM student parking permit, the following conditions must be met:

- USF System home campus must be designated as USFSM with the Registrar's Office
- Student must live within the USFSM service areas (Sarasota, Manatee, DeSoto, Charlotte and Lee Counties);
- Student must be taking at least 50% of classes at USFSM.

Reciprocity between the campuses is subject to change each year. Parking privileges for the USF Tampa and USF St. Pete will be posted on the website listed above.

Parking Citations

Violations of USFSM parking regulations may result in parking citations, immobilization of your vehicle, or towing. Creating, modifying/altering a parking permit, or being in possession of a lost or stolen permit are serious violations and will result in immediate immobilization or towing of the vehicle and possible revocation of campus parking privileges. Parking citations must be paid or appealed within 14 days of issuance to avoid late fees. Parking citations can be appealed by visiting the USFSM Parking Services website and filing your appeal electronically or by visiting the Parking Services Office. Failure to respond to parking citations may result in collection agency efforts and additional costs, as well as student account administrative/cash holds which will prevent any further University business, including, but not limited to registration, receipt of grades and transcripts. If you receive a parking citation and believe that extraordinary or mitigating circumstances warrant a waiver, you may petition Parking Services within 14 days of receipt of the citation for reconsideration.

STUDENT SERVICES

Location: SMC C107
Telephone: (941) 359-4330
Website: <http://www.usfsm.edu/students/>

Student Services contributes to the overall mission of USFSM by providing support services to promote student learning; encourage intellectual, social, and personal development; and to advocate for policies and programs that empower students to reach their personal, educational, and professional goals. Student Services is comprised of Admissions, Academic Advising, Career Center, Counseling and Wellness Center, Disability Services, Diversity, Financial Aid, Student Affairs, Recruitment, Records and Registration.

ADMISSIONS

Location: SMC C107
Telephone: (941) 359-4330
Website: <http://www.usfsm.edu/admissions/>
USF System Regulation USF3.018 Admission to Baccalaureate Programs of University of South Florida System Institutions
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.018.pdf>

The Office of Admissions at the USF Sarasota-Manatee (USFSM) assists prospective students with learning about the opportunities available to them at the University. The office is responsible for processing applications for admission for undergraduate, former students returning, and reviews transfer credit completed at other regionally-accredited institutions for determination of transferability.

Admission to the USFSM requires evidence of ability to handle academic work, capacity to think creatively, and strong motivation. The minimum admission requirements are designed to help identify applicants whose academic background indicates potential for success at USFSM; however, satisfaction of minimum admission requirements does not guarantee acceptance. The admission of new students at all levels is on a selective basis within curricular, space, and fiscal limitations. The selection process may include such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, school recommendations, personal recommendations, and portfolios. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success. The University encourages applications from qualified applicants of both sexes and from all cultural, racial, religious, ethnic, and age groups.

Requests for waiver of the \$30.00 application fee are considered by the Director of Admissions if payment of this fee creates severe financial hardship and serves as a deterrent to application.

Students are admitted to USF Sarasota-Manatee in accordance with the mission and goals of the University and within enrollment limitations established by the Department of Education and the Florida Legislature. Beginning Fall 2012 USFSM will accept transfer students with a minimum of 45 hours (see Lower-Level Transfer section). Beginning Fall 2013 USFSM will begin accepting freshmen. Contact the Office of Admissions for more information regarding freshman admissions.

Application Process

USFSM application for admission is available on-line and is required as follows: The application is located at the following website: <http://www.usfsm.edu/admissions/>

- First time applicant for admission to a baccalaureate degree program;
- Former USF student who has not been enrolled in a USF System institution during the twelve (12) months or three consecutive terms prior to the new term of admission;
- Student who has been academically dismissed from the institution; or
- Continuing or former USF System student applying for a second degree or another level of study, i.e. graduate degree program, if required by an institution within the System.

When to Apply

Applications for admission and non-refundable application fees for USFSM must be submitted by the published application deadline for the requested term of entry or the degree program, whichever is earlier. (see Academic Calendar) USFSM begins admitting students 12 months prior to the requested date of entry. If the application, fee, or application materials are received after the published application deadline or after the enrollment limits or program limits are achieved for the requested term of entry, the USFSM reserves the right to process the application for the next available semester.

Application Fee

A \$30.00 non-refundable application fee must be included with the application.

Immunity Proof Requirement

Prior to registering for classes, *all* students born after 1956 are required to present documentation of proof of immunity to **MEASLES** (Rubeola) and **RUBELLA** (German Measles). It is further required that all students must present proof of immunity to Hepatitis B and Meningitis or decline immunization by signature. Student living in USFSM housing must be vaccinated against meningitis and no declination is permitted. (See Immunization Policy)

International Applicants

International applicants must submit the application and all admission credentials so that all materials are received by the application deadline for the requested term of entry.

Transcripts and Other Documents

Official transcripts, test scores and other required credentials must be received directly from the issuing institution or agency. The applicant is responsible for requesting all required credentials and ensuring that they are received by the USFSM Office of Admissions. All documents and credentials submitted are the property of the USFSM. Originals or copies of the originals will not be returned to applicant nor forwarded to any third parties.

USFSM reserves the right to request the testing agency to validate any applicant's admission materials including transcripts and test scores such as SAT, ACT, TOEFL or IELTS used in the admission process if, in the judgment of University officials, there is reason to warrant this validation.

An application for admission, residency affidavit, or supporting documentation submitted by or on behalf of a student containing false, fraudulent, or incomplete information may result in the denial of admission, or future semester registration and/or rescission of admission, credit or degrees awarded by the USFSM.

Change Term of Entry

Applicants may request admission for a different entry term that begins within 12 months of the original date of application without submitting a new application or paying another application fee. Any request for changes of the entry term or change to another campus or institution in the USF System must be submitted in writing, and must provide the names of any college(s) attended and/or college work attempted that is not reflected on the original application. Also, official copies of transcripts must be received by the application deadline for the new term of entry or the degree program, whichever is earlier. If the new term of entry begins more than 12 months after the original application, a new application and fee must be submitted.

Admission Process

Admission is granted for an entry term and program as designated in the Official Acceptance Notice from USFSM. Students must enroll for the term to which they are admitted to validate their admission.

Deferment of Admission

Students who do not enroll for the admitted term may request a Deferment of Admission for a new entry term that starts within 12 months of the originally requested term. Applicants who request new entry dates must meet the admissions requirements and selection criteria in effect for the new term requested. Entry into selected degree programs may not be available for every term.

Provisional Admission

An applicant receiving a provisional admission as a degree-seeking student must submit any missing admission credentials, such as official transcripts or test scores required to substantiate eligibility for admission before the beginning of the second term of enrollment. Undergraduate applicants—freshmen and transfers—who do not meet the applicable institutional admissions requirements may be admitted through a profile assessment by a faculty committee under authority delegated by the Florida Board of Governors when there is evidence that the student can be expected to be academically successful. This alternative review may be utilized for applicants who have important attributes, special talents or unique circumstances that will contribute to a representative and diverse student population.

Students admitted to USFSM through a profile assessment because they do not meet the BOG admission requirements (BOG Regulation 6.002, (2)4.(b)) must be reviewed annually by the Dean of Students, or designee, to ensure that their rates of retention, academic success and graduation remain near or above USFSM's average. USFSM is responsible for required reports regarding students admitted under this section. The success of students admitted under the profile assessment process shall be reviewed by the Board of Trustees.

Admissions Criteria

General Admission Requirements

The minimum admissions requirements for USFSM are provided in the USF System Undergraduate Catalogs and available on the respective official websites (Freshmen and Transfer Students) and the BOG websites (6.002 Freshmen, 6.004 Transfer Students). Prior to registration, each student accepted for admission must submit a signed medical history form, including documentation of appropriate immunizations as required by USF Policy 33-002. Satisfaction of these requirements does not guarantee admission to the USFSM. Preference for admission is given to those applicants whose credentials indicate the greatest promise of academic success and graduation.

All applicants are considered for admission using the same criteria and are expected to meet the minimum admission requirements in effect for the term of entry. No pre-admission consideration is given to an applicant with a disability. (See USF System Policy 0-108, Disability and Accommodations.)

Information that must be submitted for any applicant to be considered for admission to the USFSM includes a completed application for admission that is available on-line, a non-refundable application fee payable in U.S. dollars and, if English is not the primary or native language, scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

New undergraduates—both freshmen and transfers—must complete the appropriate Orientation/Advising/Registration program before the first day of classes of their term of entry.

The TOEFL or IELTS requirement shall be waived if the applicant has an Associate in Arts (AA) degree/certificate from a Florida public college/university or if, immediately prior to the entry date, the applicant has spent four consecutive years in a school where all courses are taught in English or if the applicant meets the Board of Governors' minimum SAT or ACT scores in Reading and Writing.

Performance in coursework at USF, attempted as a non-degree seeking student, will not qualify an applicant for admission to USFSM's undergraduate degree program except if completed as part of the approved Pathways programs offered through INTO USF or other approved program.

USFSM will begin accepting freshmen students in Fall 2013. Please contact the admission office for more information.

General Transfer Requirements

The admission of transfer students is governed by Florida State Statutes and Florida Board of Governors Regulation (BOG 6.004).

1. Transfer applicants must be in good standing and eligible to reenroll at the last regionally accredited institution attended as a degree seeking student.
2. All transfer applicants are required to meet satisfactory academic progress criteria as determined by the U.S. Department of Education. USF System institutions have specific transfer admission requirements which may include a completion of specific percentage of courses attempted. An excessive number of course withdrawals as well as failed and repeated courses could negatively affect admissibility as a transfer to the USF System.
3. Transfer applicants must submit official transcripts from all post-secondary colleges and schools attended.

4. Grade point averages for the purpose of admission will be computed based on grades earned in courses acceptable for transfer credit; incomplete grades will be computed as failures.
5. Transfer applicants must have completed two credits of one foreign language or American Sign Language in high school or the equivalent to eight to ten semester hours in the undergraduate institution(s) attended or demonstrate equivalent foreign language competence as described in BOG Regulation 6.004. Transfers are exempt from this admissions requirement if they received an Associate in Arts degree prior to September 1, 1989, or if prior to August 1, 1989, they enrolled in a program of study leading to an associate degree from a Florida public college or university and have maintained continuous enrollment until they are admitted to a university. Continuous enrollment will be established if the student enrolls in at least one term in each twelve-month period beginning with the student's first enrollment in a community college and continuing until the student enrolls in a university.

Lower Level Transfer Requirements

USFSM will accept transfer applicants with a minimum of 45 hours and less than 60 semester hours of transferable college credit in Fall 2012. In addition to the requirements listed below in Upper-Level Transfer Requirements, Lower-Level Transfers must submit an official high school transcript showing a minimum of a 2.5 GPA, as well as official SAT scores of 460 Critical Reading, 460 Mathematics, and 440 Writing; OR official ACT scores of 19 Reading, 19 Mathematics, and 18 English/Writing. These scores are subject to the State University System of Florida minimum system admission requirements.

Upper Level Transfer Requirements

Admission as a junior to the upper division of the USFSM will be granted-within curricular, space and fiscal limitations to an Associate in Arts degree graduate of a state- approved Florida public college or university or a transfer applicant from an SUS institution who has received the AA degree/certificate. The admission of AA degree transfers from Florida public colleges and universities is governed by the Florida Articulation Agreement (BOG Resolution adopting Rule 6A-10.024) Articulation Between and Among Universities, Community Colleges, and School Districts).

Undergraduate transfer students who have not earned the AA degree/certificate from a public community/junior college or state university in Florida or who have attended another college after receipt of the AA degree/certificate from a public community/junior college or state university in Florida must have an overall 2.0 grade point average on a 4.0 system in all college level courses attempted and acceptable to transfer.

Associate in Arts degree holders who are not exempt from the foreign language requirement and all other upper level transfer students admitted without meeting the foreign language admission requirement must satisfy the foreign language requirement prior to graduation.

Undergraduate transfer students who have not earned the A.A. degree from a Florida public institution or who have attended another college after receipt of the A.A. must minimally meet the following requirements to be considered for admission; however, satisfying these minimum requirements does not guarantee admission:

1. Be in good standing and eligible to return to the last regionally-accredited institution attended as a degree-seeking student or a non-regionally-accredited institution participating in the SCNS with SCNS approved transferable credits;
2. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at a previous college or university. Students who entered a Florida College System institution prior to August 1, 1989 and maintain continuous enrollment until the time of their USFSM entry as degree-seeking students may be admitted without the required foreign language study;
3. Meet the minimum grade point average required by the program if entering a limited-access program and transferring 60 or more semester hours;
4. Present a minimum score of 550 (written test) or 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL), or 6.5 on the I-ELTS. The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.

Upper-level transfer applicants to a limited access major in Business and Education must meet program requirements prior to admission to the University. Please refer to the requirements listed in the College of Business and College of Education sections of the catalog.

USFSM also considers applicants who do not fully meet the minimum requirements as stated in #1 and #2 above but who have important attributes, special talents, or unique circumstances that may contribute to a representative and diverse student body. These undergraduate transfer applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of promise for academic success. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that indicates a potential for academic success at USFSM.

Admission to Limited Access Degree Program

USFSM has established limited access undergraduate degree programs of study, which are approved by the Florida Board of Governors and the State of Florida Articulation Coordinating Committee. USFSM offers limited access degree programs in the College of Arts and Sciences, College of Business, and the College of Education.

Upon admission to a USFSM, transfer students, especially those from Florida's public colleges and universities, shall have equal opportunity to enroll in limited access baccalaureate programs. In addition to the minimum requirements for admission, applicants seeking entrance to limited access programs must meet additional requirements published and announced by each limited access program.

Transfer applicants with 60 or more transferable semester hours who seek direct admission must meet the criteria of the requested limited access program including the overall GPA to be eligible for admission. Transfer applicants with 45 to 59 transferable semester hours will also need to meet the higher grade point average requirement of the limited access program to eventually be admitted to the program.

Articulation Agreement

Statewide Articulation Agreements

Website:

[http://facts23.facts.org/florida/facts/Home_Page/Counselors and Educators/Advising Manuals/Statewide Articulation Agreements](http://facts23.facts.org/florida/facts/Home_Page/Counselors_and_Educators/Advising_Manuals/Statewide_Articulation_Agreements)

<https://www.flrules.org/gateway/ruleNo.asp?id=6A-10.024>

An articulation agreement, in effect since April 13, 1971 and later adopted by the Florida Legislature in statute form as Florida law, governs an effective and orderly transfer of Florida college students into the State University System (SUS).

The agreement defines and establishes the Associate in Arts degree from a Florida public college as the basis for all articulation rights.

Evaluation of Transfer Credit

The receipt and evaluation of transfer credits is the responsibility of the Admissions' Office, which will evaluate the acceptability of total transferable credits. The college of the student's major will determine the transfer courses applicable toward the degree and assign equivalent courses to the transcript. In some cases, course equivalents may also be determined by specific colleges that offer the same or similar courses as part of their programs of study.

1. Transfer credits are accepted only from those institutions that are accredited by one of the six regional accrediting agencies at the time the credits were earned. Credits earned at an institution when it is/was in candidacy status will be considered for transfer credit once the awarding institution receives full regional accreditation. If an applicant is applying from a non-regionally accredited school, courses approved for transfer by the Articulation Coordination Committee may be considered for transfer credit. However, the admission decision will be based on the student's prior work, if any, at a regionally accredited institution. Students may submit a request in writing to the Director of Admissions for courses from non-regionally accredited institutions to be accepted for transfer credit; submission of course syllabi and other information may be required.

2. Courses that are remedial, occupational, or vocational in nature are not accepted as transfer credit to USFSM unless specifically determined by the university. In addition, USFSM reserves the right to evaluate courses or deny transfer credit, if not applicable to the degree program.
3. Associate in Arts (AA) degree holders from a Florida public accredited institution will be awarded 60 semester hours of credit and recognized as having completed the USFSM's General Education Requirements. For AA degree holders awarded by an out-of-state or private in-state institution, the USFSM Office of Admissions will conduct a course-by-course transfer credit evaluation.
4. Articulated Associate in Science (AS) degree holders from a Florida public accredited institution will be awarded 60 semester hours of credit including credit for appropriate transferable General Education Courses they have completed. For AS degree holders awarded by an out-of-state or private in-state institution, the USF System institution's designated office will conduct a course-by-course transfer credit evaluation.
5. All courses from a Florida public college or university with the same State Common Course prefix and last three numbers as a USF System course are automatically transferred and the transfer student will not be required to repeat these courses unless a college minimum grade or age-of-record policy is involved. Excluded are graduate courses, studio courses in art, internships, practica and performing arts courses in dance, acting, vocal and instrumental music.
6. Credit is not awarded based on GED test scores.
7. Military service school courses will be evaluated with reference to the recommendations of the American Council of Education (ACE) when official credentials have been presented. However, such recommendations are not binding upon USFSM.
8. For ROTC and military science courses the maximum credit may vary with each college. A student must confer with his/her academic advisor to determine the credit for his/her major.
9. USFSM awards credit-by-examination based on the minimum guidelines as established by the Articulating Coordinating Committee (ACC) available on the FACTS.org website, pursuant to Florida Statute 1007.27(2), and approved by the State Board of Education and Board of Governors. Per USF System Policy 10-017 (Credit by Examination), the USF System will accept a maximum of 45 credit hours earned through any combination of the examinations provided by the Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), College Level Examination Program (CLEP), DANTES/DSST, Excelsior College and CAPE exams.
10. A maximum of 30 semester hours of extension, correspondence, and military service education credits may be counted for the purposes of meeting transfer admission criteria and applied toward a degree program.
11. Grades earned in transferred courses are included in the student's grade point average for the purposes of admission to limited access programs, awarding of honors at graduation, and class ranking of baccalaureate students but transfer grades are not included in computing the student's grade point average.
12. A degree-seeking student must obtain prior written approval from the college of the student's major for courses taken at another regionally-accredited institution to be applied to the student's degree program.

Regional Accrediting Agencies/Commissions

New England Association of Schools and Colleges, Commission on Institutions of Higher Learning
Middle States Association of Colleges and Secondary Schools, Commission on Higher Education
North Central Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools, Commission on Colleges
Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Accrediting Commission for Junior Colleges.

International Admissions

International undergraduate applicants who are not permanent U.S. residents (BOG Regulation 6.009) must submit applications for admission, application fees and all required supporting documents by the published deadlines. Applicants living outside of the United States are encouraged to submit required

documentation no later than three (3) months prior to the date of desired entry to USFSM or the deadline for the degree program, whichever is earlier.

Supporting documentation includes the "Financial Support Requirements" form to show proof of availability of financial resources sufficient to cover all educational, maintenance, personal and travel expenses while attending USFSM without financial assistance from the USF System; all transcripts identifying subjects and grades from the first year of secondary work to the time of application or graduation when applying as an entering freshman or a transfer with less than 60 hours of transferable postsecondary credit; appropriate diploma(s), certificate(s), degree(s), mark-sheet(s) and/or examination(s) passed, from the home country, as evidence of United States equivalent qualifications and academic preparation for the degree program requested; and "Transfer Clearance Form" signed by the International Student Advisor, if currently enrolled in a U.S. Institution. Each International applicant must submit a signed health history form, including proof of immunizations as required by USF Policy 33-002, and proof of adequate health insurance coverage as required by USF Regulation 6.0162.

All transcripts must be in English. It is the applicant's responsibility to have the transcript(s) translated before submitting them as part of their admission credentials. All transcripts not in English must be accompanied by a certified English translation; foreign postsecondary transcripts must be evaluated by one of the credential evaluation services identified and published by the appropriate international admissions office. Documents signed by a notary or other public official with no educational affiliation will not be accepted.

Applicants whose native language is not English must demonstrate English proficiency by meeting the minimum test score requirements on the Test of English as a Foreign Language (TOEFL) as follows: 550 on the paper-based, 79 on the internet-based TOEFL (IBT), or 6.5 on the IELTS. The TOEFL or IELTS requirement may be waived for an undergraduate applicant, if the applicant has completed successfully the equivalent of English Comp I and English Comp II or has submitted SAT or ACT test scores sufficient to validate English reading and writing proficiency as determined by the Board of Governors of the State University System of Florida.

Readmission of Former Students Returning (FSRs)

A degree-seeking undergraduate who has not enrolled at USFSM during the last 12 months must complete a new Application for Admission to USFSM by the deadline for the term of requested reentry.

Undergraduate students returning to seek a baccalaureate degree must be in good academic standing and eligible to return to the USFSM as well as the last institution attended as a degree-seeking student. For all college-level academic courses attempted at any institution since last enrolling in the USFSM, the applicant's transfer GPA must meet or exceed the GPA required of new transfer students at the time of readmission.

Former students who have attended one or more institutions since their last enrollment must request official transcripts of all work attempted at the other institution(s) be sent to the Office of Admissions. Acceptability of transfer credits toward completion of degree programs will be determined by the college of the student's major.

The Academic Regulations Committees (ARC) have the Power to Approve (PTA) petitions for undergraduate or non-degree seeking students that fail to maintain a 2.0 GPA and are Academically Dismissed (AD) from USFSM. (Refer to the Academic Probation and Academic Dismissal Policies in the Undergraduate Catalog.) Academic Regulations Committees also may approve the readmission of students who qualify for Academic Renewal to have portions of their academic record not counted in the determination of the GPA for graduation purposes. (Refer to the Academic Renewal Policy in the Undergraduate Catalog.)

Non-Degree Seeking Student

Non-degree seeking student enrollment is on a space-available basis and has been established for those individuals who, while not wanting to earn a degree, would like to enroll in all levels of university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals taking courses for self-enrichment, and senior citizens are examples of those eligible to utilize this enrollment method. Senior citizens only are absolved from paying the \$30 application processing fee. Former USF undergraduate degree-seeking students may only enroll as non-degree-seeking students if they have completed their previous degree

program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to registration.

Applicants denied admission to USF as degree-seeking undergraduates may not enroll as non-degree-seeking students. Performance in courses taken in this category will not qualify an applicant for admission as a degree-seeking student.

A non-degree-seeking student who has been dismissed from USF is not eligible for admission to USF as a degree-seeking student at the undergraduate level. If extenuating circumstances contributed to the academic dismissal and the student meets other admissions requirements, a request for waiver of this rule may be submitted. This rule does not apply to a student who has earned a degree from a regionally-accredited institution subsequent to academic dismissal.

Individuals enrolling as non-degree seeking students who plan to make formal application to the University may not apply more than 14 semester hours toward an undergraduate degree.

Non-degree-seeking students are subject to the same academic policies as degree-seeking students and must adhere to deadlines published in the University ***Schedule of Classes***. Non-degree seeking students are not eligible to receive University honors or participate in the USF/Florida Public College cross-enrollment program. Non-degree-seeking students also are not eligible to live in University housing or receive financial aid. Non-degree-seeking students are subject to the academic probation and dismissal policy listed in this catalog. Non-degree-seeking students who are academically dismissed from the University may appeal to the Academic Regulations Committee (ARC) through the ARC representative to return. Potential non-degree seeking students should also refer to the section of the catalog of the college(s) offering the course(s) of interest to them to determine whether any special college requirements exist which must be met prior to enrolling.

NOTE: Prior to registering for classes, *all* students born after 1956 are required to present documentation of proof of immunity to **MEASLES** (Rubeola) and **RUBELLA** (German Measles). It is further required that all students must present proof of immunity to Hepatitis B and Meningitis or decline immunization by signature.

Senior Citizen Tuition Waiver Program

Florida residents who are 60 years of age or older as of registration day, and have lived in Florida for the last 12 months, may enroll on a space-available basis in certain undergraduate and graduate courses without paying fees. The Senior Citizen Tuition Waiver covers a maximum of nine credit hours per term and is applicable only if the student registers for these courses during the designated registration period. Due to the non-degree-seeking status, academic credit is not awarded, examinations are not required, and grades are not assigned. A parking permit, purchased from Parking Services, is required.

Students need not be present in order to register for courses; the Application and Registration worksheet may be submitted by mail or fax.

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

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

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

More information about the program can be found at the Office of the Registrar's website, www.registrar.usf.edu. Enter the Word SENIOR in the "search box." The Application and Registration worksheet are on the Registrar's Office Forms page; look under the "Quick Links" section of that page.

Denial of Admissions

Any applicant who does not meet minimum admission requirements and/or is denied admission to a USFSM may submit an appeal in writing within 30 days of notification for reconsideration of the admissions decision using the Office of Admissions. The request must provide reasons/evidence why this reconsideration is warranted based on extenuating circumstances and/or appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that indicates potential for success. In

addition to the admission criteria, other factors may be considered including, but not limited to, improvements in high school record, family education background, socioeconomic status, graduation from a lower performing high school, graduation from an International Baccalaureate program, geographic location, military service, special talents, and/or abilities or other special circumstances. After a thorough review of the student's profile by the appropriate faculty committee, the committee may conclude that the applicant should be admitted if it is deemed that the student can be successful academically and graduate from USF System institutions. Student-initiated petitions that are denied by the Faculty Committee on Student Admissions may be further appealed to the Academic Council who makes the final decision. with no additional level for appeal beyond the Dean. Academic services and/or programs designed to enhance the success of any student admitted based on a profile, must be outlined in the Committee's recommendation for admission.

Undergraduate applicants—freshmen or transfers—who are denied admission as a degree-seeking student may not enroll as a non-degree seeking student.

Applicants denied admission to a USFSM who have a disability as defined by Board of Governors Regulation 6.018 and Section 1007.02, Florida Statutes may request a reasonable substitution of any requirement for admission in a letter of appeal of the decision as provided by the protocols of the USFSM. The applicant may be required to provide documentation as detailed in Board of Governors Regulation 6.018 or Section 1007.264 Florida Statutes that the failure to meet the admission requirements is related to the disability, and the USFSM may request other pertinent documents as needed to determine eligibility for substitution under this subsection.

On appeal of a denial of admission, the USFSM may provide reasonable substitution for any course or high school unit requirement for any person who has a documented disability. Documentation must be provided that the failure to meet the admission requirement is related to the disability, and the institution may request pertinent documents as needed to determine eligibility for substitution under this subsection.

USFSM may refuse admission to a student whose record shows previous misconduct that is deemed not to be in the best interest of the University community. The Office of Student Rights and Responsibilities or designee, will review all applications in which prior legal or behavioral conduct issues are noted. When necessary, this officer will contact appropriate parties having knowledge of the applicant and/or the misconduct and make a decision as to whether admission of the applicant will be in the best interest of the USFSM. Any applicant denied admission under this Regulation may submit a written appeal to the designated office within ten (10) days after the notification of the denial of admission.

A non-degree seeking student dismissed from USFSM for violations of academic integrity or the USF System's Student Code of Conduct is not eligible for admission as a degree-seeking student to USFSM. If a student dismissed from USFSM subsequently earns a degree from a regionally accredited institution, the student may apply as a degree-seeking student to the USFSM. If extenuating circumstances contributed to the dismissal and the student meets current admissions requirements, the student may submit a request for waiver of this rule to the Office of Student Rights and Responsibilities or designee, for an academic violation, or for a violation of the Code of Conduct.

Record Retention

Applications and documents submitted to USFSM by applicants who apply and are denied, who are admitted but do not enroll, or whose application is incomplete, will be retained as inactive files. However, all college transcripts must be resubmitted with any future reapplication to USFSM.

ACADEMIC ADVISING

Location: SMC C107

Telephone: (941) 359-4330

Website: <http://www.usfsm.edu/students/academicadvising/>

USFSM Academic Advising seeks to guide all students in selecting programs and courses best suited to their personal abilities, educational interests, and career objectives. Students who have been admitted to USFSM and their major area of study may visit their academic advisor. Prospective, admitted, and/or non-degree-seeking students who need information about USFSM academic structure may also visit Academic Advising. All students are encouraged to establish an advising relationship and periodically visit their advisors to keep abreast of any policy, procedural, or curriculum changes that may affect them. In fact, some colleges require advisor approval of student programs each semester. It is

important for students to keep in mind that although the University provides advising services to assist students with academic planning, it is each student's responsibility to see that all graduation requirements are met.

DegreeWorks Academic Advising System

Website: <https://degreeworks.usf.edu/>

DegreeWorks is the USF System computer-assisted advising tool that provides personalized reports to assist with advice, student success, and planning for graduation. DegreeWorks creates personalized reports by matching the student's academic record (both USF and transfer courses) with the requirements of the student's degree program. Students can use the "What If" worksheet to explore different degree programs by creating a tailored curriculum including majors, concentrations, and minors. The "Look Ahead" feature is available for students to see how a proposed schedule of classes will be used toward completing their degree. Students with questions about DegreeWorks should contact their Academic Advisor.

Change of Major

All students desiring to change their major should consult the Advising Office in SMC-C107.

ORIENTATION

Website: <http://www.sarasota.usf.edu/students/orientation/>

USF System Policy 10-035 Mandatory Orientation for New Undergraduate Students

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-035.pdf>

All new undergraduate and transfer students are **required** to participate in orientation. It is suggested for former students returning to USFSM. The purpose of orientation is to provide information and encourage students' proper progress toward their education goals. Orientation at USFSM provides an introduction to USFSM and the USF System and facilitates the smooth transition of students into the academic and social environments of the university. In addition, overviews and requirements for college degree programs, general USF System policies and services, and student activities and campus life are reviewed. Academic advising and registration for classes are part of the orientation process. Transfer students should bring an unofficial or student copy of their transcript(s) at the time of orientation.

CAREER SERVICES

Location: SMC A107

Telephone: (941) 359-4586

Website: www.sarasota.usf.edu/careercenter

Career Services provides USFSM students with comprehensive career planning and job search services. An experienced professional is available to help students choose a major, gain career related work experience, develop a job search plan, and make decisions about graduate school. Career Services also provides information on employment opportunities and creates venues where students can network with local, state, national, and international employers.

Appointments may be made to assist students in making informed career decisions, securing career related experience and preparing for employment. Appointments can be scheduled online from the website.

Resources

The Career Resource Room contains numerous books, DVDs, and magazines featuring career profiles, employment projections, salaries and employer profiles, resume samples, interview tips, job search techniques, study abroad programs, internships, and graduate school information. The Career Resource Room is equipped with computers, a DVD player, and internet access.

The Career Center webpage is full of online resources including career assessments, occupational profiles, employment projections, salaries, internships, resume writing, interview techniques, and job search strategies. Students can access a video library on the above topics by using their Net ID.

Career Planning

Career Assessments are available to help students identify career options that match their values, skills, interest, and personality. Students can connect their major to a variety of jobs and explore occupational information.

Optimal 2.0 is an online suite of resources available to USFSM students. Practice the interview and create an interactive web page including resume, cover letter, and portfolio to present to a potential employer. A portfolio stores samples of your skills and experiences in common file formats including graphics, audio, and video. Optimal 2.0 creates a professional presentation to send employers and sets you apart from the competition.

The USFSM career networking fair at USFSM is designed for students to network with employers and learn about job opportunities.

Job listings are posted on **College Central**, an online job search and resume posting board. Numerous positions are posted each semester. Students can make their resume available to employers and find full- and part-time positions, internships, and Federal Work Study positions.

Career Service coordinates events to assist students with making contacts with employers including informational interviews, business etiquette dinners, mocktail networking events, and on-campus interviews.

Internships

Students who are officially admitted to USFSM, have declared their major, and completed six credit hours with a minimum GPA of 2.50, are eligible to participate in an internship. Career Services will assist students in preparing for and securing an internship, as well as reviewing their responsibilities and employer expectations. Internships are advertised on College Central. Internships for academic credit are referred to the sponsoring college.

COUNSELING & WELLNESS CENTER

Location: New College of Florida CWC 120, 5800 Bay Shore Road Sarasota, FL 34243

Telephone: (941) 487-4254, FAX (941) 487-4256

Website: <http://www.sarasota.usf.edu/cwc/>

USF System Regulation USF 6.0161 Access to Student Health Services and The Counseling Center

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0161.pdf>

USFSM shares its Counseling and Wellness Center with New College of Florida. The office is located on the New College of Florida campus at the address above. Counseling is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a professional therapist who has the desire and willingness to help you accomplish your individual goals.

The Counseling & Wellness Center provides a variety of counseling services:

- Individual
- Couples
- Group counseling
- Crisis intervention
- Psycho-educational information

When appropriate, referral to our consulting psychiatrist is made through one of the staff therapists. Services provided by the psychiatrist include medication evaluation and management, diagnosis, and treatment planning. In order to be seen by the psychiatrist, you must be enrolled in continuous individual psychotherapy. After an appointment is made with the psychiatrist, if you do not show for two appointments, you are no longer eligible for further psychiatric services. We will be happy to refer you elsewhere if you would like to do so.

Medical services are available during the Fall & Spring terms for registered students. Services are not available during Summer term or Winter break. Students must bring their USFSM identification card with them to be seen for treatment. Also, measles and MMR (measles, mumps, rubella) shots are available during the Fall & Spring terms for a fee. Standard office visits are free and students receive a discount on lab services and other tests. For specific cost information or an appointment, call the number listed above.

Student Health Services (USF Tampa)

Location: 4202 East Fowler Avenue, SHS 100, Tampa FL 33620 6750
Telephone: (813) 974 2331, FAX (813) 974-8391.
Website: <http://www.shs.usf.edu/>

The Student Health clinic is located east of the Marshall Student Center and USF Bookstore, just north of the Student Services building. The SHS Annex (Insurance Office) is located in the basement of the bookstore; the entrance is located on the southeast side of the building. Payment for services may be required by USFSM students. Please refer to the above USF System regulation.

Immunization Policy USF System

USF System Policy: 33-002 Immunization Policy
<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>

I. INTRODUCTION (Purpose and Intent)

In order to ensure the health and wellbeing of the entire community, The University of South Florida System (USF System) requires the following immunizations, prior to registration and specific immunization to reside in on-campus housing.

II. STATEMENT OF POLICY

A. ALL STUDENTS MUST HAVE PROOF OF IMMUNITY (defined in Sec. D. below) AS FOLLOWS:

MEASLES: Proof of Immunity.

RUBELLA: Proof of Immunity.

HEPATITIS B: Proof of Immunity or signed waiver declining the vaccine.

MENINGITIS: Proof of Immunity or signed waiver declining the vaccine except as listed in Sec. B. below.

B. IN ADDITION, STUDENTS RESIDING IN ON-CAMPUS HOUSING MUST HAVE PROOF OF IMMUNITY AS FOLLOWS:

MENINGITIS: Proof of Immunity required, as declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

C. HEALTH HISTORY FORM

All students must complete and sign the USF Medical History Form.

D. PROOF OF IMMUNITY

Students must provide Proof of Immunity for each disease as follows:

1. MEASLES:

- a. Medical documentation of immunization with TWO (2) DOSES of live measles virus vaccine on or after the first birthday and administered at least 28 days apart. Persons vaccinated with killed, or an unknown vaccine, prior to 1968 must be revaccinated. Persons born before 1957 may be considered to have had a natural infection, and therefore meet the proof of immunity requirement. The documented date of immunization for measles should indicate the day, month, and year. However, month and year will suffice if the month and year indicate that the immunization was given at least 13 months after the month of birth, OR
- b. Copy of laboratory (serologic) evidence of measles immunity (IgG rubeola titer), OR
- c. A written, dated statement signed by a physician on his/her stationery that specifies the date seen and stating that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101° Fahrenheit or greater, a cough, and conjunctivitis, and, in the physician's opinion, is diagnosed to have had the 10 day measles (rubeola).

2. RUBELLA:

- a. Medical documentation of immunization with live rubella virus vaccine on, or after, the first birthday. Persons born before 1957 may be considered to have had a natural infection, and

therefore meet the proof of immunity requirement. The documented date of immunization for rubella should indicate the day, month, and year. However, month and year will suffice if the month and year indicate that the immunization was given at least 13 months after the month of birth, OR

b. Copy of laboratory (serologic) evidence of rubella immunity (IgG rubella titer).

3. HEPATITIS B:

a. Medical documentation of immunization with 3 doses of Hepatitis B vaccine, OR

b. Copy of laboratory (serologic) evidence of Hepatitis B immunity (anti-HBs titer).

4. MENINGITIS:

Medical documentation of immunization with Meningitis vaccine at age 16 or later or signed waiver of the vaccine. Declining by waiver of this vaccine is not acceptable for students in on-campus housing. No student will be assigned housing without proof of vaccine.

E. EXEMPTIONS WILL BE CONSIDERED AS FOLLOWS:

1. RELIGIOUS: Religious exemptions- contact USF Student Health Services for an application.
2. MEDICAL: Requests for temporary or permanent medical exemptions must be submitted to USF Student Health Services by the attending physician and must include reason for exemption and duration of exemption.
3. ON-LINE COURSES: Students registered in 100% on-line courses may be exempt from the requirements of this Policy. However, if a student registers for any on-campus course at any time, the immunization requirements of this Policy will be in effect for all future courses. In the event of a disease outbreak, students exempted from immunization requirements may be requested by the University, at the direction of public health officials, to show titer Proof of Immunity, become immunized, or remain off campus for the duration of the outbreak. All requests for exemptions will be reviewed to ensure consistency in application.

F. CONSEQUENCES:

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

Authorized and signed by:
Jennifer Meningall, Vice President, Student Affairs
Judy Genshaft, President

STUDENTS WITH DISABILITIES SERVICES

Location: SMC C107

Telephone: (941) 359-4714

Website: <http://www.sarasota.usf.edu/Students/Disability/>

USF System Policy: 0-108 Disability and Accommodations (Public/Employees/Students)

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-108.pdf>

Students with Disabilities Services (SDS) is dedicated to providing comprehensive services to students with disabilities to ensure full participation in all aspects of USFSM life. Support services are provided for students with temporary or permanent disabilities.

The student initiates the process by identifying herself/himself to the SDS office and completing an application. Students must provide documentation of a disability. Please visit our website for guidelines and verification forms. SDS staff and other experts will review the documentation. Once

approved, the SDS Coordinator and the student will sign an accommodation plan outlining academic accommodations.

Each semester the student is responsible for giving each of her/his instructors a memorandum of accommodation. Accommodations may include, but are not limited to: note-taking services, extended test time, books in electronic/audio format, and assistive technology. The accommodations should maintain the academic integrity of the course and never alter the level of ability or mastery the individual is required to demonstrate.

DIVERSITY AND EQUAL OPPORTUNITY

Location: SMC A112

Telephone: (941) 359-4251

Website: <http://sarasota.usf.edu/Students/Diversity/>

USF System Policy: 0-007 Diversity and Equal Opportunity: Discrimination and Harassment

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

The USFSM Diversity Office is dedicated to creating a community in which students, faculty, staff and community members value the rich diversity each person contributes to our campus and the world.

USFSM fosters an environment that

- Sustains a campus and community atmosphere that is inclusive of race, ethnicity, sex, age, language/dialect, sexual orientation, national origin, disability, socio-economic status and religious conviction;
- Creates a setting that embraces individual differences and cultivates a campus atmosphere that is free from bias;
- Provides a sense of community and a place to learn about the different aspects of community life;
- Fulfills educational goals;
- Provides counseling that allows individuals to address challenges (e.g., academic, social, financial, professional or personal);
- Improves leadership and direction for the continuous assessment and improvement of university-wide diversity efforts; and
- Creates a sense of inclusion.

USFSM's Diversity Office will continuously work to create a place to maximize the benefits of a multicultural perspective and to help sustain a more inclusive community of learners regarding diversity.

FINANCIAL AID

Location: SMCC107

Telephone: (941) 359-4459

Website: Financial Aid: <http://www.sarasota.usf.edu/financialaid/>

FAFSA Web: <http://www.fafsa.gov>

Email: finaid@sar.usf.edu

USF System Regulation USF3.0120: Financial Aid

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.0120.pdf>

USF System Regulation USF3.0121 Financial Aid Administration, Distribution and USF of Financial Aid

Resources

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.0121.pdf>

USF System Policy 10-013 Financial Aid Policy on Refunds and Payments

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-013.pdf>

USFSM makes every effort to ensure that all qualified students have access to an education. All student financial aid programs are administered or coordinated through the USFSM Office of Financial Aid. The above website provides step-by-step guidance through the financial aid application process and lists all deadlines. The Office of Financial Aid communicates important information regarding your aid via

e-mail throughout the year. Therefore, it is extremely important that your current e-mail address for financial aid is in OASIS.

The USF System Online Access Student Information System (OASIS) allows students to monitor the status of their financial aid from application to disbursement of funds. OASIS can be accessed through your USF NetID at <http://my.usf.edu>.

The first step in obtaining financial aid is to complete the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov>. Be sure to list the University of South Florida, school code #001537, to receive your information. All students wishing to receive financial aid are encouraged to start the financial aid process as early as possible each year beginning January 1. The USF System priority FAFSA deadline is March 1. Many programs are funded on a limited basis, so it is to your advantage to apply early. Priority application dates and detailed information regarding financial aid are provided each year on our website.

Tuition deferments are automatically posted for qualified financial aid applicants. Please check with the USFSM Financial Aid office for eligibility. Upon satisfaction of eligibility criteria, financial aid will be credited to student accounts after the drop/add period. Monies in excess of charges will be electronically deposited to each student's checking account via eDeposit, or checks will be mailed to student's local address.

If you withdraw from USFSM, either officially or unofficially, before the end of a semester, you may be required to repay all or a portion of the aid you received. For detailed information on the Federal Return of Title IV Funds requirement visit our website.

Academic Scholarships

The Financial Aid office at USFSM provides prospective and currently enrolled students with a central location to access scholarship information. The office monitors the Florida Bright Futures Scholarships and a variety of privately-funded scholarships made possible through the generosity of friends and alumni of the University. The Financial Aid office also manages the scholarship renewal process for students who have been awarded scholarships through USFSM. An online search for USF System scholarships can be found on the Financial Aid webpage.

The USF System Office of Undergraduate Admissions offers a number of scholarships based on academic merit to students planning to enter USFSM for the first time as an upper-level transfer student. These scholarships are highly competitive. The criteria noted for the various scholarships are used as minimum starting points for consideration and meeting or exceeding the minimum requirements will not guarantee selection. For non-Florida residents, a limited number of out-of-state tuition waivers are available based on academic performance.

New students and transfer students are advised to contact the USFSM Office of Financial Aid about the individual college scholarship opportunities. A list of scholarship opportunities can also be accessed by using the USF System Scholarship Search on the Financial Aid website.
<http://usfweb2.usf.edu/finaid/scholarships>.

Veterans Affairs (VA) Benefits

Location: SVC 2127 USF Tampa
Telephone: (813) 974-2291
Website: <http://www.sarasota.usf.edu/Students/FinancialAid/VA.php>
Location: SMC C107, USF Sarasota-Manatee
Telephone: (941) 359-4459

The USF System is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All degree programs currently offered at USFSM are approved by the State Approving Agency.

Students who may be eligible for benefits are urged to contact Veterans Services for information, procedures, and forms as early as possible. To initiate, change, or renew benefits at USFSM, a request must be submitted through that office.

To be eligible for full-time VA benefits at USFSM, undergraduate students must enroll for 12 or more semester hours, and graduate students must enroll for 9 or more semester hours each normal academic term. Pro-rated benefits are available for students enrolled less than full-time.

VA regulations require that students take only courses that are applicable to their degree program or other approved programs and make satisfactory progress toward their degree. Students should consult

the “Handbook for VA Students”, available at the USFSM Veterans Services office, or log on to USF Veterans Services web site for information on various programs/services and VA rules and regulations. Under no circumstances will the VA pay benefits to a student taking a course by audit. It is the student’s responsibility to inquire concerning all VA rules and regulations and to report any change in number of registered hours, change of majors, or adding a double major or dual degree which affects his/her benefits. Additionally, VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling.

Veterans with a service-connected disability approved for benefits under Chapter 31 may contact the Office of Student Financial Services no earlier than two weeks prior to the start of classes for a book and supplies voucher. The VA toll-free number is 1-888-442-4551.

STUDENT AFFAIRS

Location: SMCA110
Telephone: (941) 359-4268
Website: <http://www.sarasota.usf.edu/students/sa/>

USF Sarasota-Manatee (USFSM) is a community of learners where students can develop skills and acquire the knowledge necessary to be responsible, engaged leaders and global citizens. Learning is a transformation experience that happens inside and outside the classroom. The mission of Student Affairs at USFSM is to enhance the co-curricular experience by offering advocacy, services, programs and activities that foster an inclusive, collaborative and student-engaged learning environment. This occurs through the advising and support provided to the SGA and clubs and organizations, promoting diversity and wellness initiatives, conducting leadership development seminars, and supporting campus spiritual life.

Student Affairs oversees the co-curricular transcript - an official document that records verifiable student involvement, community engagement, research, awards and out-of-classroom learning experiences. Visit our website at the following address:

<http://www.sarasota.usf.edu/students/sa/co-curricular%20transcript%20instructions.pdf>

Student Government

Location: SMCA110
Telephone: (941) 359-4253
Website: <http://www.sarasota.usf.edu/Students/SG/>
USF System Regulation: USF6.028 Student Government Association
<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.028.pdf>

The Student Government Association (“SGA”) is the largest organization at USFSM. Any student registered for courses at the university is a member. The SGA is comprised of the following two parts.

- The first part is the Executive Board (President, Vice-President, Treasurer, Secretary and Senate President) who governs and administers the SGA and the Senators.
- The second part is the Senators who are representative of their specific academic division (College of Business, Education, Arts & Sciences and Hospitality, Technology and Leadership) and serve as the liaison between students, the individual colleges and student government.

Leadership and team-building are stressed to help prepare students for the future in whatever career they choose. The SGA gives students the chance to assume a leadership role at USFSM and to participate in the planning and implementation of major university activities. SGA represents all student interests in programs, plans, policies, and procedures of the USFSM and secures student representation to University governance. SGA allocates and oversees the activity and service fee fund which supports many student-centered services, programs and activities such as the National Collegiate Undergraduate Research (NCUR), SGA recreation center, fitness room, week of welcome, homecoming, Adopt-a-Road, Get-on the Bus (USF Tampa Football Game), USFSM day, student organizations, student planner and free printing.

Students can participate in SGA by either running for an elected office (President, Vice-President, Treasurer, Secretary and Senate President) each spring semester or by petitioning to become a Senator.

Student Organizations

Location: SMCA110
 Telephone: (941) 359-4268
 Website: <http://www.usfsm.edu/students/sa/clubsandorgs/>

USF System Regulation USF6.017 Registration and Conduct of Student Organizations

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.017.pdf>

Students are encouraged to get involved at the USFSM. Being a part of an organization gives students the chance to develop leadership and other valuable marketable skills while also involving themselves in the wider local, national and international communities. Currently there are many active organizations at the university and they are listed below. Students are encouraged to establish organizations that will meet their needs and goals. The following is a list of current organizations at USFSM.

- Accounting Society
- Ambassadors
- Bulls on Parade Activities Board
- Circle K International
- Criminology Club
- The Educators' Alliance
- English Society
- Film Society
- Finance Club
- History Club
- Hospitality Financial & Technology Professionals (HFTP)
- Hospitality Society
- IT Network at USF Sarasota-Manatee
- Multicultural Club
- National Society for Minorities in Hospitality (NSMH)
- Phi Beta Lambda (Business Club)
- Psychology Club
- Rowing Club
- Sigma Tau Delta (English Honor Society)
- (SM)² @ USF (Math Club)
- Social Justice Initiative
- Student Government Association
- Student Veterans Society

LEARNING SUPPORT SERVICES

At USFSM, learning support services are available to students needing help in writing and mathematics. Credentialed instructors and well-qualified student tutors are available to help students improve these skills that are so vital to academic success. Learning Support assistance can help a student become competent in the skill required by an assignment; however, it does not assist students in doing the specific assignment.

Writing Support

Location: C267
 Email: writinghelp@sar.usf.edu
 Telephone: (941) 359-4722
 Website: <http://www.usfsm.edu/academics/cas/writingctr.php>

Writing Support tutors helps individual writers **think** through their work, **understand** the writing process, and **develop** strategies for planning, drafting, and revising. The purpose is to help writers learn to **revise their own work**, concentrating primarily on argumentation (thesis or focus), development, organization, and to a lesser extent format (APA or MLA). Although the Writing Support tutors can help

writers identify and address problems with grammar, punctuation, etc., they do not edit, proofread, or "correct" papers.

Math Support

Location: C266
Email: mathhelp@sar.usf.edu
Telephone: TBA
Website: TBA

Mathematics and Statistics Support tutors help students clarify new concepts, study for tests, plan projects, or review assignments. In particular, tutoring in statistics can help students with validating surveys, entering data, analyzing data using quantitative techniques and statistics software, interpreting findings, preparing tables and graphs. The goal of Learning Support is show students how to become independent and effective learners; tutors do not offer quick fixes by completing a student's homework, quizzes, or take home tests.

STUDENT OMBUDSMAN

Location: SMC C107
Telephone: (941) 359-4330
Website: <http://www.sarasota.usf.edu/Academics/AcadAffairs/Ombudsman.php>

The Office of the Student Ombudsman provides a confidential, independent, informal, and neutral resource for students who have college related complaints and/or concerns of a non-legal nature. The student ombudsman is accountable to the Regional Chancellor and serves as an alternate resource for students complementing existing channels of information and support.

DON'T STOP, DON'T DROP

Website: <http://www.sarasota.usf.edu/Students/dontdrop.php>

Don't Stop, Don't Drop! is a USF System initiative and was created to assist USFSM students who find themselves challenged by the economic downturn. This initiative works to find solutions to students' immediate financial need or to help locate with other resources for students. Please visit the "Don't Stop Don't Drop website" for additional guidance, analysis of need and recommendation for resolution.

DRESS CODE

Students have often asked for advice on standards of dress and personal appearance. The University does not have a formal dress code but campus attire is expected to be appropriate for the activity in which the individual is engaged.

STUDENT CODE OF CONDUCT

USF System Office of Student Rights & Responsibilities Website: <http://www.sa.usf.edu/srr/>

USF System Regulation USF6.0021 Student Code of Conduct

Website: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

Chapter (1) STATEMENT OF PRINCIPLES

The University of South Florida System (USF System) values a community based on the principles of integrity, civility, and respect. As such, the USF System community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document which describes behavior that is counteractive to these principles and how the USF System will hold students accountable for those inappropriate behaviors.

Students are responsible for compliance with all public laws as well as USF System rules, policies and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The USF System may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal justice process.

Any member of the USF System community may refer a student for an alleged violation of the Student Code of Conduct by filing a referral in writing with the Office of Student Rights and Responsibilities (OSRR). The Office of Student Rights and Responsibilities also reserves the right to initiate or follow up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct.

Chapter (2) AUTHORITY AND JURISDICTION OF THE USF SYSTEM

USF System jurisdiction and discipline extends to conduct which occurs on USF System premises or which adversely affects the USF System community and/or the pursuit of its mission. Specifically, USF System officials may initiate disciplinary charges for conduct off campus when the behavior relates to the good name of the USF System; the integrity of the educational process; or the safety and welfare of the USF System community, either in its public personality or in respect to individuals within it; or violates state or federal law.

USF System disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Office of Student Rights and Responsibilities. Determinations made or sanction(s) imposed as a result of the Student Code of Conduct process shall not be subject to change because criminal charges arising out of the same facts giving rise to violation(s) of USF System policies were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Chapter (3) DEFINITIONS

(a) The term “**USF System**” means the University of South Florida, any regional campus, or separately accredited institution affiliated with the USF System.

(b) The term “**USF System official**” means any representative of a USF System direct service organization, USF System board, committee, office or member of the USF System faculty, administration, or staff.

(c) The term “**member of the USF System community**” includes any person who is a student, faculty member, USF System official, or any other person involved with or employed by the USF System.

(d) The term “**USF System premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the USF System (including adjacent streets and sidewalks).

(e) The term “**student**,” for the purposes of the Student Code of Conduct, includes all persons, registered organizations, or a person who has submitted an application for admission, housing, or any other service provided by the USF System which requires student status. The term “student” includes all persons taking USF System courses, either full-time or part-time, pursuing undergraduate, graduate, non-degree seeking, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, or who are not officially enrolled for a particular term but who have a continuing relationship with the USF System, or who have been notified of their acceptance for admission are considered “students.”

(f) The term “**student organization**” means any group of students recognized by the USF System as a registered organization, including fraternities and sororities.

(g) The term “**Office of Student Rights and Responsibilities (OSRR)**” or designee is the person(s)/area designated by the USF System President to be responsible for the administration of the Student Code of Conduct.

(h) The term “**Conduct Officer**” means a USF System official authorized to adjudicate student disciplinary cases and to impose sanctions upon any student(s) or student organization found to have violated the Student Code of Conduct.

(i) The term “**Administrative Officer**” is a USF System faculty or staff member designated by the Conduct Officer, the Dean, or the designated System official, who will adjudicate the case, hearing both the student explanation of events and the information presented by the Office of Student Rights and Responsibilities.

(j) The term “**complainant**” means any person who submits a referral alleging that a student or organization violated the Student Code of Conduct.

(k) The term “**referral**” means the written documentation provided to Office of Student Rights and Responsibilities alleging that a violation of the Student Code of Conduct may have occurred.

(l) The term “**offense**” means the alleged action that represents a violation of the Student Code of Conduct.

(m) The term “**policy**” means the written and published policies or regulations of the USF System as found in, but not limited to, the Student Code of Conduct, the residence halls, the library, regulations governing the use of technology and information systems, those regarding the Student Identification Card, and Graduate/Undergraduate Catalogs. Other policies include those related to building and classroom use, to dining services, to campus recreation, and to any regulation of the Board of Trustees.

(n) The term “**days**” in terms of process is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/USF System administrative holidays when the campus is closed for business.

(o) The term “**will**” is used in the imperative sense.

(p) The term “**may**” is used in the permissive sense.

(q) **Notice:** Whenever notice is required to be given to a student, it will be conclusively presumed that the student has been given such notice if it has been sent to the student by official USF System email, or mailed to the address appearing on either the student’s current local address or permanent address on record with the USF System, at the discretion of the Office of Student Rights and Responsibilities.

(r) **Administrative Hold:** A hold may be placed on a student’s record at any point in the conduct process to assure compliance with sanctions or pending the resolution of conduct matters. When terms and conditions of sanctions have been satisfied and/or pending conduct matters have been resolved, the hold may be removed.

(s) **Appointment Letter:** A written letter to a student, which states that a referral has been made and informs the student of an opportunity for a meeting. If the student chooses not to attend, the conduct officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.

(t) **Disposition letter:** A written letter to a student, which states either that a referral has been dismissed or has been accepted. In the case where the referral has been accepted, the letter will include the imposed formal charges, recommended disposition, and/or the availability of a formal hearing.

(u) **Suspended Sanction:** After the conclusion of all processes, The Director of the Office of Student Rights and Responsibilities or appropriate appellate officer or their designee may suspend imposition of the sanction issued with restrictions and conditions for a specific period of time or indefinitely. The Sanctions may be imposed at the sole discretion of the Director, Appellate Officer or their designee with no further appeal or review.

Chapter (4) OFFENSES

The commission, aiding, abetting, attempting, or inciting of any of the following actions constitutes an offense for which a student or a student organization may be subject to the student conduct process.

(4.01) **Theft** - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services provided, owned or maintained by the USF System or by any person. “Services” includes, but is not limited to, unauthorized copying of software and acts considered to be in violation of copyright laws.

(4.02) **Misuse of Property** - Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing USF System buildings or property, private property and personal property, on the campus of the USF System.

(4.03) **Misuse of Materials** - Unauthorized accessing, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any USF System material (including USF System intellectual property), file document or record, computer records, software, data files and similar entities owned or maintained by any member of the USF System faculty, administration, staff, or student body.

(4.04) **Weapons, Firearms, or Explosive Devices** - The unauthorized possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, or any incendiary, explosive or destructive device. This includes but is not limited to, dangerous chemicals, air soft guns, Chinese stars, paint ball guns, fireworks, swords, and ammunition. This also covers any item used as a weapon to cause actual physical harm or threaten physical harm. Please also refer to the USF System Weapons Policy (6-009).

(4.05) **Harassment** - Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a USF System student or employee to study, work, or carry out USF System functions.

(4.06) **Stalking** - To follow another person or repeatedly interact with a person so as to harass that person.

(4.07) **Hazing** - Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with, an organization. Refer to USF System Regulation (6.0023).

(4.08) **Disorderly Conduct** - Breach of peace, such as causing a disturbance or being unruly.

(4.09) **Disruptive Conduct** - Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the USF System. Disruptive conduct shall include, but not be limited to, the following:

- Interference with freedom of movement or with the right to address an audience of any member or guest of the USF System;
- Impeding or interference with the rights of others to enter, use or leave any USF System facility, service or scheduled activity, or carry out their normal functions or duties;
- Interference with academic freedom and freedom of speech of any member or guest at the USF System;
- Actions that disrupt, endanger, or disturb the normal functions of the USF System or the safety of a person or persons.

(4.10) **False Alarm** - Issuing a bomb threat or other warning of impending disaster without cause. Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment.

(4.11) **Threats of Violence** - An intentional threat by word or act to do violence to a person or persons.

(4.12) **Injurious Behavior** - When one person actually and intentionally touches or strikes a person or persons against his/her will, or intentionally causes bodily harm to him/herself, or others.

(4.13) **Reckless Injurious Behavior** - Conduct that may be unintentional, but is with conscious disregard for its consequences to person(s) or property and results in actual or potential damage, injury, or harm to a person(s).

(4.14) **Sexual Harassment** - Behavior which falls into any one of sections listed below as 4.14 (a), (b), or (c):

(4.14)(a) Conduct which may be interpreted as unwelcome conduct of a sexual nature.

(4.14)(b) **Battery/Rape/Violence**: Including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual battery is the oral, anal or vaginal penetration by or union with a sexual organ of another or anal/vaginal penetration by another object. The act is performed against the victim's will or without her/his consent. An individual who is mentally incapacitated, asleep or physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent. The type of force employed may involve physical violence, coercion or threat of harm to the victim.

(4.14)(c) **Sexual Misconduct** - Including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience, submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or such conduct is sufficiently severe or pervasive as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment. In addition it includes the unwanted touching of another's sexual parts without consent; or obscene or indecent behavior which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others; or public indecency; or voyeurism.

(4.15) **Misuse or Possession of Illegal Drugs** - Possession, use, sale or attempt to obtain any illegal drug. The term "drugs" includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs is a violation. Attending class, an organizational meeting or other USF System event that is specific for an educational purpose while under the influence of drugs, as noted in this section, is a violation.

(4.16) **Gambling** - Conducting or organizing any form of gambling.

(4.17) **Misuse of Alcohol** - Failure to abide by the USF System Alcohol Policy (30-023) and all USF System protocols and policies and state and federal law regarding alcohol. Specific Code of Conduct standards include but are not limited to:

- The sale of, or intent to sell, alcohol without a proper license.
- Providing alcohol to any person who is not of legal age to possess or consume alcohol.
- Possession or consumption of alcohol by persons not of legal age. The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher.
- The operation of a motor vehicle, by an individual of any age, under the influence of alcohol.
- The consumption of alcohol on streets, according to local ordinance.
- Public intoxication.
- Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol.
- Attending class, an organizational meeting or other USF System event that is specific for an educational gain while under the influence of alcohol is a violation.

(4.18) **False Information** - Knowingly making a material false oral or written statement to any USF System official.

(4.19) **Bribery** - Offering or accepting a bribe or inducement that would impinge upon or compromise the integrity of academic work product, student performance, or the unbiased and professional duty of faculty and staff of the USF System.

(4.20) **Failure to Respond to Instructions** - Failure to comply with authorized official requests (oral or in writing) from or in agreement with USF System officials acting in accordance with their assigned duties.

(4.21) **Violation of USF System Policy and/or Local Ordinance, State or Federal Law (as determined by the University)** - Failure to adhere or abide by policies including, but not limited to, all those in Section (3)(m) and local ordinance, state or federal law. Adjudication by an outside entity is not a prerequisite to a determination of responsibility by the University.

(4.22) **Violation of Probation** - Failure to abide by the conditions of probation which resulted from previous behavior that was deemed unacceptable at the University level.

Chapter (5) STUDENT CONDUCT PROCESS AND PROCEEDINGS

This section includes the following: Receipt of Referral, Provisional Suspension, Initial Review, Formal Hearing, and Appeal Rights.

(a) **Receipt of Referral:** A referral should be made to the Office of Student Rights and Responsibilities within a reasonable time following the discovery of the alleged violation and no later than six months after the discovery, except in extraordinary cases. A referral may be initiated by a student, faculty member, University Police personnel, staff member, office personnel or interested party to the USF System. The Conduct Officer may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices.

(b) **Appointment Letter:** A written letter to a student, which states that a referral has been made and informs student of an opportunity for a meeting and any interim temporary restriction or sanction if appropriate. If the student chooses not to attend, the Conduct Officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.

(c) **Provisional Suspension Process:** In certain circumstances, at any time, the USF System may immediately impose a provisional suspension as follows:

The President of the USF System or the Office of Student Rights and Responsibilities or his/her designee, will have the authority to immediately suspend a student from the USF System or from participating in official USF System functions, programs, intercollegiate competitions, and other student activities.

A Provisional Suspension may be imposed to ensure the safety and well-being of members of the USF System community or preservation of USF System property; to ensure the student's own physical or emotional safety and well-being; or when the student's continued presence or use of privilege at the USF System is likely to pose an ongoing threat of disruption or interference with the normal operation of the USF System.

The Provisional Suspension may be imposed by the President or the Office of Student Rights & Responsibilities upon notice of the alleged conduct.

Students issued a Provisional Suspension from the USF System will be provided an Emergency Hearing within five days from the date of suspension with the appropriate Conduct Officer. The Emergency Hearing may be conducted in one of the following three ways at the choice of the student:

1. Acceptance of Responsibility: The student may take full responsibility in writing (form to be provided by OSRR) indicating that the student is electing to waive all rights to a Formal Hearing and is requesting that the conduct officer make a final determination with regard to the Provisional Suspension and the substantive charges at the time of the Emergency Hearing and is accepting that determination as final with a waiver of appeal rights except as to the severity of the sanction which the student may appeal.

2. Absent a waiver or request as provided in {1.} above, The Conduct Officer will conduct the Emergency Hearing ONLY with regard to the Provisional suspension and the charges. If a student fails to appear for the Emergency Hearing, the Conduct Officer will make the determination in the student's absence. The Conduct Officer will issue Disposition Letter which will indicate the Conduct Officer's determination with regard to the Provisional Suspension and a recommended disposition to the formal charges. In addition, the Disposition letter will advise the student that he/she has the right to accept the recommended disposition or request a Formal Hearing within five days of the date of the Disposition Letter. If possible, the Disposition Letter will set tentative Formal Hearing Date (set no sooner than five days or longer than six weeks from the Emergency Hearing unless the student waives the review period and the conduct officer is able to schedule the hearing sooner). In the event the student fails to notify the Conduct Officer of the choice of hearing, the recommended disposition will become a final disposition. Details regarding the Formal Hearings and Appeals are referenced in (e) and (f) below. At the discretion of the Conduct Officer, any hearing may be postponed pending the gathering of additional evidence or the outcome of a related hearing. At any time in the Provisional Suspension Process a student may accept responsibility and request and accept the sanctions as recommended by the Conduct Officer or other applicable forum.

(d) **Initial Review**: If the subject student(s) fails to appear for a meeting, the Conduct Officer will conduct an In Absentia Review and a determination as to the appropriate charges to be filed will be made. A Disposition Letter will be provided to the absent student(s) and all hearing and appeal rights will be explained.

If the subject student(s) appears, an Initial Review will be made by the Conduct Officer. The Conduct Officer will conclude the review within six weeks of Receipt of the Referral, unless an extension is necessary as determined and documented by the Conduct Officer.

At the conclusion of the Initial Review, the Conduct Officer will issue a Disposition Letter, which will indicate either that the Referral has been dismissed or that the Referral has been accepted. In the case where the Referral has been accepted, the Disposition Letter will include the imposed formal charges, recommended dispositions, and the alternative procedures that may be available, which will be one or more of the following:

- **Acceptance of Responsibility**: The charged student will have the option to accept responsibility and agree to the proposed sanctions.
- **Formal Hearing**: There are two choices of forum for the Formal Hearing: (a) a hearing before an Administrative Officer, which includes a specific waiver of a hearing before a University Conduct Board or (b) a hearing before a University Conduct Board, which would then include a specific waiver of a hearing before an Administrative Officer. This choice must be made and submitted in writing within five days of the date of the Disposition Letter.

(e) **Formal Hearing**: When the Conduct Officer receives the request for a Formal Hearing within the timeframe, the charged student shall be provided a written notice about charges and pertinent information provided to the Conduct Officer that may be needed to prepare for the hearing. Such written notice shall

be provided to the student no less than five days before the hearing, except in cases of an emergency hearing or if waived by the student.

The student will be notified by telephone or email concerning the availability of the documents. The outcomes of the hearings held by the Administrative Officer or the University Conduct Board are recommendations to the Conduct Officer. The Conduct Officer will render the Final Decision within five days of receipt of the recommendation. Any differences between the recommendation and the final decision, and the reasons, will be presented to the student in writing.

The Formal Hearing will take place within six weeks from the date of the Disposition Letter, except in special circumstances, which will be identified by the Conduct Officer. The procedure will then depend upon the choice of forum chosen by the charged student as follows:

1. Administrative Officer - If the student chooses a hearing before an Administrative Officer, an individual appointed by the Office of Student Rights and Responsibilities will conduct such hearing. The charged student shall be notified of the person appointed to hear his/her case and shall have the opportunity to challenge the impartiality of that individual within three business days of notification. An Administrative Officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate challenges are not permitted.

2. University Conduct Board - A student who chooses a hearing before a University Conduct Board will be heard by a panel composed of 50% students and 50% faculty (up to three faculty/staff members, one of whom shall be appointed chairperson, and up to three students). The panel members will be selected from a bank of faculty/staff and students. The charged student shall be notified of the persons selected to hear his/her case and shall have the right to challenge the impartiality of any panel member in writing to OSRR within three working days of notification (or in cases of an emergency nature within 24 hours of the scheduled hearing). A panel member whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate impartiality challenges shall entitle the panel to proceed without regard to the challenge. If a panel member is excused, at the discretion of the OSRR, the hearing will continue as scheduled, provided there is at least one student and one faculty member on the panel. Students may not contact directly or indirectly any Board member regarding this process before, during or after the hearing.

Any board member not present for the presentation of testimony at the hearing may not further participate. A quorum for the hearing shall consist of a simple majority of the panel. However, the charged student has the right to choose to proceed or to request that the hearing be rescheduled if the conduct board present does not consist of 50% faculty/staff and 50% students. After the hearing, the board will reach its decision in executive session. A simple majority of the quorum is required for decision.

(f) **Appeal Process:** The charged student or the complainant/victim in specific cases as provided in this Regulation may appeal in writing the Final Decision of the Conduct Officer within five business days of the date of the letter describing the decision. The appeal must be written to the Dean of Students or appropriate designee at the regional campus or separately accredited institution. The Dean of Students may adopt, modify, or reject the recommended decisions and/or sanctions for the Formal Hearing. The record of the initial hearing may be considered on appeal as well as any new information that comes to the attention of the Dean of Students. The Dean of Students is authorized to contact any participants in the initial hearing for clarification and the student is entitled access to the record when appealing.

1. Basis of Appeal: Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Formal Hearing and supporting documents for one or more of the following purposes:

a. To determine whether the Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the sanction(s) imposed was appropriate for the violation of the Student Code, which the student was found to have committed.

c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Formal Hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.

2. **Decisions:** The decision made by the Dean of Students will be rendered within 10 business days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students. The decision made by the Dean of Students is considered final. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. If the final appellate decision results in a suspension or expulsion of a student, the student will be notified in writing that the decision may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

Chapter (6) GENERAL PRINCIPLES APPLICABLE to INITIAL REVIEW, FORMAL HEARING, and APPEAL:

Unless otherwise specified, all proceedings will be closed to spectators. No irrelevant information should be discussed or considered in the proceeding. The Conduct Officers or Chairpersons have the discretion to allocate hearing and testimony time. At the conclusion of the appeals process, the decision of the Dean of Students or the appropriate designee shall be final. The final appellate decisions resulting in a suspension or expulsion of a student may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

(a) Rights of Charged Student (referred to as "student" in this subsection)

1. **Provision of Proof** - The provision of proof shall be the duty of the complainant. The level of proof for a decision shall be "preponderance of the evidence," that is, from the evidence/information submitted it is more likely than not that the student did commit the violation(s) for which he or she has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.

2. **Record** - All Formal Hearing proceedings shall be recorded by audio tape or video. Deliberations shall not be recorded. The record will be the property of the USF System. A student and his/her advisor may not record any proceeding but may request a copy of the recording if available. Records will be maintained according to our record retention schedule.

3. **Review of Information** - The student may review the evidence that will be presented against him/her and the University has the right to request to review any information the student intends to present at least three (3) regular business days (excluding legal holidays) before the formal hearing. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Conduct Officer or Formal Hearing forum.

4. **Presentation of Information** - The student may present evidence on his/her own behalf.

5. **Question Witnesses** (Applicable to Formal Hearing) - The student may hear adverse witnesses, except in the certain cases of violent misconduct. In all instances, the student may submit questions to the hearing officer by the date and time set by the hearing officer for use in questioning adverse witnesses provided the hearing officer determines the questions relate to the alleged incident and are appropriate to be presented to the accused at the hearing.

6. **Response to Presented Information** - The student shall not be forced to present testimony or respond to particular questions.

7. **Advisor** - The student may have an advisor of his/her choice present, however, USF System employees who have a potential conflict of interest are not to serve. The advisor may speak with the student but may not speak on behalf of or, act as attorney, nor otherwise participate. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

8. **Decision Based on Presented Information** - The decision shall be based solely on the evidence presented, including any file referencing prior misconduct or meetings with the charged student in the custody of the Office of Student Rights and Responsibilities.

9. **Decision in Writing** - Hearing decisions of the University Conduct Board or Administrative Officer, including findings of fact and a determination of sanction, if any, shall be presented to the student in writing within ten business days following the hearing.

10. Enrollment Status - The student's enrollment status will remain unchanged pending final decision, except in cases of Provisional Suspension, as considered above.

11. Failure to Appear - If a student against whom charges have been made fails to appear for any proceeding, the matter may be resolved in his/her absence.

12. Student Rights Throughout Conduct Process - A student shall remain eligible to attend classes and USF System activities pending the USF System's final decision in the conduct proceeding. However, in cases where the President or President's designee determines that the health, safety, or welfare of the student or the USF System community is involved, a student's privileges within the USF System, including the ability to attend classes or engage in USF System activities, may be suspended on an interim basis. If a student's privileges are temporarily revoked as described in this paragraph, but the student is subsequently found not responsible for the violation, the USF System must:

a. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and

b. Refund to the student: a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes lasts for more than ten school days.

(b) Rights of the Complainant/Victim

1. Presentation of Information: The complainant shall have the right to submit a list of questions to the Office of Student Rights and Responsibilities for use during the hearing. The OSRR shall ask the accused the questions provided the OSRR determines the questions relate to the alleged incident and are appropriate to be presented at the hearing.

2. Advisor: The complainant may have an advisor of his/her choice present, however, USF System employees who have a potential conflict of interest are not to serve. The advisor may speak with the complainant/victim but may not speak for the complainant/victim, act as attorney, nor otherwise participate. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

3. Specific Offenses:

a. In case of alleged violent conduct, injurious behavior, and non-forcible sex offenses and in specific cases of sexual harassment, the following additional rights shall be provided to the Complainant:

1) The complainant shall be notified of the available assistance within the USF System.

2) The complainant shall be notified of additional offices that may be contacted to request a change in residence hall or academic assignments.

3) The complainant shall have the right to submit an impact statement to the Conduct Officer for use during the sanctioning portion of the conduct process.

4) The complainant shall have the right to be present during all fact-gathering aspects of the hearing, notwithstanding the fact that the complainant is to be called as a witness. In extraordinary cases, alternate arrangements may be made for the complainant to participate in the hearing without being present in the same room.

5) Upon written request from the complainant, the Conduct Officer will inform the complainant in writing of the outcome of the conduct proceeding within ten business days from the conclusion of the hearing/appeal process (final University decision) unless extraordinary circumstances exist. In the event the alleged victim is deceased as a result of the crime of offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

6) The complainant in specific sexual harassment cases may appeal the decision of the Conduct Officer through the established appeal process in this Regulation.

b. In cases of sexual harassment/battery/assault the complainant has the following additional rights:

1) OSRR, as the designated Deputy Title IX Officer, will provide to the complainant information regarding efforts to address sexual harassment on campus, the alternative forms of reporting available and the name and address of the University Title IX Officer.

2) In cases of sexual assault the complainant shall be provided an opportunity to provide information or present evidence to the conduct officer or hearing board to be considered in determinations and sanctions. Depending on the type of hearing or review, this may be a written statement, a verbal representation or active participation in a hearing.

3) The complainant shall be notified in writing of the sanction imposed when it relates to the harassed student.

c. In sexual battery/assault cases the complainant may have the right to elect a review or appeal of the final University decision; and the appeal process granted to the accused as set forth in the Appeal Process section of this Regulation will be provided to the complainant at that time.

Chapter (7) SANCTIONS - Any of the following sanctions may be imposed on a student or a student organization:

(a) Warning Letter – An official notice that states that if there is a repeated violation of policy, rules or regulations, the student can expect additional conduct sanctions.

(b) Probation - An official sanction places the student's enrollment dependent upon the maintenance of satisfactory citizenship during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation. Any student placed on conduct probation may be restricted from participating in certain USF System activities as specified by the Conduct Officer or as regulated by other USF System departments.

(c) Restrictions - Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in USF System activities. The restrictions involved will be clearly identified and may include but are not limited to a USF System order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of USF System services, and presence in certain buildings or locations on campus.

(d) Restitution - A payment for injury or damage.

(e) Financial Aid Impacts - A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.

(f) Suspension - Termination of a student's privilege to attend the USF System for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

(g) Expulsion - Permanent termination of a student's privilege to attend the USF System. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

(h) Other Appropriate Sanctions - Such as mandated community service, fines, educational programs (payment of associated fees), and written assignments.

(i) Deferred Suspension - Suspension imposed at a definite future date or time.

(j) Alcohol and Substance Use Sanction Guidelines - Which may be obtained at OSRR or through the appropriate Student Affairs office at the campus or institution of the USF System.

Chapter (8) PARENTAL NOTIFICATION

The USF System is committed to the success of its students both inside and outside of the classroom. Therefore, it is our goal to maximize students' learning and development, and promote their health, safety and welfare. In this regard, the USF System has implemented a Parental Notification. Parental Notification permits the USF System the right to inform parents or guardians when their dependent student, under the age of 21, has been found in violation of the USF System alcohol and substance abuse policy.

In non-emergency situations, parents of dependent students, under the age of 21, may be notified in writing, at the discretion of the Office of Student Rights and Responsibilities. However, in emergency situations, parents may be notified by an immediate phone call from a USF System Official. These guidelines do not preclude Parental Notification for other policy violations that may endanger the health, safety and wellbeing of a student or other individuals in the USF System community. In addition, Parental Notification may occur in health and safety emergencies, regardless of the student's age or dependent status.

Students, whose parents are to be notified under these guidelines, will be informed before such notification occurs and given an opportunity to initiate contact with their parents if and when possible.

Chapter (9) DISCIPLINE RECORDS AND RETENTION POLICY - The following applies to individual student disciplinary records.

(a) Maintenance of Records

1. Student discipline records are maintained in the Office of Student Rights and Responsibilities.
2. All discipline records in all formats (paper, computer, audio, etc.) will be destroyed in accordance with the current discipline records and retention policy.
3. The Office of Student Rights and Responsibilities maintains all student discipline records in accordance with the Family Education Rights and Privacy Act (FERPA). Student Rights and Responsibilities will abide by all laws requiring confidentiality and privacy with regard to the student conduct process. This confidentiality extends to all Student Rights and Responsibilities staff, including the University Conduct Board and individual Conduct Officers. In cases involving alleged violent misconduct or injurious behavior Student Rights and Responsibilities will inform the victim, whenever appropriate, of the outcome of the conduct proceeding.
4. A student may choose to sign a release form granting Student Rights and Responsibilities staff permission to discuss information related to his/her disciplinary file with any individual that he/she designates. This form is available in the Office of Student Rights and Responsibilities.
5. Any educational institution requesting conduct information about a current or former USF System student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the student granting the release of information related to his/her disciplinary record.

(b) Destruction of Records

1. Records resulting in a discipline sanction of expulsion or suspension from the USF System will be permanently maintained in the Office of Student Rights and Responsibilities.
2. All other discipline records are maintained for a period of five years from graduation. In the event that a student matriculates, but does not graduate, the Office of Student Rights and Responsibilities will retain the record for five years from the last date of attendance.
3. No personally identifiable record(s) will be kept after a record has been designated for destruction. Statistical data will be maintained but all information that would identify an individual is removed.
4. All paper records will be destroyed by shredding or other similar process. Computer files will be modified in a manner so that only statistical data that cannot identify an individual is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that will insure that the information cannot be traced to any individual or any discipline case.

Chapter (10) REGIONAL CAMPUSES - The foregoing applies to all campuses of the USF System; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus or separately accredited institution are permitted. Information concerning these procedures is available through the student affairs office at those regional campuses or separately accredited institutions.

Chapter (11) REVIEW OF STUDENT CODE OF CONDUCT - A student conduct advisory group, a committee consisting of faculty/staff and students appointed by the Vice President for Student Affairs shall periodically evaluate the Student Code of Conduct.

Authority: Art. IX, Sec. 7, Fla. Constitution. Fla. Board of Governors Regulations 1.001, 6.0105; Sections 1006.50, 60, 61, 62, 63, Florida Statutes. History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11.

RECORDS AND REGISTRATION

Location: SMCC107

Telephone: (941) 359-4641

Website: <http://www.sarasota.usf.edu/students/registration/>

USF System Regulation USF2.0021 University of South Florida Student Records Policy

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

USF System Regulation UFS4.0101 Student Registration

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

USF System Policy 10-006 Changing Courses, Cancellations & Withdrawals from the USF System & Auditing Privileges

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-006.pdf>

The Office of Records & Registration at USFSM in cooperation with the USF System Registrar's Office, is responsible for maintaining each student's academic record from the time of admission to degree awarding. The office provides information and services to students via OASIS, the University's Online Access Student Information System. Using their NetID, students can register and drop/add, process address changes, access registration appointment and hold information, request privacy, view their grades, and order transcripts. Students can also browse the University *Schedule of Classes*. Information and services are continually being added for students.

Technology helps to provide better service and the personnel provide in-person information and services in its lobby area, as well as over the telephone.

The Office of Records & Registration provides the following services:

- Coordinates registration and drop/add activities and processes
- Distributes grade rosters
- Reviews requests for reclassification of residency
- Processes changes of address and USF institutions
- Processes graduation applications
- Prepares enrollment verification
- Processes degree certification
- Coordinates diplomas.

Students interested in requesting fee adjustments, late registration fee waivers, or posting of grade forgiveness will find information and forms on the web and in the Office of Records & Registration.

The USF System 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 USFSM Records and Registration about general questions concerning academic policies and procedures of their current registration or academic record.

Registration for Admitted Degree-Seeking Students

Continuing degree-seeking students register by appointment for their next semester's courses during the preceding term, using the OASIS system. Registered students may make course schedule adjustments from the time of their initial registration through 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, however, 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.)

Mandatory Medical History Form is required for all students (regardless of age)

According to Florida Administrative Code Rule 6C-6.001(5), "Each student accepted for admission shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student."

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. The website is as follows: www.registrar.usf.edu/ssearch/search.php.

Drops

A student may drop a course(s) during the drop/add periods (first five days of classes) and no entry of the course(s) will appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period.

Students may also drop courses between the second and tenth week of the semester, except for summer sessions. All applicable registration fees must be paid for the course(s) and a "W" grade will reflect on the permanent academic record. Students who drop may not continue attending class. Drop deadlines for summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes for Summer Terms.

Appeals for drops after the tenth week of the semester must be made to the Academic Regulations Committee representative in the Student Services office. Appeals under specific conditions, refund of tuition and fees may be requested in writing from the Business office. See "Refund of Fees" under Financial Information for complete details. Students who withdraw may not continue to attend classes.

Effective Fall 2011, all undergraduate students will be limited to a total of five course drops while enrolled as a degree-seeking or non-degree seeking undergraduate student at USF. The five course drops will be limited to three course drops for students with less than or equal to 60 semester credit hours, and two course drops for students with more than 60 semester credit hours. Only in extenuating circumstances will approval be granted for more than five course drops. Appeals for additional course drops due to extenuating circumstances must be submitted to the Academic Regulations Committee in the college of the student's academic major.

Cancellation of Registration

Students may cancel their registration by logging into OASIS and dropping all their classes prior to the end of the fifth day of classes. If fees have already been paid, the student may request a full refund of fees from the Office of Business and Finance.

Withdrawal

Students may withdraw from the USF System without academic penalty for the first ten weeks of any term, except for summer sessions. To withdraw, a student 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 regular drop/add period (first five days of classes). All subsequent withdrawals (through the tenth week of classes in the fall and spring semesters) are posted to the academic record with "W" grades assigned to the courses.

Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes for Summer Terms.

Undergraduate students who withdraw while on final academic probation will be academically dismissed from the USF System. When a student is academically dismissed, approval of the Academic Regulations Committee is required for reentry.

Auditing Privileges and Fees

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit.

The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained during the first five days of the term by filing an Audit Form with the Registrar's Office and obtaining a date-stamped permit from the college/department on the campus where the course is being offered. In-State fees are assessed for all audit courses.

Florida Residency for Tuition Purposes

Website: <http://www.registrar.usf.edu/Residency/>

This notice summarizes the provisions of Florida School Code (SB20-E) Section 1009.21 and University Policy/Procedure concerning Florida Residency for tuition purposes.

In determining residency classification, students fall into one of two categories. They are either *independent students* (students *not* claimed on parent's or legal guardian's federal income tax statement or whose parents do not provide 50% or more of their support) or *dependent students* (students, regardless of age, who are claimed as dependents by parent or legal guardian on federal income tax statement or whose parents provide 50% or more of their support).

The law requires that a U.S. citizen/permanent resident alien/independent student or a dependent student's parent/legal guardian has established and maintained a *LEGAL* Florida residence for at least twelve (12) months before the first day of classes of the term for which Florida residency status is sought.

The USF System is required to obtain documentation of 12 months' legal residence before a student is classified as a Florida resident for tuition purposes. A student is required to request Florida residency in writing and submit supporting documents no later than the fifth day of classes in the term for which classification is sought.

The following is acceptable, non-conclusive evidence of the establishment of a legal residence in Florida. Two documents must be dated/issued at least 12 months before the first day of classes of the term for which Florida residency is sought.

1. Proof of purchase of permanent home in Florida
2. Declaration of Domicile
3. Florida's driver's license
4. Florida voter's registration
5. Florida vehicle registration
6. Florida vehicle title
7. Professional/occupational license issued in Florida
8. Florida incorporation or other evidence of legal residence in Florida
9. Full-time, non-temporary employment in Florida

Rent receipts, leases, employment records, tax returns, school/college records are **NOT** evidence of establishing a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

In rare cases, the law allows some students (e.g., military, public school teachers, etc.) who do not meet the basic requirements to be classified as Florida residents for tuition purposes. For more information about exceptional categories, contact the Admissions or Registrar's Office.

Mandatory 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 shown on first class roll in Blackboard for each course section. The first day 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. Please note that the Registrar's Office does not add students to any courses. Students are required to add their courses via OAS/S. **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.**

Courses without regularly scheduled meeting times are exempt from this policy, e.g. distance education, directed readings, thesis, dissertation, etc.

General Attendance

USF System Policy 10-045 Attendance Policy for the Observance of Religious Days by Students

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student. For graded work that requires participation in discussions, group activities, and some labs, or other in class activities, instructors will attempt to provide reasonable alternatives that accomplish the same learning outcomes. Nevertheless, an instructor may determine that missing a certain amount of participation-dependent activities (whether excused or not) precludes successful accomplishment of learning outcomes. In cases like this, instructors, academic advisors, or academic deans may advise students to withdraw from such courses. In cases where excused absences are anticipated in advance, advice on successful accomplishment of learning outcomes can be given at (or before) the start of a term.

There are two categories of excused absences for which accommodations will be made: scheduled and unscheduled. Scheduled absences involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and university sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences. Unscheduled absences involve unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.

Care will be given to schedule required classes and examinations in view of customarily observed religious holy days. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Any student who believes he or she has been treated unfairly with regard to the above may seek review of a complaint through established Student Academic Governance Procedures (found in the Graduate and Undergraduate catalogs and those provided by the University's Office of Diversity and Equal Opportunity).

Procedures for Excused Absences and Make-up Work

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

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

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

Jury Duty

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service.

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

Documented Medical Attention for Illness

Students are excused for absences due to documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

Students Participating in University Sponsored Activities

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

Students Participating in Observed Religious Days

USF System Policy 10-045 Attendance Policy for the Observance of Religious Days by Students
<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

In accordance with USF Policy 10-045, USF faculty members will try to avoid scheduling examinations on customarily observed religious holidays. Students must provide written notice to their instructors at the beginning of each academic term if they expect to be absent for a class or announced examination for the observance of religious holidays. In any case, no student shall be compelled to attend class or sit for an examination at a day or time when such activity is prohibited by his or her religious belief, as long as the student has provided timely notice.

If a student believes that an instructor or program has not responded reasonably to a timely notice of expected observance of religious days, he or she may seek review of a complaint through established University Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

Repeat Course Surcharges

Initiated by the Florida Legislature (H.B. 1545 of 1997) the 2011 [Florida Statute 1009.285](#) requires all state universities to monitor undergraduate student progress and charge students the "full cost of instruction" for certain repeats of undergraduate courses. This policy became effective Fall 1997

and requires the USF System Institutions to charge students a substantial per credit hour surcharge when they attempt a course three or more times within the USF System, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of-state tuition rates. It is important to note that **all** attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

The USF System **may** grant exceptions to this rule based on extenuating circumstances and financial hardship. The USF System may only approve one appeal per course. Documentation, regardless of the situation, must be submitted with the request for a waiver of this surcharge. Extenuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to the following:

- serious illness
- documented medical condition preventing completion
- death of an immediate family member
- involuntary call to active duty
- university error
- other emergency circumstances, or extraordinary situations

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

The student must fill out a Fee Adjustment Request Form and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and provide all documentation relating to it. The completed form with documentation should be submitted to the Office of the Registrar for consideration.

Transcript Information

Transcripts of a student's USF academic record may be released only by authorization of the student online at <http://usfonline.admin.usf.edu/>, or in person, or by writing to the Office of the Registrar. By law, requests must include the student's identification number, the date, and the student's signature. Or requests can be made through OASIS, the University of South Florida's Online Access Student Information System. Log on with your NetID and self-assigned password, which acts as your electronic signature. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up (at USF Tampa) within two working days after the request is received.

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; (4) number of copies and special instructions, such as, "hold for degree statement" or "hold for current term grades," and (5) the student's signature. Degree statements are posted approximately four to six weeks after the graduation ceremony. Current term grades are posted approximately one week after final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

To order transcripts by mail, send **payment** (\$10.00 per copy, check or money order only) and form to the following address:

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

To order a transcript in person, hand-carry payment (check, money order or cash) and form to a USFSM Cashier's Office located at USF Sarasota-Manatee, Room SMC-B116. Students may complete the request process in one stop at the cashier's offices. Note: Transcript fees are subject to change.

Student Records Policy

USF System Regulation USF2.0021: University of South Florida Student Records Policy

Website: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

(1) Introduction. The policies and procedures outlined in this Regulation are designed to implement the provisions of the Family Educational Rights and Privacy Act ["FERPA," 20 U. S. C. §1232g], and

Florida Statutes Sections 1002.22 and 1006.52, pursuant to which the University of South Florida is obligated to inform students and parents of their rights to review and inspect education records, to challenge and seek to amend education records, to control disclosure of education records, and to complain to the FERPA Office or to Florida Circuit Court concerning alleged violations by the University of South Florida of any of such rights. The University of South Florida has placed the responsibility for administration of this Regulation with its FERPA Coordinator who is the University Registrar.

(2) Definitions. The following definitions of terms apply to the construction of this Regulation:

(a) Student-An individual who is registered for an on-or-off campus program leading to the award of academic credit from the University. "Student" does not include individuals participating in the Common Learning Network, Language Institute, Gifted programs, Speech and Hearing Clinics and non-credit Continuing Education programs.

(b) Education records-Those records which are maintained by the University and employees/agents of the University which contain information directly related to a student. "Record," as used herein, includes any information or data recorded in any medium, including but not limited to handwriting, print, magnetic tapes and disks, film, microfilm, and microfiche. "Agents," as used herein, means any individual who, pursuant to express or implied authorization, represents and acts for the University. The following types of records are expressly exempt from the definition of "education records":

1. Sole possession records-Personal record of University employees/agents which meets the following test:

a. It was created by the University employee/agent as a personal memory aid; and
b. It is in the sole possession of the University employee/agent who created it; and
c. The information contained in it has never been revealed or accessible to any other person, including the student, except the University employee's/agent's "temporary substitute." "Temporary substitute," as used herein, means an individual who performs on a temporary basis the duties of the University employee/agent.

2. Employment records-Records which are used only in relation to an individual's employment by the University. However, the following are education records rather than employment records:

a. Records relating to a student's employment by the University if the position in which the student is employed depends on his/her status as a student.

b. Records relating to a student's employment by the University if the student receives a grade or credit based on his/her performance as an employee.

3. Pre-attendance records-Records relating to an individual's application for admission to the University of South Florida prior to his/her actual attendance as an enrolled student in the program for which application was made. This includes records relating to an application for admission to one of the colleges within the University prior to the individual's actual attendance as an enrolled student in that college.

4. Alumni records - Records created and maintained on an individual as an alumnus/alumna of the University of South Florida.

5. Law enforcement records-Records created and maintained by the University Police which are used solely for law enforcement purposes, are maintained apart from education records, and are not disclosed to individuals other than law enforcement officials of the same jurisdiction; provided that, in addition, no member of the University Police shall have access to education records except where this Regulation authorizes release without the student's prior written consent.

6. Health records-Records of the University's Student Health Services and Counseling Center for Human Development which are used only for the provision of medical, psychiatric, or psychological treatment and which are kept separate from education records.

(c) Personal identifier - Any data or information that relates a record to an individual. This includes the individual's name, the name of the individual's parents, or other family members, the individual's address, the individual's social security number and any other number or symbol which

identifies the individual, a list of the individual's personal characteristics, or any other information which would make the individual's identity known and can be used to label a record as the individual's record.

(3) Annual Notification.

(a) The University will publish annually in the graduate and undergraduate catalogs a notice of student rights under FERPA and Florida Statutes Sections 1002.22 and 1006.52.

- (b) The notice will include, but not be limited to, the following:
1. The right of the student to inspect and review his/her education records.
 2. The intent of the University to limit the disclosure of information contained in a student's education records to the following circumstances:
 - a. With the student's prior written consent; or
 - b. As an item of directory information which the student has not refused to permit the University to disclose; or,
 - c. Under the FERPA and Florida Statutes provisions which allow the University to disclose information without the student's prior written consent.
 3. The right of a student to request the University to amend any part of his/her education record which he/she believes to be inaccurate, misleading, or in violation of his/her privacy or other rights; and, should the University deny the student's request, the right of the student to a hearing to present evidence that the record is inaccurate, misleading, or in violation of his/her privacy or other rights.
 4. The right to report violations of FERPA to the Family Policy Compliance Office of the U.S. Department of Education, and to bring an action in Florida Circuit Court for violations of Florida Statutes Section 1002.22.
 5. The locations where copies of this Regulation are available to students.

(4) Locations of Education Records.

(a) Admission records are located in the Office of Admissions, Student Services Building, and the custodian for such records is the Director of Admissions, University of South Florida, SVC 1036, 4202 Fowler Avenue, Tampa, Florida 33620.

(b) Cumulative academic records are located in the Office of the Registrar, Student Services Building, and the custodian for such records is the University Registrar, University of South Florida, SVC 1034, 4202 Fowler Avenue, Tampa, Florida 33620-6950.

(c) Medical records are located in Student Health Services, and the custodian for such records is the Director, Student Health Services, SHS 100, 4202 Fowler Avenue, Tampa, Florida 33620.

(d) Psychological/Psychiatric counseling records are located in the Counseling Center for Human Development, Student Services Building, and the custodian for such records is the Director, Counseling Center for Human Development, University of South Florida, SVC 2125, 4202 Fowler Avenue, Tampa, Florida 33620.

(e) Student employment records are located in the Student Employment Office, Student Services Building, and the custodian for such records is the Director, Student Employment, University of South Florida, SVC 1037, 4202 Fowler Avenue, Tampa, Florida 33620.

(f) Financial aid records are located in the Financial Aid Office, Student Services Building, and the custodian for such records is the Director, Financial Aid Office, University of South Florida, SVC 1102, 4202 Fowler Avenue, Tampa, Florida 33620.

(g) Financial records are located in the Division of Finance and Accounting, Administration Building, and the custodian for such records is the University Controller, Division of Finance and Accounting, University of South Florida, ADM 147, 4202 Fowler Avenue, Tampa, Florida 33620. (h) Cooperative education and placement records are located in the Career Resource Center, Student Services Building, and the custodian for such records is the Director, Career Development Services, University of South Florida, SVC 2088, 4202 Fowler Avenue, Tampa, Florida 33620.

(i) College records are located in the college dean's office and/or departmental offices of each college or department and in the faculty offices at each college or department and the custodian for such records is the appropriate dean, department chairperson, professor, instructor or lecturer.

(j) Disciplinary records are located in the Office of Student Affairs, Administration Building, and the custodian for such records is the Associate Vice President for Student Affairs and Dean of Students, University of South Florida, ADM 151, 4202 Fowler Avenue, Tampa, Florida 33620.

(k) Continuing Education records are located in the Office of the Registrar, Student Services Building, and the custodian for such records is the University Registrar, University of South Florida, SVC 1034, 4202 Fowler Avenue, Tampa, Florida 33620-6950.

(l) All records relating to students enrolled in the University's College of Medicine are located in the appropriate College of Medicine office, and the custodian for such records is the Office of Student Affairs, College of Medicine, University of South Florida, MDC 4, 12901 Bruce B. Downs, Tampa, Florida 33612.

(m) Records relating to students enrolled in the New College program of the University are located in the appropriate New College office, and the custodian for such records is the Provost, New College,

University of South Florida, 5700 North Tamiami Trail, Sarasota, Florida 34243.

(n) Occasional records, student education records not included in the types or systems listed above, such as copies of correspondence in offices not listed, etc., the FERPA Coordinator will collect such records, direct the student to their location, or otherwise make them available for inspection and review.

(5) Procedure to Inspect Education Records.

(a) Students who wish to inspect and review their education records should submit a written request to the appropriate record custodian or to the FERPA Coordinator. The request should identify as accurately as possible the specific records the student wishes to inspect and review. It may identify records according to the types listed in subsection (4) of this Regulation, as records located at specific places, or as records under the custodianship of specific University employees/agents identified by title. Records listed in this Regulation as "occasional records" should be identified in terms which will make it possible for the FERPA Coordinator to locate them and make them available for the student to inspect and review.

(b) The FERPA Coordinator or the record custodian shall either permit the student to immediately inspect and review his/her education records or advise the student when and where the records will be available for inspection and review. Access to education records requested in compliance with this Regulation shall be granted within a reasonable period of time, but in no case more than thirty (30) calendar days after the FERPA Coordinator or the record custodian receives the student's written request. The FERPA Coordinator or the record custodian or his/her designee shall have the right to be present while the student inspects and reviews the records. Upon reasonable request, the University shall furnish the student with an explanation or interpretation of his/her record.

(c) Upon reasonable request and demonstration to the FERPA Coordinator that the failure to provide the student with copies of the requested education records will effectively deny the student the right to inspect and review such records, the University will arrange for the student to obtain copies of such records. In the event that the student has an unpaid financial obligation to the University, he/she shall not be entitled to transcripts or copies of education records.

(d) When records contain personally identifiable information about more than one student, a student may inspect only that information which relates to him/her.

(e) The University reserves the right to refuse to permit a student to inspect and review the following education records:

1. The financial records of the parents of the student or any information contained therein.
2. Statements and letters of recommendation prepared by University officials or submitted with the student's application for admission which were placed in the student's records before January 1, 1975 or for which the student has waived his/her right of access in writing; provided, however, that if such statements and letters of recommendation have been used for any purpose other than that for which they were originally prepared, the student may inspect and review them.
3. Those records which are excluded from the definition of "education records" under this Regulation.

(6) Copies of Education Records.

(a) Fees. The University will charge the following fees for copies of education records:

1. University of South Florida official transcripts-\$10.00.
2. FERPA required copies of education records -the fee for FERPA required copies of education records shall be Ten Cents (\$.10) per page, which reflects actual copying costs but does not include the cost of search and retrieval. Copies of education records are required by FERPA under the following circumstances:
 - a. A failure to provide such copies would effectively deny the student the right to inspect and review his/her records; or
 - b. The University has disclosed information from the student's education records under authority of the student's prior written consent and the student requests a copy of the information disclosed; or
 - c. The student requests copies of records the University has disclosed to other schools where the student seeks or intends to enroll.
3. Copies (not signed and certified) of education records will be available to students when administratively possible, even though not required by FERPA, at a copying cost of One Dollar (\$1.00) per page plus the actual cost of search, retrieval, and mailing.

(b) When administrative costs of collecting fees exceed the amount which would be received, the FERPA Coordinator shall be authorized to waive such fees.

(c) The University reserves the right to deny transcripts or copies of records not required by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University of South Florida.
2. There is an unresolved disciplinary action against the student.
3. There is an unresolved litigation between the student and the University of South Florida.

(7) Directory Information.

(a) Designation of directory information. The University hereby designates the following described personally identifiable information contained in a student's education record as "directory information" in order that the University may, at its discretion, disclose the information without a student's further prior written consent:

1. The student's name.
2. The student's local and permanent addresses.
3. The student's local and permanent telephone listing.
4. Date and Place of Birth.
5. The student's classification and major field of study.
6. The student's participation in officially recognized activities and sports.
7. The weight and height of members of athletic teams.
8. The student's dates of attendance, part-time or full-time status, degrees and awards received, and most recent previous educational agency or institution attended.
9. The student's photographic image.
10. Other similar information.

(b) Student's refusal to permit disclosure of "directory information." The University will publish in the Schedule of Classes for each academic term the above list, or a revised list, of the items of information it proposes to designate as "directory information." Students must notify the FERPA Coordinator in writing if they refuse to permit the University to disclose directory information about themselves; such notification must be received by the FERPA Coordinator no later than the end of the second week of classes of the academic term or the student will be deemed to have waived his/her right of refusal until the next academic term. When the FERPA Coordinator receives a student's refusal to permit the University to disclose "directory information" about that student, the FERPA Coordinator will notify the appropriate records custodians of the student's action. The records custodians will not make any further disclosures of directory information about that student without the student's prior written consent except to the extent authorized by FERPA and the Florida Statutes.

(c) Publication of directory information in the University Directory. The University of South Florida proposes to publish for each academic year a University Directory which will contain certain items of directory information respecting students who are registered during the Fall Semester of such academic year. Students registering during the Fall Semester must notify the FERPA Coordinator in writing of their refusal to permit the University to disclose or publish directory information in the University Directory; such notification must be received by the FERPA Coordinator no later than the end of the second week of classes of the Fall Semester or the student will be deemed to have waived his/her right of refusal with respect to the University Directory until Semester One of the next academic year.

(d) Requests for directory information. All requests for directory information about students should be referred to the FERPA Coordinator.

(8) Use of Education Records. All custodians of a student's education records and other University employees/agents will follow a strict policy that information contained in a student's education record is confidential and may not be disclosed to third parties without the student's prior written consent except as otherwise provided in this section.

(a) University officials shall have access to student education records for legitimate educational purposes.

1. "University official," as used herein, means:
 - a. A person currently serving as a member of the Florida Board of Regents.
 - b. A person under contract to the Florida Board of Regents/University of South Florida or the Florida Department of Administration in any faculty or staff position at the University of South Florida.
 - c. A person employed by the Florida Board of Regents as a temporary substitute for a staff member or faculty member at the University of South Florida for the period of his/her performance as a substitute.
 - d. A person employed by the Florida Board of Regents or under contract to the Florida Board of

Regents to perform a special administrative task for the University of South Florida. Such persons may be employed as secretaries, clerks, attorneys, auditors, and consultants. They shall be considered to be University officials for the period of their performance as an employee or contractor.

2. "Legitimate educational purpose," as used herein, means a University official's need to know in order to:

- a. Perform an administrative task outlined in the official's position description or contract; or
- b. Perform a supervisory or instructional task directly related to the student's education; or
- c. Perform a service or benefit for the student such as health care, counseling, student job placement, or student financial aid.

(b) Under the following circumstances, University officials may make disclosures of personally identifiable information contained in the student's education records without the student's consent:

1. To another college or university where the student seeks or intends to enroll.
2. To certain federal and state officials who require information in order to audit or enforce legal conditions related to programs at the University supported by federal or state funds.
3. To parties who provide or may provide financial aid to the student in order to:
 - a. Establish the student's eligibility for the financial aid;
 - b. Determine the amount of financial aid;
 - c. Establish the conditions for the receipt of the financial aid; or
 - d. Enforce the terms of the agreement between the provider and the receiver of the financial aid.
4. To state or local officials in compliance with state law adopted prior to November 19, 1974.

5. To an individual or organization under written agreement or contract with the University of South Florida or the Florida Board of Regents for the purpose of conducting a study on the University's behalf for the development of tests, the administration of student aid, or the improvement of instruction.

6. To accrediting organizations to carry out their accrediting functions.

7. To parents of a student if the parents claim the student as a dependent under the Internal Revenue Code of 1954. The University will exercise this option only on the condition that evidence of such dependency is furnished to the FERPA Coordinator.

8. To comply with a lawfully issued subpoena or judicial order of a court of competent jurisdiction. The University will make a reasonable effort to notify the student before it makes a disclosure under this provision.

9. The result of a disciplinary proceeding may be released to the victim of the student's crime of violence.

10. All requests for disclosure under the nine (9) circumstances listed above, where the University may disclose personally identifiable information without the student's prior consent to third parties other than its own officials, will be referred to the FERPA Coordinator or appropriate records custodian.

(c) University officials are authorized to make necessary disclosures from student education records, without the student's prior consent in a health or safety emergency if the University official deems:

1. The disclosure to be warranted by the seriousness of the threat to the health or safety of the student or other persons; and
2. The information disclosed is necessary and needed to meet the emergency; and
3. The persons to whom the information is disclosed are qualified and in a position to deal with the emergency; and
4. Time is an important and limiting factor in dealing with the emergency.

(d) University officials may not disclose personally identifiable information contained in a student's education record, except directory information or under the circumstances listed above, except with the student's prior written consent. The written consent must include the following:

1. A specification of the information the student consents to be disclosed;
2. The person or organization or the class of persons or organizations to whom the disclosure may be made; and
3. The date of the consent.

(e) The student may obtain a copy of any records the University discloses pursuant to the student's prior written consent.

(f) The University will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those third parties agree that they will not re-disclose the information without the student's prior written consent.

(9) Records of Requests for Access and Disclosures Made from Education Records.

(a) All requests for disclosures of information contained in a student's education record or for access to the record made by persons other than University officials or the student or those requests accompanied by the student's prior written consent will be submitted to the FERPA Coordinator or appropriate records custodian. The FERPA Coordinator or appropriate records custodian will approve or disapprove all such requests for access and disclosures and, except for requests for directory information, he/she will maintain a record of these actions.

(b) This record of requests/disclosures shall include the following information:

1. The name of the person or agency that made the request.
2. The interest the person or agency had in the information.
3. The date the person or agency made the request.

4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

(c) The University will maintain this record of requests/disclosures as long as it maintains the student's education record.

(10) Procedures to Request Amendment of and Challenge Education Records.

(a) Students have the right to, in accordance with this Regulation, request amendment of and challenge the content of their education records. (b) Definitions.

1. The term "incorrect" is used herein to describe a record that is inaccurate, misleading, or in violation of the privacy or other rights of students. A record is not "incorrect," for purposes of this Regulation, where the requestor wishes to challenge the evaluation reflected by the grade an instructor assigns for a course.

2. The term "requestor" is used herein to describe a student or former student who is requesting the University to amend a record.

(c) Students who believe that their education records contain information which is incorrect should informally discuss the problem with the record custodian. If the record custodian finds the information is incorrect because of an obvious error, and it is a simple matter to amend it to the satisfaction of the requestor, the record custodian may make the amendment.

(d) If the record custodian cannot amend the record to the requestor's satisfaction or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requestor a copy of the questioned record at no cost; and

2. Ask the requestor to initiate and provide the record custodian a written request for the amendment; such written request must identify the information which the requestor believes is incorrect, must state why such information is incorrect, and must be dated and signed by the requestor.

(e) The record custodian will send the request, together with a written explanation of his/her refusal to amend the record to the requestor's satisfaction, to the FERPA Coordinator. The FERPA Coordinator will examine the request, discuss it with appropriate University officials, including the person who initiated the record, the University General Counsel, and other persons who might have an interest in the questioned record. At the conclusion of this investigation, the FERPA Coordinator will summarize his/her findings, make a recommendation for the University's action, and deliver the request, the record custodian's written explanation, his/her summary of findings, and his/her recommendation to the University President.

(f) The University President will instruct the FERPA Coordinator whether the record should or should not be amended in accordance with the request. If the University President's decision is to amend the record, the FERPA Coordinator will advise the record custodian to make the amendment. The record custodian will advise the requestor in writing when he/she has amended the record and invite the requestor to inspect the record.

(g) If the University President's decision is that the record is correct and should not be amended, the FERPA Coordinator will prepare and send the requestor a letter stating the decision. This letter will also inform the requestor that the requestor has a right to a hearing pursuant to the Florida Administrative Procedures Act to challenge the University's decision not to amend.

(h) In the event the education records are not amended to the requestor's satisfaction, the requestor shall have the right to place with the education records a written statement explaining, commenting upon, or disagreeing with information contained in the education records. This statement shall be maintained as part of the student's education record for as long as the University maintains the questioned part of the record. Whenever the questioned part of the record is disclosed, the student's written statement shall also be disclosed.

(11) Right of Waiver of Access - The University may request a waiver of access to evaluations and letters of recommendation related to admissions, employment applications and receipt of honors. While such a waiver may be requested, requests for waivers do not constitute a pre-condition for admission, financial aid, or any services or benefits. Upon request, students who have waived access to such items can receive a listing of all individuals providing confidential recommendations or evaluations.

Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001; 1002.22, 1006.52 FS. History–New 4-19-83, Formerly 6C4-2.021,F.A.C. Amended 3-15-92, 1-7-93.

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: 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.

Confidentiality Policy

In the interest of openness and building trust with our students, the USF System now affords students the right to limit data usage and sharing of their information, without having to request non-disclosure of directory information under the Family Education Rights and Privacy Act (FERPA). Pursuant to the requirements of FERPA, the following types of information designated by law as “directory information” can be released, if the student has not requested privacy or non-disclosure: Name, Date of Birth, Address, Telephone, Major, Dates of Attendance, Enrollment Status, Degrees, and Prior Institutions Attended. *All other student data is considered to be protected.

Under new USF System policy which is less restrictive than privacy under FERPA, students may now request confidentiality as a way to “opt out” from having their personal contact information (i.e. name, address, telephone) disclosed to vendors, credit card companies, or outside agencies that are not providing a service that would otherwise be performed by the University. To request confidentiality, go to: <https://www.registrar.usf.edu/privacy/>.

Academic Record

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

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.

USF System and Florida College System Cross-Enrollment

Some undergraduate students may find it advantageous to cross enroll at a Florida College System institution while attending USFSM. Procedures to permit this type of registration are available during specified times printed in the University **Schedule of Classes**. Credit hours for the course(s) taken at the host institution will apply toward graduation only if prior approval was received from the student's USFSM advisor. The grade point average will not transfer to the USFSM GPA. To prevent problems with financial aid and other registration issues, see a USFSM academic advisor for detailed instructions and course approval.

Transient Students

USF System Policy 10-001 Transient Students

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf>

USFSM degree-seeking students who wish to enroll at another regionally accredited institution should have prior written approval from their college academic advisor to be certain that the work they complete will apply toward their degrees at USFSM. The transient student/cross enrollment form should be used for this purpose.

Testing Services

Location: SVC 2060; (USF Tampa)
Telephone: (813) 974-2741 (Tampa)
Telephone: (941) 359-4330 (Sarasota-Manatee)
Website: <http://uc.usf.edu/testing/>

USF Testing Services is a division of USF Corporate College/Continuing Education located on the USF Tampa campus which administers tests and provides resources for students

ACADEMIC POLICIES AND PROCEDURES

SEMESTER SYSTEM

USF Sarasota-Manatee (USFSM) operates on a semester system. The Fall semester begins in August and Spring semester begins in January. The summer semester has three sessions beginning in May and July. Visit the Academic Calendar at the following website for appropriate dates: <http://www.registrar.usf.edu/enroll/regist/calendt.php>

ACADEMIC LOAD

The maximum load per semester of an undergraduate student is 18 hours (Fall & Spring semesters) and 14 hours (Summer semester) unless approval is received from the dean or an authorized representative of the student's college. In the Fall or Spring semester, 12 hours is the minimum load for a student to be considered as full-time.

Full-time Undergraduate Student Definition - Summer Term

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

For Academic purposes - 6 hours or more each session

For Financial Aid purposes undergraduate students must enroll for 12 hours in any combination of sessions "A," "B" and "C"

Session "C" (10 weeks)

For Academic purposes - 9 hours or more

For Financial Aid purposes undergraduate students must enroll for 12 hours in any combination of sessions "A," "B" and "C"

Students receiving Veterans' Administration benefits should confirm their Summer Term enrollment with the Office of Financial Aid.

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

AVAILABILITY OF COURSES

USF Sarasota-Manatee makes every effort to offer all the degree and certificate programs listed in this catalog. USF Sarasota-Manatee 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 may be offered only in alternative semesters or years, or even less frequently if there is little demand.

DECLARATION OF MAJOR

It is advantageous for students to make early decisions about their majors to be on-track toward their degrees and to graduate in a timely manner. Students are urged to declare a major upon entry to the university. If they are unable to formally choose or declare a major or a pre-major, they should meet with an academic advisor or career counselor to determine a program that best matches their interests.

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

Many resources are made available by the university to assist students in making career decisions and choosing their majors. Information about these resources is readily available from academic advisors or the Career Center.

“GORDON RULE”
COURSES TO SATISFY BOARD OF GOVERNORS ARTICULATION RESOLUTION
(State Board of Education Rule 6A-10.030/BOG Articulation Resolution)

<http://www.fldoe.org/articulation/pdf/statewide-postsecondary-articulation-manual.pdf>

http://www.flbog.org/documents_regulations/guidelines/ArticulationRegulation.pdf

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

- a. Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section.
- b. Six (6) semester hours of mathematics coursework at the level of College Algebra or higher. For the purposes of this rule, Applied Logic, Statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three (3) hours of the six (6) hours required by this section.
- c. Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, Advanced Placement, or International Baccalaureate instruction pursuant to Rule BOG 6.017, F.A.C., and students awarded college credit based on their demonstration of mathematics skills at the level of College Algebra or higher through one (1) or more of the acceleration mechanisms in Rule BOG 6.017, F.A.C., shall be considered to have satisfied the requirements in subsection BOG 6.017 (2), to the extent of the college credit awarded.

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

Students must achieve a proficiency level of at least C- in the course in order to receive Gordon Rule Communication credit.

USF System Gordon Rule Communication Courses (12 semester hours)

AFA 2000	Introduction to the Black Experience [In Africa and Its Diaspora]	3	GEA 3405	in English Translation	3
AFA 4150	Africa and the United States	3	GEA 3500	Geography of Latin America	4
AFA 4335	Black Women in America	3	GEA 4372	Geography of Europe	4
AFS 2250	Culture and Society in Africa	3	GEO 4372	Global Conservation	4
AFS 3153	African Literature Survey	3	HIS 4936	Pro-Seminar in History	4
AML 3604	African American Literature	3	HSC 4631	Critical Issues in Public Health	3
AML 4303	Zora Neale Hurston: Major Works	3	HUM 4931	Seminar in Humanities	3
AML 4624	Black Women Writers	3	IDS 3115	Values and Choices	3
AMS 3001	American Culture 1880-1915	4	IDS 3668	Images of Contemporary Urban Culture	3
AMS 3230	America During the 1920s and 1930s	3-4	IDS 4934	Applied Science Capstone	3
AMS 3260	American Culture, 1830-1860	4	ISS 1102	Self and Society	3
AMS 3370	Southern Women: Myth and Reality	3	LAE 4414	Teaching Literature in the Elementary School, Grades K-6	3
AMS 3615	Film & American Society	3	LAE 4464	Adolescent Literature for Middle and Secondary Students	3
ANT 4172	Historical archaeology	3	LIN 3801	Language and Meaning	3
ANT 4241	Anthropology of Religion	3	LIT 2000	Introduction to Literature	3
ANT 4340	The Caribbean	3	LIT 2010	Introduction to Fiction	3
ANT 4432	The Individual and Culture	3	LIT 2020	Introduction to the Short Story	3
ANT 4620	Language and Culture	3	LIT 2030	Introduction to Poetry	3
ANT 4750	Language and Social Interaction	3	LIT 2040	Introduction to Drama	3
ANT 4935	Rethinking Anthropology	3	LIT 3103	Great Literature of the World	3
ARC 4784	The City	3	LIT 3144	Modern European Novel	3
ARH 4710	History of Photography	4	LIT 3155	20 th Century Literature	3
ARH 4721C	History of Printmaking	3	LIT 3301	Cultural Studies and the Popular Arts	3
ARH 4724	History of Graphic Design	4	LIT 3374	The Bible as Literature	3
ARH 4800	Critical Studies in Art History	4	LIT 3383	The Image of Women in Literature	3
ATR 4504	Seminar in Sports Medicine	3	LIT 3451	Literature and the Occult	3
CCJ 4934	Seminar in Criminology	3	LIT 4386	British and American Literature by Women	3
CGS 2060	Intro to Comp and Comp Program.	3	MHS 4731	Writing for Research & Publication in Behavior & Community Sciences	3
CHM 4070	Historical Perspectives in Chemistry	3	MUH 4372	Representing the United States in Music	3
CIS 4250	Ethical Issues and Professional Conduct	3	MUL 2111	Introduction to Music Literature	3
CIS 4253	IT Ethics	3	NGR 6121	Theoretical Foundations	3
CJE 3444	Crime Prevention	3	NSP 4485	An Interdisciplinary Perspective in HIV Disease	3
CLA 3103	Greek Civilization	3	NSP 4545	Substance Abuse Across the Lifespan	3
CLA 4501	Women in Antiquity	3	NUR 4165	Nursing Inquiry	3
CLT 3103	Greek Literature in Translation	3	NUR 4286	Geriatric Nursing: Populat-based Persp On Nursing Care of Older Adults	3
CLT 3123	Roman Literature in Translation	3	PAD 4144	Nonprofit Organizations and Public Policy	3
COM 4020	Communicating Illness, Grief, and Loss	3	PHC 4720	Foundation to Professional Writing in Public Health	3
COM 4030	Women and Communication	3	PHH 2000	Introduction to Philosophy	3
COM 4710	Writing Lives	3	PHH 4600	Contemporary Philosophy	3
COP 4313	Symbolic Computations in Mathematics	3	PHH 4700	American Philosophy	3
CRW 2100	Narration and Description	3	PHI 1103	Critical Thinking	3
CRW 3111	Form and Technique of Fiction	3	PHI 2101	Introduction to Formal Logic	3
CRW 3112	Fiction I	3	PHI 3130	Formal Logic	3
CRW 3121	Fiction II	3	PHI 3700	Philosophy of Religion	3
DAN 2100	Introduction To Dance	3	PHI 4300	Theory of Knowledge	3
DAN 4134	Dance History Though the 19th Century	3	PHI 4320	Philosophy of Mind	3
EDF 3228	Human Behavior & Environ Selection	3	PHI 4800	Aesthetics	3
EDF 3604	Schools and Society	3	PHI 4938	Philosophy Capstone Seminar	3
EEC 4008	Literature in Early Childhood Education	3	PHM 3100	Social Philosophy	3
EEX 4742	Narrative Persp on Exceptionality: Cultural and Ethical Issues	3	PHM 4331	Modern Political Philosophy	3
EIN 4243C	Human Factors	3	PHM 4340	Contemporary Political Philosophy	3
ENC 1101	Composition I	3	PHP 3786	Existentialism	3
ENC 1102	Composition II	3	PHP 4000	Plato	3
ENC 2210	Technical Writing	3	PHP 4010	Aristotle	3
ENC 3246	Communication for Engineers	3	PHP 4784	Analytical Philosophy	3
ENC 3249	Communication for IT Professionals	3	PHP 4788	Philosophy of Marxism	3
ENC 3250	Professional Writing	3	PHY 4031	Great Themes in Physics	3
ENC 3310	Expository Writing	3	POS 4413	The American Presidency	3
ENG 4674	Film & Culture	3	POS 4694	Women and Law II	3
ENL 3334	Shakespeare from a Historical Perspective	3	POT 4109	Politics and Literature	3
EVT 4651	Equity in Schools and the Workplace	3	PUP 4323	Women and Politics	3
FIL 2000	Film: The Language of Vision	4	REA 2105	Critical Reading and Writing	3
FIL 3845	World Cinema	4			
FIL 3854	Film Art	4			
FRT 3001	Great French Love Stories in Translation	3			
FRT 3140	French Literary Masterpieces	3			

REL 3111	The Religious Quest in Contemp. Films	4	RUT 3110	19 th Century Russian Classics in English	3
REL 3114	Comedy, Tragedy, and Religion	3	RUT 3111	Twentieth-Century Russian Literature in English	3
REL 3145	Women and Religion	3	SCE 4863	Science, Technology, Society Interaction	4
REL 3170	Religion, Ethics and Society Through Film	4	SPC 3425	Group Communication	3
REL 3308	World Religions	3	SPC 4305	Communicating Emotions	3
REL 3367	Islam in the Modern World	3	SPC 4632	Rhetoric and Social Change	3
REL 3465	Religion and the Meaning of Life	3	SYA 3310	Qualitative Inquiry	4
REL 3500	History of Christianity	4	SYG 3235	Latina Lives	3
REL 3561	Roman Catholicism	3	SYG 4420	Consumer Culture	3
REL 3602	Classics of Judaism	3	THE 4174	New British Theatre and Drama	3
REL 3607	Introduction to Judaism	3	THE 4180	Theatre Origins	3
REL 3613	Modern Judaism	3	THE 4330	Shakespeare for The Theatre	3
REL 4113	The Hero and Religion	3	THE 4401	American Drama	3
REL 4171	Contemporary Christian Ethics	4	THE 4434	Caribbean Theatre	3
REL 4177	Comparative Religious Ethics	4	THE 4562	Contemporary Performance Theory	3
REL 4215	Ancient Israel and the Development of the Hebrew Bible	3	WST 3210	European Feminist History: Pre-18th Century	3
REL 4217	Who Wrote the Bible (Genesis-Kings)	4	WST 4262	Literature by Women of Color in the Diaspora	3
REL 4218	Women and the Bible	3	WST 4310	History of Feminism in the U.S.	3
REL 4499	Classics of Christian Thought	3			
RUS 3500	Russian Civilization	3			

All the above courses will require 6,000 written words per course.

Computation Courses (6 semester hours)

In addition to the course listed above, any courses offered by the mathematics department may be used and only one course from the following list may be used.

Course Number and Title

CGS 2060	Introduction to Computers and Programming in Basic	3
PHI 2101	Introduction to Formal Logic	3
PSY 3204	Psychological Statistics	3
QMB 2100	Business and Economic Statistics I	3
STA 1022	Basic Statistics	3
STA 2023	Introductory Statistics I	4
STA 2122	Social Science Statistics	3
STA 3024	Introductory Statistics II	3
STA 4321	Essentials of Statistics	3
STA 4442	Introduction to Probability	3

CLEP general/subject examinations in Mathematics, Calculus, College Algebra, College Algebra-Trigonometry, and Trigonometry may satisfy this requirement.

GRADES, SCHOLARSHIP REQUIREMENTS, AND REVIEW PROCEDURES

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

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

Grading System

Effective Fall semester 2000, a plus/minus grading system was implemented. The use of the plus/minus grading system is at the discretion of the individual faculty member.

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

Plus/minus Grades			Other Grades	
A+		4.00	E	Course repeated, not included in GPA
A	Excellent performance	4.00	FF	Failure/academic dishonesty
A-		3.67	I	Incomplete
B+		3.33	IF	Incomplete grade changed to Failure
B	Good performance	3.00	IU	Incomplete grade changed to Unsatisfactory
B-		2.67	M	No grade submitted by instructor
C+		2.33	N	Audit
C	Average performance	2.00	R	Repeated Course
C-		1.67	S	Satisfactory
D+		1.33	U	Unsatisfactory
D	Poor performance	1.00	W	Withdrawal from course without penalty
D-		0.67	WC	Withdrawal for extenuating circumstances
F	Failure	0.00	Z	Indicates continuing registration

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

Grade Point Average

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

Credit hours for repeated USF System 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 System 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 System GPA unless the forgiveness policy is being applied.

"I" Grade Policy

An "I" grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. (Undergraduate rules apply to non-degree-seeking students.) It may be awarded to an undergraduate student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. Until removed, the "I" is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the "I" is to be set by the instructor.

of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate. If an instructor is willing, he or she may accept work from a student after an "I" grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. Whether or not the student is in residence, any change to "IF" grades will be calculated in the cumulative GPA and, if applicable; the student will be placed on appropriate probation or academically dismissed. Students are not required to re-register for courses in which they are only completing previous course requirements to change an "I" grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

"M" Grade Policy

An "M" grade is automatically assigned as a default grade when the instructor does not submit a grade for a student. (Undergraduate rules also apply to non-degree-seeking students.) Unless a change of grade is submitted, the "M" grade will remain on the transcript and will not be computed in the student's GPA.

S/U Grade System

Course with No-Option

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.

Courses with Option

The following restrictions may apply to any undergraduate course taken on an S/U basis by a student:

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 BOG 6.017 (Gordon Rule) may not be taken on an S/U basis.
4. Courses to satisfy USF's B.A. foreign language requirement may not be taken on an S/U basis.
5. All elective courses for the major and all elective courses in the distribution requirements and all other free elective courses may be taken on an S/U basis except where:
 - a. The certifying college restricts the number of courses that may be taken on an S/U basis in any one or all of the above areas or restricts the total number of S/U courses that can be accepted for all of the above areas.
 - b. The certifying college specifies that certain courses may not be taken on an S/U basis.
 - c. The instructor of a course refuses to allow the course to be taken on an S/U basis.

Mechanism for Assigning S/U Grades

The method by which a student receives an "S" or "U" grade in an option course will consist of the following:

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

Grade Forgiveness Policy

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

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

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

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

GOOD STANDING

USF students will be considered in Good Standing if they are currently enrolled or eligible to return to USF and have a 2.0 USF GPA.

ACADEMIC PROBATION AND ACADEMIC DISMISSAL

The first time an undergraduate student's USFSM GPA falls below a cumulative 2.00, the student will be placed on Academic Probation (AP). From the beginning of academic probation, the student must maintain at least a 2.00 GPA each term, and may not totally withdraw from any semester without cause.

Any student who withdraws from all classes after the fifth day of classes while on Academic Probation will be academically dismissed. Once on academic probation, academic advising prior to registration is mandatory until the student is removed from probationary status. The student may remain on Academic Probation indefinitely as long as the student maintains a GPA of 2.00 or greater each semester. If at any time while on academic probation, the student's semester GPA falls below a 2.00, the student will be academically dismissed from the university. Once academically dismissed, a student may only return to USFSM under the University's Academic Renewal Policies. If academically dismissed from USFSM a student may not return to USF as a non-degree seeking student.

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 following 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 is academically dismissed or falls below a 2.00 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.

ACADEMIC REGULATIONS COMMITTEE

Website: <http://www.sarasota.usf.edu/Students/ARC>

Certain academic regulations for the USFM are managed by the Academic Regulations Committee (ARC). The Academic Regulations Committee regularly reviews petitions submitted by undergraduate students. Undergraduate students must petition and secure approval from the Academic Regulations Committee to return to the University after having been academically dismissed or to receive special consideration regarding an academic regulation, including late or retroactive drop of a course, late registration or late add of a course, deletion of a course, and withdrawal from a term. The ARC representatives or designees meet with the student, assist with the petition process, and serve on their college's Academic Regulations Committee.

The Academic Regulations Committee will reexamine petitions when the student provides new and substantive information directly related to the petition or evidence that an error was made. A final ARC decision may be appealed first through the College Dean or designee, and then the Regional Vice Chancellor for Academic Affairs and Academic Council.

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

To petition the committee, completed forms should be submitted to the Academic Advising Office for ARC committee review. In some cases, a consultation with an ARC representative is required. Students may contact their ARC representative for details regarding their submission. The appropriate forms may be obtained at the website or from their academic advising office. Students will receive notification of the committee's decision by mail/email.

ACADEMIC RENEWAL

The University's Academic Renewal policy allows students previously dismissed from the university, to renew their pursuit of baccalaureate degrees without the responsibility of having to overcome the entire burden of low grades and low grade point averages. To facilitate this opportunity, students who qualify for Academic Renewal may, with the approval of the Academic Regulations Committee (ARC), have portions of their academic record excluded from calculation of their grade point averages (GPAs). The entire academic record, however, will continue to be reflected on their transcripts even though a selected portion will not be counted in their GPAs. Academic Renewal students are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic Renewal will only be applied to a student's academic record one time at USFSM.

Academic Renewal I (ARI)

Students who have been academically dismissed may petition the Academic Regulations Committee to return to the University under ARI. A student may be re-admitted to the University under Academic Renewal I, after completing all requirements for the Associate of Arts degree or equivalent (including general education, Gordon Rule, and CLAS requirements) at a two-year or four-year college. Academic Renewal I students will enter USFSM as juniors and their USFSM grade point average will be calculated from that point forward. While ARI is best utilized by students who have earned less than 60 credit hours it is not restricted to those students. Student with more than 60 credit hours returning to the University under ARI will likely incur excess hours and associated monetary penalty. In order to graduate following re-admission under ARI, all degree requirements must be met and a minimum of 30 credit hours must be taken in residence at USFSM. Students who are admitted under ARI may be excluded from admission to limited-access programs and will not be considered for University Honors at graduation unless they meet the criteria using all grades earned.

Academic Renewal II (ARII)

ARII is available to students who were academically dismissed and have 60 or more earned credits from the USF System or other institutions of higher education. These students may be re-admitted to the University under Academic Renewal II, if they are able to provide convincing evidence indicating they are likely to be successful. Generally, such students will have been engaged in successful non-academic activities such as work or military service for at least one year, or will have demonstrated recent academic success defined minimally as the completion of at least 12 semester hours of GPA greater than or equal to 2.00, 0 grades below "C", no course withdrawals, and the CLAS requirement being met. In order to be considered for re-admission under ARII, student must submit a request to Academic Regulations Committee, who will in consultation with the college intended major making final decision regarding readmission. Following readmission under ARII, student will have their prior USFSM GPA set to 2.00. In order to graduate students must have a cumulative GPA of 2.00 and at least 30 USFSM credit hours with grades of C or higher, including a minimum of 15 USF credits earned following readmission under ARII.

Student readmitted under ARII may be excluded from admission to limited access programs. Further, students who exercise the ARII policy will not be considered for University Honors at graduation unless they meet the criteria all grades earned.

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
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

TESTING AND FINAL EXAMINATIONS

Reference: USF Policy 10-005

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-005.pdf>

INTRODUCTION (Purpose and Intent)

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. The University of South Florida System (USF System) 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 instructor. Although this policy primarily addresses examinations for undergraduate courses, graduate courses with final exams during the examination week should follow the schedule for exams that is provided with the course schedule for that academic term.

II. STATEMENT OF POLICY**A. 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 the USF System that all students facing an examination (of any type) shall have equal advanced notice of the form and content of that examination. Tests and other evaluations are considered part of the learning process and students should be given the opportunity for clear feedback about what they have or have not learned as a result of such evaluations. The USF System 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.

B. Comprehensive Final Examinations

The last six (6) days of the Fall and Spring semesters shall be set aside for final examinations and any final examination of a comprehensive nature must be given during this designated period. If a final course examination is not given, the last segment examination in the course must be given in the period designated during final examination week. Take-home final examinations, papers, projects, practicums, 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 that are scheduled according to the final exam schedule, 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 "appropriate instructor" in case of examination time conflicts shall be determined by the following ordered list of priorities:

1. If a student has an exam conflict between courses offered on different campuses or institutions within the USF System, the course on the student's home campus has priority.
2. Common finals have priority over non-common finals. When two common finals conflict, the higher numbered course takes priority.
3. Apart from common finals priority, examinations for graduate level courses have priority over examinations for undergraduate level courses.
4. Apart from common finals priority and within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses.
5. If after applying items 1 through 4, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet.
6. The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

The final examination schedule shall be published in the same manner and place as the schedule of classes.

DEAN'S LIST

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

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Reference: USF Policy 10-002

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

I. Introduction (Purpose and Intent)

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

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF System institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

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

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

II. Terms and Guidelines

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

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

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

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

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

"Written communication" shall mean communication by hard copy to the recipient's address of record or email communication using assigned USF email address.

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

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

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

III. Statement of Policy

A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the

issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

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

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

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

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

B. Resolution at the College Level

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

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

b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. However, for cases involving Clinical or Professional Standard violations, the Committee shall include at least one member assigned to oversee, or with expertise, in that clinical area. In addition, deficiency in, or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student's major department or other outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other's final statement and may hear the additional information provided, however, neither may be present during the Committee's deliberations.

c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.

2. The Committee will operate in the following manner:

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

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

c. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed in addition to the other Departmental procedures, if applicable:

1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.

2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.

3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.

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

e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.

f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee recommendation.

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

C. Resolution at the University Level

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to re-delegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University Level.

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

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members

appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).

3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.

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

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

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures, however, those procedures must adhere to the three-week timeline (with a notice to the student in writing of any need for an extension). If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF System procedures.

DISRUPTION OF ACADEMIC PROCESS

Reference: USF Regulation 3.025

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

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

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

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

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

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

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

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

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

(3) Procedures for Handling Disruption of Academic Process.

(a) General Guidelines for Instructor:

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

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

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

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

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

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

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

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

(b) Possible Academic Sanctions and Grading Guidelines:

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

- Warning to the student.
- Voluntary withdrawal by the student from the class(es).
- Temporary exclusion and/or permanent dismissal from the instructor's classroom or academic area, program, or college, pending an expedited appeal.
- Academic sanction, including assignment of a final grade. -- If the final determination is a dismissal from class, the grade assigned for the class will depend on the student's status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of "W" will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of "F" will be assigned for the course. These grades will become a part of the student's permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.

(c) Documentation and Academic Disruption Incident Report:

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

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

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

The form can be downloaded from the designated websites in the Academic or Student Affairs offices and are specifically available at:

<http://www.sa.usf.edu/srr/docs/Acad%20Disruption%20Incident%20Report%20Form.pdf>

or completed by way of memorandum containing the following information:

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

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

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

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

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

(e) Resources:

- | | |
|---------------------|----------------|
| • University Police | (813) 974-2628 |
| • Advocacy Program | (813) 974-5756 |
| • Counseling Center | (941) 487-4254 |

- General Counsel (813) 974-2131
- Office of Student Rights and Responsibilities (USF Tampa) (813) 974-9443
- Office of Student Rights and Responsibilities (USF-Sarasota-Manatee) (941) 359-4330
- Students with Disabilities Services (941) 359-4714

ACADEMIC INTEGRITY OF STUDENTS

Reference: USF Policy 3.027

<http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>

(1) Fundamental principles: Academic integrity is the foundation of the University of South Florida System's (USF System) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students. The final decision on an academic integrity violation and related sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System.

General Policies

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

Violations of Academic Integrity: Undergraduate

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

Cheating

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

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

Plagiarism

Definition: Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations,

or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

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

Fabrication, Forgery and Obstruction

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

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

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

Clarification:

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

Multiple Submissions

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

Clarification:

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

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

Complicity

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

Clarification:

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

Misconduct in Research and Creative Endeavors

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

Clarification:

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

Computer Misuse

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

Clarification:

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

Misuse of Intellectual Property

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

Clarification:

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

(4) Violations and Sanctions for Undergraduate Students¹

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

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

Level One Violations

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

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

Recommended sanctions for Level One violations are listed below:

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

Level Two Violations

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

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

Recommended sanctions for Level Two violations are listed below:

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

Level Three Violations

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

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g., books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.

6. Altering examinations for the purposes of re-grading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources.
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

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

Level Four Violations

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

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University) .
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing, including violations of the professional/ethical standards in clinical or field-based programs.

Recommended sanctions for Level Four violations are listed below:

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

Additional Undergraduate Guidelines for Academic Dishonesty

Grade Assignment

1. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any "FF" grade on record will not be eligible for honors at graduation.
2. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.
3. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.
4. Notification to the student of the "F" or "FF" grade for academic dishonesty and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair. (See Student Academic Grievance Procedures.)
5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.
6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

Multiple Violations

1. For the first "FF" recorded in an undergraduate student's USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on "Academic Dishonesty Warning" for the remainder of enrollment at USF and of appeal rights for the "FF" grade.
2. For the second "FF" recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.
3. For the third "FF" recorded, the undergraduate student will be permanently dismissed from the university for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.
4. The maximum penalty for receipt of any "FF" grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the student's formal record and transcript.

Appeals

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

¹ These policies apply to Undergraduate Students, even if taking graduate coursework. Graduate students are students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework (such students should refer to Section (6) Violations and Sanctions for Graduate Students)

Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4) FS. History–New 12-11-08.

LIBERAL ARTS REQUIREMENTS

USF System Regulation: USF3.007

Degree Requirements: Baccalaureate/Undergraduate

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

The requirements are distributed as follows:

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

*Courses may be certified in more than one area, but students may use each course in only one (1) area. All students must achieve an overall average of "C" (2.0GPA) in the lower level requirements and a grade of "C-" or better in each of the exit requirement courses.

^o Florida public Associate in Arts recipients, please refer to "Evaluation of Transfer Credit" in the Admissions section.

General Education Course Requirements (36 Semester Hours)

English Composition (6 hours required)

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 any USF System Institution or another institution. Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded. To satisfy the Gordon Rule, students must earn a letter grade of "C-" or better in each of these courses.

Quantitative Methods (6 hours required)

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

Only the courses in the list below may be used to satisfy the General Education Quantitative Methods requirement. At least one course must have either an MAC or an MGF prefix. The other course may be any course in the list. To satisfy the Gordon Rule, students must earn a letter grade of "C-" or better in these courses. While CGS 2060 is applicable to the Gordon Rule Computation requirement, it cannot be used to satisfy USFSM's General Education Quantitative Methods requirement.

Students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.

Natural Sciences (6 hours required)

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

Social Sciences (6 hours required)

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 (6 hours required)

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 (3 hours required)

Students are required to successfully complete a minimum of three (3) semester hours of approved coursework in the fine arts. Courses in the fine arts shall involve those disciplines considered to be fine arts in that they deal theoretically and experientially with the aesthetic dimensions of individuals and groups. Courses will concern the creative experience that takes into account the perspectives of both the artist and the public. They may be interdisciplinary and must involve the content, theories, history, presuppositions, and methods of the fine arts. They will address problems, ambiguities, and different perspectives in the disciplines of fine arts. These courses will also provide students with an appreciation of how the disciplines fit within fine arts and relate to their everyday experiences.

African, Latin American, Middle Eastern, or Asian Perspectives (ALAMEA) (3 hours required)

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

All courses listed are certified as meeting the General Education requirement as of November, 2005. Additional courses may have been certified since that date. Please consult with an academic advisor for current and additional information.

General Education Requirement Courses

Note: This list includes all USF System courses

ENGLISH COMPOSITON

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

QUANTITATIVE METHODS

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

NATURAL SCIENCES

ANT 2511 Biological Anthropology	3
ANT 2511L Biological Anthropology Laboratory	1
ANT 4586 Prehistoric Human Evolution	3
AST 2003 Astronomy of the Solar System	4
AST 2004 Stellar Astronomy and Cosmology	4
AST 3033 Contemporary Thinking in Astronomy	3
BMS 4402 Principles of Human Pharmacology	3
BSC 1005 Principles of Biology For Non-Majors	3
BSC 1020 The Biology of Humans	3
BSC 2010 Biology I - Cellular Processes	3
BSC 2011 Biology II - Diversity	3
BSC 2022 Biology of Aging	3
BSC 2025 Food: Personal and Global Perspectives	3
BSC 2030 Save The Planet: Environmental Sciences	3
BSC 2035 Sex and Today's World	3
BSC 2050 Environment	3
BSC 2085 Anatomy and Physiology I for Nursing and other Healthcare Professionals	3
BSC 2086 Anatomy and Physiology II for Nursing and other Healthcare Professionals	3
CHM 2023 Chemistry for Today	4
CHM 2045 General Chemistry I	3
CHM 2046 General Chemistry II	3
EVR 2001 Introduction to Environmental Science	3
EVR 2002 Environmental Science: Regional and Global Issues	3
EVR 2217 Energy, Environment and Sustainability 3	3
EVR 4104 Karst Environments	3

EVR 4114 Climate Change	3
GEO 2200 Introduction to Physical Geography	3
GEO 2371 Introduction to Earth Systems Science	3
GEO 4244 Tropical Meteorology	4
GEO 4284 Water Resources Management	4
GLY 2000 Earth and Environmental Systems	3
GLY 2010 Dynamic Earth: Intro to Physical Geology	3
GLY 2030 Hazards of the Earth's Surface: Environmental Geology	3
GLY 2050 Science, Earth and Life	3
GLY 2051 Origins: From the Big Bang to the Ice Age	3
GLY 2100 History of the Earth and Life	3
GLY 2160 Geology of the National Parks	3
HSC 3541 Human Structure and Function	3
HSC 4531 Medical Terminology	3
ISC 1004 Integrated Natural Sciences I: Science that Matters	3
ISC 1005 Integrated Natural Sciences II: Science that Matters	3
OCE 2001 Introduction to Oceanography	3
PHI 1401 Science and Society -6A	3
PHY 2020 Conceptual Physics	3
PHY 2048 General Physics I	3
PHY 2049 General Physics II	3
PHY 2053 General Physics I	3
PHY 2054 General Physics II	3
PHZ 4434 Materials Physics	3
PSC 2515 Energy and Humanity	3

SOCIAL SCIENCES

AFA 4150 Africa and the United States -6A	3
AFA 4150 Africa and the United States -6A	3
AFS 3251 Environmental - Cultural Study in Africa	3
AMS 2030 Introduction to American Studies	3
AMS 3601 Material Culture and American Society	3
AMS 3700 Racism in American Society	3
ANT 2000 Introduction to Anthropology	4
ANT 2410 Cultural Anthropology	3
ANT 3101 Archaeology	3
ANT 3610 Anthropological Linguistics	3
ASH 3404 Modern China	4
ASN 3012 Japan Today	3
CCJ 3003 Crime and Justice in America	4
CCJ 3024 Survey of the Criminal Justice System	3
CGS 2034 Computers and Impact on Society	3
CGS 2094 CyberEthics	3
CLP 2001 Psychology of Adjustment	3
COM 2000 Introduction to Communication	3
CPO 2002 Introduction to Comparative Politics	3
CPO 4034 Politics of the Developing Areas	3
CPO 4204 Government and Politics of Africa	3
DEP 3103 Child Psychology	3
ECH 2020 Energy, Environment and Sustainability 3	3
ECO 1000 Basic Economics	3
ECO 2013 Economic Principles (Macroeconomics) 3	3
ECO 2023 Economic Principles (Microeconomics) 3	3
EGN 3615 Engineering Economics with Social and Global Implications	3

EUS 3000 Europe	3	SPC 2600 Public Speaking	3
EUS 3022 Russia	3	SPC 3301 Interpersonal Communication	3
FRE 4392 African Images in Francophone Film	3	SPC 3710 Communication and Cultural Diversity	3
GEA 2000 World Regional Geography	4	SYD 3700 Racial and Ethnic Relations	3
GEB 2350 Doing Business Around the World	3	SYG 2000 Introduction to Sociology	3
GEO 1930 Geography of Current Events	4	SYG 2010 Contemporary Social Problems	3
GEO 2400 Introduction to Human Geography	4	SYP 3000 Social Psychology	3
GEY 2000 Introduction to Gerontology	3	WST 2600 Human Sexual Behavior	3
GEY 3625 Sociocultural Aspects of Aging	3	WST 3015 Introduction to Women's Studies	3
GEY 4328 Health Care Operations	3	WST 3311 Issues in Feminism	3
GEY 4612 Psychology of Aging	3	WST 3370 Women and Social Action	3
GEY 4628 Race, Ethnicity and Aging	3		
GEY 4641 Death and Dying	3	HISTORICAL PERSPECTIVES	
GEY 4647 Ethical and Legal Issues of Aging	3	AFA 4150 Africa and the United States -6A	3
HSC 2100 Contemporary Health Science	3	AFA 4502 Middle Passage -6A	3
HSC 2133 Sex, Health, and Decision-Making	3	AFH 3100 African History to 1850 -6A	3
IDS 2664 Social Science Perspectives I	3	AFH 3200 African History since 1850 -6A	3
IDS 2665 Social Science Perspectives II	3	AMH 2010 American History I -6A	3
IDS 2933 Selected Topics III	3	AMH 2020 American History II -6A	3
IDS 2934 Selected Topics IV	3	AMH 3571 African American History to 1865 -6A	3
INP 2101 Applied Psychology	3	AMH 3572 African American History since 1865 -6A	3
INR 1015 World Perspective	3	AML 3413 Historical Perspectives in Early American Literature -6A	3
INR 3038 International Wealth and Power	3	AMS 2030 Introduction to American Studies -6A	3
INR 3084 International Terrorism	3	AMS 2201 Colonial American Culture -6A	3
INR 4403 International Law	3	AMS 2212 Nineteenth-century American Culture -6A	3
INR 4502 International Organizations	3	AMS 2270 Twentieth-century American Culture -6A	3
ISS 1101 Knowledge and Society	3	AMS 3001 American Culture 1880-1915 -6A	4
ISS 1102 Self and Society	3	AMS 3210 Regions of America -6A	4
ISS 1103 Nature and Culture	3	AMS 3260 American Culture, 1830-1860 -6A	4
MMC 3602 Mass Communications and Society	3	AMS 3370 Southern Women: Myth and Reality -6A	3
PAD 3003 Introduction to Public Administration	3	AMS 3601 Material Culture and American Society -6A	3
PHI 1103 Critical Thinking	3	AMS 3700 Racism in American Society -6A	3
PHI 1401 Science and Society -6A	3	ARC 2211 Introduction to Architecture -6A	3
PHI 1600 Introduction to Ethics	3	ARC 2701 Architectural History I -6A	3
PHI 2630 Contemporary Moral Issues	3	ARC 2702 Architectural History II -6A	3
PHI 2631 Ethics and Business	3	ARH 2050 History of Visual Arts I -6A	3
PHI 3640 Environmental Ethics	3	ARH 2051 History of Visual Arts II -6A	3
PHI 3700 Philosophy of Religion -6A	3	ARH 3001 Introduction To Art -6A	4
PHM 3100 Social Philosophy -6A	3	ARH 3475C Contemporary Issues in Art -6A	4
POS 2080 The American Political Tradition	3	ASH 2270 Southeast Asian History -6A	3
PSY 2012 Introduction to Psychological Science	3	ASH 3404 Modern China -6A	4
PSY 3017 Psychological Science II	3	CLA 3103 Greek Civilization -6A	3
REL 2300 Introduction to World Religions	4	CLA 3124 Roman Civilization -6A	3
REL 3101 Religion and Popular Culture	3	CLT 3370 Classical Mythology -6A	3
REL 3111 The Religious Quest in Contemporary Films -6A	4	EDF 3514 History of Education in the United States -6A	3
REL 3116 Religion and Contemporary American Holidays	3	EGN 2031 History of Technology -6A	3
REL 3117 Religion and Contemporary American Sports	3	EGN 2082 History of Electrotechnology -6A	3
REL 3170 Religion, Ethics and Society Through Film -6A	4	ENL 3334 Shakespeare from an Historical Perspective -6A	3
REL 3308 World Religions -6A	3	EUH 2011 Ancient History I -6A	3
REL 3318 Introduction to Chinese Religion	3	EUH 2012 Ancient History II -6A	3
REL 3391 In Search of the Goddess	3	EUH 2021 Byzantium History -6A	3
REL 3607 Introduction to Judaism -6A	3	EUH 2022 The Medieval West -6A	3
SOP 3742 Psychology of Women	3	EUH 2030 Modern European History I -6A	3
SOW 3210 The American Social Welfare System	3	EUH 2031 Modern European History II -6A	3
SPA 3002 Introduction to Disorders of Speech and Language	3	EUS 3022 Russia -6A	3
SPC 2541 Persuasion	3		

FRE 4392 African Images in Francophone Film -6A	3	SPC 3230 Rhetorical Theory -6A	3
GEA 2000 World Regional Geography -6A	4	SPC 3631 Rhetoric of the Sixties -6A	3
GET 3522 Fantastic Films of Early German Cinema -6A	4	SYD 3700 Racial and Ethnic Relations -6A	3
GET 3524 German Popular Film -6A	4	WOH 3293 Islam in World History -6A	4
GET 4523 New German Cinema to Present -6A	4	WST 2250 Female Experience in America -6A	3
GEW 4750 Women in Contemporary German Literature and Film -6A	3	WST 3210 European Feminist History: Pre-18th Century -6A	3
GEY 4327 Understanding Policies and Practices of Long Term Care -6A	3	WST 3220 European Feminist History: Enlightenment to the Present -6A	3
GEY 4328 Health Care Operations -6A	3		
HUM 2210 Studies in Culture: The Classical Through Medieval Periods -6A	3	FINE ARTS	
HUM 2230 Studies in Culture: The Renaissance Through the Twentieth Century -6A	3	AFS 3251 Environmental - Cultural Study in Africa	3
HUM 3252 Studies in Culture: The Twentieth Century -6A	3	ARC 2131 Introduction to Architectural Design and Graphics	4
IDS 2666 Historical Perspectives I -6A	3	ARC 2211 Introduction to Architecture	3
IDS 2667 Historical Perspectives II -6A	3	ARC 2701 Architectural History I	3
IDS 2932 Selected Topics -6A	3	ARC 2702 Architectural History II	3
ITT 3504 Italian Cultural Studies -6A	3	ARH 2050 History of Visual Arts I	3
LAH 2020 Latin American Civilization -6A	3	ARH 2051 History of Visual Arts II	3
LAH 2733 Latin American History in Film -6A	3	ARH 3001 Introduction To Art	4
LIT 2000 Introduction to Literature -6A	3	ARH 3475C Contemporary Issues in Art	4
LIT 2010 Introduction to Fiction -6A	3	ART 2201C Concepts and Practices I	3-4
LIT 2030 Introduction to Poetry -6A	3	ART 2203C Concepts and Practices II	3-4
LIT 2040 Introduction to Drama -6A	3	DAN 2100 Introduction To Dance -6A	3
LIT 3022 Modern Short Prose -6A	3	EGN 2080 Light and the Arts: A Quantitative Approach	3
LIT 3144 Modern European Novel -6A	3	FIL 2000 Film: The Language Of Vision -6A	4
LIT 3155 Modern Literature -6A	3	FIL 3845 World Cinema -6A	4
LDR 4104 Theories of Leadership -6A	3	HUM 1020 The Arts	3
MMC 3602 Mass Communications and Society -6A	3	HUM 1580 Introduction to Film Studies	3
MUL 2111 Introduction To Music Literature -6A	3	IDS 3662 Arts Connections	3
PHH 2000 Introduction to Philosophy -6A	3	MUC 2301 Introduction To Electronic Music	3
PHI 1600 Introduction to Ethics -6A	3	MUH 2020 The History of Blues and Rock	3
PHM 3100 Social Philosophy -6A	3	MUH 2051 Folk And Traditional Music Of World Cultures	3
PHP 3786 Existentialism -6A	3	MUH 2632 Music In The United States	3
POS 2080 The American Political Tradition -6A	3	MUH 3016 Survey Of Jazz	3
REL 2300 Introduction to World Religions -6A	4	MUL 2111 Introduction To Music Literature -6A	3
REL 2306 Contemporary World Religions -6A	4	MUL 3001 Issues In Music	2-3
REL 3101 Religion and Popular Culture -6A	3	MUL 3012 Music in Your Life	3
REL 3111 The Religious Quest in Contemporary Films -6A	4	THE 2005 Issues in Theatre	3
REL 3116 Religion and Contemporary American Holidays -6A	3	THE 2252 Great Performances on Film	3
REL 3117 Religion and Contemporary American Sports -6A	3		
REL 3170 Religion, Ethics and Society Through Film -6A	4	ALAMEA	
REL 3308 World Religions -6A	3	AFA 2000 Introduction to the Black Experience [In Africa and Its Diaspora] -6A	3
REL 3318 Introduction to Chinese Religion -6A	3	AFA 4150 Africa and the United States -6A	3
REL 3363 Introduction to Islam -6A	3	AFA 4502 Middle Passage	3
REL 3367 Islam in the Modern World -6A	3	AFH 3100 African History to 1850	3
REL 3391 In Search of the Goddess -6A	3	AFH 3200 African History since 1850	3
REL 3500 History of Christianity -6A	4	AFS 2250 Culture and Society in Africa -6A	3
REL 3607 Introduction to Judaism -6A	3	AFS 3251 Environmental - Cultural Study in Africa	3
REL 4215 Ancient Israel and the Development of the Hebrew Bible -6A	3	ANT 2000 Introduction to Anthropology	4
REL 4218 Women and the Bible -6A	3	ANT 2410 Cultural Anthropology	3
		ANT 3005 The Anthropological Perspective	3
		ASH 2270 Southeast Asian History	3
		ASH 3404 Modern China	4
		ASN 3014 China Today	3
		ASN 3030 The Middle East	3
		CGS 2094 CyberEthics	3
		CPO 4034 Politics of the Developing Areas	3

CPO 4204 Government and Politics of Africa	3	LIN 2002 Language, Culture and Film	3
ECS 4430 Economics of Latin America	3	MUH 2051 Folk And Traditional Music Of World Cultures	3
EUS 3022 Russia	3	MUL 3001 Issues In Music	2-3
FRE 4392 African Images in Francophone Film	3	REL 3318 Introduction to Chinese Religion	3
GEA 2000 World Regional Geography	4	REL 3330 Religions of South Asia	3
GEY 3625 Sociocultural Aspects of Aging	3	REL 3363 Introduction to Islam	3
GEY 4328 Health Care Operations	3	REL 3367 Islam in the Modern World -6A	3
HUM 2271 Eastern and Western Culture from Antiquity to 1400	3	REL 3391 In Search of the Goddess	3
HUM 2273 Eastern and Western Culture Since 1400	3	REL 3607 Introduction to Judaism -6A	3
INR 1015 World Perspective	3	REL 4215 Ancient Israel and the Development of the Hebrew Bible -6A	3
INR 3084 International Terrorism	3	REL 4218 Women and the Bible -6A	3
INR 4502 International Organizations	3	SYD 3441 Peasant Perspectives	3
LAH 2020 Latin American Civilization	3	SYG 3235 Latina Lives -6A	3
LAH 2733 Latin American History in Film	3	WOH 3293 Islam in World History	4
LAS 3116 Latin America Through Film	3	WST 3015 Introduction to Women's Studies	3

Liberal Arts Exit Requirements for Undergraduates in All Disciplines (9 Semester Hours)

A student's liberal arts education will continue throughout the college years and not be limited to a relatively small number of required courses in the first two years of college. Exit requirements will provide students with an opportunity during their junior and senior years at USFSM to integrate their knowledge within the context of liberal arts. Courses that satisfy the exit requirements will, where appropriate, incorporate considerations of values and ethics; international and environmental perspectives; race and ethnicity; and gender. By their junior and senior years, students will have a foundation in liberal arts and be better able to reflect upon ethical issues in a constructive way. Students graduating from the College of Education may be required to complete only six hours (two exit courses) and should consult with their advisors regarding exceptions to this requirement. Students seeking second baccalaureate degrees (those coded as 5B) are exempt from the liberal arts exit requirements.

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

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

Students majoring in the College of Education are permitted to graduate with only six credits of Liberal Arts Exit courses, all of which may be taken in the College. The distribution of those six credits varies by major.

Major Works and Major Issues (6 credit hours required)

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

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

Literature and Writing (3 credit hours required)

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

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

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

Liberal Arts Exit Requirement Courses

Note: This list includes all USF System courses

MAJOR WORKS AND MAJOR ISSUES

AFA 4313 Black English	3	FRW 4100 The French Novel	3
AFA 4333 The African Diaspora: Blacks in the Construction of the Americas	3	FRW 4101 Introduction to French Drama and Poetry	3
AFA 4335 Black Women in America -6A	3	GEB 4890 Strategic Management & Decision Making	3
AFA 4350 African American Community Research	3	GEO 4372 Global Conservation -6A	4
AFA 4500 Slavery in the Americas and the Caribbean	3	GEO 4471 Political Geography	4
AFA 4502 Middle Passage	3	GEO 4604 Topics in Urban Geography	4
AML 4303 Zora Neale Hurston: Major Works -6A	3	GET 3103 German Literature in English Translation	3
AMS 4804 Major Ideas in America	3	GET 3522 Fantastic Films of Early German Cinema	4
ANT 4149 Fantastic Archaeology	3	GET 3524 German Popular Film	4
ANT 4172 Historical Archaeology -6A	3	GET 4523 New German Cinema to Present	4
ANT 4241 Anthropology of Religion -6A	3	GEY 4327 Understanding Policies and Practices of Long Term Care	3
ANT 4302 Gender in Cross-Cultural Perspective	3	GEY 4328 Health Care Operations	3
ANT 4316 Ethnic Diversity in the United States	3	GEY 4635 Business Management in an Aging Society	3
ANT 4340 The Caribbean -6A	3	GEY 4647 Ethical and Legal Issues of Aging	3
ANT 4401 Exploring Cross-Cultural Diversity	3	GLY 4045 Moons, Planets, and Meteors: An Introduction to Planetary Science	3
ANT 4432 The Individual and Culture -6A	3	GLY 4053 Theories and Arguments about the Earth	3
ARC 4784 The City -6A	3	GLY 4734 Beaches and Coastal Environments	3
ARH 3475C Contemporary Issues in Art	4	HIS 3308 War and Society	3
ARH 4455 Modern Political Iconography	4	HIS 3938 Major Issues in History	3
ARH 4710 History of Photography -6A	4	HIS 4936 Pro-Seminar in History -6A	4
BSC 4057 Environmental Issues	3	HUM 4938 Major Issues in the Humanities	3
CCJ 4934 Seminar in Criminology	3	IDS 3115 Values and Choices -6A	3
CEG 4850 Capstone Geotechnical/Transportation Design	4	IDS 3186 Scientific and Ethical Dimensions of Human Disease	3
CES 4750 Capstone Structural/Geotechnical /Material Design	4	IDS 3663 Critical Issues Affecting the Arts -6A	3
CGN 4122 Professional and Ethical Issues in Engineering	3	INR 3018 World Ideologies	3
CHM 4070 Historical Perspectives in Chemistry -6A	3	INR 3033 International Political Cultures	3
CIS 4250 Ethical Issues And Professional Conduct -6A	3	INR 3202 International Human Rights	3
CIS 4253 IT Ethics -6A	3	INR 4083 Conflict In The World	3
CLT 3103 Greek Literature in Translation -6A	3	INR 4254 Africa in World Affairs	3
CLT 3123 Roman Literature in Translation -6A	3	INR 4936 Senior Seminar	3
COM 4030 Women and Communication -6A	3	ISS 4935 Seminar in the Social Sciences	3
CWR 4812 Capstone Water Resources/Environmental Design	4	ITT 3504 Italian Cultural Studies	3
DAN 4135 20th Century Dance	3	LAE 4469 Teaching World Literature to Middle and Secondary Students	3
ECH 4615 Product and Process Design	3	LIT 3103 Great Literature of the World -6A	3
ECO 3703 International Economics	3	LIT 3155 Modern Literature -6A	3
ECO 4323 Radical Political Economy	3	LIT 3301 Cultural Studies and the Popular Arts -6A	3
ECP 3201 Economics of Women and Work	3	LIT 3374 The Bible As Literature	3
ECP 3302 Environmental Economics	3	LIT 3383 The Image of Women in Literature -6A	3
ECP 3613 Economics of the Urban Environment	3	LIT 3451 Literature and the Occult -6A	3
ECS 4003 Comparative Economic Systems	3	LIT 4386 British and American Literature by Women -6A	3
ECS 4430 Economics of Latin America	3	LIT 4463 Film and Culture -6A	3
EDF 3228 Human Behavior and Environmental Selection -6A	3	LIT 4804 Literature as Cultural Study	3
EDF 3514 History of Education in the United States	3	MHF 4403 The Early History of Mathematics	3
EDF 3604 Schools and Society	3	MHF 4406 The History of Modern Mathematics	3
EEL 4471 Electromagnetics	3	MHS 4052 Human Relations Skills in Counseling	4
EEL 4906 Professional Issues and Engineering Design	3	MUH 3301 Music History/Baroque And Classic	3
EGN 4831 Technology and Society	3	MUH 3302 Music History/Romantic And 20th Century	3
EIN 4891 Capstone Design	3	MUH 4058 Intercultural Music In The Twentieth Century	3
EML 4551 Capstone Design	3	NGR 6080 Family and Population-Based Health Promotion	3
ENV 4891 Capstone Environmental Engineering Design	3	NGR 6121 Theoretical Foundations and Professional Role Development -6A	3
ESC 4705 Geology and Development of Modern Africa	3	NGR 6135 Ethical, Legal, and Policy Issues in Advanced Nursing Practice -6A	3
EVR 4027 Wetland Environments	3	NUR 3826 Ethical Legal Aspects in Nursing and Health Care	3
EVT 4651 Equity in Schools and the Workplace -6A	3	NUR 4097 Introduction to Nursing Humanities	3
FRE 3502 The Francophone World	3	NUR 4178 Complimentary and Alternative Therapies	3
FRE 4392 African Images in Francophone Film	3	NUR 4194 An Interdisciplinary Perspective in HIV Disease -6A	3
FRT 3001 Great French Love Stories in Translation	3	NUR 4636 Community/Public Health: Population-	

Focused Nursing	3	THE 4562 Contemporary Performance Theory -6A	3
NUR 4655 Cultural Diversity in Health and Issues	3	WST 3225 Women, Environment and Gender	3
PAD 4144 Nonprofit Organizations & Public Policy -6A	3	WST 4310 History of Feminism in the U.S. -6A	3
PET 3252 Issues in Sport	3	WST 4350 Women and Science	3
PHH 4600 Contemporary Philosophy -6A	3	WST 4522 Classics in Feminist Theory	3
PHH 4700 American Philosophy -6A	3	ZOO 4512 Sociobiology	3
PHI 4073 African Philosophy	3		
PHI 4300 Theory of Knowledge -6A	3	LITERATURE AND WRITING	
PHI 4320 Philosophy of Mind -6A	3	AFS 3153 African Literature Survey -6A	3
PHI 4632 Feminist Ethics	3	AML 3604 African American Literature -6A	3
PHI 4800 Aesthetics -6A	3	AML 4303 Zora Neale Hurston: Major Works -6A	3
PHM 4120 Major Black Thinkers	3	AML 4624 Black Women Writers -6A	3
PHM 4331 Modern Political Philosophy -6A	3	CLA 3501 Women in Antiquity -6A	3
PHM 4340 Contemporary Political Philosophy -6A	3	DAN 4134 Dance History Through the 19th Century -6A	3
PHP 4000 Plato -6A	3	EEC 4008 Literature in Early Childhood Education -6A	3
PHP 4010 Aristotle -6A	3	EEX 4742 Narrative Perspectives on Exceptionality: Cultural and Ethical Issues -6A	3
PHP 4740 The Rationalists -6A	3	FRT 3140 French Literary Masterpieces in English Translation -6A	3
PHP 4745 The Empiricists -6A	3	IDS 3668 Images of Contemporary Urban Culture -6A	3
PHP 4788 Philosophy of Marxism -6A	3	LAE 4414 Teaching Literature in the Elementary School, Grades K-6 -6A	3
PHY 4031 Great Themes in Physics -6A	3	LAE 4416 Teaching Literature and Writing in the Elementary Grades -6A	3
POS 4694 Women and Law II -6A	3	LAE 4644 Adolescent Literature for Middle and Secondary Students -6A	3
POT 4661 The Politics of Identity, Difference and Inequality	3	LIT 3103 Great Literature of the World -6A	3
PUP 4323 Women and Politics -6A	3	LIT 3155 Modern Literature -6A	3
REL 3114 Comedy, Tragedy, and Religion -6A	3	LIT 3301 Cultural Studies and the Popular Arts -6A	3
REL 3146 Womanist Vision in Religion	3	LIT 3383 The Image of Women in Literature -6A	3
REL 3191 Life After Death	4	LIT 3451 Literature and the Occult -6A	3
REL 3280 Biblical Archaeology	3	LIT 4386 British and American Literature by Women -6A	3
REL 3303 Comparative Religion: Judaism and Islam	4	LIT 4463 Film and Culture -6A	3
REL 3375 Issues in Caribbean Religions	3	NGR 6121 Theoretical Foundations and Professional Role Development -6A	3
REL 3465 Religion and the Meaning of Life -6A	3	NUR 4194 An Interdisciplinary Perspective in HIV Disease -6A	3
REL 3561 Roman Catholicism -6A	3	NUR 4286 Geriatric Nursing: Population-based Perspectives on Nursing Care of Older Adults -6A	3
REL 3602 Classics of Judaism -6A	3	PET 4933 Seminar in Sports Medicine -6A	3
REL 3613 Modern Judaism -6A	3	POT 4109 Politics and Literature -6A	3
REL 4113 The Hero and Religion -6A	3	REL 3613 Modern Judaism -6A	3
REL 4133 Mormonism in America	3	REL 4177 Comparative Religious Ethics -6A	4
REL 4171 Contemporary Christian Ethics -6A	4	REL 4215 Ancient Israel and the Development of the Hebrew Bible -6A	3
REL 4177 Comparative Religious Ethics -6A	4	REL 4217 Who Wrote the Bible (Genesis-Kings) -6A	4
REL 4215 Ancient Israel and the Development of the Hebrew Bible -6A	3	REL 4218 Women and the Bible -6A	3
REL 4217 Who Wrote the Bible (Genesis-Kings) -6A	4	REL 4626 Reason in Religion: Talmudic Logic	3
REL 4218 Women and the Bible -6A	3	REL 4670 Judaism and Christianity After the Holocaust -6A	4
REL 4626 Reason in Religion: Talmudic Logic	3	RUS 3500 Russian Civilization -6A	3
REL 4670 Judaism and Christianity After the Holocaust -6A	4	RUT 3110 Russian Classics in English -6A	3
RUS 3500 Russian Civilization -6A	3	RUT 3111 Twentieth-Century Russian Literature in English -6A	3
RUT 3110 Russian Classics in English -6A	3	SCE 4863 Science, Technology, Society Interaction -6A	4
RUT 3111 Twentieth-Century Russian Literature in English -6A	3	SPA 4050 Introduction to the Clinical Process	3
SCE 4863 Science, Technology, Society Interaction -6A	4	SPC 4201 Oral Tradition	3
SPA 4050 Introduction to the Clinical Process	3	SPC 4632 Rhetoric and Social Change -6A	3
SPC 4201 Oral Tradition	3	SPC 4714 Communication, Culture and Community	3
SPC 4632 Rhetoric and Social Change -6A	3	SSE 4380 Global And Multicultural Perspectives in Education	3
SPC 4714 Communication, Culture and Community	3	SYA 4935 Senior Seminar	3
SSE 4380 Global And Multicultural Perspectives in Education	3	SYO 4430 Disability and Society	3
SYA 4935 Senior Seminar	3	SYP 4420 Consumer Culture -6A	3
SYO 4430 Disability and Society	3	THE 3110 Theatre History I	3
SYP 4420 Consumer Culture -6A	3	THE 3111 Theatre History II	3
THE 3110 Theatre History I	3	THE 4174 New British Theatre and Drama -6A	3
THE 3111 Theatre History II	3	THE 4180 Theatre Origins -6A	3
THE 4174 New British Theatre and Drama -6A	3	THE 4320 Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200) -6A	3
THE 4180 Theatre Origins -6A	3	THE 4330 Shakespeare for The Theatre -6A	3
THE 4320 Theatre of Myth and Ritual/Northern European (950-1600) & Oriental (400-1200) -6A	3	THE 4360 The 19th Century Theatre Revolution -6A	3
THE 4330 Shakespeare for The Theatre -6A	3	THE 4401 American Drama -6A	3
THE 4401 American Drama -6A	3	THE 4434 Caribbean Theatre -6A	3
THE 4434 Caribbean Theatre -6A	3	THE 4435 Theatre of Pluralism -6A	3
THE 4435 Theatre of Pluralism -6A	3	THE 4442 Comedy of The Classic And Neo-Classic Stage -6A	3
		THE 4562 Contemporary Performance Theory -6A	3
		WST 4262 Literature by Women of Color in the Diaspora -6A	3

“Outside the Disciplinary Cluster” Liberal Arts Exit Courses

Note: This list includes all USF System courses

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

Disciplinary Cluster 1: Arts & Letters

Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 2-8.

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

Disciplinary Cluster 2: Natural Sciences

Students with majors in these programs must take at least one certified Liberal Arts Exit courses in Clusters 1 or 3-8.

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

Disciplinary Cluster 3: Social Sciences

Students with majors in these programs must take at least one certified Liberal Arts Exit course in Clusters 1 or 2 or 4-8.

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

- Sociology
- Women's Studies

Disciplinary Cluster 4: Business

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

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

Disciplinary Cluster 5: Engineering

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

Disciplinary Cluster 6: Fine Arts

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

- Art
- Art History
- Dance
- Music
- Theatre

Disciplinary Cluster 7: Education

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

CREDIT BY EXAMINATION

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

USF allows students to receive up to 45 semester hours of credit towards the baccalaureate degree upon successful completion of Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), General and Subject College Level Examination Program (CLEP), DANTES Caribbean Advanced Proficiency Exams (CAPE), and Excelsior College examinations. Performance levels necessary to achieve credit have been established at a common level for all universities and colleges in the State system. USF3.018 regulation: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf3.018.pdf> .

Credit earned through one examination program may not be duplicated by another examination or course. The following limitations should be recognized:

1. CLEP credit will not satisfy USF's residency requirement;
2. Credit for the General Natural Science examination will be granted for non-majors only.

Certain General and Subject CLEP Examinations noted in the table found at <http://www.conted.usf.edu/testing/> may apply to the General Education Liberal Arts Requirements. Some programs do not award credit toward the degree for certain CLEP examinations, and certain graduate or professional schools such as law, medicine and engineering may not grant equal recognition to students with extensive examination credits. An academic advisor should be consulted to ascertain the applicability of a specific CLEP examination toward a student's degree requirements and the advisability of taking the examinations in a student's specific situation.

For information regarding CLEP examinations, please go to the USF Testing Services web site <http://www.conted.usf.edu/testing/>.

GRADUATION REQUIREMENTS

USF System Regulation USF3.007

Degree Requirements: Baccalaureate/Undergraduate

A student is academically eligible to receive a Baccalaureate degree from individual institutions in the University of South Florida System (USF System) when a student completes the requirements of entities including (1) the Board of Governors (BOG), (2) the USF System, (3) the Program, College or Institution requirements, and (4) general academic approval by the University. The requirements are outlined in more detail below.

(1) Board of Governors Basic Requirements: (established by Florida state law and the Board of Governors Regulation 6.017)

(a) Satisfactory completion of general education requirements consisting of a minimum of:

1. Thirty-six (36) semester hours in the subject areas of communication, mathematics, 10 social sciences, humanities, and natural sciences, including:
 - a. Six (6) semester hours of English coursework (noted as Gordon Rule courses) in which the student is required to demonstrate college level writing skills through multiple assignments and six (6) additional semester hours of coursework with similar writing requirements. Students awarded college credit in English based on their demonstration of writing skills through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.
 - b. Six (6) semester hours of mathematics coursework (noted as Gordon Rule courses) at the level of college algebra or higher. Applied logic, statistics and other computation-based coursework that may not be offered by a mathematics department may be used to fulfill three (3) of the six (6) hours required by this section. Students awarded college credit based on their demonstration of mathematics skills at the level of college algebra or higher through dual enrollment, advanced placement, or international baccalaureate instruction shall be considered to have satisfied this requirement to the extent of the college credit awarded.

(b) Updates or changes to State and BOG Requirements.

The USF System must comply with any updates or changes to state mandates or BOG requirements. The USF System will incorporate those changes in this Regulation by technical

amendment as quickly as possible. However, at all times, including what may be an interim processing time, students will be held to the most current standards established by the BOG or state law.

(2) USF System Requirements.

In addition to Florida Board of Governors and/or state requirements, the USF System has the following USF specific minimum requirements that are designed to assure the academic integrity of the degree programs at each System Institution:

(a) Successful completion of a minimum of 120 unduplicated semester credit hours through university coursework, acceleration mechanisms, and/or transfer credit, including courses specifically approved as repeatable for credit within the System (e.g. practica, ensembles and field experiences);

(b) A minimum adjusted grade point average (GPA) of 2.0 on all course work taken at the USF System Institution from which the degree is conferred and an overall 2.0 average on all college-level work attempted;

(c) Satisfactory completion of major requirements in a chosen degree program, including additional requirements set by the USF System institution and college offering the degree;

(d) Successful completion of at least forty-eight (48) semester hours in courses numbered 3000 and above;

(e) Successful completion of at least 25% of the total credit hours required for the degree must be in courses offered by the USF System Institution conferring the degree;

(f) Registration and successful completion of at least thirty (30) of the last sixty (60) semester hours at the USF System Institution (home institution) from which the degree is to be conferred. In cases of emergency, a maximum of six (6) hours of the final thirty (30) semester hours may be completed by correspondence or residence at another accredited senior institution with the approval of the academic dean. Exceptions to the home institution rules in this paragraph may be made for students who are enrolled at other universities in USF-approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence;

(g) Beginning fall semester 2012, must complete successfully at least 50% of the required courses in the major in courses offered by the USF System Institution conferring the degree. In cases of hardship or lack of course availability, individual exceptions may be approved by the respective College Deans or designees to help ensure timely graduation;

(h) Students who have entered a university in the State of Florida University System with fewer than sixty (60) hours of credit are required to earn at least nine (9) hours prior to graduation by attendance in one or more summer terms in courses offered by a USF System Institution or any at one of the eleven State of Florida State University System of Florida senior institutions. This requirement may be waived in cases of unusual hardship to the individual;

(i) Satisfaction of the foreign-language admissions requirement by having two (2) sequential units of the same foreign language in high school, or eight (8) semester hours of the same foreign language in college, or documented equivalent proficiency; and

(j) The student's degree program (major) will appear on the baccalaureate diploma. (If a student satisfies all requirements for two (2) majors, including admission, prerequisite, core, etc., both majors may appear on the diploma).

(3) **Program, College, or Institutional Requirements:** All students must be aware of and satisfactorily complete any additional requirements that may be required by a specific program, college or institution from which they are graduating as set forth in handbook, catalogue, or other published criteria.

(4) **General Academic Approval:** Successful completion of academic coursework constituting the student's program of studies, minor, honors thesis, or certification examination does not guarantee award of the baccalaureate degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the award of the baccalaureate degree or admission into a higher level degree program is warranted.

USF Sarasota-Manatee Graduation Requirements

In addition to the above USF System requirements, USFSM minimum requirements for graduation consists of completion of Liberal Arts exit requirements. (See Liberal Arts Exit Requirements section in catalog).

Summer Enrollment Requirement

All students entering USFSM 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 Records and Registration. After submission of the form to the Office of the Records and Registration, the student will be notified by mail of the action taken.

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

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

Foreign Language Graduation Requirement for B.A. Students

In addition to the foreign language entrance requirement all students applying for a Bachelor of Arts degree from USFSM 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 (please see your Academic Advisor). Students may fulfill this requirement by demonstrating the fluency in a language other than English and proficiency in English, as demonstrated in successful coursework or examination in English. When meeting the requirement through coursework, USFSM languages may be selected 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)

Students whose native/first language is taught at USFSM are welcome to enroll in USFSM foreign language courses at the level of mastery determined by the foreign language placement examination.

AMERICAN SIGN LANGUAGE

Approval needed by the student's college. The following programs accept Sign Language Competency for the exit requirement: Criminology, History, Interdisciplinary Social Sciences, Psychology, and all programs in the College of Education.

FOREIGN LANGUAGE PLACEMENT

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

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

ACADEMIC RESIDENCE

Any credits transferred from a USF System accredited institution must be processed as transfer credits from any regionally-accredited institution.

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

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

ACADEMIC MAJOR

Please see the list of majors in the sections for the College of Arts and Sciences, College of Business, College of Education and College of Hospitality Technology and Leadership.

ACADEMIC MINOR

Academic minors are offered by the USFSM colleges and 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 colleges. The colleges 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 USFSM courses.
2. A student may not have a major and a minor in the same program. Colleges courses used in the major may not apply to the minor.
3. USF System institution coursework for a minor must have a GPA of at least 2.0.
4. Only an undergraduate degree-seeking student at USFSM 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 USFSM who may earn certification of a minor by taking additional undergraduate coursework at the University and applying for the certification.
6. See the college sections for information on USF Sarasota-Manatee minors.

STUDENT'S CHOICE OF CATALOG

In order to graduate from USFSM, each degree-seeking student must meet all of the graduation requirements specified in the USFSM catalog of his/her choice. A degree-seeking student may choose

any USFSM catalog published during his/her continuous enrollment. Students who have transferred from one Florida public institution to another are affected by the following Department of Education policy:

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

At USFSM, "continuous enrollment" is defined as enrolling as a degree-seeking student at least one term each twelve month period. Therefore, students cannot choose a USFSM 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 college dean of the student's major.

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

REPEAT COURSE WORK

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

DOUBLE UNDERGRADUATE MAJOR

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

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 (if they are inactive) 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.

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 USFSM 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 USFSM 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 USFSM undergraduate courses to apply toward his/her second baccalaureate degree. Students must also meet the University's regular graduation requirements, as well as the requirements of the college awarding the degree and the residency requirements.

GRADUATION APPLICATION

In order to graduate, a student must submit an application for the bachelor's degree. The application for the bachelor's degree is available from the Office of Student Services. Inquiries concerning approval or denial of graduation should be made to the appropriate academic advisor.

This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar for the student to be assured of availability of academic regalia for participation in the graduation ceremony, certification of graduation by the end of the term, inclusion of name in the graduation bulletin, and timely ordering of the diploma.

Students who submit the application for graduation after the posted deadline but prior to the last day of classes for the academic term and who are determined to have met all graduation requirements in that semester may have their graduation posted that term. Students who submit an application after the graduation application deadline, and wish to graduate in that term, will be assessed a \$50.00 late fee. Late student applications may not be processed before the next term's registration period if they have not met all degree requirements.

Applications received after the last day of classes will result in the graduation being posted at the end of the following academic term. If a student applies for graduation and is not approved, a new application for degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

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. Apply for the minor on the "Application for Degree," listing both the minor and college responsible for the minor on the application; and
2. Have no "I" grade in required courses.

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

Although applications will be accepted until the last day of classes for the semester of graduation, students applying late will jeopardize their chances of having met all requirements and be denied graduation as a result.

HONORS AT GRADUATION

To be considered for honors at graduation, a baccalaureate candidate must have completed at least 40 credits of graded upper-level work at USFSM. In addition, a student must have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF System institutions, and 3.50 GPA in all course post-secondary coursework. For those students in programs requiring multiple clinical experiences (such as Education), a baccalaureate candidate must have completed at least 30 hours of graded upper level coursework and have earned a grade point average of 3.5 or higher for all graded coursework attempted at USF. In addition, to be eligible for honors, transfer students and USFSM students who have postsecondary work elsewhere must have an overall GPA of 3.50 or higher counting all USF System institutions courses as well as all transferable work attempted at other institutions. The grade forgiveness policy at USFSM or other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors. In addition, students with a record of academic dishonesty appearing on any transcripts may graduate from a degree program after meeting all degree requirements, but will not be eligible for honors at graduation, including the honor of graduating from the Honors College or a college honors program.

Criteria for Honors at Graduation

- *Cum Laude* (with honor): 3.50 USF GPA or higher AND 3.50 – 3.70 overall GPA
- *Magna Cum Laude* (with high honor): 3.50 USF GPA or higher AND 3.70-3.90 overall GPA
- *Summa Cum Laude* (with highest honor): 3.50 USF GPA or higher AND 3.90 overall GPA or higher

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

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

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

COMMENCEMENT

Website: <http://www.usfsm.edu/commencement/>

Telephone: 941-359-4268

Commencement ceremonies are held at the end of the fall and spring academic semesters at USF Sarasota-Manatee.

Registration is open to all USF System students. Students register to participate in a Commencement ceremony through the Commencement website. Registration for that term's ceremony is open on the first day of classes for that term.

Students do not receive their diploma at the ceremony. Information regarding the ceremony will be mailed to students who apply to graduate by the end of the fourth week of the term.

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

Names published in the Commencement program are a list of candidates who have applied to graduate for the term. Names may not appear if the application is not submitted by the application deadline, for those who applied to graduate in an earlier term, or who plan to apply in a later term. Names are also not printed for those who elected total privacy on their university record. The list of candidates in the program is not a certified list of graduates.

Please note that the Commencement ceremony is not a certified ceremony where diplomas are presented and your attendance does not mean a degree has been earned. Although the presenter may verbally state that the degree is conferred, that statement is made with the understanding that the attendee remains responsible for ensuring that all degree requirements are met and final certification is obtained for the degree to be officially conferred.

Additional information about commencement can be found at the website or by calling Student Services at (941) 359-4268.

POSTHUMOUS DEGREES OR DEGREES IN MEMORIAM

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

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

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

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

The faculty member, on his or her own initiative or upon the request of the family of the student, may recommend a posthumous degree, or a degree in memoriam, by forwarding the recommendation to the respective college dean. If approved by the Dean, the recommendation with supporting documentation will be forwarded to the Regional Vice Chancellor for Academic Affairs for approval. If approved for recommendation, the Office of the Registrar will be notified and the degree will be awarded at the next commencement ceremony or will be presented to the student's family in an appropriate setting.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Bachelor of Arts in Memoriam, Bachelor of Science in Memoriam," Master of Arts in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death. Undergraduate students who have not chosen a major at the time of death will be awarded the "Bachelor of Arts in Memoriam."

INDEPENDENT STUDY

Undergraduate students wishing to take a course by independent study must contact their academic advisor and the instructor of the course for permission. The instructor specifies the requirements to be completed by the student including tests, periodic class attendance, term papers, etc.

Not all courses in the USFSM may be taken by independent study. The respective colleges have jurisdiction in the determination of which courses may be taken in this manner.

The regular grading system applies to all independent study students. Grades earned by independent study have the same status as those acquired through regular class attendance. Students taking a course by independent study must register for the specific course section in the regular manner.

STATE UNIVERSITY SYSTEM FLEXIBLE LEARNING (CORRESPONDENCE COURSES)

Flexible Learning, once known as University of Florida Correspondence Study, offers for credit, general education courses that meet the Gordon Rule requirements in a flexible online format. During our transition to Flexible Learning the new portfolio of courses complement some of our prior print based correspondence courses. Flexible Learning now creates access for students not currently enrolled at UF who would like to take online courses for credit taught by a world class faculty and developed by the academic excellence of a truly Global University.

The “start now” feature of our innovative online courses for credit provides students with a self-paced online instructional environment while incorporating innovative learning experiences that match the lifestyle and learning preferences of today’s adult learner.

Many of the online courses for credit offered through the University of Florida Flexible Learning Program are general education (Gen. Ed.) courses that meet the Gordon Rule requirements and can be taken as non-degree seeking with the option to transfer back to the student’s home institution.

For more information, please contact: Flexible Learning, P.O. Box 113172, Gainesville, FL 32609; (352) 392-1711, or toll free at (800) 327-4218; Be sure to check out the home page: <http://flexible.dce.ufl.edu/>.

USF considers independent study by correspondence as resident credit. Grades are not transferable. Exception: grades for courses taken by Cooperative Education students while on a training period are transferred and will be used in computing the USF GPA.

USF Sarasota-Manatee provides proctors for correspondence exams. For more information, contact Academic Affairs at (941) 359-4355.

USF WORLD (INTERNATIONAL AFFAIRS)

Location: CPR 475 (USF Tampa)
Telephone: (813) 974-4090
Website: <http://global.usf.edu/>

USF World works with all USF System institutions to promote international education, research, outreach, and service programs. It is comprised of the following units: International Services, Education Abroad, the Confucius Institute, and the Japanese Outreach Initiative. It also has oversight of the Peace Corps and Fulbright programs.

International Services

Location: CPR 469, (USF System Tampa)
Telephone: (831) 974-5102
Website: <http://global.usf.edu/is/>

The University of South Florida System institutions welcome qualified students from all over the world to our campus community. The resulting international educational exchange leads to the enrichment of our common life, the intellectual development of our students, the research endeavors of the University, and mutual understanding between the peoples of the world represented at USF. The ensuing exchange of life stories exposes all USF students, faculty, and staff to the likenesses and differences that exist between cultures, worldviews, experiences, and ideas.

International Services (IS) at USF is the main administrative and immigration advising office for more than 1,400 international students and 200 research scholars from over 130 countries.

IS Services:

- Advise international students, scholars and staff regarding immigration compliance, visa status maintenance and acculturation issues.
- Offer workshops on employment, career planning, cultural adjustment and other topics.
- Develop, plan, conduct and implement orientation programs for new students and scholars.
- Collaborate with other USF departments to increase the level of understanding regarding immigration issues and the role of International services.
- Promote cross cultural understanding by working with USF departments and other on campus organizations to plan events and inform students and scholars about upcoming activities, via listserv, email and the International Services website.

Education Abroad

Location: CGS 101 (USF Tampa)

Telephone: (813) 974-4314

Website: <http://educationabroad.global.usf.edu>

USF offers students the world as their classroom through its programs abroad. Whether a student chooses a short-term summer program, a semester or year at a university overseas, an internship or service learning, there is a program for nearly every student need. For students who have studied abroad, the program serves as one of the most outstanding and memorable experiences of their entire academic career.

Students in most disciplines can find a program of study to complement their undergraduate degrees. Most programs provide USF credit and thus students can be assured that if they plan carefully, they will continue to make steady progress towards graduation while abroad. For those students looking to further their international qualifications, several programs lead to dual degrees, certificates, or double majors.

Students can study abroad at any time in their academic career, and have a wide-range of study options with programs ranging from one week (over spring break) up to a year. A large number of faculty-led summer programs of 2-6 weeks provide the opportunity to concentrate study abroad in a summer session and help students fulfill the 9-hour summer graduation requirement. All programs are developed to be as cost-effective as possible, recognizing the financial concerns of today's students. Federal and state financial aid can be applied to USF programs abroad, and some additional scholarship assistance is available through the Education Abroad Office.

For additional information or for individual program brochures, please visit the Education Abroad Office, or access the website.

DISTANCE EDUCATION

Website: <http://www.sarasota.usf.edu/Academics/DE/index.php>

Distance education provides access to the university learning experience by removing barriers of time and place. The USF Sarasota-Manatee offers courses in a variety of disciplines and offers alternatives in time, place, format, or delivery systems to extend educational opportunities throughout the region and beyond. A variety of technology options such as the World Wide Web, television, videoconferencing, and other technologies, allow faculty and students to communicate at the same time or on a time-delayed basis at times that fit the student's personal schedule. Distance learning courses are included with regular course offerings in OASIS and are identified by distance learning icons.

COURSE SYLLABUS

A syllabus of instruction for each course is available at the beginning of each term. Among the items communicated are course requirements, materials, and objectives; expected learning outcomes; and a general grading scale. The syllabus is subject to revision due to various exigencies or to better facilitate instruction, and will not include unreasonable additions to the workload described in the original syllabus. The contents of the syllabus are subject to change with reasonable notice. USF Sarasota-Manatee Course Syllabi website: <http://www.sarasota.usf.edu/academics/acadaffairs/syllabi/syllabi.php>

CONTINUING EDUCATION

Telephone: (941) 359-4332

Website: <http://www.sarasota.usf.edu/Academics/continuinged/>

USF Sarasota-Manatee offers continuing education to help individuals and organizations achieve their professional development, job training, or personal enrichment goals. The courses are not offered on a regular basis. They are organized as requested from employers and the community.

LIBRARY SERVICES

Jane Bancroft Cook Library

Telephone: (941) 487-4300
Website: <http://www.usfsm.edu/library/>
Address: 5800 Bay Shore Road, Sarasota, FL 34243 (Located on the NCF campus)

The Jane Bancroft Cook Library is the shared library for USFSM and New College of Florida students. The library provides collections, resources and services to support both institutions. The two-story building, located just 0.5 miles south of the USFSM campus, offers a physical collection including just over 280,000 books, as well as periodicals, CDs, DVDs, and other audio visual materials. The library offers daytime and late night hours, quiet and group study space, and abundant computer workstations. In addition, USFSM and NCF librarians are available for on-site as well as virtual reference and research assistance. Visit our website for more information.

Information Commons

Website: <http://www.usfsm.edu/academics/de/infocommons.php>
Telephone: (941) 395-4225
Location: 2nd Floor Rotunda

The Information Commons, located on the second floor of the rotunda at USFSM, is a designated area for students, faculty and staff to get assistance on a variety of projects including: library and research assistance, computer and software support, Blackboard and Elluminate support and equipment checkout. Within the Information Commons patrons can take advantage of the quiet study area, access to computers, limited free printing and the wireless network. USF librarians are available Monday through Friday for help with research projects, including in-depth consultations by appointment. In addition, the librarians provide assistance with reference queries, database searching tips, Refworks assistance, locating library materials, as well as telephone and virtual reference services. The Information Commons conducts workshops throughout the semester on topics such as Microsoft Office software, Blackboard, Elluminate and Internet Searching and Research skills. The Information Commons is staffed with knowledgeable librarians and staff who are committed to helping you succeed at USFSM.

Tampa Library: (813) 974-2729 (for hours, call 974-2727)

Website: <http://www.lib.usf.edu>

USF Libraries

Shimberg Health Sciences Library (Tampa Campus): MDC 1200, (813) 974-2243
Louis de la Parte Florida Mental Health Institute Library (Tampa Campus): MHC 1744, (813) 974-4471
Jane Bancroft Cook Library (USF Sarasota-Manatee and New College of Florida): (941) 487-4300
Nelson Poynter Library (USF St. Petersburg): (727) 873-4405
USF Polytechnic Campus Library: (863) 667-7817

USF Sarasota-Manatee students have access to all USF Libraries. Together the USF Libraries and their affiliates hold over 2.5 million volumes, 29,000 serial titles, most in electronic format, 900 databases and 70,000 media materials. The state university libraries together contain over 12,000,000 volumes. Books and periodicals are cataloged and arranged on open shelves using the Library of Congress Classification System.

Online Library Resources

USF Libraries enhances teaching and learning through the delivery of online library resources and services to the dorm, office, or home as well as to all library affiliates. Special features include the online catalog, an electronic course reserve system, electronic journals, books and databases. Many electronic resources are full-text, and include digitized historical materials such as photographs, documents, and oral histories. Beyond content, there is online access to numerous library services such as interlibrary loan, the ability to renew materials, and reference assistance requests via the library website.

The Library catalog may be searched by author, title, subject, and keyword to identify the libraries' holdings. The Library website also has links to other catalogs of libraries within the state and worldwide. Workstations located in various USF libraries provide access to the online catalog as well as a vast array of databases and online resources.

USF libraries can obtain materials from each campus and other libraries upon request. Students, staff and faculty can have access to resources by requesting material using online forms found at each library's home web page. More information about USF Libraries, including the electronic resources and library services to distance learners, is available at <http://www.lib.usf.edu>.

USF Tampa Library

The Tampa Library consists of a ground floor and 6 upper floors, three of which hold 1.2 million books. On the first floor, students and faculty will find check-out services, a café, reference assistance, and 140 computer workstations. Part of the second floor contains the library media materials including DVDs, CDs, and media in other formats. The first and the second floor of the library together form the Learning Commons which provides students with not only assistance from librarians but also from tutors and writing specialists. In addition, USF's Information Technology has a Computer Store on the 6th floor of the library where students can get their computer fixed and purchase computer products. The fourth floor is home to Special Collections and the Florida Studies Center which houses the Library's rare books, Florida history and a number of major archival collections, including the papers of Florida governors and other political leaders, and the records of Tampa's Spanish, Cuban and Italian immigrant mutual aid societies. More information about the collections and services of the Tampa Library is available on the web at <http://www.lib.usf.edu>.

PUBLIC MEDIA

Website: <http://www.wusf.usf.edu/>

WUSF Public Media is a non-commercial public service media organization that provides in-depth journalism, music, education and information to the community through broadcasting, online and community engagement. WUSF 89.7, WSMR 89.1, WUSF TV and [wusf.org](http://www.wusf.org) focus on issues of concern to citizens such as education, transportation, the environment, the economy and health.

WUSF 89.7 airs news and information and all night jazz and is an NPR member station. WUSF 89.7² is available on HD Radio and online. WUSF 89.7² is all classical music and can also be heard at WSMR 89.1 and 103.9FM. Visit our website, www.wusf.org, for instructions on how to access the second audio stream. WUSF 89.7 reaches 280,000 listeners per week.

WUSF TV brings a broad perspective to world events and public affairs through *Journal*, a daily news broadcast from Berlin, *Inside Washington* and *McLaughlin Group*. WUSF TV broadcasts four channels of educational programming. These channels are available over the air, via direct broadcast satellites or from cable operators. WUSF 16.1 airs public television programming; WUSF 16.2 broadcasts WUSF Kids, and is the only broadcast channel in the region devoted to public television children's program 24/7; WUSF 16.3 broadcasts WUSF Create, with how-to programs on cooking, gardening, sewing, travel programs and This Old House; and WUSF 16.4 is WUSF Knowledge with the Florida Knowledge Network and other educational programming. WUSF TV reaches more than 850,000 viewers per week.

IntellisMedia is a creative division of WUSF comprised of media, communications, engineering and production professionals providing customized communications, production and technology solutions to USF academic and support services units as well as clients in the corporate, government, education and non-profit sectors.

The WUSF website, www.wusf.org, is a resource for news and information with links to WUSF and WSMR streaming, WUSF produced programs, podcasts and blogs.

WUSF Radio Reading Service serves the blind visually impaired and those with reading disabilities by providing information to encourage independent living. It is a lifeline to those who rely on the 24-hour-a-day reading of newspapers, current magazines and health information programs. The WUSF Radio Reading Service has 15 dedicated volunteers who generously donate their time reading for the visually impaired.

COLLEGE OF ARTS AND SCIENCES

Location: SMC-C237
Telephone: (941) 359-4235
Website: <http://www.sarasota.usf.edu/Academics/CAS/>
Advising: Office of Student Services, SMC-C107, (941) 359-4330

The College of Arts and Sciences (CAS) is an interdisciplinary community of scholar/teachers, bound by a shared commitment to the study of human ideas and experience, critical inquiry, creative expression, and open discourse. The faculty is committed to the responsibility of instilling these scholarly skills and values in students. In small classes and beyond the classroom, professors mentor students in study of humanities, natural sciences, social sciences, and applied disciplines, challenging them to achieve and fostering their ability to do so.

UNDERGRADUATE ADMISSION

Admission to the College of Arts and Sciences is open to students who have been accepted to the University of South Florida Sarasota-Manatee (USFSM) and who declare a major in a particular field. Undergraduate students must submit a formal declaration of major to the College. This occurs during orientation and advising for new students.

Degrees and Academic Majors

The College of Arts and Sciences offers the following undergraduate degrees:

Bachelor of Arts (B.A.)

Criminology	(CCJ)
English	(ENG)
Concentrations	
British & American Literature	(LIT)
Business & Technical Writing	(BTW)
History	(HTY)
Interdisciplinary Social Sciences	(ISS)
Dual Concentrations (pairing any two disciplines)	
Anthropology	(ATS)
Criminology	(CRS)
Environmental Science and Policy	(ESP)
Gerontology	(GYS)
History	(HYS)
International Studies	(ITS)
Political Science	(PSM)
Psychology	(PYS)
Religious Studies	(RES)
Social Work	(SOS)
Sociology	(SWS)
Psychology	(PSY)

Bachelor of Science (B.S.)

Applied Sciences (<i>requires an A.S. degree</i>)	(APS)
Concentrations	
Gerontology	(AGR)
Leadership Studies	(ALS)
Communication Sciences & Disorders (<i>requires a Bachelor's degree</i>)	(CSD)
Concentration	
Speech Language Sciences	(SLS)

Academic Minors

Anthropology	(ANTM)
Criminology	(CCJM)
English - British & American Literature	(LIT)

English - Business & Technical Writing	(BTW)
Environmental Science and Policy	(ESP)
Gerontology	(GEYM)
History	(HTYM)
Leadership Studies	(LDSM)
Political Science	(POLM)
Psychology	(PSYM)
Religious Studies	(RELM)
Sociology	(SOCM)

Non-Degree Certificates

Honors Program	(IDH)
Business and Technical Writing	(BTW)
Environmental Science and Policy	(ESP)
Leadership Studies	

GRADUATION REQUIREMENTS

Unless otherwise stipulated below, students in CAS majors must meet all graduation requirements of USF Sarasota Manatee. In addition, CAS majors must meet the following requirements of the college.

1. Unless otherwise stipulated below, students must earn at least a C (not C-) in all course requirements and prerequisites of the major or concentration within a major.
2. Unless otherwise stipulated below, students must earn at least a C (not C-) in all course requirements for minors or certificates.
3. Only courses earning credit at or above the minimum grade requirement are credited toward the degree. Any course in which the grade earned is below the program requirement must be retaken; however, the original grade will still affect the GPA unless it is retaken under the grade-forgiveness allowance.
4. Students may use only one directed-study/-research/-readings course (for a maximum of 4 credits) for elective credit in the major; additional directed-study credit may be applied to hours outside the major. Directed-study/-research/-readings courses require a professor's permission and the dean's approval.
5. No S/U credit can be applied to the major, unless S/U is the only grading option. A maximum of 20 S/U credits are allowed. Requests for S/U grading must be approved by the professor and submitted to the dean by the end of week three of the term.
6. Students must have at least 15 upper-level credits of major course work taught at USF Sarasota-Manatee.
7. Students should take all "core" courses in the major at USF Sarasota-Manatee unless they have been accepted as transfer credit upon admittance.
8. For B.A. degrees, students must complete the Foreign Language Exit Requirement by passing or exempting the first two 5-credit courses of a foreign language. If this credit is transferred in, two 4-credit courses may meet this requirement.
9. For B.A. degrees, a minimum of 72 credit hours must be taken outside the major; this includes all lower-level courses even if they serve as prerequisites for the major.
10. Students are encouraged to use credits outside the major to pursue a minor that will be recorded on the transcript. In most cases, minors are composed of 5-6 courses (15-18 credits).

ACADEMIC MAJORS

Degree Program Descriptions

Bachelor of Arts Degrees

B. A. in CRIMINOLOGY

Description

The Bachelor of Arts degree in Criminology provides students with the skills and knowledge needed in the wide variety of agencies that comprise the criminal justice system: these include law enforcement, detention, the judiciary, corrections, juvenile justice and probation and parole. Also, the undergraduate program prepares criminology students to pursue a graduate degree in criminology or related disciplines.

Mission

The undergraduate program in Criminology exposes students to the theory, issues and methodology of the causes of crime and the criminal justice system. The program provides students with the critical thinking skills necessary for the consumption and production of criminological research. Upon graduation, students must be able to delineate the main theoretical explanations of crime and delinquency, demonstrate knowledge of research methods used in the fields of criminology and criminal justice, and provide an understanding of the structure and process of the U.S. system of criminal justice. Criminology students are required to take a capstone course where they produce a research paper to demonstrate their competencies in the above areas.

Intended Learning Outcomes

The curriculum for the B.A. degree in Criminology develops the ability to do the following:

- Demonstrate an understanding of the structure of the U.S. system of criminal justice
- Demonstrate an understanding of the theoretical explanations of crime and delinquency
- Demonstrate knowledge of research methods used in the fields of criminology and criminal justice
- Demonstrate the ability to construct sound arguments based on inductive and deductive thinking
- Develop clear, concise, correct, and convincing writing appropriate to the discipline

Policies

Students majoring in Criminology must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences, as well as the following:

- A minimum of 30 credit hours in the major coursework taken within the USF System

Prerequisites

There are no State Mandated Common Prerequisites or program prerequisites for the Criminology degree.

Program of Study

A minimum of 36 semester hours is required of all undergraduate majors in Criminology, although students can elect to take more.

Degree Core (should be taken at USFSM):

CCJ 3024 Survey of the Criminal Justice System	3
CCJ 3701 Research Methods in Criminal Justice I	3
<i>CCJ 3024 and CCJ 3701 should be taken in first semester at USFSM.</i>	
CCJ 3117 Theories of Criminal Behavior	3
<i>CCJ 3117 should be taken by the end of the first year at USFSM.</i>	
CCJ 4939 Senior Capstone Seminar (Variable Topics)	3
<i>CCJ 4939 should be taken in the last semester at USFSM.</i>	

Degree Electives:

The remaining 8 courses (24 credits) may be chosen from any upper-level Criminology courses. Below is a sample listing of courses offered at USF Sarasota-Manatee, but this list is not conclusive:

CCJ 3621 Patterns of Criminal Behavior	3
CJC 4010 American Correctional System	3
CCJ 4930 Critical Issues in Policing	3
CCJ 4604 Abnormal Behavior & Criminality	3
CJL 3110 Substantive Criminal Law	3
CJL 4410 Criminal Rights & Procedures	3
CJL 3502 Introduction to Courts	3
CJC 4166 Alternatives to Incarceration	3
CJE 4010 Juvenile Justice System	3
CJT 4100 Criminal Investigations	3
CCJ 4940 Internship For Criminal Justice Majors	3
CCJ 4933 Selected Topics (3) <i>May be taken multiple times, as long as topics differ.</i>	
Corrections Administration	
Police and Delinquency	
Minorities and Crime	
Crime in the Information Age	
CCJ 4934 Seminar in Criminology (3) <i>Cannot be used for core capstone credit.</i>	
CCJ 4900 Directed Readings (1-3) No more than 4 credits can be used for elective credit.	
CCJ 4910 Directed Research (1-3) No more than 4 credits can be used for elective credit.	

Electives and Minors

The requirements for the Criminology degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies. Students may elect to pursue any minor; however, the following minors at USF Sarasota-Manatee would well complement a Criminology degree: Political Science, International Studies, Psychology, History, or Sociology.

B. A. in ENGLISH**Description**

The Bachelor of Arts degree in English has two different areas of concentration: British and American Literature and Business and Technical Writing. The concentration in British and American Literature grounds students in their literary and cultural traditions while training them to be critical thinkers and persuasive communicators. The concentration in Business and Technical Writing prepares USFSM graduates to serve employers and clients as writers, editors, and communicators in the professional workplace. Each concentration is described below.

English Concentration in British and American Literature (LIT)**Mission**

The curriculum for an English degree with a concentration in British and American literature (LIT) provides a solid foundation in the literary traditions, and develops the critical thinking, argumentation, and language skills required in many professions. By the time literature majors are ready to graduate, they must be able to understand and analyze complex works of literature, write about and discuss them in meaningful, thoughtful terms, and critically evaluate them. Students have the opportunity to demonstrate their achievement of the degree's intended outcomes when they take the Senior Seminar.

Intended Learning Outcomes

The curriculum for the B.A. degree in English LIT develops the ability to do the following:

- Demonstrate an understanding of literary texts in light of the various cultural contextual issues that may impact their creation and/or reception.
- Demonstrate an understanding of literature as an art form, evidencing certain aesthetic principles that are relative and dynamic.
- Demonstrate knowledge of the canonical writers and texts in the British and American traditions, including criteria used in canonization.
- Demonstrate critical thinking skills in the conduct of literary argument and the judicious use of primary and secondary textual support.
- Write effective, correct scholarly prose, in accordance with MLA style.

Policies

Students majoring in English LIT must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences, as well as the following:

- A 2.5 GPA in the major is required for graduation
- Sign Language is not accepted to meet the foreign language requirement

State Mandated Common Prerequisites

The following required courses of the General Education curriculum are prerequisites for the English major:

ENC 1101 Composition I	3
ENC 1102 Composition II	3

Program Prerequisites

Any one of the following introductory courses focused on literary genres:

LIT 2000, LIT 2010, LIT 2020, LIT 2030, or LIT 2040 (3 credits).

Any of these courses can simultaneously apply to the Humanities/Arts requirements of General Education curriculum.

Program of Study

A minimum of 36 semester hours is required of all undergraduate majors in English LIT although students can elect to take more.

Degree Core (6 credits, should be taken at USFSM):

- ENG 4013 Literary Criticism (3) *should be taken in first semester of upper-level work; must be taken within first 30 upper-level hours.*
- ENG 4934 Senior Literature Seminar (3) *should be taken in last semester; must be taken within last 30 upper-level hours.*

Degree Distribution Categories:

Ten courses (30 credits) distributed as follows:

1. Two of the following:

AML 3031 American Literature to 1860	3
AML 3032 American Literature 1860-1912	3
AML 3051 American Literature 1912-1945	3

2. Four of the following:

ENL 3015 British Literature to 1616	3
ENL 3230 British Literature 1616-1780	3
ENL 3251 British Literature 1780-1900	3
ENL 3273 British Literature 1900-1945	3
ENL 3331 Early Shakespeare	3
ENL 3332 Late Shakespeare	3

3. Four of the following, at least two of which must be 4000-level courses:

AML 3031 American Literature to 1860	3
AML 3032 American Literature 1860-1912	3
AML 3051 American Literature 1912-1945	3
AML 3604 African-American Literature	3
AML 3630 U.S. Latino/Latina Literature in English	3

AML 4111 19th Century American Novel	3
AML 4121 20th Century American Novel	3
AML 4261 Literature of the South	3
AML 4300 Selected American Authors	3
ENG 3014 Introduction to Literary Methodology	3
ENG 4060 History of the English Language	3
ENL 3015 British Literature to 1616	3
ENL 3230 British Literature 1616-1780	3
ENL 3251 British Literature 1780-1900	3
ENL 3273 British Literature 1900-1945	3
ENL 3331 Early Shakespeare	3
ENL 3332 Late Shakespeare	3
ENL 4122 19th Century British Novel	3
ENL 4132 British Novel: Conrad to the present	3
ENL 4303 Selected British Authors	3
ENL 4311 Chaucer	3
ENL 4338 Advanced Studies in Shakespeare	3
ENL 4341 Milton	3
LIN 4671 Traditional English Grammar	3
LIN 4680 Structure of American English	3
LIT 3022 Modern Short Prose	3
LIT 3031 Survey of Poetry	3
LIT 3043 Modern Drama	3
LIT 3093 Contemporary Literature	3
LIT 3101 Lit of the Western World Through Renaissance	3
LIT 3102 Lit of the Western World Since Renaissance	3
LIT 3144 Modern European Novel	3
LIT 3374 Bible as Literature	3
LIT 3410 Religious and Philosophical Themes	3
LIT 3930 Special Topics in English Studies	3
LIT 4386 British and American Literature by Women	3
LIT 4930 Selected Topics in English Studies	3

Electives and Minors

The requirements for the English LIT degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies. Students may elect to pursue any minor; however, the following minors at USF Sarasota-Manatee would well complement an English LIT degree: History, International Studies, Leadership Studies, Political Science, Psychology, Religious Studies, or Sociology.

English, Concentration in Business and Technical Writing (BTW)

Mission

An English degree with a concentration in Business and Technical Writing (BTW) from USF Sarasota-Manatee attests to the achievement of skills necessary for a successful writing career. Before graduating, Business and Technical Writing students must define and solve communication problems and employ effective strategies, approaches and media tools for meeting the needs of those who will hire them as professionals. Students are required to complete, with a minimum grade of "B", a capstone course in which they demonstrate competency in preparing real-world work assignments.

Intended Learning Outcomes

- Demonstrate competence in planning and writing clear, concise, and complete business and technical documents that meet the stated needs of specific users and readers.
- Demonstrate proficiency in creating messages on time, on budget, and on target for the audiences or users being served by the graduate.

- Demonstrate familiarity with the nature and application of the media and types of publications or projects which a graduate in this program will be expected to understand and use effectively upon graduation.
- Demonstrate competence and efficiency in understanding the intellectual dimensions of emerging concepts, media, and vocabulary and applying those discoveries to business and technical communications projects beyond the student's current state of knowledge.
- Demonstrate an ability to read, interview, interpret, and apply the forms of expression and knowledge required to serve as a bridge between advanced business and technical professionals and the lay users of those professionals' communications.

Policies

Students majoring in English BTW must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences, as well as the following:

- A 2.5 GPA in the major is required for graduation
- Sign Language is not accepted to meet the foreign language requirement

State Mandated Common Prerequisites

The following required courses of the General Education curriculum are prerequisites for the English major:

ENC 1101 Composition I	3
ENC 1102 Composition II	3

Program of Study

A minimum of 36 semester hours is required of all undergraduate majors in English BTW although students can elect to take more.

Degree Core (should be taken at USFSM):

- Capstone requirement (3)
 - ENC 4268 Senior Seminar in Business & Technical Writing (3) *should be taken in last semester; must be taken within last 30 upper-level hours.*

Degree Distribution Categories:

Writing course requirements: Any six of the following courses (18 credits)

ENC 3242 Technical Communication for Majors	3
ENC 3246 Communication for Engineers	3
ENC 3250 Professional Writing	3
ENC 3310 Expository Writing	3
ENC 3416 New Media for Technical Communication	3
ENC 4212 Business and Technical Editing	3
ENC 4218 Visual Rhetoric for Technical Communication	3
ENC 4260 Advanced Technical Writing	3
ENC 4264 Managerial Communications	3
ENC 4906 Business & Technical Writing Independent Study	3
ENC 4931 Selected Topics in Business & Technical Writing	3
ENC 4946 Business & Technical Writing Internship	3

Literature course requirements: Five courses (15 hours) as follows:

- One course must be from English LIT Category 1
- One course from English LIT Category 2
- Three courses from English LIT Category 3

Electives and Minors

The requirements for the English BTW degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies. Students may elect to pursue any minor; however, the following minors at USF Sarasota-Manatee would well complement an English BTW degree: General Business, IT Web Design and Development, English LIT, or Leadership Studies.

B. A. in History

Description

The Bachelor of Arts degree in History encourages students to move beyond traditional memorization of material to a sophisticated level of thinking, analysis, and synthesis. Because of their highly developed critical thinking, writing, and presentational skills, accomplished history majors are attractive to many kinds of employers in any number of fields, as well as to graduate and professional schools. Many USF Sarasota-Manatee graduates in History have gone on to careers in law, library and information science, government, foreign service, politics and education.

Mission

The History curriculum is designed to prepare students for a future in the history profession and other professions that require solid research, writing, and analytical skills. By the time History majors graduate, they should be able to write well organized and grammatically correct papers that contain clear thesis statements and evidence to support their arguments. Moreover, in each course, students will be trained in the evaluation of primary and secondary source materials, weighing the impact of historical context on the construction of documents – a skill we label “thinking historically.” During their senior year, students will have the opportunity to demonstrate their acquired skills in the Pro-Seminar capstone course.

Intended Learning Outcomes

- Demonstrate an understanding of the importance of historical context in analyzing the nature of past societies.
- Demonstrate an understanding of how the practice of history and interpretations of the past have changed over time.
- Understand methodologies and theoretical constructs currently employed by historians.
- Demonstrate the ability to analyze works by historians and identify their arguments and interpretations.
- Present the results of historical research in a logically organized, written paper that is grammatically correct and presents a thesis, supported by relevant documentation.

Policies

Students majoring in History must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences, as well as the following:

- Students must have a USFSM GPA within the major of at least 2.25 to take the final two core courses of the degree.

State Mandated Common Prerequisites

Students must complete any 2 of the following history survey courses (6 credit hours: AMH 2010 AMH 2020, EUH 2011, EUH 2012, EUH 2030, EUH 2031).

Program Prerequisites

History majors must take 1 additional survey course (3 credits), selected so that, when combined with those taken as State Mandated Common Prerequisites, student has a two-course sequence: AMH 2010/2020, EUH 2011/2012, or EUH 2030/ 2031

Program of Study

A minimum of 34-36 semester hours of upper-level History course work are required of all undergraduate majors in History, although students can elect to take more.

Degree Core

These courses should be taken in the last 30 hours.

HIS 4104 Theory of History (4)

Taken when senior status is achieved (90 credits) and prior to taking HIS 4936

HIS 4936 Pro Seminar in History (4)

Should be taken in the last 30 hours, and must be taken after HIS 4104.

Degree Electives

The remaining 7 courses (26-28) credits may be chosen from any upper-level History courses. Below is a sample listing of courses offered at USF Sarasota-Manatee, but this list is not conclusive:

AMH 3130 American Revolutionary Era	4
AMH 3140 Age of Jefferson	4
AMH 3201 United States 1877-1914	4
AMH 3231 United States 1914-1945	4
AMH 3423 Modern Florida	4
AMH 3562 American Women II	4
AMH 3571 African American History to 1865	3
AMH 3572 African American History since 1865	3
EUH 3142 Renaissance and Reformation	4
EUH 3181 Medieval Culture	4
EUH 3401 Classical Greece	4
EUH 3402 Age of Alexander	4
EUH 3412 Roman Republic	4
EUH 3413 Roman Empire	4
EUH 3501 British History to 1688	4
HIS 3930 Fascism in 20 th Century Europe (Special Topics)	4
HIS 3930 Hitler and the Nazis (Special Topics)	4
HIS 3930 World War II in Literature and Film (Special Topics)	4
HIS 3930 Ancient World in Film (Special Topics)	4
HIS 3930 Sport and Society in Ancient Greece (Special Topics)	4

Electives and Minors

The requirements for the History degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies. Students may elect to pursue any minor; however, the following minors at USF Sarasota-Manatee would well complement a History degree: English LIT, International Studies, Political Science, Psychology, Religious Studies, or Sociology.

B. A. in Interdisciplinary Social Sciences**Description**

The Bachelor of Arts degree in Interdisciplinary Social Sciences (ISS) is designed to provide an interdisciplinary integration of the social sciences for students who are interested in a broad educational experience. ISS offers a wide choice of courses, and an opportunity to design a quality program geared toward individual needs and interests. Students plan their program in ongoing consultation with the academic advisor.

Mission

The curriculum for the Interdisciplinary Social Sciences (ISS) degree at USF Sarasota-Manatee educates students in critical and creative thinking, and develops the organization, presentation, and communication skills called for by many professions, and graduate programs. The ISS major provides an opportunity to blend the study of two selected social-sciences disciplines: anthropology, criminology, environmental science and policy, gerontology, history, international studies, political sciences, psychology, religious studies, sociology, or social work. By the time students complete the ISS program, they understand the principles, methods, and theories informing the social sciences, as well as the important facts, principles, and theories of two separate social science disciplines. In a senior seminar, ISS students demonstrate these competencies through an original research project that synthesizes and applies ideas from at least two of the social sciences.

Intended Learning Outcome

- Demonstrate understanding of the principles, methods, and theories informing an interdisciplinary analysis of the social sciences.
- Demonstrate conversance with the important facts, principles, and theories of interdisciplinary social sciences.
- Analyze, synthesize and evaluate research ideas from at least two social science disciplines.

- Demonstrate awareness of appropriate analysis techniques, qualitative and/or quantitative, by synthesizing and evaluating previous research and making recommendations for future research.
- Develop effective written presentations.

Policies

Students majoring in ISS must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences

Prerequisites

There are no State Mandated Common Prerequisites for the ISS degree program.

Program of Study

A minimum of 39 semester hours is required of all undergraduate majors in Interdisciplinary Social Sciences (ISS), although students can elect to take more.

- Students must declare two areas of concentration when they declare the ISS major.
- The ISS core courses are sequenced and must be spread over a minimum of 4 terms; therefore students should begin taking core course in the first semester of upper-level work.
- While students are required to take a minimum of 12-13 credit hours in each concentration, they can elect to take more.
- A minimum of 30 hours in the ISS major must be the 3000 or above level.
- All transfer courses must be approved for use in ISS. No transfer courses with grades below C are acceptable for credit in the ISS major.

Degree Core: (15 credits, should be taken at USFSM):

STA 2122 Social Sciences Statistics (or any other approved Statistics course)	3
<i>Can simultaneously apply to the Math requirement of the General Education curriculum.</i>	
<i>If not taken before beginning the major, should be taken in the first semester of the major.</i>	
ISS 3013 Introduction to Social Sciences (pre- or co-requisite: STA 2122)	3
ISS 3300 Research Methods in Social Sciences (prerequisite: ISS 3013)	3
ISS 3930 Selected Topics in the Social Sciences (prerequisite: ISS 3300)	3
ISS 4939 Senior Capstone Seminar in Interdisciplinary Social Sciences (prerequisite: ISS 3930)	3

Dual Concentrations: (at least 12-13 credits in each concentration)

The ISS student chooses two discipline areas and completes a minimum of 12 hours as directed in each area.

- Anthropology
ANT 2000 and 3 upper-level Anthropology courses
- Criminology
CCJ 3024, CCJ 3117, and 2 upper-level Criminology Courses
- Environmental Science & Policy
EVR 2002/EVR2001L EVR 2861, PHI 3640, POS 3697
- Gerontology
GEY 3601, GEY 3625, and GEY 4612; plus any of the following: GEY 3323, GEY 4322, GEY 4360, GEY 4608, GEY 4641, GEY 4647
- History
Any 3 or 4 upper-level History courses (12 hours)
- International Studies
Any 4 upper-level International Studies courses
- Political Science
POS 2041 and any 3 upper-level Political Science courses
- Psychology
Any 4 upper-level Psychology courses (+prerequisite PSY 2012)
- Religious Studies
REL 3003, REL 3308, and any 2 upper-level Religious Studies courses

- Social Work
Any 4 of the following: SOW 3303, SOW 3210, SOW 3101, SOW 3102, SOW 4522
- Sociology
SYA 3110, and any 3 upper level Sociology courses (+ prerequisite SYG 2000)

Electives and Minors

The requirements for the Interdisciplinary Social Sciences degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies by showing a third area of expertise in addition to their two ISS concentrations. Students may elect to pursue any of the following minors that is not one of their ISS concentrations: Anthropology, Criminology, English Literature, Business and Technical Writing, History, International Studies, Political Science, Psychology, Religious Studies, Sociology, or Leadership Studies.

B. A. in Psychology

Description

The Bachelor of Arts degree in Psychology involves the scientific study of behavior and mental processes. Because of this focus, psychology is relevant to many other areas of study both inside and outside of the social and behavioral sciences. The undergraduate program in Psychology offers the student a well-rounded liberal arts education. In addition, the program provides excellent training for qualified students who wish to pursue graduate work in such disciplines as Clinical, Cognitive and Neural Sciences or Industrial Psychology, Education, Gerontology, Counseling, Management, Medicine, Law, and other human service programs. The undergraduate major emphasizes the breadth of psychology while allowing the student some electives to pursue in-depth a particular aspect of the field.

Mission

The curriculum for a Psychology degree from USF Sarasota-Manatee prepares graduates for the many occupations (e.g., human services, community or public relations, administration, and advertising and market research) and post-graduate degree programs open to Psychology majors. By the time our majors are ready to graduate, they are equipped with two vital skill sets. First, our majors are familiar with numerous factors influencing behavior and mental processes, and the interactions between them. These factors range from the molecular (communication in the brain) to the cultural (human diversity). Second, our majors have developed the critical thinking skills necessary for the consumption and production of psychological research. These skills include writing and familiarity with the ethics of conducting psychological research. In their final semester, students have the opportunity to demonstrate achievement of these competencies as they create their own research study in the Pro Seminar.

Intended Learning Outcomes

- Apply concepts and theories in at least 4 areas of psychology (e.g., developmental, social, cognitive, clinical, behavioral, physiological, evolutionary, applied, health), and relate them to the scientific study of behavior and mental processes, or to real-world problems.
- Recognize the impact of human diversity (gender, race, ethnicity, socio-economic status, sexual orientation, culture, age, religion, disabilities) on behavior and mental processes.
- Demonstrate knowledge of professional ethics in the use of research subjects.
- Critically evaluate various research methods and designs, including their strengths, weaknesses, and applications to psychological inquiry, and their role in casual hypothesis testing.
- Demonstrate writing ability by producing APA style papers containing all components of a scholarly research manuscript and adhere to USF and APA standards of academic honesty.

Policies

Students majoring in Psychology must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences, as well as the following:

- To continue in the program, students must have a GPA of at least 2.5 in PSY 2012, PSY 3204 or STA 2122, and PSY 3213.

State-Mandated Common Prerequisites

The following courses are prerequisites for the major in Psychology:

PSY 2012 Introduction to Psychological Science

3

PSY 2012 can simultaneously apply to the Social Science requirement of the General Education curriculum.

PSY 3204 Psychological Statistics or STA 2122 Social Science Statistics	3
<i>If not taken prior to major course, Statistics should be taken in the first term of the major STA 2122 can simultaneously apply to the Math requirement of the General Education curriculum.</i>	
Biology BSC 1005, BSC 1020, BSC 2010/L, or BSC 2011/L	3 or 4
<i>Any of these courses can simultaneously apply to the Natural Science requirement of the General Education curriculum.</i>	

Program of Study

A minimum of 34 upper-level semester hours is required of all undergraduate majors in Psychology although students can elect to take more.

Degree Core:

PSY 3213 Research Methods in Psychology	4
<i>Should be taken in the first term of upper-level course work, may be taken in the same term as Statistics, if necessary</i>	
CLP 4433 Psychological Tests and Measurement or PSY 4205 Experimental Design and Analysis	3
PSY 4938 Pro Seminar (Variable Topics)	3
<i>Should be taken as late in program as possible, ideally in the final term.</i>	

Degree Distribution Categories:**Group 1 – At least 2 courses (6 credits)**

EXP 4204C Perception	3
EXP 4404 Psychology of Learning	3
PSB 4004C Physiological Psychology	3
EXP 4304 Motivation	3
EXP 4680C Cognitive Psychology	3

Group 2 - At least 2 courses (6 credits)

CLP 4143 Abnormal Psychology	3
INP 4004 Industrial Psychology	3
SOP 4004 Social Psychology	3
DEP 4053 Developmental Psychology	3
PPE 4003 Personality	3

Degree Electives

PSB 3444 Drugs and Behavior	3
GEY 4612 Psychology of Aging	3
SOP 4751 Psychology Applied to Law	3
PSB 3842 Sleep and Dreams	3
EXP 4640 Psychology of Language	3
SOP 4777 Psychology of Human Sexuality	3
PSY 4931 Selected Topics (<i>may be repeated with different titles</i>)	3
PSY 4913 Directed Study (<i>no more than 3 credits may be applied toward the major</i>)	1-3

Electives and Minors

The requirements for the Psychology degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies. Students may elect to pursue any minor; however, the following minors at USF Sarasota-Manatee would well complement a Psychology degree: Anthropology, Criminology, Gerontology, Leadership Studies, Religious Studies, or Sociology.

Bachelor of Science Degrees

B. S. in Applied Sciences

Description

The Bachelor of Science in Applied Science (BSAS) was developed under provisions from Florida legislation to recognize A.S. degree holders to pursue and acquire a bachelor's degree. In the College of Arts and Sciences, the BSAS degree can be pursued in two concentration tracks: Gerontology and Leadership Studies.

Mission

The mission of the Bachelor of Science in Applied Science (BSAS) is to develop the occupational competencies of an Associate in Science (AS) degree to the level of a Bachelor of Science degree.

Intended Learning Outcomes

- Students will be able to demonstrate knowledge of the significant facts, principles, concepts, and/or theories informing their selected field of concentration.
- In work appropriate to the following areas of concentration, students will be able to demonstrate the following functions of critical thinking: focus on the main idea, draw inferences, evaluate, analyze, and continue the progression of an idea.
- In work appropriate to the following areas of concentration, students will be able to demonstrate the following functions of good writing: focused unity, coherent organization, relevant support, appropriate diction and syntax, correct grammar and mechanics for the discipline.

Policies

Students majoring in BSAS must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences. The following policies also apply:

- This degree program is available ONLY to Associate in Science (A.S.) graduates from Florida public institutions who have an overall "C" average (2.0) in all college-level courses accepted for transfer credit to USF Sarasota-Manatee.

State Mandated Common Prerequisites

There are no State Mandated Common Prerequisites for this degree program.

Degree Requirements

- The A.S. degree transfers as a complete "60 credit hour package" with technical coursework as a 42-credit block, and 18 credits as General Education coursework.
- The remaining 18-credits of coursework for fulfillment of the General Education requirement will be completed through upper-level credit at USF Sarasota-Manatee.

A.S. degree Block Credit	
(Transferred from A.S.)	42
A.S. degree General Education	
(Transferred from A.S.)	18
USF General Education	18
USF Exit Courses	9
USF Area of Concentration*	18-21
USF Electives**	<u>15-18</u>
Total BSAS Credit Hours	120

Program of Study for the BSAS Concentration in Gerontology (21 credits)

Concentration Core

GEY 3601 Physical Changes and Aging	3
GEY 3625 Sociocultural Aspects of Aging	3
GEY 4612 Psychology of Aging	3

Concentration Electives (any 4 courses)

GEY 3323 Community Services for Older Adults	3
GEY 4322 Gerontological Case Management	3

GEY 4360 Gerontological Counseling	3
GEY 4608 Alzheimer's Disease Management	3
GEY 4641 Death and Dying	3
GEY 4647 Ethical and Legal Issues in Aging	3
GEY 4917 Directed Research	1-4
GEY 4935 Selected Topics in Gerontology	3

Program of Study for the BSAS Concentration in Leadership Studies (18 credits)

The Leadership Studies concentration at USFSM provides students an opportunity to study leadership from personal, organizational and global levels. The program is interdisciplinary in nature and serves students in all disciplines. Courses are designed to give students a practical and theoretical grasp of leadership.

The following 6 courses are required and consist of 18 credit hours. A minimum grade of a "C" (2.0) (not C-) is required in each course. With permission of the College Dean, students can elect to take a maximum of two of their courses at other USF System institutions.

Personal Systems

LDR 3930 Introduction to Leadership Studies	3
LDR 3263 Community Leadership Practicum	3

Organizational Systems

LDR 3331 Leading in the Workplace	3
LDR 4104 Theories of Leadership	3

Global Systems

LDR 4114 Survey of Leadership Readings	3
LDR 4204 Ethics and Power in Leadership	3

Electives and Minors

The requirements for the Applied Sciences degree allow for electives outside the major. Students are encouraged to use these credits to pursue a minor that will broaden and enrich their major studies. Students may elect to pursue any minor; however, the following minors at USF Sarasota-Manatee would well complement a BSAS degree: Anthropology, Business and Technical Writing, Criminology, English Literature, History, International Studies, Political Science, Psychology, Religious Studies, Sociology, or Leadership Studies.

B. S. in Communication Sciences & Disorders Concentration in Speech-Language Sciences

Description

The B.S. in Communication sciences & Disorders (CSD) with a concentration in Speech-Language Sciences is a 2nd bachelor's degree, open only to students who have already earned a bachelor's degree in a field outside of CSD with an overall GPA of at least 2.75. The program consists of twelve, upper-level major courses, plus four prerequisites that can be taken as part of the program if they were not satisfied by prior coursework. All cohorts begin in the summer term only, and each cohort is lock-step (students must complete specific courses each semester). The program is offered with two cohort options:

- Fulltime (four courses per term)
- Part-time (two courses per term)

The program is completely online. Students are responsible for having technology that meets program specifications, and for completing online orientation and advising prior to registration for classes.

Mission

The mission of the Communication Sciences & Disorders program is to prepare students with degrees in other fields for competitive application to Master's Degree programs in Speech-Language Pathology. This preparation includes the acquisition of foundational concepts of speech, language, and hearing sciences, advancement of critical thinking and communication skills, and understanding of professional conduct and scope of practice at a level appropriate for the position of Speech-Language Pathology Assistant.

Intended Learning Outcomes

- Demonstrate familiarity with the methods used in the evaluation of communication disorders and differences at a level appropriate for the position of Speech Language Pathology Assistant: basic human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. Aligned with ASHA's KASA standards.
- Demonstrate familiarity with treatment of communication disorders at a level appropriate for the position of Speech-Language Pathology Assistant: knowledge of basic human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. Aligned with ASHA's KASA standards.
- Demonstrate knowledge of professional conduct and scope of practice at a level appropriate for the position of Speech-Language Pathology Assistant.
- Demonstrate critical thinking skills, including the ability to engage in inductive and deductive reasoning.
- Demonstrate written communication skills by writing clear and persuasive texts that include correctly applied professional language.

Policies

Students pursuing this degree must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences. The following policies also apply:

- Students must have a 3.0 GPA, and no grade below a C (not C-) in any CSD coursework to graduate.
- Students must have a minimum grade of C- in each of the four prerequisite courses.
- A maximum of 2 courses (C or better, not C-) from the previous degree may be considered for transfer credit.
- Must earn a grade of C (not C-) or better in each USFSM CSD course with only 1 forgiveness.

State Mandated Common Prerequisites

The following courses are lower-level prerequisites for the major in CSD, SLS; however, they can be taken concurrently with upper-level courses of the major.

- A Statistics course
- A Biological Science course
- A Physical Science course
- A Social Science course

Program of Study

A sequence of 12 courses (36 upper-level semester hours) is required for the SLS concentration in CSD.

SPA 3004 Introduction to Language Development and Disorders	3
SPA 3011 Introduction to Speech Science	3
SPA 3030 Introduction to Hearing Science	3
SPA 3101 Anatomy and Physiology of the Speech and Hearing Mechanism	3
SPA 3112 Applied Phonetics in Communication Disorders	3
SPA 3310 Introduction to Disorders of Hearing	3
SPA 4050 Introduction to the Clinical Process	3
SPA 4104 Neuroanatomy	3
SPA 4510 Diagnosis of Clinical Methods	3
SPA 4321 Aural Rehabilitation	3
SPA 4250 Introduction to Speech Disorders	3
SPA 4257 Adult Neurogenic/Acquired Communication Disorders	3

ACADEMIC MINORS

Majors in the College of Arts and Sciences are designed to accommodate pursuit of a minor as well. Students with both a major and a minor have a competitive advantage when they graduate.

Policies

1. Students pursuing a minor must meet all degree requirements of USF Sarasota-Manatee and the College of Arts and Sciences.
2. A minimum of 3 three-credit courses or 2 four-credit courses (8-9 credits) of the minor must be completed at USFSM.
3. Only letter grades will be counted for transfer.
4. Requests for transfer of credit must be made in writing when declaring a minor.
5. Course equivalencies need approval from the College Dean.

Anthropology

The minor in Anthropology consists of a minimum of 6 courses (18-19 credits).

Two of the following courses (6-7 credits):

ANT 2000 Introduction to Anthropology	4
ANT 2410 Cultural Anthropology	3
ANT 2511 Biological Anthropology	3
ANT 3101 Archaeology	3
ANT 3610 Anthropological Linguistics	3
Any <u>four</u> ANT courses at the 4000 level (at least 12 credits)	

Criminology

The minor in Criminology consists of a minimum of 6 courses (18 credits).

The following two required courses (6 credits):

CCJ 3024 Survey of the Criminal Justice System	3
CCJ 3117 Theories of Criminal Behavior	3

Any four additional courses with the following prefixes:

CCJ, CJC, CJE, CJL, CJT (at least 12 credits)

English

The minor in British and American Literature consists of a minimum of 5 courses (15 credits).

1. One of the following (3 credits):

AML 3031 American Literature to 1860	3
AML 3032 American Literature 1860-1912	3
AML 3051 American Literature 1912-1945	3

2. Two of the following (6 credits):

ENL 3015 British Literature to 1616	3
ENL 3230 British Literature 1616-1780	3
ENL 3251 British Literature 1780-1900	3
ENL 3273 British Literature 1900-1945	3
ENL 3331 Early Shakespeare	3
ENL 3332 Late Shakespeare	3

3. Any two upper-level courses with the following prefixes (6 credits):

AML, ENG, ENL, LIN, or LIT, one must be at the 4000 level.

Business and Technical Writing

The minor in Business and Technical Writing consists of a minimum of 5 courses (15 credits).

Any five of the following courses (15 credits):

ENC 3242 Technical Communication for Majors	3
ENC 3246 Communication for Engineers	3
ENC 3250 Professional Writing	3
ENC 3310 Expository Writing	3
ENC 3416 New Media for Technical Communication	3
ENC 4212 Business and Technical Editing	3

ENC 4218 Visual Rhetoric for Technical Communication	3
ENC 4260 Advanced Technical Writing	3
ENC 4264 Managerial Communications	3
ENC 4906 Business & Technical Writing Independent Study	3
ENC 4931 Selected Topics in Business & Technical Writing	3
ENC 4946 Business & Technical Writing Internship	3

Environmental Science and Policy

The minor in Environmental Science and Policy consists of a minimum of 6 courses (19 credits).

The following courses are required (19 credits):

EVR 2002 Environmental Science & EVR 2001Lab	4
EVR 2861 Introduction to Environmental Policy	3
PHI 3640 Environmental Ethics	3
POS 3697 Environmental Law	3
PUP 4203 Environmental Politics and Policy	3
GIS 5049 GIS for Non-majors or GEO 4340 Natural Hazards	3

Gerontology

The minor in Gerontology consists of a minimum of 5 courses (15 credits).

The following three required courses (9 credits):

GEY 3601 Physical Changes and Aging	3
GEY 3625 Sociocultural Aspects of Aging	3
GEY 4612 Psychology of Aging	3

Any two additional GEY courses at the upper level (6 credits)

History

The minor in History consists of a minimum of 5 courses (18 credits).

Any two-course lower-level EUH or AMH sequence (6 credits)

Any three or four upper-level courses included in the History major with the following prefixes:

AMH, EUH, LAH, AFH, ASH, WHO, or HIS (at least 12 credits)

Leadership Studies

The Leadership Studies minor provides students an opportunity to study leadership from the personal, organizational and global levels. The program is interdisciplinary in nature and serves students in all disciplines. The courses are designed to give students a practical and theoretical grasp of leadership. The following 5 courses are required and consist of 15 credit hours. A minimum grade of a "C" (2.0) (not C-) is required in each course. With permission of the College Dean, students can elect to take a maximum of two of their courses at other USF System campuses.

Personal Systems

LDR 3930 Selected Topics in Student Leadership Introduction to Leadership Studies	3
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Organizational Systems

LDR 3331 Leading in the Workplace	3
LDR 4104 Theories of Leadership	3

Global Systems

LDR 4114 Survey of Leadership Readings	3
LDR 4204 Ethics and Power in Leadership	3

Political Science

A minor in Political Science consists of a minimum of 6 courses (18 credits).

Any two of the following courses (6 credits):

CPO 2002 Introduction to Comparative Politics	3
INR 2002 Introduction to International Relations	3
POS 2041 American National Government	3
POT 3003 Introduction to Political Theory	3

Any four upper-level courses included in the Political Science major with the following prefixes: CPO, POS, POT, INR (at least 12 credits)

Psychology

A minor in Psychology consists of a minimum of 6 courses (19 credits)

The following three required courses (10 credits):

PSY 2012 Introduction of Psychological Science 3

PSY 3204 Psychological Statistics or

STA 2122 Social Science Statistics 3

PSY 3213 Research Methods in Psychology 4

Should be taken before upper-level electives; may be taken after or with Statistics

Any three upper-level psychology courses, except PSY 4913, with the following prefixes: PSY, PPE, PSB, INP, SOP, DEP, EXP, CLP (at least 9 credits)

Statistics and Research Methods are prerequisites for all electives

Religious Studies

A minor in Religious Studies consists of a minimum of 5-6 courses (18 credits).

The following two required courses (7 credits):

REL 3003 Introduction to Religious Studies 4

REL 3014 Introduction to Major Religious Texts 3

Any three or four upper-level REL courses addressing at least two religious traditions (at least 11 credits).

Sociology

A minor in Sociology consists of a minimum of 6 courses (18 credits).

The following two required courses (6 credits):

SYG 2000 Introduction to Sociology 3

SYA 3110 Classical Theory 3

Any four upper-level Sociology courses with the following prefixes:

SYA, SYD, SYG, SYO, SYP (at least 12 credits)

CERTIFICATES

HONORS PROGRAM

The Honors Program at USF Sarasota-Manatee is a 9-credit sequence that culminates in an undergraduate thesis. The team-taught seminar (IDH 4000) and the small-group directed-readings course (IDH 4950) develop the ability to pursue independent research. Through the mentored experience of writing an undergraduate thesis and discussing it in an academic presentation, honors students have the opportunity to present original arguments with scholarly authority and integrity. Satisfactory completion of the Honors Program is noted on the diploma and the transcript, as well as on a certificate.

Policies

- The Honors Program is open to all students at USF Sarasota-Manatee.
- Applications are accepted every fall for cohorts that begin each spring.
- Students must earn a B (not B-) in each IDH course to progress through the sequence.
- The three courses of the Honors sequence must be taken consecutively.
- To progress in the Honors Program, students must meet the performance expectations and deadlines specified in each course syllabus.

Certificate Program of Study

Three credit-bearing courses (9 credits):

IDH 4000 Honors Seminar (4 credits, offered in spring semesters)

IDH 4950 Honors Project (2 credits, offered in summer C semesters)

IDH 4970 Honors Thesis (3 credits, offered in fall semesters)

Certificate in Business and Technical Writing (BTW)

The Certificate in Business and Technical Writing is open to students of diverse backgrounds who wish to pursue careers as professional writers and editors serving clients and employers in industry, business, government, and the professions or to use these writing/editing skills to supplement their training and enhance their employability in other professional fields.

Policies

- Students can pursue a certificate in Business and Technical Writing while pursuing another degree or as a non-degree seeking student.
- Students wishing to apply for the BTW Certificate should contact their academic advisor or an instructor in the BTW program.
- Admission will require an interview by phone or in person, and submission of a writing sample on a topic assigned by faculty.
- Students must earn a B (not B-) in each course taken for the certificate.

Certificate Program of Study:

A certificate in Business and Technical Writing consists of 5 ENC courses, any of those listed below (15 credits).

ENC 3242 Technical Communication for Majors	3
ENC 3246 Communication for Engineers	3
ENC 3250 Professional Writing	3
ENC 3310 Expository Writing	3
ENC 3416 New Media for Technical Communication	3
ENC 4212 Business and Technical Editing	3
ENC 4218 Visual Rhetoric for Technical Communication	3
ENC 4260 Advanced Technical Writing	3
ENC 4264 Managerial Communications	3
ENC 4906 Business & Technical Writing Independent Study	3
ENC 4931 Selected Topics in Business & Technical Writing	3
ENC 4946 Business & Technical Writing Internship	3

Certificate in Environmental Science and Policy (ESP)

The Certificate in Environmental Science and Policy is designed for individuals working in fields such as education, government, law, and urban planning who seek a greater understanding of environmental conditions as well as the policies that are both causes and effects of current environmental realities.

Policies

- Students can pursue a certificate in Environmental Science and Policy while pursuing another degree or as a non-degree seeking student.
- Non-degree students must have a high school diploma or equivalent.
- Students wishing to apply for the ESP Certificate should contact their academic advisor.
- Students must earn a B (not B-) in each course taken for the certificate.

Certificate Program of Study:

A certificate in Environmental Science and Policy consists of 6 courses (19 credits).

EVR 2002 Environmental Science	3
EVR 2001L Environmental Science Lab	1
(EVR 2002 & EVR 2001L are taken together as one course)	
EVR 2861 Introduction to Environmental Policy	3
PHI 3640 Environmental Ethics	3
POS 3697 Environmental Law	3
PUP 4203 Environmental Politics and Policy	3
GIS 5049 GIS for Non-majors or GEO 4340 Natural Hazards	3

Certificate in Leadership Studies

The non-degree certificate program in Leadership Studies is designed for individuals working in any field who seek a greater understanding of leadership studies. The Leadership Studies certificate provides students an opportunity to study leadership from the personal, organizational and global levels. The program is interdisciplinary in nature and can benefit students in all areas of study. Courses are designed to give students a practical and theoretical grasp of leadership.

The following 5 courses are required and consist of 15 credit hours. A minimum grade of a "B" (3.0) (not a B-) is required in each course. With permission of the College Dean, students can elect to take a maximum of two of their courses at another USF System campus. Required Courses:

Personal

LDR 3930 Introduction to Leadership Studies (Selected Topic) 3

Organizational

LDR 3331 Leading in the Workplace 3

LDR 4104 Theories of Leadership 3

Global

LDR 4114 Survey of Leadership Readings 3

LDR 4204 Ethics and Power in Leadership 3

FACULTY - COLLEGE OF ARTS AND SCIENCES

[Dr. Jane Rose](#)

Dean and English

[Dr. Elaine Augustine](#)

Psychology

Dr. Kimberly Badanich

Psychology

[Dr. June Benowitz](#)

History

Prof. Kyna Betancourt

Communication sciences and Disorders

[Dr. Kathy Black](#)

Social Work/Gerontology

[Prof. Silvia Blanco](#)

Social Work/Gerontology

[Dr. Keith Cavedo](#)

English, Literature and Writing

[Dr. Robin Danzak](#)

Communication Sciences and Disorders

[Dr. Wilma Davidson](#)

English, Business and Technical Writing

[Prof. Mike Fehily](#)

World Languages, Spanish

[Dr. Susan Fulton](#)

Communication Sciences and Disorders

[Dr. Michael Gillespie](#)

Psychology

[Prof. Katherine Lamb](#)

Communication Sciences and Disorders

[Dr. Valerie Lipscomb](#)

English, Literature and Writing

Dr. Erin Martin

General Education/Biology

Prof. Olena Maymeskul

Statistics and Math

[Dr. Fawn Ngo](#)

Criminology

[Dr. Jonathan Scott Perry](#)

History

[Dr. Richard Reich](#)

Psychology

[Dr. Jane Roberts](#)

Social Work/Gerontology

[Prof. Thorold \(Tod\) Roberts](#)

English

[Dr. Christine Ruva](#)

Psychology

[Dr. Ernest Scott](#)

Criminology

[Dr. Melissa Sloan](#)

Interdisciplinary Social Sciences

[Dr. Suzanne Stein](#)

English

[Dr. Donna Trent](#)

Interdisciplinary Social Sciences

[Dr. James Unnever](#)

Criminology

COLLEGE OF BUSINESS

Location: SMC-C212
Telephone: (941) 359-4455
Website: <http://www.sarasota.usf.edu/Academics/COB/>
Advising: Office of Student Services, SMC-C107, (941) 359-4330

All degree programs in the College of Business are fully accredited by [The Association to Advance Collegiate Schools of Business - AACSB International](#).

The undergraduate curriculum that leads to a Bachelor of Science or Bachelor of Arts degree in Business Administration is composed of several segments: (1) broad general education in the arts, humanities and sciences; (2) the common body of knowledge for management responsibilities; and (3) majors specializing in Accounting, Finance, General Business, Management and Marketing. Through flexibility in its requirements, the College is able to satisfy the different interests and career objectives of students with diverse backgrounds.

UNDERGRADUATE ADMISSION

The College is an upper-level, limited access college, which means that it has admission requirements in addition to those of the University in general. Students interested in pursuing a degree in the areas offered by the College of Business must complete the required prerequisites for entering the college in addition to other related criteria listed in 1-4 below.

DEGREES

Bachelor of Arts (B.A.) in Business Administration.
 Bachelor of Science (B.S.) in Business Administration.

ACADEMIC MAJORS

Accounting	(ACC)
Finance	(FIN)
General Business	(GBA)
Management	(MAN)
Marketing	(MKT)

ACADEMIC MINORS

College of Business Students Only

- Accounting
- Finance
- Information Systems/Decision Sciences
- International Business
- Management
- Marketing

Non-College of Business Students Only

- General Business
 - Concentrations from the College of Arts and Sciences
 - Business and Technical Writing (BTW)
 - Elder Care Management (GEY)

ADMISSION REQUIREMENTS

1. Students must satisfy the following criteria:
 - a. Minimum of 60 semester hours of college credit earned.
 - b. Minimum of 2.5 cumulative grade point average on all college-level work and a minimum of 2.0 on all credit attempted at USF Sarasota-Manatee, including any prior to academic renewal.
 - c. Completion of the following State Mandated Common Prerequisites (or equivalents) with a grade of C or higher in each course and an overall 2.0 GPA:
 - ACG X021/ACG X022 Financial Accounting (or ACG X001 & ACG X011)
 - ACG X071 Managerial Accounting (or X301)
 - CGS X100 Computers in Business (or acceptable Substitute, i.e., CGS X100C, CGS X530, CGS X570, CGS X531, CGS X000, MAN X812)
 - ECO X013 Principles of Macroeconomics
 - ECO X023 Principles of Microeconomics
 - MAC X233 Elementary Calculus or MAC 2230
 - STA X023 Introductory Statistics or QMB X100 or STA X122
 - d. In computing entry grade point average all business and economics courses taken for S or U grades will be converted to C or F, respectively.
2. Students working toward meeting the limited-access admissions criteria will be permitted to enroll in all foundation courses in Business (2000 level).
3. A minimum score of 550 on paper and pencil or 213 on computerized TOEFL is required, when applicable.
4. Students must be admitted to the College of Business at least one term before their anticipated graduation date.

Transfer Students

Transfer credits will be accepted from regionally-accredited institutions; however, all hours earned may not be applied toward USF Sarasota-Manatee business degree requirements. Individual courses will be evaluated by an academic advisor and appropriately credited toward requirements in the student's program at USF Sarasota-Manatee.

Florida public institution students enrolled in an Associate in Arts (A.A.) program should normally complete the general education requirements and the State Mandated Common Prerequisites at the lower-level. As a rule, students transferring with an A.A. degree should avoid taking any business courses at the Florida College System institution that are listed as 3000 and 4000 level courses at USF Sarasota-Manatee. Normally, courses in finance, marketing, management, and accounting, as well as other business administration and economics courses, taken at the lower division level that are offered as upper division courses at USF Sarasota-Manatee will not be accepted for upper division credit in business administration or economics. In general, business courses taken at the lower level, at technical schools, or as part of professional or military training, are not applicable to the degree programs of the College of Business. Exceptions to this policy will be made only upon proper validation of such courses. Validation consists of successfully completing specified advanced courses in the discipline.

B.A./B.S. in Business Administration Assurance of Learning Goals and Objectives

- I. Global Competitive Environment – Explain the key factors in the domestic and global economic, political-legal, socio-cultural, and technological environment of business and be able to systematically analyze the multiple environments in which organizations operate and seek to gain competitive advantage.
 - International Issues – Understand the relevant international issues when operating in a global business environment.
 - Competitive Environment – Ability to effectively define and analyze the competitive environment.
- II. Ethical and Legal Responsibilities – Understand the ethical and legal responsibilities of organizations as they pursue economic goals and objectives.
 - Legal and Social Environment – Understand the legal and social environment of business operations.

III. Strategic Management and Planning – Effective management and planning with a customer and market focus.

- Management Principles – Understand the basic theories, concepts, and effective behavioral practices that form the foundation of modern management thought and demonstrate the ability to apply key management concepts.
- Marketing Value – Understand the role of marketing in the creation of value for internal and external stakeholders through decisions related to the marketing mix, as well as such key concepts as relationship marketing, marketing segmentation and targeting, and market planning.
- Strategic Integration – Ability to use strategic management techniques in the integration and application of business tools and concepts in a problem-solving environment.

IV. Business Concepts – Understand key financial, economic, and accounting concepts.

- Principles of Finance – Understand the processes, decision structures and institutional arrangements related to the use and acquisition of funds by a firm in a competitive environment.
- Economic Concepts – Understand the workings of modern market economies. Know the components of the macro economy and understand the relationships between aggregate economic activity and monetary and fiscal policy. Demonstrate familiarity with basic economic terminology and an understanding of marginal analysis, supply and demand analysis, consumer behavior, production and cost theory, and profit maximization under a variety of market structures.
- Principles of Financial and Managerial Accounting – Understand the basic concepts and theories underlying general-purpose financial statements including recognition of what information is presented in each of the three basic financial statements. Understand the accountant's role in assisting management in the planning and controlling of business activities.

V. Data-Driven Decisions – Explain how financial, statistical, and other quantitative data can be used to analyze strategic and operating performance and serve as the basis for management decisions.

- Quantitative Analysis – Understand the application of statistics to data analysis and decision-making in the business environment.
- Information Systems – Understand the concepts, structures and process involved in the management of information systems and technologies and the role of information systems in supporting managerial decision-making.
- Critical Thinking – Demonstrate critical thinking and analytical abilities, including the ability to engage in inductive, deductive, and quantitative reasoning, and to construct sound arguments.

VI. Communication – Communicate effectively, both orally and in writing.

- Oral Communication – Effective presentation skills in content, organization, and delivery.
- Written Communication – Write business documents with clear focus, organization, and mechanical correctness.

General Requirements

Students must satisfactorily complete a minimum of 120 semester hours. Of the minimum 120, at least 60 hours must be business courses (except Elder Care management and Business Technical Writing Concentrations), and a minimum of 54 hours must be non-business courses (i.e., all courses not normally offered in the College of Business). Additional electives may be required to reach a minimum of 120 hours and can be either business or non-business.

As a part of the 120-hour requirements for the B.A. or B.S. degree, the following criteria apply.

GPA

A minimum grade-point average of 2.0 must be achieved in the following areas:

- The major and minor fields
- College foundation courses
- All USF Sarasota-Manatee coursework
- Overall GPA (USF Sarasota-Manatee and all transfer work)

Gordon Rule

Students must have satisfactorily completed the writing and computation course requirements of BOG 6.017 (“Gordon Rule”).

Foreign Language

For a Bachelor of Arts degree, students must demonstrate competency in a foreign language (refer to the Academic Policies and Procedures section of this catalog). The College of Business does not approve American Sign Language for the Foreign Language Exit Requirement. For a Bachelor of Science degree, students can use two semesters of American Sign Language or two years (of the same foreign language) of successful completion of High School foreign language.

Residency

College of Business residency requirements for graduation exceed the minimum requirements established for the USF System. (Students are required to complete satisfactorily at USF Sarasota-Manatee a minimum of 50 percent (30-33 semester hours depending on major) of required business courses, including 12-18 semester hours in the major field.) Normally, independent study and independent research courses do not fulfill this requirement.

International Course Requirement

All business students are required to select at least one course that deals with contemporary international topics. This course can be included in the business, non-business, or elective category. Consult with a business advisor for approved courses.

No S/U courses in major or minor

All courses in the major or minor field and all foundation coursework in business must be taken on a graded basis; the S/U option is not available.

Academic Dismissal

Students who have been dismissed twice from the University for academic reasons will not be readmitted to the College of Business.

Other Degree Requirements**Speech/Writing Requirements for Business Majors**

SPC 2608 Public Speaking or	3
COM 3110 Communication for Business and the Professions	
ENC 3250 Professional Writing or	
ENC 3310 Expository Writing or equivalent	<u>3</u>
Total	6

Business Courses (60-66 credit hours minimum)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.0 GPA.

ACG 2021 Principles of Financial Accounting	3
ACG 2071 Principles of Managerial Accounting	3
ECO 2013 Economic Principles: Macroeconomics	3
ECO 2023 Economic Principles: Microeconomics	3
QMB 2100 Business & Economic Statistics I or STA 2122	3
BUL 3320 Law and Business I	3
FIN 3403 Principles of Finance	3
ISM 3011 Information Systems in Organizations	3
QMB 3200 Business & Economic Statistics II	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3
GEB 4890 Strategic Management and Decision Making	<u>3</u>
Total	36

Major requirements (specific courses for each major are listed in the "Departments and Programs" section below.) 18-24

Business Electives

CGS 2100 or equivalent	3
FIN/MKT/MAN majors only	<u>3</u>

Minimum Business Credits**60-66**

Electives in Business or Non-Business

Sufficient elective courses to reach a minimum of 120 hours (ranges from 0-6 credit hours if above requirements are met)

Minimum total hours**120**

(Waiver examination administered by the College only may be substituted for CGS 2100.)

ACADEMIC MAJORS**Accounting (ACC)**

The objective of the baccalaureate degree program in accountancy is to provide students with accounting and business knowledge that will serve as a basis for careers in industry, government, non-profit organizations and public accountancy.

The baccalaureate program also prepares students for entry into a Masters professional degree program.

The State of Florida, like most states, requires 150 credit hours of education in order to sit for the CPA examination. Questions concerning the CPA examination should be directed to the [Florida Board of Accountancy](#).

Intended Learning Outcomes

The curriculum for the Accounting Major develops the ability to do the following:

- The ability to understand and apply generally accepted accounting principles to the measurement and reporting of income and financial position for business enterprises.
- The ability to understand and apply the basic concepts of gross income, taxable income, allowable deductions, tax credits, and asset basis as they relate to individual income taxation embodied in the United States income tax system.
- An understanding of the principles and operation of well-controlled information systems in a variety of technological environments with added emphasis on the collection, processing, and reporting of accounting information.
- The ability to develop information and processes to enable managers to estimate the costs of products and services the firm provides, to make routine and strategic resource allocation decisions, and to evaluate the performance of individuals and organizations.
- An understanding of the independent financial statement auditing function and the professional responsibilities of external auditors and their public accounting firms.
- Critical thinking and analytical abilities, including the ability to analyze cases, identifying and addressing the relevant issues with critical analysis.
- The ability to communicate effectively, including the ability to prepare a well-structured recommendation in writing with supported conclusions and recommendations.

Requirements

Accounting majors must meet all the entry requirements to the College of Business as listed in the General Requirements section. In addition, students must earn a grade of "C" or higher in both ACG 2021 and ACG 2071. Before taking any other Accounting coursework, all Accounting majors must earn a "C" or higher in ACG 3103. It is strongly recommended for students to successfully complete ACG 3103 within two attempts. After two attempts if this requirement has not been met, students should meet with an Accounting faculty member or academic advisor immediately to discuss their major. Within the 120-semester-hour program, students must complete a minimum of 24 hours of upper level accounting with a grade of "C" or higher in all courses. Students must complete 18 hours of the upper level accounting requirement in residency at USF Sarasota-Manatee. Finally, students must earn a 2.0 GPA on all major course work at USF Sarasota-Manatee and have an overall 2.0 major GPA including any applicable transfer work.

Required Courses:

ACG 3103 Intermediate Financial Accounting I	3
ACG 3113 Intermediate Financial Accounting II	3
ACG 3341 Cost Accounting and Control I	3
ACG 3401 Accounting Information Systems	3

ACG 4632 Auditing I	3
TAX 4001 Concepts of Federal Income Taxation	3
Electives (6 hours selected from):	
ACG 4123 Intermediate Financial Accounting III	3
ACG 4351 Cost Accounting and Control II	3
ACG 4501 Governmental/Not-for-Profit Accounting	3
ACG 4642 Auditing II	3
ACG 4931 Selected Topics	3
ACG 5205 Advanced Financial Accounting	3
ACG 5675 Internal and Operational Auditing	3
TAX 5015 Federal Taxation of Business Entities	3
Total Required Hours	24

The student's program must also include coursework taken in behavioral sciences and humanities, such as psychology, anthropology, and sociology, and the political environment of business and society, such as political science, public administration, and ethics. College of Business advisors will recommend courses that will satisfy the program requirements.

Accounting majors can use the grade forgiveness policy only once in upper-level accounting courses. Accounting courses taken by accounting majors on an S/U basis will not be counted toward the 120-hour graduation requirement. Independent Research, ACG 4911, will not be accepted as credit toward the minimum degree requirements in the accounting concentration.

Finance (FIN)

The Finance major provides a broad based, analytical program for students anticipating a career in the management of both large and small organizations. Finance provides a good background for students seeking general careers in business. Finance majors can elect to take courses in the following areas that prepare them for entry and advanced careers in

- financial management of corporations
- management of financial institutions
- investments
- financial services, insurance, and real estate.

In addition, the program in Finance is designed to provide the skills required by students earning degrees in other business disciplines and by students who seek professional degrees in areas such as law and public administration.

The Finance program offers applied and theoretical courses that enable the graduate to identify and solve problems in the acquisition and allocation of funds by organizations in the public and private sectors in domestic and international settings. It provides the background necessary for managing wealth in a risky environment. Finance relies on an interdisciplinary approach that draws on economic theory, accounting, information systems, and the quantitative decision frameworks of statistics and mathematics.

The major is designed to ensure that graduates are familiar with the tools of financial decision making and that they possess the skills to stay abreast of the developments in the field. Finance graduates will understand the functions and operations of financial markets, become familiar with computer applications in finance, and know how to access and utilize financial information. Course content is designed to provide majors with an appreciation of cooperative work skills and to enhance their verbal and written communication skills.

Intended Learning Outcomes

The curriculum for the Finance Major develops the ability to do the following:

- The evaluation of investments by identifying key economic and political issues to determine appropriate investment strategies.
- In-depth knowledge of financial management; the underlying principles of corporate finance and the analytical techniques involved in financial planning and decision-making.
- A comprehensive understanding of the various functions and operations of financial institutions and markets.
- Critical thinking and analytical abilities, including the capability to engage in inductive, deductive, and quantitative reasoning and to construct sound arguments.

- The ability to communicate effectively, both on an individual basis and in collaboration with others.

Requirements

Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours of upper-level finance courses beyond FIN 3403. At least 12 hours must be taken in residence at USF Sarasota-Manatee. A grade point average of 2.0 or higher must be achieved in all major coursework at USF Sarasota-Manatee and an overall 2.0 GPA including transfer work. Students are required to earn a “C” or higher in all finance courses that are counted toward the major requirements.

Required Courses:

FIN 4303 Financial Institutions and Markets	3
FIN 4414 Advanced Corporation Finance	3
FIN 4504 Principles of Investments	3
Additional upper-level approved Finance electives	<u>9-15</u>
Total	18-24

Finance electives can be selected from among those 3000 and 4000 level classes that have FIN, REE, and RMI prefixes, as well as MAR 3400 and TAX 4001. At least one elective must have an FIN prefix. Independent Study (FIN 4905) and Independent Research (FIN 4915) will not be accepted as credit toward the minimum degree requirements for a major in Finance. Courses taken as part of the major, minor, or concentration, cannot be used on other majors, minors or concentrations within the College of Business.

General Business (GBA)

The General Business major prepares students for positions in an interdisciplinary business world that values cross-functional abilities.

Intended Learning Outcomes

The curriculum for the General Business (GBA) Major develops the ability to do the following:

- Explain the key factors in the domestic and global economic, political-legal, socio-cultural, and technological environment of business and be able to systematically analyze the multiple environments in which organizations operate and seek to gain competitive advantage.
- Understand the ethical and legal responsibilities of organizations as they pursue economic goals and objectives.
- Effective management and planning with a customer and market focus.
- Understand key financial, economic, and accounting concepts.
- Explain how financial, statistical, and other quantitative data can be used to analyze strategic and operating performance and serve as the basis for management decisions.
- Communicate effectively, both orally and in writing.

Requirements

Within the 120-semester hours as listed in the general requirement section, students must complete a minimum of 24 hours of upper-level course work. Students are required to earn a “C” or higher in all general business courses within the major requirements. There are two options for students in the general business major.

Option 1.

Choose two of the following minors:

- Accounting
- Finance
- Information Systems/Decision Sciences
- International Business
- Management and Organization
- Marketing

Total 24 hours

or

Option 2.

Choose one of the following concentrations in the College of Arts and Sciences (15 to 18) hours plus 6 to 9 hours of upper level business electives (a total of 24 hours). See the minor section in the College of Arts and Sciences for specific coursework.

- Business and Technical Writing (BTW)
- Elder Care Management (ECM)

Total 24 hours

Note:

- Minors selected from Option 1 will be listed as concentrations on the transcript.
- Courses taken as part of the minors selection in Option 1 cannot be used in other majors within the College of Business.
- Courses taken as part of another College of Business major in accounting, finance, information systems/decision sciences, management and organization, or marketing may not be used to satisfy Option 1 for the General Business major, concentration, or minor.

Management and Organization (MAN)

The undergraduate degree in Management and Organization prepares students for entry-level positions in general business and management, as well as human resources/organizational development positions and small business management. It also prepares students for graduate study in Business such as the MBA program.

Management is a dynamic field that focuses on planning, organizing, and leading in business, non-profit and governmental organizations. Managing people in organizations involves behavioral concepts such as motivation, personality, teamwork, communication and leadership skills. Management is responsible for the triple bottom-line: financial profits, environmental good and social good. With a focus on people in organizations, managers develop the human capital of organizations. Motivating and developing an organization's workforce today requires attention to relationships with people inside and outside the organization, locally and across the world. The curriculum in management covers all aspects of management including: human resources development, organizational behavior theory, leadership, organizational development, negotiation, social issues in management, and strategic planning. Students leave this program knowing how to apply the latest ideas and concepts in management to organizational issues. Analytical skills, communication skills and leadership skills are developed in both classroom and assignment activities throughout the curriculum.

Intended Learning Outcomes

The curriculum for the Management and Organization Major develops the ability to do the following:

- Identify and explain theories of motivation.
- Identify theories of leadership and power.
- An understanding of the basic processes and issues of organizational communication.
- Assess management problem/issue, generate alternative solutions, and make recommendations.
- Competence on written assignment.

Requirements

Within the 120-semester-hour program listed in the General Requirements section, students must complete 18 hours of management and organization beyond MAN 3025. At least 12 hours must be taken in residence at USF Sarasota-Manatee. A grade point average of 2.0 or higher must be achieved in all major course work at USF Sarasota-Manatee and an overall 2.0 GPA including transfer work. Students are required to earn a "C" or higher in all Management and Organization courses that are counted toward the major requirements.

Required Courses:

MAN 3240 Organizational Behavior Analysis	3
MAN 3301 Human Resource Management	3
MAN 4600 International Management	3
MAN 4802 Entrepreneurship and Small Business Management	3

Choose 2 of the following electives:

ISM 3431 Operations & Supply Chain Processes	3
MAN 4930 Managing Diversity (Selected Topic)	3
MAN 4430 Seminar in Negotiations	3
MAN 4804 Small Business Management Counseling	3

Total Management and Organization hours 12 required + 6 electives = 18

NOTE: Management and Organization majors are strongly recommended to take ENC 4264 Managerial Communications early in their major studies.

Marketing (MKT)

Marketing is a dynamic field with many dimensions, including product selection and planning, product distribution, pricing and promotion. Marketing poses many challenges and yields generous rewards for those who meet these challenges. Marketing operations are carried out domestically and internationally in virtually all business organizations that offer a product or service. Many marketing concepts are applicable to the operations of non-profit organizations such as governmental, educational, and healthcare institutions, as well as charitable and political campaigns.

Marketing operations provide the most visible links between the firm or institution and its many publics. Marketing deals with people who are constantly changing in their needs, wants, and desires; and coupled with these changing tastes is a fiercely competitive environment sustained by all the resources of a rapidly evolving technology. These forces lead to much of the challenge and dynamic nature of marketing.

Intended Learning Outcomes

The curriculum for the Marketing Major develops the ability to do the following:

- The ability to collect, analyze, and use information about customers, competitors, and the environment (develop and use primary and secondary research data).
- The ability to develop marketing plans, including strategies designed to achieve specific goals.
- The ability to organize and analyze data, draw and support conclusions, and make appropriate recommendations.
- The ability to develop effective, persuasive presentations of marketing concepts and including the ability to organize ideas and data, use presentation software and other audio visual aids, and respond incisively to questions about presentation elements.
- The ability to develop an organized, structured, well-written paper that demonstrates the ability to organize ideas and data.

Requirements

Within the 120-semester-hour program listed in the General Requirements section, students must complete a minimum of 18 hours in marketing beyond MAR 3023. At least 12 hours must be taken in residence at USF Sarasota-Manatee. Students are required to earn a "C" or higher in all Marketing classes including Basic Marketing (MAR 3023) plus a 2.0 GPA in all major course work at USF Sarasota-Manatee and an overall 2.0 GPA including transfer work.

Required Courses:

MAR 3823 Marketing Management	3
MAR 3613 Marketing Research	3
MAR 3400 Professional Selling	3
MAR 4333 Promotion Management	3
MAR 4824 Marketing Management Problems	3
Additional upper-level marketing courses	<u>3-9</u>
Total	18-24

ACADEMIC MINORS - (College of Business majors only)

Students are required to apply for a College of Business minor on their graduation application.

Accounting

A grade of "C" or better must be earned in each of the four upper-level accounting courses taken at USF Sarasota-Manatee. A grade point average of 2.0 or higher must be achieved in all minor course work and in all minor courses completed at other institutions. All attempts will be included in the GPA unless grade forgiveness has been used. Only one grade forgiveness may be used in the minor.

At least 9 of the required 12 credit hours must be taken in residence at USFSM.

Requirements

ACG 3103 Intermediate Financial Accounting I	3
ACG 3341 Cost Accounting and Control I	3
ACG 3401 Accounting Information Systems	3
TAX 4001 Concepts of Federal Income Taxation	<u>3</u>
Total Accounting Hours	12

Finance

A grade point average of 2.0 or better must be achieved in the minor coursework at USF Sarasota-Manatee and in all minor courses completed at other institutions. Students are required to earn a "C" or higher in finance courses that are counted toward the minor requirements.

At least 9 of the required 12 credit hours must be taken in residence at USF Sarasota-Manatee.

Requirements

FIN 4504 Principles of Investments	3
FIN 4303 Financial Institutions and Markets	3
FIN 4414 Advanced Corporation Finance	3
Additional upper-level Finance elective	<u>3</u>
Total Finance Hours	12

Information Systems/Decision Sciences

A grade point average of 2.0 or better must be achieved in the minor coursework at USF Sarasota-Manatee and in all minor courses completed at other institutions. Students are required to earn a "C" or higher in finance courses that are counted toward the minor requirements. Course equivalencies need approval from the College Dean.

At least 9 hours of the required 12 credit hours must be taken in residence at USF Sarasota-Manatee.

Requirements

ISM 3113 Systems Analysis and Design	3
ISM 4212 Database Administration	3
Approved ISM Electives	<u>6</u>
Total	12

International Business

To qualify for the minor in International Business, students with a major in one of the degree programs in Business must successfully complete a minimum of 12 hours of international business or related course work. At least 9 semester credit hours in the minor must be selected from a set of approved upper-level international business courses (see below). One of the courses in the minor, relevant to the student's international area of interest, can be an approved area studies course, or other course, taken outside the College. At least 9 hours of the required 12 credit hours must be taken in residence at USF Sarasota-Manatee. A grade point average of 2.0 or higher must be achieved in minor coursework taken at USF, Sarasota-Manatee and in all minor courses completed at other institutions. Competency to effectively communicate in a foreign language is strongly advised. Students are required to earn a "C" or higher in international business courses that are counted toward the minor requirements.

Approved Courses for International Business:

FIN 3604	International Finance	3
ISM 4382	Global Information Systems	3

MAN 4600 International Management	3
MAR 4156 International Marketing	<u>3</u>
Total	12

Other courses will be added as they are developed and approved. (In addition, the college frequently offers Selected Topics courses that qualify for International Business.) Students should consult with an advisor for additional approved courses.

Management and Organization

A grade point average of 2.0 or better must be achieved in the minor coursework at USF Sarasota-Manatee and in all minor courses completed at other institutions. At least 9 hours of the required 12 credit hours must be taken in residence at USF Sarasota-Manatee. Students are required to earn a "C" or higher in Management and Organization courses that are counted toward the minor requirements.

Requirements

MAN 3240 Organizational Behavior Analysis	3
MAN 3301 Human Resource Management	3
MAN 4802 Entrepreneurship and Small Business Management	3
MAN 4600 International Management	<u>3</u>
Total Management and Organization hours	12

Marketing

Students are required to earn a "C" or higher in MAR 3023 and all marketing courses that are counted toward the minor requirements.

A grade point average of 2.0 or better must be achieved in the coursework at USF Sarasota-Manatee and in all minor courses completed at other institutions.

At least 9 hours of the required 12 credit hours must be taken in residence at USF. Sarasota-Manatee

Requirements

MAR 3823 Marketing Management	3
Any 3 upper level Marketing courses with a MAR prefix (excluding MAR 4824)	<u>9</u>
Total	12

ACADEMIC MINORS - (Non-College of Business majors only)

General Business

A grade point average of 2.0 or better must be achieved in the minor coursework at USF Sarasota-Manatee and in all minor courses completed at other institutions. Students are required to earn a "C" or higher in General Business courses that are counted toward the minor requirements.

At least 12 hours of the required 18 credit hours must be taken in residence at USF Sarasota-Manatee.

Requirements

ACG 3074 Managerial Accounting (for non-business majors)*	3
ECO 1000 Basic Economics**	3
FIN 3403 Principles of Finance	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3
MAN 4802 Entrepreneurship & Small Business Management	<u>3</u>
Total	18

*ACG 2021 & ACG 2071 can be substituted for ACG 3074.

**ECO 2013 & ECO 2023 can be substituted for ECO 1000.

FACULTY - COLLEGE OF BUSINESS

Dr. Robert L. Anderson	Dean and Professor Emeritus Marketing
Dr. Anurag Agarwal	Information Systems/Decision Sciences
Mr. Ross Alander	Management
Dr. Richard Borghesi	Finance
Ms. Elizabeth Carlson	Accounting
Dr. Kiyoung Chang	Finance
Dr. James Curran	Marketing
Dr. Ramakrishna Govindu	Information Systems/Decision Science
Dr. Jean Kabongo	Management
Dr. Delaney Kirk	Management
Dr. Ron Lennon	Marketing
Ms. Heather Lively	Accounting
Dr. Nicholas Mastracchio	Accounting
Dr. Noel Noel	Marketing
Dr. Thomas Pencek	Finance
Dr. Carol Vance	Accounting
Dr. Andrew Whitmore	Information Systems/Decision Science

COLLEGE OF EDUCATION

Location: SMC B306
Telephone: (941) 359-4531
Website: <http://www.sarasota.usf.edu/Academics/COE/>
Advising: Office of Student Services, SMCC107, (941) 359-4330

The **vision** of the College of Education is **to lead in transforming the educational endeavors of our region and to be recognized nationally for excellence in our work.** Our programs include faculty members, scholars who conduct research to contribute to the knowledge bases of the disciplines of education, working alongside associated school administrators and faculty who are experienced practitioners working in P-12 schools. We admit applicants who are highly qualified, desiring to develop in their abilities to ensure that all pupils learn, committed to continuous improvement of their own praxis, and prepared to assume leadership roles in the school settings in which they will work.

The College of Education's **mission**, contributing to the mission of USFSM, is to **prepare outstanding educators who will learn, lead, inspire, and transform their schools and communities.** We see the process of learn, lead, inspire and transform as recursive and not linear. We learn to lead, and by leading inspire transformation. We learn from transforming and thus create a cycle of continuous learning and improvement. Our mission guides the USFSM COE to prepare educators poised to positively impact the lives of pupils and their communities, locally, nationally, and globally. We meet our mission through programs grounded in researched practices and critical perspectives and professional clinical experiences designed and led by university and associated school faculty through partnerships with a network of local schools. Our partnerships form a solid basis for program assessment based on outcomes, revision of the curriculum based on impact data, and the identification of specific knowledge, skills, and dispositions that are crucial for educator success.

Our **philosophy** is grounded in the belief that knowledge as represented in educational endeavors is multi-faceted. Therefore, educators must adopt critical perspectives on what is known and seek to grow in their own content knowledge, pedagogical knowledge, and pedagogical content knowledge through ongoing study and reflection. This growth should be evident in praxis.

In support of our mission and informed by our philosophy, we developed, adopted, and implemented a conceptual framework model with input from unit faculty, professional partners, and other stakeholders based on essential knowledge, professional standards, research, and professional practice. This model, in turn, led us to recognize that our **purposes**, expressed through our **core commitments**, are to community, research and scholarship, education with heart, advocacy, teamwork and diversity, and to developing exceptional educators (identified with the acronym CREATE):

Community
Research and Scholarship
Education with Heart
Advocacy
Teamwork and Diversity
Effective Educators

Those core commitments are reflected in our **four institutional standards**, which we use as benchmarks for evaluating our success:

The Candidate

1. Demonstrates an understanding that education takes place within interdependent contexts
2. Understands the learner holistically
3. Uses data and scholarship to inform educational practice
4. Demonstrates the knowledge, skills, and dispositions necessary to be an effective educator

The symbol of our conceptual framework model is the palm tree, a native plant in our region that also appears on our state flag. With over 2600 species, this living, adapting, and highly diverse member of our ecosystem has symbolized peace and victory since ancient times. It has provided nourishment and shelter to humans for generations. In the same way, we see our College of Education as an organic part of our diverse community and we seek to nurture those who join us in our work.

ADMISSION REQUIREMENTS

Students who wish to teach in a particular subject area or field should begin preliminary coursework during their first year in college. However, students are not admitted to the College of Education (and into an educator preparation program) until they finish the university's General Education freshman and sophomore requirements and the state-mandated common prerequisites for education, have the appropriate GPA, and have passed the General Knowledge Test.

Students may apply for entrance into the upper-level educator preparation program offered by the College of Education after completing prerequisite courses. The College of Education requires an additional application process ordinarily at new student orientation.

Admission to an upper-level educator preparation program is contingent upon meeting the following preliminary college requirements:

1. Completion of a College of Education application form.
2. Completion of General Education requirements or AA (For USF, see "Academic Policies and Procedures - General Education Requirements" section of the catalog.) General education courses will be determined by the college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog. Note: Students should attend an advising session to make certain they are enrolled in courses appropriate for the major.
3. Completion of all portions of the General Knowledge Test with passing scores. No exemptions or waivers are acceptable.
4. Completion of State-Mandated Common Prerequisites **Note:** The following prerequisites are required for all education majors.

EDF X005 Introduction to Education	3
EDF X085/EDG X701 Teaching Diverse Populations*	3
EME X040 Introduction to Educational Technology	3

*In addition to EDF X085/EDG X701, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

USFSM International/Diversity Courses Credits

AMH 2010 American History I	3
AMH 2020 American History II	3
ANT 2000 Introduction to Anthropology	3
ANT 2410 Cultural Anthropology	3
ARH 2050 History of Visual Arts I	3
ARH 2051 History of Visual Arts II	3
EUH 2011 Ancient History I	3
EUH 2022 Medieval History II	3
EUH 2031 Modern European History II	3
GEO 2371 Introduction to Earth Systems Science	3
LIT 2010 Introduction to Fiction	3
LIT 2040 Introduction to Drama	3
MUH 2051 Folk and Traditional Music of World Cultures	3
REL 2300 Introduction to World Religions	4
SYG 2000 Introduction to Sociology	3

5. Minimum GPA: An overall minimum GPA of 2.50 on all attempted hours.
6. Additional criteria as may be established by the college. Credit requirements in the major include courses in the following categories: Professional Education Core, Teaching

Specialization Preparation, and Exit Requirements. For questions concerning General Education and Exit Requirements, refer to the General Education Requirements section of the catalog. See specific requirements for the major listed below.

Please be advised that program and/or course requirements and fingerprinting/background check procedures are subject to change per state legislative mandates, Florida State Department of Education program approval standards, specific district regulations, and accreditation criteria.

TaskStream

TaskStream is the USFSM College of Education's electronic document submission system required for students in all programs in the College of Education. This Web-based software enables students to build media-rich online portfolios showcasing their learning achievements to share with peers, instructors, parents and employers; submit documents, projects and other assignments to instructors for feedback and assessment; and maintain portable samples of work products and accomplishments even after they graduate. The College of Education uses the system to ensure continuous improvement in our programs preparing candidates to work in schools. A subscription to TaskStream is required for students in the College of Education.

DEGREES

Elementary Education (BEE) B.A. or B.S. Option

A Bachelor of Arts degree may be awarded when competency in a foreign language is demonstrated and a student has met the 9 hour exit requirements.

INTERNATIONAL STUDENTS

If your program requires a field experience or internship through the College of Education, you will need to obtain a Social Security Number (SSN) in order to complete the requirements for several courses. Obtaining the SSN is the responsibility of the student.

APPLICATION INFORMATION

The admission process to the College of Education (COE) is separate and in addition to admission to USF. Education majors must meet with an academic advisor to apply for admission into the college. During the New Student Orientation, students receive information about their degree program, and register for courses for their first semester.

TIME LIMITATIONS

The College of Education may accept professional education and specialization coursework completed at this University or at other accredited institutions as follows:

1. Courses completed within the last five years may be accepted.
2. Courses completed over five years but less than ten years ago must have the approval of the Dean from the college.
3. Courses completed ten years ago or longer will count as elective credit only.

CLINICAL EXPERIENCES

Students will be required to complete several field experiences and internships beginning early in the program. It is the policy of the College of Education that a student who does not successfully complete a field experience or internship will be terminated from the program.

The final internship experience involves observing and teaching in a classroom. Internship sites are available in the counties served by USFSM. Students should meet with an advisor to discuss eligibility for level I and level II internships and field observations.

Special requirements for enrollment in the final internship are:

1. Admission to the College of Education.
2. Completion of General Education, "Gordon Rule," and all other program prerequisites.
3. Passing scores on all sections of the General Knowledge Test.
4. Completion of fingerprinting and background check as required by the school district in which the student is placed.
5. Completion of an application for the final internship is required.

6. Completion of all professional education and specialization coursework except for HLP 4722 prior to final internship.
7. A combined grade point average of 2.50 in professional education and specialization coursework as well as an overall USF GPA of 2.50.
8. A minimum "C-" grade or "S" in their required major courses.

GRADUATION REQUIREMENTS

To be certified by the College of Education for graduation, a student must have:

1. Earned a minimum of 120-semester hour credit.
2. Successfully completed all program requirements for ESOL (including the ESOL binder).
3. Earned a combined grade point average of 2.50 in professional education and specialization as well as an overall USF GPA of 2.50.
4. Passed the appropriate FTCE Subject Area and Professional Education subtests.
5. Submitted all documents for graduation (i.e., test scores, final grades, final transcripts) to Student Services office (SMC-C107) no later than 5:00 pm on the Friday after the graduation ceremony. If that date is a university holiday, then the said information must be submitted no later than 5:00 pm on the Thursday after the graduation ceremony.
6. Completed the major requirements in a state-approved educator preparation program (which includes general preparation, teaching specialization, and professional preparation).
7. Earned a minimum of 8 credits in professional courses in addition to internship and 12 credits in specialization courses.
8. Completed a minimum of 30 hours after admittance to an upper-level program.
9. Completed all assignments and/or requirements in TaskStream.

Normally, the college will recommend the granting of a Bachelor of Science (BS) degree which includes a minimum of 6 credit hours of exit courses. To obtain a Bachelor of Arts (BA) degree, the student must meet the Foreign Language Competency (see graduation requirements in front of catalog) and complete 9 hours of exit courses, 3 of which must be in Literature and Writing and 6 must be in Major Works Major Issues (3 of which must be offered outside the College of Education).

POLICIES AND PROCESSES FOR STUDENTS OF CONCERN

The College of Education is responsible for ensuring that its students (hereinafter referred to as "candidates") exhibit the knowledge, skills and dispositions outlined in the conceptual framework, institutional, state, and national standards, including a commitment to fairness and the belief that all students can learn. Further, as educators our candidates must exhibit the highest ethical standards in their role as moral exemplars in the community.

There are occasionally patterns of observed behaviors that could give rise to a concern that a candidate's dispositions and professional deportment are not sufficiently developed or are even inconsistent with those expected of a professional educator. Both the College of Education administration and the candidate will be made aware of concerns that a candidate is not meeting the standard of knowledge, skills, or dispositions that are expected by the college and specifically outlined in institutional, state, or national standards. This awareness will be communicated in a manner that is sufficiently formative and allows the candidate to reflect, consider alternatives, and attempt to make any changes necessary consistent with fulfilling their professional career aspirations. The process should be sensitive, transparent, and effective.

There are provisions so that the faculty and supervisors who work with the candidate in subsequent semesters are aware of the concerns and the plans developed to address those concerns. There will always be more than one representative of the faculty who agrees that the concerns warrant intervention. This shall be an internal process managed by a small committee of faculty, referred to as the Pre-completion Educator Professional Support Committee (PEPSC). The knowledge, skills, and/or dispositions of concern and plans of action are documented in the committee's files, but do not ordinarily become part of the candidate's academic file. This process in the College of Education is complementary to processes already in place in the university (such as those in student affairs, academic probation, etc.) and will focus on the professional preparation of the candidate.

ACADEMIC MAJOR

Elementary Education (BEE)

The College of Education has the responsibility for the development and supervision of programs leading to the Bachelor of Science Degree or Bachelor of Arts Degree in Elementary Education K-6.

Please be advised that program and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria. In addition, the college faculty members are currently reviewing the program and students are advised to check with their academic advisor regarding changes in the program.

Elementary Ed majors will be assigned to a specified sequence of courses to be followed throughout the program enrollment. Coursework will include internships and field experiences. Students who withdraw from or who have unsatisfactory grades in the field experiences or internships may be terminated from the program.

Part-time students in Elementary Education (those planning to take 9 hours or less per semester) must meet program and internship requirements associated with the programs. These requirements include being available to participate in the internships during regular school hours.

Students may complete a state-approved program to be eligible for certification in Elementary Education (grades K-6). Degree and certification requirements are subject to change in accordance with state mandates. The current program of study includes both coursework and extensive field experience in elementary school settings to enable students to integrate theory with teaching practice. All elementary education students are required to demonstrate the Florida Department of Education Accomplished Practices (APs) through core assignments in courses and internships.

The College of Education offers a full ESOL Endorsement for all Elementary Education major graduates. There are special requirements for ESOL endorsement through infusion that includes successful completion of the following:

1. TSL 4080, TSL 4251, and TSL 4081, with a minimum score of 'Satisfactory' or 75% on all critical tasks and tests.
2. Documented ESOL Field Experience of 100 hours and satisfactory demonstration of ESOL Teacher Competencies.
3. ESOL Documentation Binder containing critical tasks and test scores from TSL 4080, TSL 4251, and TSL 4081 along with ESOL Infusion documentation from ESOL-infused courses.

Florida Educator Accomplished Practices (FEAPs)

The Florida Educator Accomplished Practices (FEAPs) serve as the state standards for effective instructional practice and are used to define and identify effective teaching. Each effective educator applies the foundational principles through six (6) Educator Accomplished Practices. Each of the practices is clearly defined to promote a common language and statewide understanding of the expectations for the quality of instruction and professional responsibility.

Quality of Instruction

1. Instructional Design and Lesson Planning: Applying concepts from human development and learning theories, the effective educator consistently:
 - Aligns instruction with state-adopted standards at the appropriate level of rigor;
 - Sequences lessons and concepts to ensure coherence and required prior knowledge;
 - Designs instruction for students to achieve mastery;
 - Selects appropriate formative assessments to monitor learning;
 - Uses diagnostic student data to plan lessons; and
 - Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.
2. The Learning Environment: To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:
 - Organizes, allocates, and manages the resources of time, space, and attention;
 - Manages individual and class behaviors through a well-planned management system;
 - Conveys high expectations to all students;
 - Respects students' cultural linguistic and family background;

- Models clear, acceptable oral and written communication skills;
 - Maintains a climate of openness, inquiry, fairness and support;
 - Integrates current information and communication technologies;
 - Adapts the learning environment to accommodate the differing needs and diversity of students; and
 - Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
3. Instructional Delivery and Facilitation: The effective educator consistently utilizes a deep and comprehensive knowledge of the subject taught to:
- Deliver engaging and challenging lessons;
 - Deepen and enrich students' understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
 - Identify gaps in students' subject matter knowledge;
 - Modify instruction to respond to preconceptions or misconceptions;
 - Relate and integrate the subject matter with other disciplines and life experiences;
 - Employ higher-order questioning techniques;
 - Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
 - Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
 - Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
 - Utilize student feedback to monitor instructional needs and to adjust instruction.
4. Assessment: The effective educator consistently:
- Analyzes and applies data from multiple assessments and measures to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process;
 - Designs and aligns formative and summative assessments that match learning objectives and lead to mastery;
 - Uses a variety of assessment tools to monitor student progress, achievement and learning gains;
 - Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
 - Shares the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s); and
 - Applies technology to organize and integrate assessment information.

Continuous Improvement, Responsibility and Ethics

1. Continuous Professional Improvement: The effective educator consistently:
- Designs purposeful professional goals to strengthen the effectiveness of instruction based on students' needs;
 - Examines and uses data-informed research to improve instruction and student achievement;
 - Uses a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons;
 - Collaborates with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
 - Engages in targeted professional growth opportunities and reflective practices; and
 - Implements knowledge and skills learned in professional development in the teaching and learning process.
2. Professional Responsibility and Ethical Conduct: Understanding that educators are held to a high moral standard in a community, the effective educator adheres to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida, pursuant to Rules 6B-1.001 and 6B-1.006, F.A.C., and fulfills the expected obligations to students, the public and the education profession.

Prerequisites (State Mandated Common Prerequisites)

These prerequisites must be met by transfer students as well as USF students. A grade of "C-" is the minimum acceptable grade.

EDF X005	Introduction to Education	3
EDF X085/EDG X071	Teaching Diverse Populations*	3
EME X040	Introduction to Educational Technology	3

*In addition to EDF X085/EDG X071, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the college or university where the student is currently earning the Associate in Arts or baccalaureate degree. Foreign language courses may be used to meet this requirement.

Completion of General Education Requirements

General education courses will be determined by the college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog (for USF, see "Academic Policies and Procedures – General Education Requirements" section of the catalog).

Students are advised that the Elementary Education specialization will require an enrollment of more than the traditional four semesters of the junior and senior years in order to complete the program specialization courses and the required sequence of internship.

The order in which these courses are to be taken is designated in the program of study. Please see an academic advisor for more information.

Professional Education (30-33 credit hours):

EDF 3122	Learning and the Developing Child	3
EDF 3604	Schools and Society (Exit)	3
EDF 4430	Measurement for Teachers	3
EEX 4070	Integrating Exceptional Students in the Regular Classroom	2-3
TSL 4080	Curriculum and Pedagogy of ESOL	3
TSL 4251	Applying Linguistics to ESOL Teaching and Testing	3
TSL 4081	Literacy Development in English Language Learners	3
EDE 4940	Internship	10-12

Specialization (41 credit hours):

EDE 4301	Classroom Management, School Safety, Ethics, Law, and Elementary Methods	3
EDE 4941	Childhood Education Internship Level I*	3
HLP 4722	Health and Physical Education for the Child	2
EDE 4942	Childhood Education Internship Level II*	6
LAE 4314	Teaching Writing in the Elementary School	3
LAE 4414	Teaching Literature in the Elementary Schools (Exit)	3
MAE 4310	Teaching Elementary School Mathematics I	3
MAE 4326	Teaching Elementary School Mathematics II	3
RED 4310	Reading and Learning to Read	3
RED 4511	Linking Literacy Assessment to Instruction	3
SCE 4310	Teaching Elementary School Science	3
SSE 4313	Teaching Elementary (K-6) Social Studies	3
EDE 4223	Creative Experiences for the Child	3

*Field Experiences are to be approved by the Dean or designee.

COLLEGE OF EDUCATION STUDENT ORGANIZATIONS**USF Sarasota-Manatee Inspiring Lifelong Educators (SMILE)**

USF Sarasota Manatee Inspiring Lifelong Educators (SMILE) is an organization of current and former students who meet to collaborate and discuss current topics that need to be addressed by all educators, whether they are new or experience. The mission of USFSM SMILE is "to empower current and future educators with research and data driven practices that support our students, families, and

ultimately the community." For further information, contact either Dr. Michelle Summers or Dr. Lora Kosten at (941) 359-4531.

Promoting, Recruiting, Increasing Diverse Educators (PRIDE)

Promoting, Recruiting, Increasing Diverse Educators (PRIDE) is a student organization whose mission is to increase the diversity of pre-service teacher education students in the College of Education and thus raise community awareness of the need for educators from diverse backgrounds in today's public schools. The organization's secondary focus is to mentor and tutor students enrolled at high poverty, high risk, culturally diverse schools in Manatee and Sarasota Counties. The organization's members pride themselves in serving as role models for students of varied backgrounds with the hope that they may increase interest in teaching as a career choice. For more information, contact Dr. Marie Byrd-Blake, the organization's faculty advisor, at marieb@sar.usf.edu

USF Sarasota-Manatee Sharing Math (USF (SM)²)

Sarasota-Manatee Sharing Math (USF (SM)²) exists to promote, encourage and support sense-making in mathematics among our members and our extended community. The organization meets monthly to plan for community involvement projects and to participate in professional development opportunities. Membership is open to all USF students. For more information, please contact the faculty advisor, Dr. Tricia Hunsader at Hunsader@sar.usf.edu

FACULTY - COLLEGE OF EDUCATION

Dr. Terry Osborn	Dean and Professor
Dr. Rebecca Burns	ESOL
Dr. Marie Byrd-Blake	Elementary Education
Dr. Thomas Crisp	Reading Program
Dr. Janice Fauske	Educational Leadership
Dr. Patricia Hunsader	Elementary Education
Dr. Janet King	Elementary Education
Dr. Richard King	Educational Leadership
Dr. Lora Kosten	Elementary Education
Dr. Elizabeth Larkin	Elementary Education
Dr. Jennifer Menon Mariano	Psych & Social Foundations
Dr. J. Lynn McBrien	Psych & Social Foundations
Dr. Dina Osborn	Curriculum and Instruction
Dr. Brianne Reck	Educational Leadership
Dr. Stephen Rushton	Elementary Education
Dr. G. Pat Wilson	Reading Program

COLLEGE OF HOSPITALITY AND TECHNOLOGY LEADERSHIP (HTL)

Email: hospitality@sar.usf.edu
Location: SMC-A319
Website: <http://www.sarasota.usf.edu/hospitality>
Advising: Office of Student Services, SMC-C107, (941) 359-4330

The mission of the College of Hospitality and Technology Leadership (HTL) at the University of South Florida Sarasota-Manatee is to provide quality education for students in hospitality and technology leadership positions by creating an intellectual, collaborative, ethical, inclusive environment for our students, faculty, industry and community to produce educational opportunities and innovative research that will benefit the constituents in Florida, the U.S. and the world. The College of Hospitality and Technology Leadership offers the majors and minors as described below.

The Bachelors of Science degree in Hospitality Management has a general business foundation with specialized hotel and restaurant management courses that equip students to approach problem solving in a disciplined and systematic manner. The Information Technology curriculum has been developed utilizing a team-based approach with educators and industry partners, to create an advanced rigorous content program which reflects current and emerging industry needs. Skill and employability standards have been merged with challenging thinking and problem-solving skills. USFSM graduates are highly marketable and competitive at all levels - regional, national, and global.

The Hospitality Management and Information Technology programs utilize separate Advisory Boards which are composed of leaders from major hospitality/technology related corporations and organizations. Reviews of course curriculum and enhancements prepares students for future career challenges.

ADMISSIONS

Admission to the College of Hospitality and Technology Leadership is open to all students who have been accepted to the University of South Florida and declare the major of Hospitality Management or Information Technology. Students who have credits from other institutions may need to provide copies of course descriptions from the catalog for purposes of determining credit towards the Hospitality Management or Information Technology major requirements at USFSM.

DEGREES

Bachelor of Science in Applied Sciences (B.S.A.S.)

Concentrations:

Hospitality Management (AHG)
 IT Specialization in Enterprise Applications Development (AAD)
 IT Specialization in Information Security (AIF)
 IT Specialization in Systems Administration (ASM)
 IT Specialization in Technology Management (ATM)
 IT Specialization in Web Design and Development (AWD)

Bachelor of Science in Hospitality Management (B.S.)

Bachelor of Science in Information Technology (B.S.I.T.)

Concentrations:

Enterprise Applications Development	(EAD)	(ITC)
Information Security	(ISC)	(ITC)
Information Technology Management	(TEM)	(ITC)
Systems Administration	(SAM)	(ITC)
Web Design and Development	(WDD)	(ITC)

ACADEMIC MAJORS

Applied Science (APS)
 Hospitality Management (HMA)
 Information Technology (ITC)

ACADEMIC MINORS

Hotel Management (HTMM)
 Restaurant Management (RTMM)
 IT Specialization in –Enterprise Applications Development (ITDM)
 IT Specialization in - Information Security (ISCM)
 IT Specialization in - Web Design and Development (WDDM)

CERTIFICATES

Hotel Management
 Restaurant Management
 IT Specialization in Enterprise Applications Development
 IT Specialization in Information Security
 IT Specialization in Information Technology Management
 IT Specialization in Systems Administration
 IT Specialization in Web Design and Development

ACADEMIC MAJORS

Applied Science

The Bachelor of Science in Applied Science (BSAS) has been developed by USF under certain provisions from Florida legislation to recognize Associate in Science (A.S.) degree past coursework from two-year colleges as transferable credit to the university. This affords exciting new opportunities for A.S. degree holders to pursue and acquire a distinctive USF Bachelor's degree.

Intended Learning Outcomes

The curriculum for the Bachelor of Science in Applied Science develops the ability to do the following:

- Students will be able to demonstrate knowledge of the significant facts, principles, concepts, and/or theories informing their selected field of concentration.
- Critical Thinking: In work appropriate to the following areas of concentration, students will be able to demonstrate the following functions of critical thinking: focus on the main idea, draw inferences, evaluate, analyze, and continue the progression of an idea.
- Communication: In work appropriate to the following areas of concentration, students will be able to demonstrate the following functions of good writing: focused unity, coherent organization, relevant support, appropriate diction and syntax, correct grammar and mechanics for the discipline.

Requirements

This degree program is available ONLY to Associate in Science (A.S.) graduates from a Florida public institution. There are no State Mandated Common Prerequisites for this degree program.

Students wishing to transfer to USF Sarasota-Manatee must complete the A.S. degree with an overall "C" average in all college-level courses accepted for transfer credit to USF Sarasota-Manatee. Students must complete at least 18 credit hours of the General Education Requirements as part of their A.S. degree. It is highly recommended that students select Gordon Rule communication and computation courses to fulfill these requirements.

The A.S. degree will transfer as a complete "60 credit hour package" to USF Sarasota-Manatee (applicable only to the BSAS program). Technical coursework will transfer as a 42 credit hour technical block. The remaining 18 credit hours of General Education coursework from the A.S. will be matched against USF Sarasota-Manatee requirements to determine which courses remain outstanding for fulfillment of the university's 36 credit hour General Education Requirement.

Students must be aware of the immunization, foreign language, and continuous enrollment policies of the university.

A.S. degree Block Credit (Transferred from A.S.)	42
A.S. degree General Education (Transferred from A.S.)	18
USF General Education	18

USF Exit Courses	9
USF Area of Concentration*	18-21
USF Electives**	<u>15-18</u>
Total BSAS Credit Hours	120

*Note that all BSAS Areas of Concentration are at least 18 credit hours (some require additional credit hours).

** Elective credit hours may vary slightly, but will not require students to exceed a total of 120 credit hours for completion of the BSAS degree.

Within the 60 credit hours of USF coursework beyond the A.S., BSAS students will complete:

- a minimum of 48 credit hours of upper-level (3000-4999) courses
- at least 30 hours of the last 60 credit hours at USFSM
- foreign language requirement (can be satisfied by two years of high school foreign language credit or 8 college credit hours in the same foreign language)

Requirements for Areas of Concentration

Hospitality Management Concentration (AHG) consists of 30 credit hours:

Prerequisites: 12 Hours

ACG 2021 Principles of Financial Accounting	3
ACG 2071 Principles of Managerial Accounting	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3

Required Courses: 18 Hours

FSS 3231 Introduction to Food Production Management	3
HFT 3003 Introduction to Hospitality & Tourism	3
HFT 3423 Hospitality Information Systems	3
HFT 3503 Hospitality Marketing and Sales	3
HFT 4221 Human Resources Management	3
HFT 4253 Lodging Management	3

Information Technology Concentrations:

The Bachelor of Science in Applied Science (BSAS) degree is available ONLY to Associate in Science (AS) graduates from a Florida public institution. To pursue a BSAS with a concentration in an area of IT at USF Sarasota-Manatee, students must have a Florida AS degree, with an overall GPA of 2.0 or better in an IT-related discipline.

This program supplements the related technical skills learned in study for the AS degree, and provides the remainder of the general education needed to obtain a bachelor's degree. Through a variety of IT concentration options, students can tailor their BSAS degree to meet their personal interest or career goals.

Requirements

All the IT concentration options consist of 23 credits. Students may pursue one of the programs which fit in with their educational and career goals. The course requirements for each option are provided below. In addition to the requirements, it is highly recommended that students complete the following three lower-level courses:

COP 2030 Programming Concepts I	3
COP 2250 Object-Oriented Programming (Java SE)	3
MAD XXXX Discrete Mathematics	3
COP 2700 Database System Basics	3

Concentration in Enterprise Applications Development (EAD)

CGS 3373 Foundations of Information Technology – I (w/Lab)	4
CGS 3374 Foundations of Information Technology - II (w/Lab)	4
COP 3259 Comprehensive JAVA	4
COP 3515 Program Design for Information Technology	3
COP 4260 Systems Programming: Java EE	3
CIS 3615 Secure Software Development	3
CIS 4935 Senior Project in Information Technology	3

Concentration in Information Security (ISC)

CGS 3373 Foundations of Information Technology – I (w/Lab)	4
CGS 3374 Foundations of Information Technology - II (w/Lab)	4
CIS 3360 Principles of Information Security	3
CIS 4365 Computer Security Policies and Disaster Preparedness	3
CNT 3403 Network Security and Firewalls	3
CIS 4361 Information Technology Security Management	3
CIS 4935 Senior Project in Information Technology	3

Concentration in Information Technology Management (TEM)

CGS 3373 Foundations of Information Technology – I (w/Lab)	4
CGS 3374 Foundations of Information Technology - II (w/Lab)	4
CIS 4412 IT Resource Management	3
CIS 4361 Information Technology Security Management	3
CIS 4510 IT Project Management	3
CIS 4368 Database Security and Audits	3
CIS 4935 Senior Project in Information Technology	3

Concentration in Systems Administration (ASM)

CGS 3373 Foundations of Information Technology – I (w/Lab)	4
CGS 3374 Foundations of Information Technology - II (w/Lab)	4
COP 4260 Systems Programming: Java EE	3
CTS 3165 Linux Essentials	3
CTS 4348 Linux Administration	3
CIS 3615 Secure Software Development	3
CIS 4935 Senior Project in Information Technology	3

Concentration in Web Design and Development (WDD)

CGS 3373 Foundations of Information Technology – I (w/Lab)	4
CGS 3374 Foundations of Information Technology - II (w/Lab)	4
CGS 3853 IT Web Design	3
CGS 3850 Web Development: JavaScript	3
COP 4834 Data - Driven Websites	3
CGS 4855 Intermediate Web Development (jQuery)	3
CIS 4935 Senior Project in Information Technology	3

NOTE: In each of the above concentrations, three of the courses are mandatory (i.e. CGS 3373, CGS 3374, and CIS 4935). Of the remaining courses, these can be substituted with electives from the same concentration subject to departmental review and approval.

Hospitality Management (HMA)

The mission of the College of Hospitality and Technology Leadership is to provide quality education for students in hospitality leadership positions by creating an intellectual, collaborative, ethical, inclusive environment for our students, faculty, industry and community to produce educational opportunities and innovative research that will benefit the constituents in Florida, the U.S. and the world.

Intended Learning Outcomes

The curriculum for the Hospitality Management Program develops the ability to do the following:

- Hospitality Management: An understanding of and ability to apply the generally-accepted concepts associated with the hospitality industry.
- Marketing and Sales: Ability to evaluate and reflect on the sales and marketing practices and plans for hospitality and tourism businesses.
- Law & Security: Ability to identify legal requirements of the hospitality industry and know when to seek legal assistance.
- Finance and Accounting: Ability to apply financial & accounting principles to the hospitality industry.

- Human Resources: Practical application of the theoretical aspects of human resource management in the hospitality industry.
- Information Systems: Theoretical understanding and practical application of information systems and technologies commonly used in the hospitality industry.
- Critical Thinking: Ability to identify and analyze current business methods and trends in order to develop alternative practices in the hospitality industry.
- Communication: Ability to communicate, demonstrating clear and concise thought, both orally and in writing.

Prerequisites (State Mandated Common Prerequisites)

The following prerequisite courses with no grade lower than a "C-":

ACG X021 or ACG X022 Principles of Financial Accounting
(or ACG X001 and ACG X011)
ACG X071 Principles of Managerial Accounting
ECO X013 Macroeconomics
ECO X023 Microeconomics

General Requirements

1. The Hospitality Management major requires at least 120 credit hours.
2. General Education Requirements can be satisfied by completing the university's general education requirements or completing the AA degree from a Florida public institution.
3. All transfer work will be reviewed by the advising office and the Dean of the College of Hospitality and Technology Leadership.
4. A student must satisfactorily meet BOG 6.017 (Gordon Rule).
5. Students must complete the Foreign Language Entrance requirement as mandated by the university catalog.
6. Nine hours of exit courses must be taken at USF as defined in the Academic Policies section.
7. Students must earn at least a 2.0 overall GPA, USF GPA, and in the major to be certified for graduation.
8. The university provides advising tools and services to assist the student; however, it is the responsibility of the student to meet all graduation requirements and deadlines of the university.
9. Students must comply with all university academic policies and procedures in order to meet all requirements set forth by the University of South Florida.
10. At least 50% of the major coursework must be completed at USF Sarasota-Manatee.

Major requirements

Business Courses (12 credit hours) with no grade lower than "C-":

FIN 3403 Principles of Finance	3
ISM 3011 Information Systems in Organizations	3
MAN 3025 Principles of Management	3
MAR 3023 Basic Marketing	3

Hospitality Courses (36 credit hours) with no grade lower than "C-" and 2.0 GPA:

FSS 3231 Introductory Food Preparation Management*	3
HFT 3003 Introduction to Hospitality and Tourism	3
HFT 3263 Restaurant and Catering Management*	3
HFT 3423 Hospitality Information Systems	3
HFT 3424 Cost Control in Hospitality Operations	3
HFT 3503 Hospitality Marketing and Sales	3
HFT 3603 Law and Security for the Hospitality Industry	3
HFT 4323 Facilities Management for the Hospitality Industry	3
HFT 4221 Human Resource Management	3
HFT 4253 Lodging Management	3
HFT 4471 Management Accounting & Finance for Hospitality Industry	3
HFT 4945 Advanced Internship (300 hours) In final academic semester with departmental approval	3

NOTE: *FSS 3231 and HFT 3263 require a lab fee.

Communications Courses (6 credit hours)	
COM 3110 Communication for Business and the Professions	3
or	
SPC 2608 Public Speaking	3
And	
ENC 3310 Expository Writing	3
or	
ENC 3250 Professional Writing	3

Information Technology (ITC)

The mission of the Information Technology Program is to provide high quality educational opportunities for students interested in pursuing careers in the broad range of fields that support our computer/information-based society and economy. Additionally, the goal is to utilize the resources of the program to provide service to society; and to emphasize to students the need for lifelong learning, and to have ethical conduct and an understanding of the diverse social context in which Information Technology is practiced.

Specifically the program aspires to:

1. Lead to the advancement of Information Technology through nationally-recognized education at the undergraduate level, as well as technology transfer to regional industries and businesses.
2. Prepare students for full and ethical participation in a diverse society and encourage lifelong learning.
3. Educate undergraduates in the best practices of the field as well as integrate the latest research and practices into the curriculum.
4. Emphasize the development of problem solving and communication skills as an integral component of the educational process and the later practice of the discipline.
5. Provide quality learning experiences through highly interactive techniques of course delivery that will include the use of electronic support equipment as well as newly developing distance learning technologies.

The Information Technology (IT) program is designed to bridge the gap between computer science and management information systems. The emphasis of the program is on knowledge-based computer and information technology, traditional computer science concepts, as well as more practical topics including programming, applications, and networking, systems administration and the management of a variety of computing environments (in an era of rapidly changing technology). IT students have a choice of several concentrations and certificates to specialize in. The concentrations range from IT Security to Web Development/Design, from Application Development (including Mobile Apps/Android) to Technology Management and Administration. The coursework is designed to impart skills and experience to enable students to compete in the national and global arenas.

Through a broad-base set of electives, IT students will be able to tailor their program to satisfy their individual preferences and strengths. Towards this end, students specializing in a concentration of their choice may also want to consider taking courses for a Certificate of Specialization in a related area. This expanded skill-set will increase their marketability and competitiveness.

Students completing the IT program will qualify for a broad range of positions in computer-intensive businesses and industry such as: programmer analyst, systems analyst, database administrator, network administrator, computer resource manager, systems development manager, and information technology management, to name a few.

Only grades of "C-" and above in IT courses can be used to fulfill graduation requirements.

Intended Learning Outcomes

The curriculum for the Information Technology Program develops the ability to do the following:

- Demonstrate technical knowledge and skill sets (computational and analytic) needed for success in careers related to Information Technology.
- Demonstrate an understanding of professional ethics in the development and application of Information Technology.
- Design and develop computer processes and systems of advanced complexity.

- Assess the potential value of new technologies and see possibly beneficial applications.
- Conduct computer research, organize a structured presentation, and deliver it in a way that communicates to novice users as well as computer experts.

Prerequisites (State Mandated Common Prerequisites):

Students should complete the following **prerequisite courses** listed below at the lower-level prior to entering the University. If these courses are not taken prior to transferring, they must be completed before the degree is granted. Unless stated otherwise, a grade of “C” is the minimum acceptable grade, and students must have a 2.5 GPA in the prerequisite courses overall.

State-mandated Prerequisites	Courses Offered at USF or USFSM (students may transfer in course equivalents)
PSY XXXX Any Psychology Course	PSY 2012 Introduction to Psychological Science
STA X023 Statistics or STA X122	STA 2122 Social Science Statistics
CGS XXXX Any Database Course	COP 2700 Database System Basics
COP 2XXX Programming Concepts Course	COP 2030 Programming Concepts I
COP 2XXX Any Object-Oriented Computer Programming Course	COP 2250 Object-Oriented Programming (Java SE)
MAD XXXX Discrete Mathematics Course	MAD XXXX Discrete Mathematics
MAC XXXX Pre-Calculus Course	MAC 1147 Pre-Calculus Algebra & Trigonometry
PHY XXXX Any Physics Course	PHY 2053 General Physics I
ECO013 Macroeconomics	ECO 2013 Economic Principles (Macroeconomic)

Upper-level Course Requirements for all BSIT in IT Majors:

A minimum of 47 hours of coursework is required for the major.

6 Core courses (20 credits, courses are 3 credits unless otherwise noted)

CGS 3373 Foundations of Information Technology I (w/Lab)	4
CGS 3374 Foundations of Information Technology II (w/Lab)	4
COP 3375 Programming Concepts II	3
COP 3515 Program Design for Information Technology	3
COP 3718 Intermediate Database Systems	3
CIS 4935 Senior Project in Information Technology	3

- 6 additional courses (18 credits) from one area of specialization described below
- 3 electives (9 credits) from areas of specializations or from approved cognate or related disciplines.

For example, a student specializing in the IT Technology Management concentration may be interested in taking a couple of relevant courses from other concentrations to complement their skills-set.

Additional Degree Requirements for all BSIT in IT Majors (9 credits):

These degree requirements may be satisfied by courses within the major course of study or outside of it.

- Business or technical writing (Suggested: ENC 3246, ENC 3250, ENC 4260)
- IT or professional ethics (Suggested: CIS 4253, PHI 3636, LDR 4204)
- An additional upper-level course that qualifies as an “exit”
 - A “writing-intensive” course (or an L&W course)
 - Or a “critical-thinking-intensive” course (or a MW/MI course)

A grade of "D" will not be counted toward fulfilling the major requirements. Grades of "D" or "F" in the IT courses will, however, be used in calculating the major GPA unless the course is retaken under the grade forgiveness policy. Course equivalencies need approval from the College Dean.

For BSIT in IT with Concentration in Enterprise Applications Development (EAD)

Required Courses (19 credits):

COP 3259 Comprehensive JAVA	4
CEN 3040 Integrated Development Environments (Eclipse)	3
COP 4376 Programming Concepts III (Jython)	3
COP 4260 Systems Programming: Java EE	3
CIS 3615 Secure Software Development	3
CEN 3722 Human-Computer Interface for Information Technology	3

Electives (9 credits):

CIS 3360 Principles of Information Security	3
CTS 3165 Linux Essentials	3
CTS 4348 Linux Administration	3
COP 4656 Software Development for Mobile Devices [Android]	3
CIS 4361 Information Technology Security Management	3
CIS 4510 IT Project Management	3

For BSIT in IT with Concentration in Information Security (ISC)

Required Courses (18 credits)

CIS 3360 Principles of Information Security	3
CIS 3367 Architecting Operating Systems Security	3
CNT 3403 Network Security and Firewalls	3
CIS 4365 Computer Security Policies and Disaster Preparedness	3
CIS 4368 Database Security and Audits	3
CIS 4361 Information Technology Security Management	3

Electives (9 credits):

COP 3931 Laws and Legal Aspects of IT (Special Topics)	3
CIS 3362 Cryptography and Information Security	3
CIS 4203 Computer Forensics and Investigations	3
CIS 4204 Ethical Hacking	3
CIS 4369 Web Application Security	3

For BSIT in IT with Concentration in Information Technology Management (TEM)

Required Courses (18 credits):

CIS 4412 IT Resource Management	3
CIS 4361 Information Technology Security Management	3
CIS 4510 IT Project Management	3
CIS 4368 Database Security and Audits	3
CIS 4365 Computer Security Policies and Disaster Preparedness	3
CEN 3722 Human-Computer Interface for Information Technology	3

Electives (9 credits)

COP 3931 Laws and Legal Aspects of IT (Special Topics)	3
CEN 3040 Integrated Development Environments (Eclipse)	3
COP 4376 Programming Concepts III (Jython)	3
COP 4260 Systems Programming: Java EE	3
CTS 3165 Linux Essentials	3
CTS 4348 Linux Administration	3

For BSIT in IT with Concentration in Systems Administration (SAM)

Required Courses (18 credits):

COP 4260 Systems Programming: Java EE	3
CTS 3165 Linux Essentials	3
CTS 4348 Linux Administration	3
CIS 3615 Secure Software Development	3

CIS 4361 Information Technology Security Management	3
CIS 4510 IT Project Management	3
Electives (9 credits):	
CNT 3403 Network Security and Firewalls	3
CIS 4365 Computer Security Policies & Disaster Preparedness	3
CEN 3040 Integrated Development Environments (Eclipse)	3
COP 4376 Programming Concepts III (Jython)	3

For BSIT in IT with Concentration in Web Design and Development (WDD)

Required Courses (18 credits):

CGS 3853 IT Web Design	3
CGS 3850 Web Development (JavaScript)	3
COP 4834 Data - Driven Websites	3
CGS 4855 Intermediate Web Development (jQuery)	3
CGS 4856 Intermediate Web Design (HTML5)	3
COP 4854 Rich Internet Applications (Web 2.0)	3

Electives (9 credits):

CGS 3847 e-Commerce II	3
CIS 4369 Web Application Security	3
COP 4656 Software Development for Mobile Devices [HTML 5, CSS, Java Script]	3

ACADEMIC MINORS

The minors in Restaurant Management and Hotel Management are 18-credit hours in both programs. The minor program is a valuable addition to any major. Both minor programs provide the general information that will allow students to pursue hospitality-related careers that they might otherwise not be qualified or credentialed to pursue. Majors of other disciplines will find this minor interesting and rewarding. Either minor program may open the door to a myriad of management positions in the hospitality industry.

For Hospitality minor programs:

- Students must achieve a grade point average of 2.0 or higher in the minor.
- At least 12 hours must be taken in residence at USFSM.

Hotel Management

Required Courses:

HFT 3003 Introduction to Hospitality and Tourism	3
HFT 3503 Hospitality Marketing and Sales	3
HFT 3603 Law and Security for the Hospitality Industry	3
HFT 4221 Human Resources Management	3
HFT 4253 Lodging Management	3
HFT 4471 Management Accounting and Finance Hospitality Industry	3

Restaurant Management

Required Courses:

HFT 3003 Introduction to Hospitality and Tourism	3
HFT 3263 Restaurant and Catering Management	3
HFT 3424 Cost Control in Hospitality Operations	3
HFT 3503 Hospitality Marketing and Sales	3
HFT 3603 Law and Security for the Hospitality Industry	3
HFT 4221 Human Resources Management	3

Information Technology

IT Specialization in Enterprise Application Development: (20 credits)

CGS 3373 Foundations of Information Technology – I(w/Lab)	4
CGS 3374 Foundations of Information Technology - II (w/Lab)	4
COP 3259 Comprehensive JAVA	4
COP 3515 Program Design for Information Technology	3
CIS 3615 Secure Software Development	3
COP 4260 Systems Programming: Java EE	3

IT Specialization in Information Security: (18 credits)

CIS 3360 Principles of Information Security	3
CIS 3367 Architecting Operating Systems Security	3
CNT 3403 Network Security and Firewalls	3
CIS 4365 Computer Security Policies and Disaster Preparedness	3
CIS 4368 Database Security and Audits	3
CIS 4361 Information Technology Security Management	3

IT Specialization in Web Design and Development: (18 credits)

COP 3718 Intermediate Database Systems	3
CGS 3853 IT Web Design	3
CGS 3850 Web Development (JavaScript)	3
COP 4834 Data-Driven Websites	3
COP 4854 Rich Internet Applications	3
CGS 4856 Intermediate Web Design (HTML5)	3

CERTIFICATE PROGRAMS

The Certificate Programs are designed for industry professionals currently working or planning on working in the hospitality industry. These programs will enhance their professional knowledge and will culminate in the receipt of a certificate in Hotel Management or Restaurant Management. It was also created for those who want to change their careers to the hospitality industry and gain some pertinent knowledge of the field before entering the industry. These certificates will create opportunities for advanced education for industry professionals without the need for full degree requirements. The student must complete the five required courses (15 credit hours) in Hotel Management or Restaurant Management. The certificate will be issued when a student has earned at least a 2.0 GPA and receive no less than a grade of "C-" in any of the five classes in their concentrated certificate program. The certificate can be completed in 1 full year if the student takes all courses available each semester.

Hotel Management

Required Courses:

HFT 3003 Introduction to Hospitality and Tourism	3
HFT 4221 Human Resources Management	3
HFT 3503 Hospitality Marketing and Sales	3
HFT 3603 Law & Security for the Hospitality Industry	3
HFT 4253 Lodging Management	3

Restaurant Management

Required Courses:

HFT 3003 Introduction to Hospitality and Tourism	3
HFT 4221 Human Resources Management	3
HFT 3263 Restaurant & Catering Management	3
HFT 3423 Hospitality Information Systems	3
HFT 3424 Cost Control in Hospitality Operations	3

The prerequisites for the above certificate courses will be waived for students pursuing the certificate program. Students should understand that by waiving the prerequisites, it does not relieve them of the responsibility for the pre-course knowledge to succeed in their class. Students will sign up as a

non-degree-seeking student and permit request forms will need to be filled out when enrolling for classes. See the USF website for course descriptions, registration forms, dates, deadlines, and permit requests.

Information Technology (IT)

Any student can pursue an undergraduate certificate in an IT area of specialization. The requirements for doing so are below. The certificate will be issued when a student has earned at least a B- in each of the classes in their concentrated certificate program. Certificates can be completed in one full year if the student takes all courses available each semester. Course equivalencies need approval from the College Dean.

IT Specialization in Enterprise Application Development: (any 5 courses, 15 credits)

COP 3259 Comprehensive Java	4
COP 3515 Program Design for Information Technology	3
COP 4260 Systems Programming: Java EE	3
CIS 4510 IT Project Management	3
CEN 3722 Human-Computer Interface for Information Technology	3
COP 4656 Software Development for Mobile Devices [Android]	3
CTS 3165 Linux Essentials	3
CIS 3615 Secure Software Development	3

IT Specialization in Information Security (any 5 courses, 15 credits)

CIS 3360 Principles of Information Security	3
CIS 3367 Architecting Operating Systems Security	3
CNT 3403 Network Security and Firewalls	3
CIS 4365 Computer Security Policies and Disaster Preparedness	3
CIS 4368 Database Security and Audits	3
CIS 4203 Computer Forensics and Investigations	3
CIS 3362 Cryptography and Information Security	3
CIS 4204 Ethical Hacking	3
CIS 4369 Web Application Security	3
CIS 4361 Information Technology Security Management	3
COP 3931 Laws and Legal Aspects of IT (Special Topics)	3

IT Specialization in Systems Administration: (any 5 courses, 15 credits)

COP 4260 Systems Programming: Java EE	3
CTS 3165 Linux Essentials	3
CTS 4348 Linux Administration	3
CIS 3615 Secure Software Development	3
CIS 4361 Information Technology Security Management	3
CIS 4510 IT Project Management	3

IT Specialization in Information Technology Management: (any 5 courses, 15 credits)

CIS 4412 IT Resource Management	3
CIS 4361 Information Technology Security Management	3
CIS 4510 IT Project Management	3
CIS 4368 Database Security and Audits	3
CIS 4365 Computer Security Policies and Disaster Preparedness	3
CEN 3722 Human-Computer Interface for Information Technology	3

IT Specialization in Web Design and Development (any 5 courses, 15 credits)

CGS 3853 IT Web Design	3
CGS 3850 Web Development (JavaScript)	3
COP 4834 Data- Driven Websites	3
COP 4854 Rich Internet Applications	3
CGS 4856 Intermediate Web Design (HTML5)	3
CGS 3847 e-Commerce II	3
CIS 4369 Web Application Security	3
COP 4656 Software Development for Mobile Devices [Android]	3

EXCHANGE PROGRAMS

Students who are interested in an International educational experience should contact the College of Hospitality and Technology Leadership for updated information.

FACULTY – COLLEGE OF HOSPITALITY AND TECHNOLOGY LEADERSHIP

Dr. Cihan Cobanoglu	Dean and Professor
Prof. Joe Askren	Hospitality Management
Dr. Katerina D. Annaraud	Hospitality Management
Dr. Sunita Lodwig	Information Technology
Dr. Jay R. Schrock	Hospitality Management
Dr. John R. Walker	Hospitality Management
Prof. Rick Walsh	Information Technology
Dr. John Wiginton	Information Technology
Dr. Wan Yang	Hospitality Management

HOSTED PROGRAMS

USF Sarasota-Manatee offers course work for students from the following USF Tampa programs. For more information about the program, visit the USF Tampa undergraduate catalog at <http://www.ugs.usf.edu/catalogs.htm>. For courses offered at USF Sarasota-Manatee visit the course schedule located <http://www.registrar.usf.edu/enroll/regist/staff.php>.

[Nursing](#)

POST BACCALAUREATE COURSES

Fifth Year Accounting Courses

Language, Speech and Hearing Sciences

USF Sarasota-Manatee Course Descriptions								Gen Ed Code
SUBJ	NUM	FULLTITLE	CR	COL	DEPT	DESC	PR	Gen Ed Code
ACG	2021	Principles of Financial Accounting	3	BU	ACC	Study of basic accounting principles including the recording and reporting of financial activity. The preparation and interpretation of financial statements.	None	
ACG	2071	Principles of Managerial Accounting	3	BU	ACC	A study of the accountant's role in assisting management in the planning and controlling of business activities.	ACG 2021 with a grade of C- or better	
ACG	3074	Managerial Accounting for Non-Business Majors	3	BU	ACC	The study of the uses of accounting data internally by managers in planning and controlling the affairs of organizations.	Does not count towards major or CPA requirements. Not available for credit for Business majors.	
ACG	3103	Intermediate Financial Accounting I	3	BU	ACC	Theory and methodology underlying financial reporting, including the FASB's conceptual framework, the accounting process, financial statements, accounting changes, present value applications, and current assets.	PR: ACG 2071 with a grade of C or better, not C-; ACG 2021 with a grade of "C" or better.	
ACG	3113	Intermediate Financial Accounting II	3	BU	ACC	Continuation of ACG 3103. Topics covered include property, plant and equipment, intangibles, current liabilities, long-term debt, leases, tax allocation, statement of cash flows.	PR: ACG 3103 with a grade of C or better, not C-.	
ACG	3341	Cost Accounting and Control I	3	BU	ACC	Deals with cost accounting systems for different entities, cost behavior patterns, cost-volume-profit analysis, relevant information for decision making, and budgets and standard costs for planning and control.	ACG 2021 and ACG 2071 with a grade of "C" or better (not C-).	
ACG	3401	Accounting Information Systems	3	BU	ACC	This course provides students with a basic understanding of well-controlled information systems in a variety of technological environments with added emphasis on the collection, processing, and reporting of accounting information.	ACG 3103 with a grade of C or better, not C-.	
ACG	4123	Intermediate Financial Accounting III	3	BU	ACC	Theory and practice underlying stockholders' equity, dilutive securities and EPS, derivatives, revenue recognition, post-retirement benefits, error analysis, full disclosure, and other current accounting topics.	ACG 3113 with a grade of C or better, not C-.	
ACG	4351	Cost Accounting And Control II	3	BU	ACC	Application of the material covered in ACG 3341 with specific emphasis on cost allocations, performance measurements, analysis of current cost accounting systems and accounting in today's environment (giving consideration to the influences of the international environment).	ACG 3103 and ACG 3341 with a grade of "C" or better (not C-).	
ACG	4501	Governmental/Not-For-Profit Accounting	3	BM	ACC	Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.	ACG 3113 (C or better, may be taken during the same term)	
ACG	4632	Auditing I	3	BU	ACC	This course provides a sound conceptual foundation of basic auditing process from the perspective of the public accounting profession. Professional standards, ethics, legal responsibilities, and the utilization of technology are addressed.	ACG 3113 and ACG 3401.	
ACG	4642	Auditing II	3	BU	ACC	Further development of material covered in ACG 4632, with special emphasis on additional reporting topics and audit techniques not previously addressed.	ACG 4632 with a grade of C or better, not C-.	
ACG	4931	Selected Topics In Accounting	1-4	BU	ACC	The course content will depend on student demand and instructor's interest.		
ACG	5505	Governmental/Not-For-Profit Accounting	3	BU	ACC	Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.	ACG 3113. CR: ACG 4632.	
ACG	5675	Internal and Operational Auditing	3	BU	ACC	The objective of Internal and Operational Auditing is to provide students with an opportunity to learn about the theory and practice of internal and operational auditing and to apply relevant audit principles and techniques to selected audit problems.	ACG 3113 and ACG 3401. CR: ACG 4632.	
AFA	4931	Selected Topics in Africana Studies	1-3	AS	AFA	Topics offered are selected to reflect student needs and faculty interests. In depth study in such areas as the Black Student and the American Educational Process; the Black Experience in the Americas; European Expansion in Africa to 19th century; Contemporary Economic Problems in Africa.	None	
AMH	2010	American History I	3	AS	HTY	This class is an introductory survey of American history from Columbus and "First Contact" to Reconstruction.	None	HP
AMH	2020	American History II	3	AS	HTY	A history of the United States with attention given to relevant developments in the Western Hemisphere from 1877 to the present.	None	HP
AMH	3130	The American Revolutionary Era	4	AS	HTY	Emphasis on the causes of the American revolution, the nature of Constitution-making, and the establishment of the federal system. Also examines the significance of loyalism, violence, and slavery in American society from 1750-1789.	None	
AMH	3140	The Age of Jefferson	4	AS	HTY	A comprehensive study of American society and political culture from 1789-1828. Focuses on demographic trends, party systems, expansionism, Indian policy, labor, and ethno-cultural conflicts.	None	
AMH	3201	The United States, 1877-1914	4	AS	HTY	A study of America from the end of Reconstruction to World War I. Ranging over political, social, and international developments, the course covers industrialization, immigration, unions, reform, feminism, race relations and imperialism.	None	
AMH	3231	The United States, 1914-1945	4	AS	HTY	The United States from World War I to the end of World War II. Covering political, social and international developments, the course examines the lives of Americans, including minorities and women, during war, prosperity, and the Great Depression.	None	
AMH	3421	Early Florida	4	AS	HTY	A history of colonial Florida under the Spanish and English. Florida as an area of discovery, colonization, and imperial conflict; the emergence of Florida within the regional setting.	None	
AMH	3423	Modern Florida	4	AS	HTY	An historical survey of Florida from the territorial period to the modern era. An examination of the social, political, and economic changes occurring in Florida between 1821 and the 1980s.	None	
AMH	3562	American Women II	4	AS	HTY	A study of women in the evolution of American society from 1877 to the present. Women's roles in the family, economy, politics, immigration, wars, religion and reform movements will be examined.	None	
AMH	3571	African American History to 1865	3	AS	AFA	This course surveys the history of people of African-descent in the U.S. from the beginning of the Atlantic Slave Trade to 1865. Major topics include the rise & fall of slavery, ethnic & racial identities, resistance, gender, culture, and community.	None	HP
AMH	3572	African American History since 1865	3	AS	AFA	This course explores the history of African Americans since 1865. Major topics include the struggle for equality, class and gender dimensions of the Black freedom struggle, and the varied approaches in the fight against oppression and inequality.	None	HP

SUBJ	NUM	FULLTITLE	CR	COL	DEPT	DESC	PR	Gen Ed Code
AML	3031	American Literature From the Beginnings to 1860	3	AS	ENG	A study of representative works from the period of early settlement through American Romanticism, with emphasis on such writers as Cooper, Irving, Bryant, Hawthorne, Emerson, Melville, Thoreau, and Poe, among others.	None	
AML	3032	American Literature From 1860 to 1912	3	AS	ENG	A study of representative works of selected American Realists and early Naturalists, among them Whitman, Dickinson, Twain, James, Howells, Crane, Dreiser, Wharton, Robinson, Dunbar, and Johnson.	None	
AML	3051	American Literature From 1912-1945	3	AS	ENG	A study of poetry, drama, and fiction by such writers as Pound, Stein, Fitzgerald, Hemingway, Faulkner, Porter, Toomer, Cummings, Williams, Anderson, Steinbeck, Wright, West, Stevens, Henry Miller, and others.	None	
AML	3604	African American Literature	3	AS	ENG	A study of black American literature from the nineteenth century to the present, including the works of such writers as W.E.B. Dubois, Jean Toomer, Langston Hughes, Richard Wright, Ralph Ellison, LeRoi Jones, and Nikki Giovanni.	None	6A
AML	3630	U.S. Latino/Latina Literature in English	3	AS	ENG	This 3000-level literature course surveys American English literature by Latino/Latina writers (with Spanish American ancestry). Authors may include Piri Thomas, Sandra Cisneros, Esmeralda Santiago, Luis Valdez, Tomás Rivera, Oscar Hijuelos, etc.	ENC 1101 and ENC 1102.	
AML	4111	Nineteenth-Century American Novel	3	AS	ENG	A study of the American novel from its beginnings through 1900, including such novelists as Cooper, Hawthorne, Melville, James, Twain, Crane, and Dreiser, among others.	None	
AML	4121	Twentieth-Century American Novel	3	AS	ENG	A study of major trends and influences in American prose fiction from 1900 to the present, including works by such writers as Hemingway, London, Wharton, Fitzgerald, Faulkner, West, Mailer, Bellow, Ellison, Donleavy, Updike, Vonnegut, and others.	None	
AML	4261	Literature of the South	3	AS	ENG	A study of the major writers of the Southern Renaissance, including writers such as Faulkner, Wolfe, Caldwell, Hellman, McCullers, O'Connor, Warren, Styron, Tate, Davidson, and Dickey.	None	
AML	4300	Selected American Authors	3	AS	ENG	The study of two or three related major authors in American literature. The course may include such writers as Melville and Hawthorne, Hemingway and Faulkner, James and Twain, Pound and Eliot, Stevens and Lowell, etc. Specific topics will vary. May be taken twice for credit with different topics.	None	
AML	5305	Studies in Individual American Authors	3	AM	ENG	This course provides advanced study of two or three selected authors who are considered to have made major contributions to the development of American literature.	None	
ANT	2000	Introduction to Anthropology	4	AS	ANT	The cross-cultural study of the human species in biological and social perspective. Surveys the four major branches of anthropology: physical anthropology, archaeology, linguistic anthropology, and cultural anthropology.	None	SS ALAMEA
ANT	2410	Cultural Anthropology	3	AS	ANT	Students are exposed to methods and concepts for cross cultural study of the world's peoples. Case studies demonstrate variations in human adaptation and encourage an understanding of and appreciation for diverse cultures and their values.	None	SS
ANT	2511	Biological Anthropology	3	AS	ANT	This is an overview of biological anthropology. It covers areas such as evolutionary theory and genetics (critical thinking and scientific process), human variation (diversity), and epidemiology (environment). It also has a historical component.	ANT 2511L.	NS
ANT	3005	The Anthropological Perspective	3	AS	ANT	Presents the basic concepts of anthropology as they are relevant to contemporary life. Aims at enabling the student to understand the anthropologist's cross-cultural view of the human species as adapting through biosocial means to life on this planet.	For non-anthropology majors only. May not be counted for credit toward an anthropology major.	AF ALAMEA
ANT	3101	Archaeology	3	AS	ANT	Focuses on critical thinking about the past, archaeological research. Methods, theory, web resources, and scientific analysis in the study of world prehistory, from human origins to modern times.	ANT 2000 recommended for Anthropology Majors/Minors.	SS
ANT	3610	Anthropological Linguistics	3	AS	ANT	The comparative study of language in its cultural context, especially emphasizing the role of language in the cultural interpretation of physical and social reality.	None	SS
ANT	4241	Anthropology of Religion	3	AS	ANT	The cross-cultural study of the social and cultural aspects of religion will be explored. Religious activities in traditional and modern societies will be discussed. Ritual behavior, religious practitioners, and symbols of belief will be considered.	ANT 2000, ANT 2410.	6A
ANT	4302	Gender in Cross-Cultural Perspective	3	AS	ANT	Examines roles of women, men, other genders and social, economic, and political aspects of sex and gender, from a biocultural, 4-field anthropological perspective, emphasizing non-Western societies and cross-cultural comparison in past and present.	an anthropology or a women's studies class.	MW
ANT	4316	Ethnic Diversity in the United States	3	AS	ANT	Special concerns include ethnic diversity in American society, historical and contemporary diversity in values, experiences, and lifestyles, and an examination of policies and problems affecting ethnic groups in the United States.	ANT 2410 or DPR.	MW
ANT	4401	Exploring Cross-Cultural Diversity	3	AS	ANT	This course will address a variety of challenging issues related to the general topic of cross-cultural diversity in contemporary American life.	None	MW
ANT	4432	The Individual and Culture	3	AS	ANT	The relationship between the individual and society is studied cross-culturally. Main themes include child-rearing practices, psychosomatic illness and curing. Discussion of theories and models of personality development with special reference to their applicability to the emerging field of cross-cultural mental health planning.	ANT 2410 or DPR.	6A MW
ANT	4462	Health, Illness, and Culture	3	AS	ANT	The study of health and human behavior in cross-cultural perspective. Main themes include: the impact of disease on the development of human culture; comparative studies of curing practices; medical systems in their relationship to ideology. Emphasis on understanding the role of medicine, and the behavior of both practitioners and patients in modern societies.	ANT 2410 or DPR.	
ANT	4586	Prehistoric Human Evolution	3	AS	ANT	A survey of the fossil record from the early primates through the ascent of Homo sapiens sapiens, focusing on the human lineage. Biosocial patterns and cultures of the past are also covered.	ANT 2511 or DPR.	
ANT	4905	Individual Research	2-4	AS	ANT	Individual guidance in a selected research project. Contract required prior to registration.	DPR. S/U only.	
ANT	4930	Special Topics in Anthropology	2-4	AS	ANT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	Variable depending on topic or DPR.	

SUBJ	NUM	FULLTITLE	CR	COL	DEPT	DESC	PR	Gen Ed Code
ARH	2050	History of Visual Arts I	3	TA	ART	Survey of World Art to AD 1300. Introduction to problems of analyzing and interpreting the art of various cultures without making the Western perspective a privileged one.	None	HP FA
ARH	2051	History of Visual Arts II	3	TA	ART	Survey of World Art since 1300. Introduction to problems of analyzing and interpreting the art of various cultures without making the Western perspective a privileged one.	None	HP FA
ARH	4930	Art History: Selected Topics	2-4	TA	ART	Lecture/discussion course designed to offer areas of expertise of visiting scholars or specific interests of resident faculty.	None	
ASL	2140C	Basic American Sign Language	4	BC	CSD	Introduction to American Sign Language (ASL) as used in the deaf community. General discussion of ASL structure and introduction to various manual communication systems and philosophies. Emphasis on building a basic vocabulary. One hour of laboratory course work is included. Open to all majors.	DPR	
ASL	2150C	Intermediate American Sign Language	4	BC	CSD	A continuation of the basic course which expands the student's signing skills and introduces American Sign Language (ASL) idioms. Provides a greater opportunity for skill development in ASL structure and idiomatic usage. One hour of laboratory course work is included.	ASL 2140C, DPR	
AST	3033	Contemporary Thinking in Astronomy	3	AS	AST	Seminar designed to assist the layman, with no scientific background, in comprehending contemporary developments in Astronomy. Necessary background material is provided by the instructor and a text. Topics covered in recent years include the space program, pulsars, x-ray astronomy, black holes, extra-terrestrial life, interacting galaxies, cosmology.	Junior or Senior Standing or CI	NS
BSC	2010	Cellular Processes	3	AS	BCM	This course deals with biological systems at the cellular and subcellular levels. Topics include an introduction to biochemistry, cell structure and function, enzymes, respiration, mitosis and meiosis, genetics and gene expression.	CHM 2045. CPR: BSC 2010L	NS
BUL	3320	Law And Business I	3	BU	GBA	This course covers the nature of legal and societal institutions and environments, and major aspects of public, private, UCC and related business law.	None	
BUL	5332	Law and the Accountant	3	BU	GBA	A comprehensive study of commercial law as it affects the practice of accounting.	BUL 3320 or CI.	
CCJ	3024	Survey of the Criminal Justice System	3	BC	CJP	An introduction to the structure and operation of law enforcement, prosecution, the courts, and corrections. Also includes brief coverage of major reported crimes.	None	SS
CCJ	3117	Theories of Criminal Behavior	3	BC	CJP	Provides a basic understanding of the complex factors related to crime, with concentration on principal theoretical approaches to the explanation of crime.	Junior standing, CCJ 3024 or CI	
CCJ	3621	Patterns of Criminal Behavior	3	BC	CJP	Reviews the nature and extent of the crime problem. The course will concentrate on major patterns of offender behavior including crimes against the person, property crimes, violent crimes, economic/white collar offense, syndicated (organized) crimes, consensual crimes, female crime, political crime, and will examine criminal career data.	Junior standing	
CCJ	3701	Research Methods in Criminal Justice I	3	BC	CJP	Introduces the student to some of the fundamentals of knowledge-generating processes in criminal justice.	Junior standing and a grade of C or better (a grade of C- is not acceptable) in CCJ 3117	
CCJ	4450	Criminal Justice Administration	3	BC	CJP	This course is designed to provide an in-depth examination of both the practical and theoretical aspects of the administration of criminal justice agencies. The major focus will be on law enforcement and correctional agencies.	Junior standing, CJE 4114 or CJT 4100 or CI	
CCJ	4604	Abnormal Behavior and Criminality	3	BC	CJP	A systematic introduction to the relationship between mental illness and criminality, with focus on psychiatric labeling of deviant behavior and its implications for the handling of the criminal offender.	Junior standing, CCJ 3024 or CI	
CCJ	4900	Directed Readings	1-3	BC	CJP	(a) Students wishing to enroll must make arrangements with a faculty member during the semester prior to actually taking the course.(b) A minimum of four 4 CCJ courses must have been completed satisfactorily prior to enrollment.(c) First consideration will be given to Criminology majors.(d) Individual faculty members may add additional requirements at their discretion. No more than six hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours required for the major. This course is specifically designed to enable advanced students the opportunity to do in-depth independent work in the area of criminal justice. Each student will be under the close supervision of a faculty member of the program.	Junior standing, CCJ 3024, CCJ 3117, CCJ 3621, CI. S/U only	
CCJ	4910	Directed Research	1-3	BC	CJP	(a) Students wishing to enroll must make arrangements with a faculty member during the semester prior to actually taking the course.(b) A minimum of four 4 CCJ courses must have been completed satisfactorily prior to enrollment.(c) First consideration will be given to Criminology majors.(d) Individual faculty members may add additional requirements at their discretion. No more than six hours of CCJ 4900, CCJ 4910 or any combination of the two will be accepted toward the minimum number of hours required for the major. This course is designed to provide students with a research experience in which they will work closely with faculty on the development and implementation of research projects in the area of criminal justice.	Junior standing, CCJ 3024, CCJ 3117, CCJ 3621, CI. S/U only	
CCJ	4930	Critical Issues in Policing	3	BC	CJP	Focuses on some of the most critical issues in law enforcement today including: understanding and controlling police use of deadly force; police deviance; police prejudice and discrimination; violence-prone police officers; substance abuse by police officers; and administrative review of alleged police brutality.	Junior standing, CCJ 3024 or CJE 4114 or CI	
CCJ	4933	Selected Topics in Criminology	3	BC	CJP	Lecture course. Topic varies and is designed to address a wide variety of issues in criminology and criminal justice. Open to non-majors with CI.	Junior standing, CCJ 3024, CCJ 3621, CCJ 3117 or CI	
CCJ	4934	Seminar in Criminology	3	BC	CJP	These variable topic seminars are used for the in-depth study and discussion of the relationships among culture, gender, ethics, age, society, and criminal behavior. Such examinations may include the options the criminal justice does (or does not) have to deal with these interactions, and the ethics and efficacy of the system's response. Open to non-majors with CI.	Senior standing, a grade of C or better (a grade of C- is not acceptable) in CCJ 3701	6A MW
CCJ	4939	Senior Capstone Seminar	3	AM	CJP	This course is designed to provide students with the opportunity to demonstrate their understanding of the American criminal justice system and crime theories, and show competency in research methods, critical thinking, and scholarly writing.	CCJ 3024, CCJ 3117, CCJ 3701	

SUBJ	NUM	FULLTITLE	CR	COL	DEPT	DESC	PR	Gen Ed Code
CCJ	4940	Internship For Criminal Justice Majors	3	BC	CJP	The internship will consist of placement with one or more of the agencies comprising the criminal justice system. This course will enable the students to gain meaningful field experience related to their future careers. The three-hour block of credit will require a minimum of ten hours of work per week during a fall or spring term, fifteen hours per week in summer, within the host agencies in addition to any written work or reading assignments. See requirements for the B.A. degree in Criminology for the number of hours required.	Senior standing, CCJ 3024, CCJ 3621, CCJ 3117 and Cl.. S/U only. No more than 9 hours of CCJ 4940 will be accepted toward the elective hours required for the major.	
CDA	3101	Computer Organization for Information Technology	3	HM	EIT	Elements of the computer are discussed in terms of the physical and conceptual design of memory, processors, busses and I/O elements. Organization of the system is cast in a meta-language that captures the logical and physical nature of the computer.	Any Physics course and CGS 3303, or Cl.	
CEN	3040	Integrated Development Environments (Eclipse)	3	HM	EIT	This course focuses on the use of the Eclipse IDE for developing Java applications. Students will also learn how to take advantage of the plug-in architecture of Eclipse.	COP 2250	
CEN	3722	Human Computer Interfaces for Information Technology	3	HM	EIT	Human-Computer Interface is the study of people, computer technology and the ways these influence each other. The basic foundations of HCI in terms of psychology, computer systems and their integration into design practice are discussed in the course.	None	
CEN	4020	Software Engineering	3	EN	ESB	An overview of software engineering techniques for producing high quality software. Student will participate in a software development team.	COP 4530	
CEN	4031	Software Engineering Concepts for Information Technology	3	AS	EIT	Concepts associated with production of high quality software through the use of software engineering concepts and practices are covered. In addition to conceptual presentations, students are required to participate in software development team projects.	EEL 4854 or Cl	
CGS	2100	Computers in Business	3	BU	QMB	A study of the use and impact of computers in all areas of business organizations. Course includes hands-on experience and the use of software packages for business analysis.	None	
CGS	3303	IT Concepts	3	AS	EIT	A lecture and problem solving course which deals with subjects related to computers and information technology. A broad range of conceptual and practical topics in IT are covered.	Any PHY course	
CGS	3373	Foundations of Information Technology I	4	HM	EIT	The course will act as a breadth-first view of Informatics, including computing technology fundamentals and networking concepts. The major concepts are presented in a manner that will make clear the "big picture" of the discipline.	Admission to the IT Program	
CGS	3374	Foundations of Information Technology II	4	HM	EIT	The course provides a comprehensive and integrated understanding of computer functions. It combines both computer hardware organization and supporting operating systems structures to enhance the students' problem solving skills.	CGS 3373.	
CGS	3845	Electronic Commerce	3	AS	EIT	An overview of how E-Commerce evolved, what EC is; how it is being conducted and managed; its major opportunities, issues, and risks. Discussions include: The Internet, intranets, firewalls, etc. Exercises will use various Web and software and packages.	COP 2510 or equivalent	
CGS	3847	e-Commerce II	3	HM	EIT	The course guides students in developing a fully functioning e-Commerce website.	COP 4834	
CGS	3850	Web Development.JavaScript	3	HM	EIT	JavaScript, a client-side programming language is used to develop interactive Web pages/sites. A simple OO language, its dynamic functionality is quickly inserted into a Web page. Used on the WWW, it is the most popular programming language worldwide.	CGS 3853	
CGS	3853	IT Web Design	3	AS	EIT	An overview of how the Internet and the WWW evolved, and how Electronic Commerce is supported by web pages. The student will do exercises relative to HTML, and how browsers show that code. The student will also learn to use web page development packages.	COP 2510 or equivalent	
CGS	4855	Intermediate Web Development (jQuery)	3	HM	EIT	This course provides more practical and professional tools for working with Cascading Style Sheets (CSS) and JavaScript using the jQuery and the jQuery UI (User Interface) libraries.	CGS 3850	
CGS	4856	Intermediate Web Design (HTML5)	3	HM	EIT	This course continues from the first courses in Web Design and Web Development to add the new concepts and capabilities of HTML5.	CGS 3853, PR: CGS 3850, PR: CGS 4855	
CIS	3303	Unified Modeling Language	3	HM	EIT	The Unified Modeling Language (UML) is a world-class visual language for analysis and design of object-oriented systems. This course examines the various graphical tools and their applications in the context of extended case studies.	Working knowledge of an Object-Oriented programming language (not Visual Basic).	
CIS	3360	Principles of Information Security	3	AS	EIT	Board review of Information Security and related elements. Includes terminology, history of the discipline, overview of information security program management. Suitable for IS, criminal justice, political science, accounting information systems students	Admission to BSAS Concentration	
CIS	3362	Cryptography and Information Security	3	AS	EIT	This course examines classical cryptography, entropy, stream and block ciphers, public key versus symmetric cryptography, one-way and trap-door functions, plus other specific tools and techniques in popular use.	MAD 2104 or permission of instructor	
CIS	3367	Architecting Operating System Security	3	AS	EIT	This course examines tools and techniques for securing Windows and Linux operating systems. Students will acquire knowledge and skills to perform audit assessments and implement enterprise-wide operating system security.	CIS 3360 or permission of instructor	
CIS	3615	Secure Software Development	3	HM	EIT	Information is power. It also has value. Thus, there is an incentive for unscrupulous individuals to steal information. This course covers a number of different techniques to help developers to build enterprise-level systems that are secure and safe.	COP 3515 and COP 3601	
CIS	3932	Special Topics for Information Technology	1-4	AS	EIT	Topics to be chosen by students and instructor permitting newly developing subdisciplinary special interests to be explored.	None	
CIS	4203	Computer Forensics & Investigations	3	HM	EIT	Teaches the methods of acquiring, preserving, retrieving, and presenting data that have been processed electronically and stored on computer media for use in legal proceedings. Focus on MS Windows systems.	Programming course and a math course.	
CIS	4204	Ethical Hacking	3	HM	EIT	Provides an understanding of computing, networking, exploitation techniques, used for IT security. In testing, a legal ethical hacker tries to penetrate a system, finds its weakest link and analyzes ways to correct security flaws.	Programming course and a math course	
CIS	4253	IT Ethics	3	AS	EIT	This course will cover issues that arise from the world of online communication and its impact on our daily lives through education, processes, and information. Class discussions cover various technologies and issues that are shaping our society.	Basic computer skills	6A MW

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CIS	4361	Information Technology Security Management	3	AS	EIT	An overview of information security management techniques and concerns is presented. Topics include: Access control systems, telecommunications and network security, security management practices, application and systems development security, cryptography, disaster recovery planning, legal and ethical issues, and physical security.	Junior standing or above	
CIS	4365	Computer Security Policies and Disaster Preparedness	3	AS	EIT	When an organization's functioning is interrupted by disasters, accidents, or natural events, a loss of data and/or productivity may occur. The impact on the organization is determined by how prepared it is for dealing with these disruptions.	CIS 3360	
CIS	4368	Database Security and Audits	3	HM	EIT	An in-depth look at database security concepts and auditing techniques. Hands-on approach when examining security techniques. Examines different security strategies and advancements in implementation as well as problem solving.	Database course	
CIS	4369	Web Application Security	3	HM	EIT	This is a comprehensive overview of Web applications and their common vulnerabilities. Web Goat will be used to give students pseudo practical experience with penetration testing tools and to give them concrete examples of the concepts of the class.	Students are expected to know the basics of HTML, JavaScript, and related technologies - this is a technical class.	
CIS	4412	Information Technology Resource Management	3	AS	EIT	An overview of the information resource management function, with emphasis on information systems management, is covered. Topics include planning, organizing and controlling user services, managing information system development process, and the fundamentals of EDP auditing.	Junior standing or above	
CIS	4510	I.T. Project Management	3	AS	EIT	This course covers the general aspects of project management and emphasizes the important, special considerations which apply to information technology projects. Supporting software is used extensively.	CI	
CIS	4512	IT Project Risk Management	3	HM	EIT	This course addresses the risks associated with the IT/Business environment. Risk Management plays a key role in the successful development and implementation of IT projects.	CIS 4510	
CIS	4515	Managing Global/Remote Teams	3	HM	EIT	Global/telecommuting teams deal with tough issues like isolation, lost emails, miscommunication, time zones, lack of face-to-face interactions, travel budget restrictions, and cultural differences which potentially impede productivity and effectiveness.	CIS 4510	
CIS	4524	IT Project Schedule & Cost Control	3	HM	EIT	Students will develop fundamental skills in estimating, scheduling, cost control, and reporting, essential for successful information technology projects.	CIS 4510	
CIS	4525	Contract Management & Negotiations	3	HM	EIT	Today's dynamic performance-based work environment requires partnerships and alliances to obtain a marketable mix of skills, tools and business practices. The course covers key aspects of contract negotiation planning, documenting and closing contracts	CIS 4510	
CIS	4900	Independent Study In Computer Science	1-5	EN	ESB	Specialized independent study determined by the needs and interests of the student.	COP 4530 or CDA 3201 and CI, S/U only	
CIS	4930	Special Topics in Computer Science I	1-4	EN	ESB		COP 4530 or CDA 3201 and CI	
CIS	4932	Special Topics for Information Technology	1-4	AS	EIT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	None	
CIS	4935	Senior Project in Information Technology	3-5	AS	EIT	Graduates of the IT program must complete a major project dealing with a sub-domain of IT. Projects are supervised by a faculty member, or an approved industrial mentor. Projects range from design to programming, to implementations associated with IT.	Senior Standing in Information Technology	
CJC	4010	American Correctional Systems	3	BC	CJP	Analysis of the different treatment philosophies and techniques currently in use in the field, with special attention to experimental and demonstration programs.	Junior standing, CCJ 3024 or CCJ 3117 or CI	
CJC	4166	Alternatives to Incarceration	3	BC	CJP	This course explores a variety of alternatives to imprisoning the offender, including probation, parole, diversion, and other community-based intervention and treatment approaches.	Junior standing, CCJ 3024 or CCJ 3117 or CI	
CJE	3650	Introduction to Forensic Science	3	AP	CJP	This course provides students an appreciation of 'real life' forensic science and its role in the justice system. The class introduces students to the scientific techniques employed by the forensic science community. Not restricted or repeatable.	None	
CJE	4010	Juvenile Justice System	3	BC	CJP	Provides coverage of the juvenile and family courts, their clientele, and the complex of human services agencies and facilities that contribute to efforts at juvenile correctional intervention.	Junior standing, CCJ 3024 or CCJ 3117 or CI	
CJE	4610	Criminal Investigation	3	BC	CJP	Covers the major components of criminal investigation, with special attention to the scientific aspects of criminal investigation and the management of major cases.	CCJ 3024 or CCJ 3117 or CI	
CJL	3110	Substantive Criminal Law	3	BC	CJP	Examines the historical basis of the American criminal law system, the substantive elements of the crime, and court procedures.	Junior standing, CCJ 3024, CCJ 3117, or CI	
CJL	3502	Introduction to Courts	3	AP	CJP	Offers understanding of process & functions of US court system. Define & identify different aspects of law & crime; examine aspects of Federal & State court systems; trial process; examine roles of court workers; sentencing. Not restricted or repeatable.	None	
CJL	4115	Environmental Law and Crime	3	BC	CJP	The course provides students with an introduction to issues in the area of environmental crime and environmental law.	Junior standing, CCJ 3024 or CI	
CJL	4410	Criminal Rights and Procedures	3	BC	CJP	Emphasizes the Constitutional issues and rules that are applied and enforced by the courts while processing criminal cases.	Junior standing, CCJ 3024 or CI	
CLP	4143	Abnormal Psychology	3	AS	PSY	Descriptions, theoretical explanations, research evidence, and treatment of maladaptive behavior.	PSY 3213 with a grade of C or better or CI	
CLP	4414	Behavior Modification	3	AS	PSY	Introduction to behavior analysis, and application of learning principles, behavioral measurement, research designs, and interventions in treatment settings.	PSY 3213 with a grade of C or better or CI	
CLP	4433	Psychological Tests and Measurement	3	AS	PSY	A consideration of the instruments for intellectual and personality assessment including their applications, development, and potential abuses.	PSY 3213 with a grade of C or better or CI. Students may not receive credit for both CLP 4433 and EDF 4430	
CNT	3403	Network Security and Firewalls	3	AS	EIT	This course surveys network security standards and emphasizes applications that are widely used on the Internet and for corporate networks. This course also examines Firewalls and related tools used to provide both network and perimeter security.	EEL 4782	
COM	3110	Communication For Business and the Professions	3	AS	SPE	Identification of communication situations specific to business and the professions. Analysis of variables related to communication objectives and preparation of oral presentations in the form of informational reports, conference management, persuasive communications, interviews, and public hearings.	For non-majors only	

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COP	2030	Programming Concepts I	3	HM	EIT	This course covers basic programming concepts using the Python language for implementation and developing problem solving skills.	None	
COP	2250	Object-Oriented Programming (Java SE)	3	HM	EIT	This course introduces students to object-oriented programming concepts using Java but via a specially designed Integrated Development Environment (BlueJ). This enables students to directly create objects of any class to interact with their methods.	None	
COP	2700	Database Systems Basics	3	HM	EIT	Database systems are described with particular emphasis on Relational Database Management Systems (RDBMS). SQLite is the target RDBMS. It is programmatically driven with the Python language and OpenOffice base.	COP 2030	
COP	2930	Special Topics for Information Technology	1-3	AS	EIT	Special topics course.	None	
COP	2931	Special Topics for Information Technology	1-3	AS	EIT	Special topics course.	None	
COP	3259	Comprehensive Java	4	HM	EIT	The focus of this course is the comprehensive Java 6 SE specification which defines the advanced Java language features and capabilities.	COP 2250	
COP	3375	Programming Concepts II	4	HM	EIT	This course focuses on the Python language and covers its features and capabilities in depth.	COP 2030	
COP	3415	Data Structures and Algorithms	3	HM	EIT	This course is intended to be a first course on data structures and algorithms, implemented using the Python language. As such it deals with abstract data types and data structures. It also deals with writing algorithms and problem solving.	COP 3375	
COP	3515	Program Design for Information Technology	3	AS	EIT	Concepts associated with the design and implementation of computer programs are studied, with emphasis on creation of programs to be developed and maintained in a variety of environments from small to large information technology organizations.	COP 2510 or CI	
COP	3718	Intermediate Database System	3	HM	EIT	This course provides an in-depth treatment of working with Relational Database Management System (DBMS), with particular reference to MySQL. It also shows how to interface with MySQL using both PHP and Java languages.	COP 2700	
COP	3931	Special Topics for Information Technology	1-4	AS	EIT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	CEN 3040	
COP	4260	Systems Programming: JavaEE	3	HM	EIT	This course covers Java EE, the Enterprise Java Platform. Java EE is a super-set of Java SE. This platform has matured to a degree where it can be both complete and lightweight, while, at the same time incorporating many new and enhanced tools.	COP 2250	
COP	4376	Programming Concepts III (Jython)	3	HM	EIT	Focus is on the Python language as used with the Jython (Java-based) interpreter in a Java EE environment – Python enables the best of two worlds by bridging between the elegant, expressive code of the Python world and the “enterprise ready” Java world.	COP 3375 and working knowledge of Java	
COP	4610	Operating Systems for Information Technology	3	AS	EIT	Introduction to concepts and practices of modern operating systems. Topics include process, parallelism, memory management, resource allocation and file systems. Algorithms are used to understand many of the concepts associated with operating systems.	EEL 4854 or CI	
COP	4610L	Operating Systems Laboratory for Information Technology	1	AS	EIT	Implementation and evaluation of models discussed in the lecture part of the course. Students implement operating system algorithms in stand-alone mode, and modify real operating system code. Students implement and test algorithms in a lab environment.	EEL 4854 or CI	
COP	4656	Software Development for Mobile Devices	3	EN	ESB	This course covers software development for mobile devices, mainly cellular phones. The primary goal of the course is to teach students how to design, develop, and deploy complete market-ready applications for mobile devices.	COP 4530	
COP	4703	Database Systems for Information Technology	3	AS	EIT	Fundamentals of database management systems are presented, covering relational, CODASYL, network, hierarchical, and object-oriented models. Topics include basic design concepts, analysis of efficiency as well as actual implementations of such systems.	EEL 4854 or CI	
COP	4814	Web Services	3	AS	EIT	The Web services model, based on the Open Standards of SOAP, WSDL, and UDDI, is studied and applied.	CI	
COP	4816	XML Applications	3	AS	EIT	This course introduces extensible Markup Language (XML), a technology for exchanging structured information over the Internet, and examines a sampling of its many applications.	CI. Completion of prerequisites for admission to IT program	
COP	4834	Data-Driven Web Sites	3	AS	EIT	This course builds on students' knowledge of Web development and databases by adding server-side scripting using the PHP language to interact with the MySQL database system to build transaction processing and report generating systems over the Internet.	CI. Completion of prerequisites for admission to IT program. Junior standing or above	
COP	4854	Rich Internet Applications	3	HM	EIT	This capstone course introduces needed technologies in the context of applications to explain links with one another. A number of tools (captured under Rich Internet Applications) are needed to make all of these existing technologies work together.	CGS 3850, CGS 3853, COP 4816	
COP	4930	Information Technology Seminar	1-3	AS	EIT	A survey of current Information Technology topics are covered to keep the IT student abreast of the variety of domains associated with their major. Speakers with a wide variety of IT experience will give seminars to senior IT students.	Senior standing in Information Technology	
COP	4931	Special Topics for Information Technology	1-4	AS	EIT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	None	
CTS	3165	Linux Essentials	3	HM	EIT	This course describes installation and configuration of Ubuntu Linux as a powerful desktop workstation capable of competing with the leading desktop operating system, but at a much lower cost. A wide variety of applications are installed to cover many areas.	None	
CTS	4348	Linux Administration	3	HM	EIT	The course provides the breadth and depth of material necessary to effectively implement and manage Linux servers in real-world business environments.	CTS 3165	
CTS	4805	Web Development Tools	3	AS	EIT	This course builds on web design concepts and extends them to build and maintain complete Web Sites using the current de facto industry-standard integrated web site development environment/applications.	CI	
CPO	2002	Introduction to Comparative Politics	3	AS	POL	Comparison and analysis of representative European and non-Western political systems.	None	SS
DEP	4053	Developmental Psychology	3	AS	PSY	Survey of methods, empirical findings, and theoretical interpretations in the study of human development.	PSY 3213 with a grade of C or better or CI	
ECO	1000	Basic Economics	3	BU	ECN	Survey of economic principles and issues. Scarcity, choice, markets, prices, the monetary system, unemployment, inflation, international trade and finance.	No credit after completing either ECO 2023 or ECO 2013	SS
ECO	2013	Economic Principles (Macroeconomics)	3	BU	ECN	ECO 2013 introduces students to basic economic terminology, definitions and measurements of macroeconomic data, simple macroeconomic models, fiscal and monetary policy, and international macroeconomic linkages.	None	SS

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ECO	2023	Economic Principles (Microeconomics)	3	BU	ECN	Introduction to the theory of price determination. How an economy decides what to produce, how to produce, and how to distribute goods and services.	None	SS
ECO	3101	Intermediate Price Theory	3	BU	ECN	The price system and allocation of scarce resources between competing uses. May not receive credit for both ECP 3703 and ECO 3101.	ECO 2023 and MAC 2233 or MAC 2311 or equivalent	
ECO	3203	Intermediate Macroeconomics	3	BU	ECN	Determination of income, employment, prices, and interest rates. Aggregate demand and aggregate supply.	ECO 2013 and ECO 3101 or ECP 3703 with a grade of "C" or better and MAC 2233 or MAC 2311 or equivalent	
EDE	4223	Creative Experiences for the Child	3	ED	EDE	Provides students with critical understanding of visual arts, music, movement, and drama in K-6 curriculum. Students will develop knowledge and strategies to incorporate creative expression into integrated curriculum. Restricted to majors. Not repeatable.	Acceptance into College of Education.	
EDE	4301	Classroom Management, School Safety, Ethics, Law and Elementary Methods	3	ED	EDE	This course examines the legal issues affecting classroom/school management, school safety, professional ethics and elementary school methods. The course explores the current knowledge of best practices of a variety of teaching and management strategies and methods deemed appropriate for a diverse elementary classroom setting including ESOL students and other exceptionalities.	Admission to the program in the Department of Childhood Education	
EDE	4940	Internship: Elementary Education	3-12	ED	EDE	Teacher candidate required to demonstrate professional competencies during full day internship in a public or private elementary school. Course restricted to Elem Ed majors. Course will be repeatable for credit (total 10 min - 12 max hrs).	EDE 4941 and EDE 4942; CR: EDE 4936. S/U only	
EDE	4941	Childhood Education Internship Level I	3	ED	EDE	Students spend two days per week in a supervised internship experience in classroom settings and attend a weekly seminar. Course is restricted to Elementary Education majors. Course is repeatable for credit, for a total of 6 credit hours.	Admission to the Elementary Education. CR: RED 4310, EDG 4620. Concurrent enrollment in EDG 4620-Elementary section. S/U only	
EDE	4942	Childhood Education Internship Level II	6	ED	EDE	Students spend 12 hours per week in a supervised internship experience in classroom settings and attend a weekly seminar.	EDE 4941, RED 4310, EDG 4620, EDF 3122, LAE 4314, EDE 4301, MAE 4310, SCE 4310, LAE 4414, SSE 4313, EME 2040	
EDF	2005	Introduction to the Teaching Profession	3	ED	EDC	Introductory survey course required for admission into the College of Education. A broad overview of the history, sociology and philosophy of education in the United States focuses on education as a field of study and teaching as a profession. Includes lecture and field experience.	None	
EDF	2085	Introduction to Diversity for Educators	3	ED	EDC	Introductory survey course required for admission into the College of Education. Places schools and teaching within the context of the U.S. as a pluralistic society. Topics include: the demographics of diversity; prejudice; elements of culture; American heritage of diversity and its value; and barriers to cultural understanding. Includes lecture and field experience.	EDF 2005	
EDF	3122	Learning and the Developing Child	3	ED	EDF	Preadolescent child growth and development, learning theory, and behavioral analysis applied to instruction and to the organization and management of classroom.	General psychology and admission to College of Education	
EDF	3604	Schools and Society	3	ED	EDF	Social, economic and political context within which schools function and the values which provide direction for our schools.	Upper level standing	6A MW
EDF	4124	Child Growth and Learning	3	ED	EDF	An introduction to child development and learning from an educational and psychological perspective. Emphasis is on the application of relevant constructs as they would reflect developmentally appropriate practices in early childhood learning settings.	None	
EDF	4430	Measurement For Teachers	3	ED	EDQ	Concepts and skills related to designing and developing classroom tests; evaluating tests, instruction, and student progress; and communicating student achievement. Including application of performance assessment techniques and computer applications for measuring and assessing pupil progress.	Upper level standing	
EDG	4909	Directed Studies	1-4	ED	EDC	To extend competency in teaching field.	Senior standing. Offered only as a scheduled class. DPR	
EDG	4934	Final Intern Seminar	1	EP	EDE	The Seminar provides an ongoing continuous improvement activities throughout the full time student teaching experience. It also provides opportunities for the candidates to examine their experiences in their student teaching classroom settings.	Achieve passing scores on the GKT. CR: EDG 4944	
EEC	4303	Creative and Affective Experiences for Young Children	3	ED	EDU	Develops students' understandings of young children's creative expression through art, music, movement, play and drama. Emphasizes how to plan, implement, and evaluate appropriate learning experiences as well as selection of appropriate instructional materials.	Admission to College of Education. Early Childhood majors only	
EEC	4307	Cognitive Experiences for Young Children	3	ED	EDU	Emphasizes theoretical and practical aspects of cognitive development for children ages 3 through 6 with focus on planning integrated experiences and content in science, mathematics, and social sciences.	Admission to College of Education, EDF 4111. Early Childhood majors only.	
EEC	4408	Child, Family & Teacher Relations	3	ED	EDU	Focuses on developing an understanding of traditional and non-traditional families, structural and life style variations and parenting in diverse cultures and at-risk families. Implications from these understandings will guide development of a parent involvement plan that includes effective ways to communicate with parents, conference with parents, and plan parent meetings and home visits.	Admission to College of Education, EDF 4111. Early Childhood majors only	
EEC	4936	Senior Seminar in Elementary Early Childhood Education	3	ED	EDU	Synthesis of teacher candidate's courses in complete college program.	Admission to the Early Childhood ED Program. CR: EEC 4940	
EEC	4940	Internship: Early Childhood	10	ED	EDU	Teacher candidate is required to demonstrate professional competencies during one semester of full-day internship in a public or private elementary school.	EEC 4936. S/U only	
EEL	4782	Computer Information Networks for Information Technology	3	AS	EIT	The course covers concepts of computer networks. Physical and logical structures are presented. Physical media, circuit switching, data flow, high-level protocols, and the ISO model are discussed. Bus, ring, star, and wireless topologies are presented.	None	
EEL	4782L	Information Networks Laboratory for Information Technology	1	AS	EIT	The lab section of this course will allow students to apply hardware and software concepts discussed in the lecture portion of the class. Special isolated networking labs provide both software and hardware tools for student experimentation.	COP 4610 or CI	

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EEL	4854	Data Structures and Algorithms for Information Technology	3	AS	EIT	Representing data for manipulation by the computer is studied. Design and analysis of well-known data structures and algorithms to manipulate them, are studied. Program efficiency, clarity and speed are considered in various structures and algorithms.	COP 3515 or CI	
EEX	4012	Foundations of Special Education	3	ED	EDS	Characteristics and needs of children who have learning disabilities, emotional disabilities, hearing impairments, mental retardation, physical handicaps, speech impairments, visual limitations, and who are gifted and talented.	DPR	
EEX	4054	Perspectives on Learning and Behavioral Differences	3	ED	EDS	The purpose of this course is to introduce students to the historical and theoretical perspectives on educating students with learning and behavioral differences, develop a critical understanding of current practices in service delivery systems, and examine professional issues and trends that impact the future of the field.	EEX 4012	
EEX	4070	Integrating Exceptional Students in the Regular Classroom	2-3	ED	EDS		No credit for department majors	
EEX	4221	Educational Assessment of Exceptional Students	3	ED	EDS	Introduction to assessment of exceptional students through formal and informal techniques. Emphasis placed on the interpretation of information for educational programming and individualization of instruction.	EDF 3214, EDF 4430 and EEX 4012. CR: EEX 4941 and EEX 4894. DPR	
EEX	4243	Education of Exceptional Adolescents and Adults	3	ED	EDS	Procedures for implementing educational programs for exceptional adolescents and adults. Topics include service delivery, curriculum, academic remediation, advocacy, utilization of ancillary services, alternative programs and community resources.	EEX 4012 or equivalent or DPR	
EEX	4604	Behavior Management for Special Needs and At-Risk Students	3	ED	EDS	Techniques to prevent, analyze, and manage challenging and disruptive classroom behavior as well as teaching social skills.	EEX 4012, DPR. CR: EEX 4941, ELD 4941, or EMR 4941	
EEX	4742	Narrative Perspectives on Exceptionality: Cultural and Ethical Issues	3	ED	EDS	This course is designed to offer students a meaningful way to interpret and understand exceptionalities.	None	6A LW
EEX	4894	Clinical Teaching in Special Education	3	ED	EDS	Effective teaching principles, instructional management procedures, and specialized teaching techniques for exceptional students.	EEX 4012, DPR. CR: EEX 4941	
EEX	4936	Senior Seminar in Exceptional Student Education	1	ED	EDS	Synthesis of teacher candidate's courses in complete college program.	Senior standing; CR: EEX 4940. Required concurrently with internship	
EEX	4940	Internship: Exceptional Student Education	1-12	ED	EDS	One full semester of internship in an accredited public or private school.	EEX 4936. S/U only	
EEX	4941	Practicum in Exceptional Student Education	1-4	ED	EDS	Designed to provide teacher candidates with carefully planned and supervised clinical experiences with exceptional students populations in a variety of settings. Candidates demonstrate the ability to apply concepts, theories and research. Repeatable up to six credit hours.	Sem I: EEX 4012; Sem II: EEX 4604; Sem III: EEX 4221 and EEX 4894	
EEX	5752	Working With Families: A Pluralistic Perspective	3	ED	EDS	The impact of the socio/cultural environment on the education of at-risk children and children with disabilities; family systems theory, principles of multi-cultural education, strategies for working effectively with families of school-age children, diverse cultures and family structures represented in school populations today.	Introductory course in special education, GS.	
EME	2040	Introduction to Technology for Educators	3	ED	EDK	Designed as an introduction to computer technology and its role in teaching and learning processes. Topics include educational software, ethical and social issues, hardware, interactive multimedia, models for integrating technology into instruction, productivity tools and telecommunications.	None	
EME	5403	Computers in Education	3	ED	EDK	A survey course designed to introduce practicing teachers to microcomputer technology and its function in the classroom to augment the teaching and learning processes. Objectives include the use and evaluation of educational software, classroom use of computers, instructional computing research, generic applications software (word processors, database managers, etc.), programming, disk operating systems, and microcomputer hardware.	None	
EMR	4011	Mental Retardation and Developmental Disabilities	3	ED	EDS	This course is designed to provide students with a broad introduction to the area of mental retardation and developmental disabilities with particular emphasis on the educational aspects. This course is required by the State for certification in mental retardation.	EEX 4012 or equivalent	
ENC	1101	Composition I	3	AS	ENG	ENC 1101 helps prepare students for academic work by emphasizing expository writing, the basics of library research, and the conventions of academic discourse.	College-level reading and writing	6A EC
ENC	1102	Composition II	3	AS	ENG	ENC 1102 emphasizes argument, research, and style. As students engage in creative and critical thinking, they learn to support assertions based on audience and purpose; students apply library research, strategies for revision, and peer response.	ENC 1101 (or the equivalent, i.e. passing the CLEP exam).	6A EC
ENC	3242	Technical Communication for Majors	3	AS	ENG	The study of the range of possible careers for technical communicators with special emphasis on the issues that professional writers face in various workplace contexts and on the skills needed in word processing.	ENC 1101 & 1102 or ENC 1121	
ENC	3246	Communication for Engineers	3	AS	ENG	Focuses on writing concerns of engineers. Deals with the content, organization, format, and style of specific types of engineering documents. Provides opportunity to improve oral presentations.	None	6A WRIN
ENC	3250	Professional Writing	3	AS	ENG	The course is an introduction to the techniques and types of professional writing, including correspondence and reports. It is designed to help strengthen skills of effective business and professional communication in both oral and written modes.	ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122.	6A WRIN
ENC	3310	Expository Writing	3	AS	ENG	This is a course that teaches the techniques for writing effective prose, (excluding fiction), in which student essays are extensively criticized, edited, and discussed in individual sessions with the instructor and with peers.	ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122	6A WRIN
ENC	3416	New Media for Technical Communication	3	AS	ENG	The study and production of digital media with special emphasis on emergent and evolving applications.	ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122	
ENC	4212	Business & Technical Editing	3	AM	ENG	This course helps students meet business and technical editing challenges in the workplace. Assignments concern research, interviewing, writing, editing, and the technology needed for successful results. Unrestricted to majors, not repeatable.	At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4268, ENC 4311 or CI	
ENC	4218	Visual Rhetoric for Technical Communication	3	AS	ENG	The study and production of visual rhetoric with special emphasis on print and digital document design and technical graphics.	ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122	

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ENC	4260	Advanced Technical Writing	3	AS	ENG	Advanced Technical Writing is a course designed to develop writing skills of a high order: technical exposition; technical narration, description, and argumentation; graphics; proposals; progress reports; physical research reports; and feasibility reports.	ENC 2210, or ENC 3310, or CI	
ENC	4264	Managerial Communications	3	AM	ENG	This course is designed to strengthen written, oral, and non-verbal skills in the context of managerial communication tasks. The course presents communication skills as integral to management strategy and as vital to workplace success. Non-restricted to majors.	Any one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4311, ENC 4260	
ENC	4268	Senior Seminar in Business & Technical Writing (BTW)	3	AM	ENG	This course helps students consolidate learning from previous BTW courses to prepare for professional employment by performing advanced assignments guided by professional mentors and instructor. Required course, not repeatable.	Senior status and at least three of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4264, ENC 4311, ENC 4212 or CI	
ENC	4311	Advanced Composition	3	AS	ENG	Instruction and practice in writing effective, lucid, and compelling prose, with special emphasis on style, logical argumentation, and critical thinking.	ENC 3310 or CI	
ENC	4906	Business & Technical Writing Independent Study	3	AM	ENG	This course focuses on such individually chosen topics as communications crisis management and PR strategy through written assignments, selected readings, and in-person or online meetings. Not restricted to majors; may be repeated for credit.	Any two of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4209, ENC 4212, ENC 4260, ENC 4264, ENC 4311 or CI.	
ENC	4931	Selected Topics in Professional and Technical Writing	3	AS	ENG	Focus of the course will be determined by student demand and instructor interest. Topics to be covered may include legal writing, the conventions of business writing, writing in the medical fields, and writing for the social sciences. May be taken twice for credit with different topics.	ENC 3250, ENC 2210, or ENC 3310 or CI	
ENC	4946	Business & Technical Writing Internship	3	AM	ENG	This course is a custom-designed BTW internship in which a student works with a company or organization on real-world communications assignments under the guidance of a supervisor. Restricted to majors; may not be repeated for credit.	At least two of the following ENC courses AND instructor permission: ENC 2210, ENC 3250, ENC 3310, ENC 4906, ENC 4212, ENC 4263, ENC 4268. CR: Approved application and approved formal internship agreement.	
ENG	3014	Introduction to Literary Methodology	3	AS	ENG	This course prepares English majors and minors with the basic critical and technical skills and understanding for subsequent literary study in 3000- and 4000-level courses towards the major. Substantial writing. Required of LIT majors. Recommended during first 2 semesters of LIT major.	ENG 4013, senior registration status	
ENG	4013	Literary Criticism	3	AS	ENG	A study of the works of major literary critics from Aristotle to the present, with emphasis on their meaning, their implied world view, and their significance for our own time and literature. Required for Literature majors. Recommended before 4000-level literature courses.	None	
ENG	4674	Film and Culture	3	AS	ENG	Students will be introduced to key concepts and techniques of Film Studies, including the history of film; an examination of film genres; an overview of foreign cinema; and the study of issues of class, race, gender, and sexuality.	Junior/Senior Standing	6A MW LW
ENG	4906	Individual Research	1-4	AS	ENG	Directed study in special projects.	CC	
ENG	4907	Directed Reading	3	AS	ENG	Readings in special topics.	CC	
ENG	4934	Senior Literature Seminar	3	AM	ENG	The Senior Literature Seminar will be the capstone course for literature majors, emphasizing the degree-program outcomes. Students will develop and synthesize the knowledge and skills gained in the literature major, as they will explore a specific topic, which will vary. This is a required course for English majors.	ENG 4013, senior registration status.	
ENL	3015	British Literature to 1616	3	AS	ENG	A survey of representative prose, poetry, and drama from its beginnings through the Renaissance, including such poems and figures as "Beowulf", Chaucer, Malory, More, Hooker, Skelton, Wyatt, Sidney, Spenser, Shakespeare, Donne, and Jonson.	None	
ENL	3016	Studies in 17th and 18th Century British Literature	3	AS	ENG	This is a topics course focusing on 17th and 18th century British literature. It satisfies a historical distribution requirement for the English major, LIT, and may be taken more than once for credit.	None	
ENL	3230	British Literature 1616-1780	3	AS	ENG	A survey of 17th Century and Neoclassical Literature, including such figures as Donne, Herbert, Crashaw, Vaughan, Marvell, Milton, Pope, Swift, Johnson, Boswell, and Goldsmith.	None	
ENL	3251	British Literature 1780-1900	3	AS	ENG	The poetry and poetics of the Romantic figures, with attention to the continuing importance of Romantic thinking in contemporary affairs and letters; a survey of representative figures of the Victorian and Edwardian periods, including poetry, prose, and drama.	None	
ENL	3273	British Literature 1900-1945	3	AS	ENG	Survey of poetry, drama, and fiction of such writers as Eliot, Yeats, Thomas, Conrad, Shaw, Joyce, Lawrence, Huxley, Woolf, Forster, Waugh, Owen, Auden, O'Casey, and others.	None	
ENL	3331	Early Shakespeare	3	AS	ENG	A study of from five to eight of Shakespeare's comedies, histories, and early tragedies, ending with <i>Hamlet</i>. Special attention to developing the student's ability to read and interpret the text.	None	
ENL	3332	Late Shakespeare	3	AS	ENG	A study of from five to eight of Shakespeare's problem plays, major tragedies, and late romances. Special attention to developing the student's ability to read and interpret the text.	None	
ENL	4122	19th Century British Novel	3	AS	ENG	Study of the 19th-century British novel, including works by novelists such as Thackeray, Dickens, Eliot, Hardy, Trollope, and others. Analysis of the characteristics of the novels and their historical, social, cultural, and political contexts.	None	
ENL	4132	British Novel: Conrad to the Present	3	AS	ENG	A critical study of British fiction from 1900 to the present, with emphasis on such writers as Conrad, Lawrence, Joyce, Woolf, Huxley, Orwell, Burgess, Murdoch, Golding, and others.	None	
ENL	4303	Selected British Authors	3	AS	ENG	The study of two or three major figures in British Literature. The course may include such writers as Fielding and Austen, Keats and Yeats, Joyce and Woolf. Specific topics will vary. May be taken twice for credit with different topics.	None	

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ENL	4311	Chaucer	3	AS	ENG	An intensive study of "The Canterbury Tales" and major critical concerns.	None	
ENL	4338	Advanced Studies in Shakespeare	3	AS	ENG	Intensive study of selected plays of Shakespeare, with special attention to significant critical issues and to the Elizabethan and Jacobean cultural setting.	ENL 3331 or ENL 3332, or CI	
ENL	4341	Milton	3	AS	ENG	Study of the poetry and major prose of John Milton, with special emphasis on "Paradise Lost".	None	
ENL	5137	British Novel 1900 to the Present	3	AM	ENL	This course provides advanced study of trends and influences in longer British fiction from about 1900 to the present. It traces the development of the novel form focusing on works and authors considered to have made major contributions to British fiction.	None	
ETG	4930	Special Topics in Information Technology	1-4	AS	EIT	Topics to be chosen by students and instructor permitting newly developing disciplinary special interests to be explored.	None	
ETG	4931	Special Topics in Technology I	1-5	EN	ESB	Special Topics in Technology.	None	
EUH	2011	Ancient History I	3	AS	HTY	An introductory survey of ancient history. EUH 2011 treats the ancient Near East, Egypt and Greece from the origins of civilization to the Hellenistic kingdoms following the death of Alexander the Great.	None	HP
EUH	2022	The Medieval West	3	AS	HTY	An introductory survey of medieval history. EUH 2022 examines the European and Mediterranean worlds, exploring the evolution and transformation of beliefs, institutions and social structures, ca. 500-1500.	None	HP
EUH	2031	Modern European History II	3	AS	HTY	This course explores the social, political and economic forces which have shaped Europe over the past two hundred and fifty years.	None	HP
EUH	3142	Renaissance and Reformation	4	AS	HTY	A history of Europe from the Renaissance to the Thirty Years' War (1400-1618). The cultural, social, and economic characteristics will provide the framework for artistic, philosophical, religious, and political developments.	None	
EUH	3181	Medieval Culture	4	AS	HTY	A survey of thought, culture, and art in the Middle Ages. Medieval attitudes as manifested in literature, art, philosophy, education, and religion; with emphasis upon Medieval man's changing perception of himself and his world.	None	
EUH	3188	Medieval Society	4	AS	HTY	A study of the daily life and attitudes of the medieval nobleman, peasant, townsmen, and the agrarian-urban economy and society which affected their lives.	None	
EUH	3189	Medieval Politics	4	AS	HTY	An inquiry into the nature, distribution, and use of political power during the Middle Ages, in such institutions as feudalism, monarchy, cities, and the church.	None	
EUH	3202	History of 17th and 18th Century Europe	4	AS	HTY	A history of Europe from the beginning of the Thirty Years' War to the outbreak of the French Revolution. Political and intellectual developments will be assessed in the light of society and the economy.	None	
EUH	3205	History of Nineteenth Century Europe	4	AS	HTY	A comparative study of economic, political, social, and intellectual developments in nineteenth century Europe.	None	
EUH	3401	Classical Greece	4	AS	HTY	A study of ancient Greece focusing on the brilliant period following the Persian Wars, but embracing as well the formative Bronze, Middle and Archaic ages, and the decline culminating in the conquest of Greece by Philip II of Macedon in 338 B.C.	None	
EUH	3402	Age of Alexander	4	AS	HTY	A study focusing on the career of Alexander the Great and on the Greek and Macedonian conquest of Imperial Persia. Also treated are the great Hellenistic kingdoms prior to Rome's conquest of the eastern Mediterranean.	None	
EUH	3412	Roman Republic	4	AS	HTY	A study of the Roman Republic from 509 B.C. to the assassination of Julius Caesar in 44 B. C., with a prelude treating Rome's early development under royal rule. Political growth and change provide the framework for the treatment.	None	
EUH	3413	Roman Empire	4	AS	HTY	A study of Imperial Roman from the assassination of Julius Caesar in 44 B.C. to the death of the emperor Constantine in A.D. 337. Emphasized is Rome's government of a vast Mediterranean empire including much of the near East and Europe.	None	
EUH	3501	British History to 1688	4	AS	HTY	A study of major developments in British history from the 15th century to 1688.	None	
EUS	3022	Russia	3	AS	INT	Area study courses are multi-disciplinary in nature and deal with one or more countries of a region. Each course combines some measure of political, economic, historical, religious, geographic, anthropological, and sociological analysis in dealing with salient features and current problems.	None	SS ALAMEA
EVR	2001	Introduction to Environmental Science	3	AS	ESP	An introductory lecture course linking the human and physical/biological world. The course will develop an understanding of population and resource interactions.	None	NS
EVR	2001L	Environmental Science Lab	1	AS	ESP	A laboratory course linking the human and physical/biological world. The lab will develop an understanding of population and resource interactions and complement the lecture course. Field trips.	None	
EVR	2002	Environmental Science: Regional and Global Issues	3	AS	ESP	Students will learn how the environment functions and how humans, through social, political and economic activities, are creating a degraded, dysfunctional environment.	None	NS
EVR	2861	Introduction to Environmental Policy	3	AS	ESP	An introduction to environmental policy using class lectures, student projects, and independent readings. Emphasis will be placed on understanding basic policy mechanisms and major policy actions relating to environmental issues at the local, national and international level.	None	
EXP	4204C	Perception	3	AS	PSY	Topics include sensory and physiological bases of perception and how people process relevant information in their environments.	PSY 3213 with a grade of C or better or CI	
EXP	4304	Motivation	3	AS	PSY	A survey of motivational processes and mechanisms from physiological and psychological viewpoints.	PSY 3213 with a grade of C or better or CI	
EXP	4404	Psychology of Learning	3	AS	PSY	Survey of methods, empirical findings, and theoretical interpretations in conditioning and instrumental learning.	PSY 3213 with a grade of C or better or CI	
EXP	4640	Psychology of Language	3	AS	PSY	Historical survey of relations between psychology and linguistics leading to the emergence of psycholinguistics as a field of study. The current status of theory and research in the field will be covered.	PSY 3213	
EXP	4680C	Cognitive Psychology	3	AS	PSY	Survey of methods, empirical findings, and theoretical interpretations of human learning, information processing, verbal learning, and judgment and decision-making.	PSY 3213 with a grade of C or better or CI	
FIL	2000	Film: The Language Of Vision	4	TA	ART	Exploration of the history of creative filmmaking from its beginnings to the present time. Open to both majors and non-majors.	None	6A FA
FIN	2100	Personal Finance	3	BU	FIN	Survey of the problems and techniques of personal financial planning. Includes consumer credit, insurance, home ownership, and personal investing, with attention given to current economic and legal constraints.	Not available for credit to upper-level students who have been admitted to the College of Business. May not be counted toward major requirements in FIN or GBA.	

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FIN	3233	Money and Banking	3	BU	FIN	Examines the structure and operations of the U.S. monetary system, commercial banking, central banking, money, and capital markets, and provides an introduction to monetary theory and policy.	ECO 2013.	
FIN	3403	Principles of Finance	3	BU	FIN	Study of the processes, decision structures, and institutional arrangements concerned with the use and acquisition of funds by a firm. Includes the management of the asset and liability structure of the firm under certain and risky situations. The financial decision process will include and recognize the international as well as domestic aspects of financial management.	ACG 2071, ECO 2013, and ECO 2023	
FIN	3604	International Finance	3	BU	FIN	Study of factors affecting international business, assessment of risks, international managerial finance, institutions and instruments of international business finance.	FIN 3403	
FIN	4303	Financial Institutions and Markets	3	BU	FIN	A study of financial institutions and their roles in the capital markets; includes the savings allocation, investment, and financial decision making processes.	FIN 3403	
FIN	4414	Advanced Corporation Finance	3	BU	FIN	An examination of the financial policies of corporations, with special reference to dividend policy, financial structure, capital expenditures, acquisitions, mergers, and reorganizations.	FIN 3403	
FIN	4443	Financial Policies and Strategies	3	BU	FIN	A senior seminar for majors in Finance. Primarily a case course examining financial policies and the application of financial analysis to alternative strategies.	FIN 4414	
FIN	4453	Finance Information Technology	3	BM	FIN	Students develop an understanding of the data and computer technology resources available for use in analyzing financial markets. Traditional financial models and theories are examined and evaluated via statistical and regression analysis. Non-majors ok.	FIN 3403	
FIN	4461	Financial Statement Analysis	3	BU	FIN	Provides an understanding of the relationship between financial statements produced in accordance with GAAP and the informational content such statements provide. After completing the course, the student should have a better understanding of the usefulness of published financial statements to various users in a variety of circumstances.	FIN 3404	
FIN	4504	Principles of Investments	3	BU	FIN	Survey of the risks and returns of investment media in relation to the investment objectives of individual and institutional investors. Includes an examination of the capital markets, information flows, and analytical techniques in terms of their impact on the valuation process.	ECO 2013 and FIN 3403	
FIN	4514	Advanced Investment Analysis and Management	3	BU	FIN	A comprehensive study of security analysis and portfolio management. The course will utilize a quantitative approach to investment selection and management.	FIN 4504	
FIN	4915	Independent Research	1-3	BU	FIN	The research project will be mutually determined by the student and instructor.	CI, CC. Individual study contract with instructor and department chairperson	
FIN	4934	Selected Topics in Finance	1-3	BU	FIN	Topics to be selected by instructor and department chairperson on pertinent finance issues.	None	
FRE	1120	Beginning French I	4	AS	WLE	The first course in the study of elementary French. Emphasis on the development of basic skills in comprehension, speaking and reading.	FRE 1120L	
FRE	1120L	Beginning French I Laboratory	1	AS	WLE	A laboratory designed to offer additional practice using various instructional technologies and media.	FRE 1120. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. S/U only	
FRE	1121	Beginning French II	4	AS	WLE	A continuation of FRE 1120.	FRE 1120 or equivalent. CR: FRE 1121L	
FRE	1121L	Beginning French II Laboratory	1	AS	WLE	A laboratory designed to offer additional practice using various instructional technologies and media.	FRE 1121. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. S/U only	
FRE	4392	African Images in Francophone Film	3	AS	WLE	This is a film based course and technologically enhanced course which will look at cultural, socio-economic, political and gender issues in French speaking Africa. Course materials will be available in English and French.	None	HP AF SS ALAMEA
FRT	3140	French Literary Masterpieces in English Translation	3	AS	WLE	A survey of the major literary works of France, tracing not only literary but also intellectual and cultural history from the Middle Ages to the present.	Junior or senior status, completion of ENC 1101 and ENC 1102 or their equivalent.	6A LW
FSS	3231	Introduction to Food Production Management	3	HM	HRM	Food preparation, standards and techniques in commercial food production and service. Factors affecting the quality of food, practical experience in food production and service, in accordance with food standards, sanitation & safety and cost control.	None	
GEB	4890	Strategic Management and Decision Making	3	BU	GBA	This capstone course focuses on helping students develop a top-level executive perspective on managing a business, and requires students to integrate the theoretical and functional area concepts, principles, and skills learned in previous coursework.	Senior standing and FIN 3403, MAN 3025, MAR 3023	MW
GEB	4905	Independent Study	1-3	BU	GBA	Specialized independent study determined by the student's needs and interests.	CI. S/U only	
GEO	2371	Introduction to Earth Systems Science	3	AS	GPY	This course provides a general overview of the earth, the inter-relationship between its functional systems, and a review of human impacts on the earth system at all scales.	For non-majors only	NS
GEO	3602	Urban Geography	4	AS	GPY	Spatial analysis of urban areas; growth, location, spacing, and size. Development, site, situation, internal structure, and hinterland are considered.	GEO 2400 or CI	
GEO	4340	Natural Hazards	4	AS	GPY	Examination of the physical, social, economic, political and cultural forces that create the phenomena of natural hazards. Case studies from around the world will include floods, droughts, tornadoes, hurricanes, freezes, heat waves, wild fires, earthquakes, tsunamis, and volcanoes.	Junior or Senior Standing	
GEY	2000	Introduction to Gerontology	3	BC	GEY	This course is designed to be an introduction to the study of aging. The aging process is viewed from a multi-disciplinary perspective including the biological, psychological, and sociological aspects of aging.	None	SS ALAMEA
GEY	3323	Community Services for Older Adults	3	BC	GEY	This class is designed to introduce students to services available to older adults and to careers in the field of aging services. Content includes theoretical and practical issues, as well as exposure to opportunities for service and employment.	None	
GEY	3601	Physical Changes and Aging	3	BC	GEY	A survey of normal and pathological physical changes occurring from middle age through older age. Course emphasis will be on basic age-related changes and their implications for behavior in older age.	None	

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GEY	3625	Sociological Aspects of Aging	3	BC	GEY	Consideration of human aging in a broad sociocultural context. Course emphasis will be on historical, philosophical, and demographic aspects of aging, theories of social gerontology, attitudes toward aging and the aged, and cross-cultural perspective.	None	SS AF ALAMEA
GEY	4322	Gerontological Case Management	3	BC	GEY	This course examines the role and function of case management in meeting the care needs of the older adult. All aspects of case management practice are covered, including the elements of the case management process as well as ethical and legal issues.	None	
GEY	4360	Gerontological Counseling	3	BC	GEY	An introduction to the study of the major mental health problems of the elderly. Current approaches to counseling the elderly in community and institutional settings are discussed.	None	
GEY	4608	Alzheimer's Disease Management	3	BC	GEY	This course will provide instruction on effective approaches for providing care to persons with Alzheimer's Disease and related disorders in residential and home care settings. The major dementing disorders and typical behaviors presented by patients are presented along with strategies for successful behavior management. Building a dementia program and building dementia care teams are also covered.	GEY 2000 or GEY 3326	
GEY	4612	Psychology of Aging	3	BC	GEY	A comprehensive overview of psychological aspects of aging. Topics will include age-related changes in sensation/perception, cognition, and personality, as well as application to late-life psychopathology.	None	SS
GEY	4641	Death and Dying	3	BC	GEY	A broad overview of the basic concepts and psychosocial issues relating to the meaning of loss and death, the process of death, and the experience of grieving. Health care practices are considered along with community resources.	None	SS
GEY	4647	Ethical and Legal Issues of Aging	3	BC	GEY	A consideration of the major ethical and legal issues in aging and their implications for policies, priorities, and services.	None	SS MW
GEY	4900	Directed Readings	1-3	BC	GEY	A reading program with topics in gerontology conducted under the supervision of a faculty member.	CI	
GEY	4917	Directed Research	1-4	BC	GEY	This course will provide Undergraduate Students with an opportunity to engage in an agreed upon research project under the supervision of a professor. The course is open to any major and is repeatable for credit.	None	
GEY	4935	Special Topics in Gerontology	3	BC	GEY	Courses on topics such as preretirement, mental health, human services organization, nursing home administration, the older woman, and elder abuse will be offered.	None	
GEY	4945	Field Placement	1-9	BC	GEY	Internship in an agency or community setting. A full-time assignment to an agency or organization, engaged in planning or administering programs for older people if in the BA program (6 hours), or to a nursing home if in the BS program (9 hours).	CI. Subject to availability of internship sites approved by the School of Aging Studies.	
GIS	3006	Computer Cartography	4	AS	GPY	An introduction to the concepts underlying modern, computer-based mapping and to the collection and storage of digital spatial data.	None	
GIS	5049	GIS for Non-Majors	3	AS	GPY	An introduction to the concepts underlying digital thematic mapping and geographical information systems (GIS) for non-geography majors and non-geography graduate students.	None	
HFT	3003	Introduction to Hospitality and Tourism	3	HM	HRM	An overview of the hospitality industry, including all of its related fields: restaurant; lodging; meetings, conventions and expositions. Also featured are the applications of the general marketing, human resources, leadership, and management.	None	
HFT	3263	Restaurant and Catering Management	3	HM	HRM	Management of food and beverages as they relate to planning, production, supervision and cost control in restaurants and catering food services, with emphasis on techniques of food preparation, menu merchandising, food safety, bar services and wine list.	HFT 3424, FSS 3231	
HFT	3423	Hospitality Information Systems	3	HM	HRM	The study of management information systems in the hospitality management industry. The students will evaluate software and hardware computer systems and application software being used in the hospitality industry and develop selection strategies.	ISM 3011, HFT 3003	
HFT	3424	Cost Control in Hospitality Operations	3	HM	HRM	Provides students with a thorough understanding of hospitality financial accounting concepts. The emphasis of the course is to use accounting information in making managerial decisions and to prepare and understand hospitality financial statements.	HFT 3003, FIN 3403, MAN 3025	
HFT	3503	Hospitality Marketing and Sales	3	HM	HRM	Principles of marketing and sales and practical application in hospitality marketing philosophies; the marketing mix; product differentiation; corporate travel market; and the association, convention, and trade show market.	MAR 3023	
HFT	3603	Law and Security for the Hospitality Industry	3	HM	HRM	Functions of the law, legal environment and legal reasoning. An overview of the security issues in the hospitality industry. The law pertaining to contracts, workmen's comp and the impact of law on economic enterprise in the hospitality industry.	HFT 3003	
HFT	3700	Tourism Management	3	HM	HRM	Introductory course to the world of travel and tourism. Topics covered are cultural tourism, eco-tourism, sociology of tourism, tourism components and supply, tourism development, the economic role of tourism demand, and the marketing of tourism.	None	
HFT	3861	Beverage Management	3	HM	HRM	An introduction to the identification, use and service of wines, spirits, and other alcoholic beverages. An in-depth analysis of beverage operations to include selection/storage, inventory, purchasing, sales/promotion/merchandising, profits and bar management.	None	
HFT	4221	Human Resources Management	3	HM	HRM	Designed to educate new managers and supervisors in the complex issues involved in a comprehensive human resource program and its importance to hotel and restaurant business. Workmen's Compensation, ADA, training, unions, EEO and discrimination issues.	HFT 3003, MAR 3023	
HFT	4253	Lodging Management	3	HM	HRM	Principles, practices, and procedures of managerial functions as they relate to the operation of hotels. Training, conflict resolution, total quality management, crisis management, employee empowerment and service standards are focus of team building.	HFT 3003, MAR 3023	
HFT	4323	Facilities Management in Hospitality Operations	3	HM	HRM	Engineering aspects of hospitality establishments, preventive maintenance procedures, energy conservation, waste management, pollution control, life safety systems, and facilities design and layout, air conditioning lighting, sound control.	HFT 3003	
HFT	4471	Management Accounting and Finance in Hospitality	3	HM	HRM	Financial functions in hospitality, interpret hospitality financial statements, capital investment decision making, financial instruments and concepts. Analytical modeling for hospitality operations, including ratio analysis and capital budgeting tools.	FIN 3403, HFT 3003, HFT 3424	
HFT	4853	Restaurant Trends and Challenges Seminar	3	HM	HRM	Advanced level course focusing on contemporary management issues and challenges facing the foodservice and hospitality industries. Topic covered will be applicable to current trends applicable to a variety of situations.	Senior standing.	

SUBJ	NUM	FULLTITLE	CR	COL	DEPT	DESC	PR	Gen Ed Code
HFT	4930	Special Topics in Hospitality	1-3	HM	HRM	Topics to be selected by instructor and department chairperson for pertinent Hospitality Management issues.	HFT 3003	
HFT	4936	Hotel Management Seminar	3	HM	HRM	Advanced level course focusing on current problems and trends in hotel management and the hospitality industry.	Senior standing.	
HFT	4945	Advanced Internship	3	HM	HRM	Coordinated hospitality training combines practical experience with didactic academic analysis. Principles, theory and standard practices applied to operational situations. S/U only.	HFT 3003	
HIS	3930	Special Topics	2-4	AS	HTY	This course is designed to emphasize a selected historical problem or issue that is meaningful and challenging to the student. A variety of instructional approaches will be taken to the material. Topics will be changed each semester.	None	
HIS	3938	Major Issues in History	3	AS	HTY	This course is an interdisciplinary examination of the historical relationship between (broadly) Asia and the West. It offers non-historians the opportunity to understand the dynamic between past and its interpretation.	None	MW
HIS	4104	Theory of History	4	AS	HTY	An analysis of the foundations of historical knowledge and historical methodology. Includes a survey of historical thinking and writing from ancient times to the present.	History major status and 2.25 HTY major GPA required.	
HIS	4900	Directed Reading	1-4	AS	HTY	Arrangement with instructor prior to registration. Readings in special topics.	CI	
HIS	4936	Pro-Seminar in History	4	AS	HTY	Advanced topics in the various fields of history. Emphasis on discussion of assigned readings and on research and writing of a major paper.	History major status and 2.25 HTY major GPA required.	6A MW
HLP	4722	Health and Physical Education for the Child	2	ED	EDE	The course helps elementary education majors understand the health, and developmental needs of K-6 children and to learn the role of the classroom teacher in providing health services, healthy environments, and health & physical ed. instruction.	None	
HSC	3301	Health, Safety, Nutrition and Motor Skills for the Young Child	3	ED	EDP	Provide students with the knowledge to teach developmentally appropriate motor activities; to provide continuous health services; create and maintain a healthy learning environment; and sequence appropriate health instruction for Pre-K through 3rd grade students.	None	
HSC	3541	Human Structure and Function	3	PH	CFH	This course is designed to introduce the structural levels of the body beginning with chemicals and progressing through cells, tissues, organs and systems with emphasis on homeostasis, stress and feedback systems. Not restricted to majors.	None	NS
HUM	4938	Major Issues in the Humanities	3	AS	HCS	The study of an important topical issue in the Humanities. Materials representing diverse views relating to that issue will be read, and works of art in different media that have relevance to the debate will be studied. Available to majors and non-majors.	None	MW
IDH	4000	Honors Program Seminar: Major Works/Majors Issues	4	HC	HON	This course explores major works and major issues in a variety of disciplines. Each section will be devoted to content in a different academic area.	IDH 2010	
IDH	4910	Undergraduate Research	0-4	HC	HON	A supervised program of interdisciplinary research in areas of specific interest. Open to all USF students by application through the undergraduate research coordinator.	DPR	
IDH	4950	Honors Project	1-4	HC	HON	A program of independent research or study in areas of specific interest working under the supervision of a faculty mentor. Restricted to Honors College students.	None	
IDH	4970	Honors Thesis	3	HC	HON	The development and public presentation of a senior thesis under the direction of a mentor. Course is taken for 2 semesters.	Senior Honors Standing	
INP	4004	Industrial Psychology	3	AS	PSY	Applications of psychological principles to industry. Topics include: selection, training, motivation, job satisfaction, supervision, decision-making.	PSY 3213 with a grade of C or better or CI	
INR	2002	Introduction to International Relations	3	AS	POL	Concepts and analytical tools applied to events such as politics among nations, control of foreign policies, types of actors, war and peace.	None	
INR	3018	World Ideologies	3	AS	INT	A course which details and examines the ideologies of today's independent countries; analyzing them in their political, social, cultural and historical context.	None	MW
INR	3033	International Political Cultures	3	AS	INT	This course will explore ways in which culture influences the nature of government, economic success or failure, and constructive and destructive modes of self and social identification.	None	MW
INR	3102	American Foreign Policy	3	AS	POL	Analysis of the development and scope of United States foreign policy, emphasizing goals and objectives, policy formulation and implementation, themes and issues.	None	
INR	3202	International Human Rights	3	AS	INT	This courses explores the evolution of international rights from the Greeks to the present. It examines human rights issues in major regions of the world.	None	MW
INR	3336	Intelligence and U.S. Foreign Policy	3	AS	INT	An examination of the role of intelligence and the intelligence community in U.S. foreign policy, with emphasis on the period since World War II.	None	
INR	4035	International Political Economy	3	AS	POL	Analysis of the development and politics of the international economic system, focusing on questions of cooperation and conflict in trade, aid, and investment relationships.	None	
INR	4083	Conflict In The World	3	AS	INT	An interdisciplinary course examining theories of conflict, conflict resolution processes and strategies, theories and peacemaking strategies, and the concept of Early Warning Systems related to the outburst of conflict.	Junior/Senior standing	MW
INR	4900	Directed Readings	1-3	AS	INT	A supervised program of intensive reading of interdisciplinary materials in areas of specific interest.	CI	
INR	4910	Directed Research	1-3	AS	INT	A supervised program of interdisciplinary research in areas of specific interest.	CI	
INR	4931	Selected Topics	1-4	AS	INT	Interdisciplinary studies with course content dependent on student demand and instructor's interest.	None	
ISM	3011	Information Systems in Organizations	3	BU	QMB	An introduction to the language, concepts, structures and processes involved in the management of information systems including fundamentals of computer-based technology and the use of business-based software for support of managerial decisions.	CGS 2100 or equivalent	
ISM	3113	Systems Analysis and Design	3	BU	QMB	The course presents concepts, procedures, and tools needed to build computer-based information systems. The objective is to develop project management, data collection, analysis, design, testing and documentation skills.	CP: ISM 3011 with a grade of "C" or better (not C-).	
ISM	3232	Business Application Development	3	BU	QMB	Presentation of business application development using an object-oriented programming language. Good program design techniques are emphasized. Business applications are developed.	CP: ISM 3011 with a grade of "C" or better (not C-).	
ISM	3431	Operations and Supply Chain Processes	3	BU	QMB	This course will provide a contemporary overview of operations management with special emphasis on supply chains and services. Both concepts for successful managers and common tools used to build, manage, and improve systems will be covered.	QMB 2100, ACG 2071, with grade "C" or better (not C-).	

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ISM	4212	Database Design and Administration	3	BU	QMB	An introduction to the concepts and principles of database management. Provides potential designers, users and managers of database systems with an understanding of physical vs. logical representations, data modeling, implementation, and data management.	ISM 3113 with a grade of "C" or better (not C-).	
ISM	4220	Business Data Communications	3	BU	QMB	Fundamentals of data communication, including network architectures, communication protocols, transmission standards, and internetworking. Basic concepts in distributed computing will also be covered.	ISM 3011 with a grade of "C" or better (not C-).	
ISM	4233	Information System Interface Design	3	BU	QMB	An introduction to theories of human-computer interaction and the principles and practices of information system interface design, evaluation, and integration. Students develop programs utilizing various user interface design techniques.	ISM 3232 with a grade of "C" or better (not C-).	
ISM	4234	Object-Oriented Design and Development	3	BU	QMB	This course presents an object-oriented approach to software development of business information systems. Students will learn to create object models of the business world and to develop information system designs based on these objects.	ISM 3232 with a grade of "B" or better	
ISM	4300	Managing Information Resources	3	BU	QMB	Current issues in information systems management focusing on managing computer resources and social issues such as ethics, privacy, and legal issues including intellectual property.	ISM 4212 and ISM 4220with grades of "C" or better (not C-).	
ISM	4382	Global Information Systems	3	BU	QMB	Role of information technology in global business organizations and challenges in building information systems to enable global operations.	ISM 3011 with a grade of "C" or better (not C-).	
ISM	4400	Decision Support Systems	3	BU	QMB	Study of quantitative analysis tools and their use in organizational decision making. Emphasis on a structured approach to making common business decisions, demonstrating several forms of mathematical modeling and other management science techniques.	QMB 3200, ISM 3011, with a grade of "C" or better (not C-).	
ISM	4480	Electronic Commerce Systems	3	BU	QMB	Familiarize students with the opportunities and challenges associated with e-commerce and its business models, to explore the underlying technologies used in implementing e-commerce systems, and to develop the skills needed to manage effective Web sites.	ISM 3011 with a grade of "C" or better (not C-), MIS major or CC	
ISM	4930	Selected Topics in MIS	1-3	BU	QMB	Selected topics in MIS.	None	
ISM	4950	Independent Research	1-6	BU	QMB	Individual study contract with instructor and department chairperson required. The research project will be mutually determined by the student and instructor.	CI	
ISS	3013	Introduction to the Social Sciences	3	AS	ISS	Integrates the range of social science fields into a global interdisciplinary perspective. Views social institutions and issues from perspectives of changing paradigms.	Pre or co- requisite STA 2122	
ISS	3300	Research Methods in Social Sciences	3	AM	ISS	This course introduces students to the methodologies used in social science research. It covers both qualitative and quantitative research design, sampling, measurement, analysis, and critical evaluation of scholarly literature.	ISS 3013	
ISS	3930	Selected Topics in the Social Sciences	1-4	AS	ISS	Interdisciplinary studies of varying topics, with course content dependent on student demand and instructor's interest.	ISS 3013	
ISS	4910	Directed Research	1-3	AS	ISS	A supervised program of interdisciplinary research in areas of specific interest.	CI	
ISS	4935	Seminar in the Social Sciences	3	AS	ISS	The seminar which caps the interdisciplinary major. Weds personal curiosity with the application of theoretical models to research on salient social issues.	Senior standing and ISS 3010 or CI.	MW
ISS	4939	Senior Capstone Seminar in ISS	3	AM	ISS	This course facilitates the completion of an interdisciplinary capstone project that showcases the skills students have acquired throughout their course of study in the major. A selected topic is used to illustrate the interdisciplinary research process.	ISS 3300, STA 2122, senior standing	
ISS	4940	Internship in Interdisciplinary Social Sciences	1-4	AP	ISS	Individual guidance in a selected internship. Restricted to majors. Nonrepeatable.	ISS Majors only	
LAE	4314	Teaching Writing in the Elementary School, Grades K-6	3	ED	EDE	The purpose of this course is for students to understand children's writing development and to design and implement instructional strategies for teaching composition in an integrated Language Arts curriculum.	Elementary Education majors or CL	
LAE	4414	Teaching Literature in the Elementary School, Grades K-6	3	ED	EDE	This course involves the selection, evaluation, and use of fiction, nonfiction, and poetry for instructional, informational, and recreational purposes in childhood education.	None	6A LW
LDR	3263	Community Leadership Practicum	3	US	STL	This course involves the transference of leadership theories into practice. It provides a practical forum for students to examine and develop personal leadership skills.	LDR 2010 or LDR 4104 with a minimum grade of C-.	
LDR	3331	Leading in the Workplace	3	US	STL	Explores the complex challenges of leadership through the examination of leaders and workforce situations. Designed to view leadership as a process focusing on the leader, the followers, and real-world workplace situations. Appropriate for working adults.	Junior Standing	
LDR	3930	Selected Topics in Student Leadership	0-4	US	STL	Course content will depend upon the interest of the faculty member and student demand. Repeatable up to 15 credits.	None	
LDR	4104	Theories of Leadership	3	US	STL	Focuses on historical and modern views of leadership. It is designed to assist students analyzing and understanding the historical, social, political aspects of leadership theories and styles as well as the application of leadership theories in settings.	LDR 2010 with a minimum grade of C-.	
LDR	4114	Survey of Leadership Readings	3	US	STL	Survey of historical and contemporary writings on leadership skills and practices. Examines the contextual manner in which the leader functions.	None	
LDR	4204	Ethics and Power in Leadership	3	US	STL	Course reviews arguments for ethics in leadership as proposed by both contemporary and ancient leadership theories. It also examines theories of power and authority, and seeks answers to the apparent dilemmas through applied moral theory and psychology.	None	
LIN	3801	Language and Meaning	3	AS	WLE	A survey introduction for non-specialists to the basic principles of semantics and the way language conveys ideas. This course is also available on WUSF/TV Channel 16 by the O.U. Program.	None	6A
LIN	4671	Traditional English Grammar	3	AS	ENG	A course primarily using the sentence diagram to present a detailed analysis of the parts of speech, verb tenses, sentence functions, and other basic grammatical classifications of traditional English grammar.	None	
LIN	4680	Structure of American English	3	AS	ENG	An introductory survey of traditional, structural, and generative transformational grammars and their techniques for the analysis and description of linguistic structure in general, and contemporary American English, in particular.	None	
LIS	5020	Foundations of Library and Information Science	3	AS	LIS	Introduction to the study of library and information science, history; organization; specialized literature; outstanding leaders; current trends, issues, and problems; the place of the information agency in society with its contributions to that society.	None	
LIS	5937	Selected Topics in Library Studies	1-4	AS	LIS	Covers a variety of topics in such areas as collection development, reference services, technical services, and administration.	None	

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LIT	2010	Introduction to Fiction	3	AS	ENG	A study of the short story and novel as literary forms; approached from an historical perspective though not restricted to any historical period. Will not count toward the English major.	None	6A HP
LIT	2030	Introduction to Poetry	3	AS	ENG	A study of the poem as literary form; approached from an historical perspective though not restricted to any historical period. Will not count toward the English major.	None	6A HP
LIT	2040	Introduction to Drama	3	AS	ENG	This course will introduce students to the literary form of drama as well as to the various "schools" of literary criticism. Will not count toward the English major.	None	6A HP
LIT	3022	Modern Short Prose	3	AS	ENG	This course for English majors and minors explores modern short prose in World, British, and American literatures; genres include the short story, the long short story, the short novel, and the essay. Not repeatable.	ENC 1101 and ENC 1102.	
LIT	3031	Survey of Poetry	3	AS	ENG	A chronological sampling of the major poems written in English from the Middle Ages to the present. Recommended as the first literature course in the CRW (Poetry emphasis) Option.	None	
LIT	3043	Modern Drama	3	AS	ENG	A study of such modern and contemporary dramatists as Ibsen, Strindberg, Chekhov, Pirandello, Shaw, O'Neill, Pinter, Stoppard, Brecht, Beckett, and Ionesco.	None	
LIT	3093	Contemporary Literature	3	AS	ENG	An introduction to the fiction, poetry, and drama written since 1945--American, British, Continental, or Multicultural. Focus may be on one, two, or all three genres or on works from any combination of nationalities.	None	
LIT	3101	Literature of the Western World Through the Renaissance	3	AS	ENG	A study in English of the great works of Western Literature from its beginnings through the Renaissance, including the Bible, Homer, Sophocles, Plato, Euripides, Virgil, Cicero, Dante, Petrarch, Machiavelli, and Rabelais, among others.	None	
LIT	3102	Literature of the Western World Since the Renaissance	3	AS	ENG	A study in English of the great works of Western Literature from the Neoclassic to the Modern Period, including such writers as Moliere, Racine, Voltaire, Dostoevsky, Chekhov, Ibsen, Kafka, Gide, Sartre, and Camus, among others.	None	
LIT	3103	Great Literature of the World	3	AS	ENG	A survey of world literature including samples from the ancient and modern era, Western and Eastern traditions, male and female writers, and various ethnic cultures. Focus on values/ethics, race, ethnicity and gender; thinking and writing skills. Will not count toward the English major.	None	6A MW LW
LIT	3144	Modern European Novel	3	AS	ENG	A study of the Modern European novel in translation as it developed from the nineteenth century to the present, including such writers as Dostoevsky, Flaubert, Kafka, Hesse, Camus, and Solzhenitsyn.	None	6A HP
LIT	3301	Cultural Studies and the Popular Arts	3	AS	ENG	A study of American and international cultures as they are represented in the film, fiction, and other cultural artifacts of various ethnic groups and nationalities. Focuses on values/ethics, race, ethnicity and gender; thinking and writing skills. Will not count toward the English major.	None	6A MW LW
LIT	3374	The Bible As Literature	3	AS	ENG	Major emphasis on literary types, literary personalities of the Old (Fall semester) and New (Spring semester) Testaments, and Biblical archetypes of British and American literary classics. Focuses on values/ethics, race, ethnicity and gender; thinking and writing skills. May be taken twice for credit with different subject matter. May count once toward the major.	None	6A MW
LIT	3383	The Image of Women in Literature	3	AS	ENG	This course seeks to trace the origins of contemporary views about women, to analyze major Eastern and Western literary portrayals of women, to examine ideas about women's roles, and to compare and contrast cultural and racial images of women. Will not count toward the English major.	None	6A MW LW
LIT	3410	Religious and Philosophical Themes	3	AS	ENG	Theological and philosophical ideas, allusions, and symbols in the writings of Dostoevsky, Nietzsche, Mann, Joyce, Eliot, Camus, Sartre, among others.	None	
LIT	3451	Literature and the Occult	3	AS	ENG	An introduction to the occult tradition as a major ingredient in English, Continental, American, and Multicultural literature. Focuses on values/ethics, race/ethnicity and gender; thinking and writing skills. Will not count toward the English major.	None	6A MW LW
LIT	4386	British and American Literature by Women	3	AS	ENG	Survey of women's literary tradition in England and America from the seventeenth century to the present. Thematic focus includes self, marriage, sexuality, madness, race and generations. Writing intensive.	None	6A
LIT	4930	Selected Topics in English Studies	1-4	AS	ENG	The content of the course will be governed by student demand and instructor interest. It will examine in depth a recurring literary theme or the work of a small group of writers. Special courses in writing may also be offered under this title. May be taken twice for credit with different topics	None	
MAC	1105	College Algebra	3	AS	MTH	Concepts of the real number system, functions, graphs, and complex numbers. Analytic skills for solving linear, quadratic, polynomial, exponential, and logarithmic equations. Mathematical modeling of real life applications. College Algebra may be taken either for General Education credit or as preparation for a pre-calculus course.	C (2.0) or better in MAT 1033, or 490 or better SAT Math score, or 21 or better ACT Math score, or 90 or better Elementary Algebra CPT score, or 40 or better College-Level Math CPT score. No credit for students with prior credit for MAC 1140 or MAC 1147.	6A QM
MAC	1140	Precalculus Algebra	3	AS	MTH	Review of functions and graphs. Analytic geometry including conic sections and rotation of axes, systems of equations including matrix algebra and determinants, sequences and series including Binomial Theorem.	C (2.0) or better in MAC 1105, or 550 or better SAT Math Score, or 24 or better ACT Math Score. CP: MAC 1114	6AQM
MAC	1147	Precalculus Algebra and Trigonometry	4	AS	MTH	This is an accelerated combination of MAC 1140 and MAC 1114; this course is best for students who have already seen some trigonometry. See the descriptions of MAC 1140 and MAC 1114.	C (2.0) or better in MAC 1105, or 550 or better SAT Math score, or 24 or better ACT Math score, or 60 or better College-Level Math CPT score. No credit for students with credit for either MAC 1140 or MAC 1114.	6A QM

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MAC	2233	Business Calculus	4	AS	MTH	Linear equations and functions, mathematics of finance, differentiation and integration of algebraic, exponential and logarithmic functions with applications to business, finance and economics.	C (2.0) or better in MAC 1105, or C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or 590 or better SAT Math score, or 26 or better ACT Math score, or 78 or better College-Level Math CPT score. No credit for mathematics majors.	6A QM
MAD	3107	Discrete Mathematics	3	AS	MTH	An introduction to some of the aspects of discrete mathematics that are fundamental to digital computing. Topics include sets, numbers, algorithms, Boolean algebra, computer arithmetic, elementary combinatorics and an introduction to graph theory.	MAC 2281 or MAC 2311. No credit for Mathematics majors	6A
MAE	4310	Teaching Elementary School (K – 6) Mathematics I	3	ED	EDE	Methods for teaching number ideas, computation skills, and mathematical reasoning in elementary (K – 6) classrooms.	Admission to College of Education and two college level mathematics courses	
MAE	4326	Teaching Elementary School (K – 6) Mathematics II	3	ED	EDE	Methods for teaching informal geometry, measurement, probability, statistics, and algebraic thinking for elementary school (K – 6) classrooms.	MAE 4310	
MAN	3025	Principles of Management	3	BU	MAN	Examines intrapersonal, interpersonal, group/team, organizational, and environmental (both stakeholder and societal) factors influencing the management task.	Junior standing	
MAN	3240	Organizational Behavior Analysis	3	BU	MAN	The course covers research literature relevant to organizational functioning including behavioral effects of power and authority, formal organization, structural variation, leadership, motivation, and communication.	MAN 3025	
MAN	3301	Human Resource Management	3	BU	MAN	To develop a broad exposure to new approaches, techniques, and future trends in the management of personnel. A study of the major functions in personnel including job analysis, manpower planning, selection, performance evaluation, training, and wage and salary administration.	None	
MAN	4282	Organizational Assessment	3	BU	MAN	The analysis and measurement of factors which influence organizational effectiveness and the quality of work life. Data based cases will be used by students to assess managerial and supervisory skills and to measure organizational functioning and work design.	MAN 3240	
MAN	4402	Employment Laws	3	BU	MAN	Federal and state regulation of the employment relationship, including wage and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers' compensation, safety, health, employee's personal rights; collective bargaining legislation.	None	
MAN	4430	Seminar in Negotiations and Administration of Labor Agreements	3	BU	MAN	Case studies in contract negotiation, administration, grievance settlement, and arbitration. Assumes familiarity with industrial relations system.	None	
MAN	4504	Operations Management: A Systems Approach	3	BU	QMB	Studies the problems of "operations" in all types of enterprises in both the public and private sectors. Emphasis is placed on the application of various decision science methodologies to problem situations.	ISM 3431 or equivalent	
MAN	4600	International Management	3	BU	MAN	Examines the effects of international cultural differences on business practices within and outside the United States and provides methods to build synergies and establish/enhance competitive advantage via those differences.	MAN 3025, Senior Standing or CI	
MAN	4802	Entrepreneurship and Small Business Management	3	BU	MAN	Study of the factors involved in starting and managing a small- to medium-sized business. Emphasis on conduct of pre-business feasibility study, start-up of business, successful management of the firm, and options for succession or termination.	ACG 2021, ACG 2071, MAR 3023, or CI	
MAN	4804	Small Business Management Counseling	3	BU	MAN	Field application in small business settings by (a) analyzing an on-going small business and developing recommendations for making improvements; or (b) conducting a feasibility study for a new enterprise and developing a strategy for implementation if favorable.	MAN 4802 or CI	
MAN	4905	Independent Study	1-3	BU	MAN	Specialized independent study determined by the students needs and interests.	CI, S/U only	
MAN	4930	Selected Topics in Management	1-3	BU	MAN	Topics to be selected by instructor and department chairperson for pertinent Management issues.	None	
MAN	4931	Independent Research	1-4	BU	MAN	Individual study contract with instructor and department chairperson required. The research project will be mutually determined by the student and instructor.	CI	
MAR	3023	Basic Marketing	3	BU	MKT	Survey of the marketing of goods and services within the economy. Attention is paid to the impact of marketing on other functional areas of business as well as society.	Junior standing	
MAR	3400	Professional Selling	3	BU	MKT	A study of the stages of the professional selling process, and the role of sales in today's marketing environment. Emphasis on learning adaptive selling techniques and developing effective interpersonal communications skills. Sales careers are examined.	MAR 3023 or CI	
MAR	3613	Marketing Research	3	BU	MKT	A study of research methods and techniques applicable to problem solving in marketing. Attention is also given to defining information needs, determining the value of information, interpreting and reporting information for use in marketing decision making.	QMB 2100, MAR 3023	
MAR	3823	Marketing Management	3	BU	MKT	An applications oriented study of the marketing function at an intermediate level. Emphasis upon techniques for analysis and problem-solving. Builds upon the principles and concepts learned in MAR 3023, and provides a strong foundation for the remaining courses in the marketing curriculum.	MAR 3023	
MAR	4156	International Marketing	3	BU	MKT	A study of procedures and problems associated with establishing marketing operations in foreign countries. Includes the institutions, principles and methods involved in the solution of these business problems as well as the effects of national differences on business practices and buyer behavior.	MAR 3023	
MAR	4333	Promotion Management	3	BU	MKT	A study of the role of promotion in the marketing program of the firm, including the promotional tools available to the marketing manager and the various types of decisions made in the promotional area. Decision making process in development of a promotional program is emphasized.	MAR 3023 or CI	
MAR	4503	Buyer Behavior	3	BU	MKT	A study of the basic concepts of buyer behavior, including pre- and post-purchase attitudes and behavior patterns, information processing relating to the functional areas of marketing and the buyer's decision-making process. Managerial applications to marketing are emphasized.	MAR 3023	
MAR	4824	Marketing Management Problems	3	BU	MKT	The integration of marketing knowledge applied to decision roles in managing the total marketing effort of firms, and coordination with other major functional areas on specific problems.	Senior Standing, MAR 3823, MAR 3613, MAR 4333	

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MAR	4903	Independent Research	1-3	BU	MKT	Individual study contract with instructor and department chairperson required. The research project will be mutually determined by the student and instructor.	CI	
MAR	4905	Independent Study	1-3	BU	MKT	Specialized independent study determined by the students' needs and interests.	CI, S/U only	
MAR	4933	Selected Topics In Marketing	1-3	BU	MKT	Topics to be selected by instructor and department chairperson.	None	
MGF	1106	Finite Mathematics	3	AS	MTH	Concepts and analytical skills in areas of logic, linear equations, linear programming, mathematics of finance, permutations and combinations, probability, and descriptive statistics.	C (2.0) or better in MAT 1033, or 440 or better SAT Math score, or 19 or better ACT Math Score, or 72 or better Elementary Algebra CPT score	6A QM
MHS	5020	Foundations of Mental Health Counseling	3	BC	REH	A skill-building course on the utilization of one's self in mental health counseling relationships. Includes study of the origin, history, professional functions and current issues in the discipline of mental health counseling.	CC	
MHS	5480	Human Growth and Development	3	BC	REH	Human development theory as applied in psychotherapy and case management rehabilitation, mental health, and addiction settings.	RCS 5780, MHS 5020, Majors only	
MUH	2051	Folk And Traditional Music Of World Cultures	3	TA	MUS	A comparative survey of the stylistic traits and functions of folk and traditional music, both sacred and secular, of diverse Western and non-Western cultures. For non-majors and music education majors; may be taken by applied music majors.	None	FA AF ALAMEA
MUL	2111	Introduction To Music Literature	3	TA	MUS	A survey of representative music exemplars of the past and present with emphasis on the study of styles and form. Required for music majors.	MUT 1112 or DPR	6A HP FA
MUL	3001	Issues In Music	2-3	TA	MUS	Lectures and live performances by artist faculty of significant works from the literature for the piano; analysis and illustration in performance of the abstract and aesthetic elements in music which vitally concern the artist-performer.	Open only to non-music majors	FA AF ALAMEA
MUL	3011	Music in Your Life	3	TA	MUS	A study in the art of music and its materials, designed to develop an understanding of basic principles of music and a technique for listening to music.	Open only to non-music majors	FA
NUR	3066	Physical Examination and Assessment	2	NU	NUR	Focus is on the use of techniques and instruments necessary for the examination of infants, children and adults. Emphasizes assessment phase of critical thinking to enable student to perform evaluations of health status throughout the lifespan.	NUR 3026 and NUR 3026L	
NUR	3066L	Clinical Experience in Health Assessment - RN	1	NU	NUR	Clinical experience on history taking, physical assessment skills basic to biopsychosocial assessment and physical examination of adults and children. Emphasizes diagnostic reasoning and identification of alteration in functional health patterns.	Admission to nursing major of CI. CR: NUR 3066	
NUR	3125	Pathophysiology for Nursing Practice	4	NU	NUR	Central concepts of pathophysiology: cells, tissues, organs and systems. Provides essential knowledge base in pathophysiology across the lifespan for professional nursing practice.	Admission to the nursing major or CI	
NUR	3145	Pharmacology in Nursing Practice	3	NU	NUR	Focus on the basic and clinical concepts of pharmacology in nursing practice. Examines pharmacotherapeutics; pharmacodynamics; pharmacokinetics; adverse reactions and contraindications; therapeutic indications and nursing implications.	Admission to the nursing major or CI	
NUR	3805	Education Transitions for Registered Nurses	3	NU	NUR	Transition to professional nursing for the registered nurse, its theoretical perspective and empirical bases and essential skills for success in nursing education. Focus on developing a variety of learning strategies and approaches to academic achievement.	Admission to the nursing major	
NUR	3826	Ethical Legal Aspects in Nursing and Health Care	3	NU	NUR	Introduction to contemporary bioethical and legal issues confronting health care providers in a variety of settings. Focuses on identification of legal and ethical principles underlying the decision-making process in nursing and health care.	CI. Nursing Majors	MW
NUR	3843	Problem Solving and Critical Thinking in Professional Nursing I	1	NU	NUR	The course introduces the theoretical component of problem solving & critical thinking in professional nursing. The focus is developing critical thinking skills specific to problem solving in professional nursing.	Admission to the nursing major	
NUR	3844	Problem Solving and Critical Thinking in Professional Nursing II	1	NU	NUR	This course provides the opportunity for students to demonstrate achievement in problem solving and critical thinking in the nursing curriculum. The focus is applying critical thinking skills specific to problem solving in professional nursing.	NUR 3843	
NUR	4165	Nursing Inquiry	3	NU	NUR	An analysis of the research process. Emphasis on identification of researchable nursing problems and evaluations of research that is applicable to nursing practice. Focus on evidence-based practice for nursing.	Admission to the nursing major or CI. An introductory course in statistics is recommended	6A
NUR	4636	Community/Public Health: Population-Focused Nursing	3	NU	NUR	In-depth examination of community health nursing, public health, epidemiology, culture, and environment essential to preventing illness and injury and promoting and preserving health among diverse populations at risk.	NUR 3215, NUR 3525 or NUR 3535, NUR 4216 and NUR 3215L, NUR 4216L and NUR 3525 or NUR 3535L or NUR 5580L. CR: NUR 4636L	MW
NUR	4636L	Community/Public Health Nursing Clinical	3	NU	NUR	The course provides clinical learning experiences in community-based sites in both urban and rural settings. Focuses on nursing care designed to prevent and/or reduce risk of disease and injury, promote health and wellness, and to diverse populations across the age spectrum.	NUR 3215, NUR 3525 or NUR 3535, NUR 4216 and NUR 3215L, NUR 4216L and NUR 3525 or NUR 3535L. CR: NUR 4636; CP: NUR 4636 or NUR 4286	
NUR	4645	Substance Abuse Across the Lifespan	3	NU	NUR	Introduction to concepts of substance abuse and theories of addiction. The applicability of theories and concepts of substance use/abuse to clinical assessment, diagnosis and intervention with client populations across the lifespan is explored.	None	
NUR	4655	Cultural Diversity in Health and Issues	3	NU	NUR	Explore the impact of culture on health, illness and the meanings these terms carry for members of differing sociocultural populations. Health-related practices, values, strategies for health care and beliefs among cultural groups will be analyzed.	None	MW
NUR	4807C	Leadership & Education Transitions for RNs	3	NU	NUR	Professional practice and principles of leadership and management for licensed RNs. Focuses on decision making and managing nursing care using multiple learning strategies for academic success. Clinical experiences build upon a practice background.	Admission to the RN-MS Sequence (NAS/NBM)	

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NUR	4827C	Leadership and Management in Professional Nursing Practice	3	NU	NUR	Principles of nursing leadership and management with an emphasis on decision-making, priority-setting, delegating, and managing nursing care. Focus on the preparation of the professional nurse to work collaboratively in the interdisciplinary healthcare environment. There will be in depth examination of process improvement with a focus on the quality indicator process. Clinical experiences for registered nurse students will be designed to build upon a practice background.	NUR 4216, NUR 4216L, NUR 4636, NUR 4636L, or CI	
PAD	3003	Introduction to Public Administration	3	AS	PAD	Examination of organizational behavior and change, policy process, public management, financial administration, and personnel management from the perspective of public and social delivery.	None	SS
PAD	4415	Personnel & Supervision in Today's Organizations	3	AS	PAD	Introduces students to concepts, principles and practices of personnel management and supervision that influence the attainment of desired performance goals in today's public and not-for profit organizations. Course participants will explore issues that influence the successful management of human resources in dynamic employment settings.	None	
PAD	5807	Urban and Local Government Administration	3	AS	PAD	Analysis of the role of the administrator at the municipal level, the division of functions, policy formation, alternative governmental structures, effects on the administrative process.	GS or Sr	
PAD	5836	Comparative Public Administration	3	AS	PAD	How organizations and managers perform within a particular environment, potential impact of innovation, and how service is accomplished in a variety of socio-economic environments.	GS or Sr	
PET	3252	Issues in Sport (now SPM 3012)	3	EM	EDJ	A study of organized sport as a pervasive part of contemporary society. By increasing understanding of some of the issues and controversies based in the structures of sport and society, individuals will be able to improve sport experiences for themselves and others.	None	
PHI	3636	Professional Ethics	3	AS	PHI	An examination of the ethical problems that professionals will face in the complex, global society of the next few decades: confidentiality, divided loyalty, racism/sexism, etc.	None	
PHI	3640	Environmental Ethics	3	AS	PHI	A study of alternative theories of environmental ethics, including the application of these theories to contemporary environmental problems, such as pollution, resource depletion, species extinction, and land use.	None	SS
PHY	2053	General Physics I	3	AS	PHY	First semester of a two semester sequence of non-calculus-based general physics (mechanics, heat, wave motion, sound, electricity, magnetism, optics, modern physics) for science students.	MAC 1140 and MAC 1114, or MAC 1147. Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2053 and PHY 2048 courses	NS
POS	2041	American National Government	3	AS	POL	Analysis of basic principles and procedures of the American governmental system with emphasis on current issues and trends.	None	
POS	3182	Florida Politics and Government	3	AS	POL	A study of Florida political culture, political parties and elections, the legislative, executive, and judicial systems, and policy patterns.	None	
POS	3697	Environmental Law	3	AS	POL	Examines some of the major issues involving environmental law. Specially, the course provides a survey and analysis of statutes, both state and federal, regulating water, air, soil pollution, and resource conservation and recovery. It will also address questions pertaining to problems of implementation, interpretation, enforcement, and development of environmental laws.	None	
POS	3713	Empirical Political Analysis	3	AS	POL	Fundamentals of empirical political inquiry; systematic data collection and quantitative analysis techniques. Laboratory exercises using the computer are required.	None	
POS	3931	Selected Topics	3	AS	POL	Selected topics in political science with course content based upon student demand and instructor's interest.	None	
POS	4614	Constitutional Law I	3	AS	POL	Leading social problems, principle institutions, and the scope of powers. Analysis of Supreme Court decisions, scholarly commentaries, and the writings of leading public figures.	POS 2041	
POS	4624	Constitutional Law II	3	AS	POL	Analysis of Supreme Court decisions and scholarly commentaries on the constitutional rights of individuals.	POS 2041	
POS	4694	Women and Law II	3	AS	WST	Legal position of women in American society and remedies available to challenge current laws and practices, with specific emphasis on employment and education issues as they relate to both women and men.	POS 4693 or CI	6A MW
POS	4905	Independent Study	1-3	AS	POL	Specialized study determined by the student's needs and interests.	3.0 average in Political Science and CI. S/U only	
POS	4910	Individual Research	1-3	AS	POL	Investigation of some aspect of political science culminating in the preparation of an original research paper.	3.0 average in Political Science and CI	
POT	3003	Introduction to Political Theory	3	AS	POL	Examines various kinds of theory used in political science for understanding political life: normative theory, empirical theory, historicism theory, analytical theory, and critical theory.	None	
PPE	4003	Personality	3	AS	PSY	Methods and findings of personality theories and an evaluation of constitutional, biosocial, and psychological determinants of personality.	PSY 3213 with a grade of C or better or CI	
PSB	3444	Drugs and Behavior	3	AS	PSY	This is a basic introduction to drugs and their effects on society and behavior. Specifically, drug regulations and laws will be covered as well as how drugs interact with the brain to alter consciousness.	None	
PSB	3842	Sleep and Dreams	3	AM	PSY	An overview of the psychological and physiological foundations of sleep and dreams. Disorders and disturbances of sleep and cultural perspectives on sleep and dreams.	None	
PSB	4004C	Physiological Psychology	3	AS	PSY	Gross neural and physiological components of behavior. Structure and function of the central nervous system and theory of brain functions.	PSY 3213 with a grade of C or better or CI	
PSY	2012	Introduction to Psychological Science	3	AS	PSY	This course is an introduction to psychology for majors and nonmajors. It presents psychological theory and methods in a survey of various areas of psychology including clinical, cognitive, developmental, health, industrial, social and biopsychology.	None	SS
PSY	3204	Psychological Statistics	3	AS	PSY	Introduction to analyzing psychological data, in the context of behavioral research. Covers basic research design, descriptive statistics, analysis procedures, use of computer analysis packages, interpretation of outputs, and implications for research.	PSY 2012	6A QM
PSY	3213	Research Methods in Psychology	4	AS	PSY	This course considers the logic of experimental design, concept of control and the analysis of experimentally obtained data. the laboratory section provides experience applying the concepts discussed in lecture. Two lectures plus two-hour lab.	PSY 2012 with a grade of C or better or CI	
PSY	4205	Experimental Design and Analysis	3	AS	PSY	Detailed coverage of those research designs and statistical techniques having the greatest utility for research problems in psychology. Emphasis on topics from analysis of variance.	PSY 3213 with grade of C or better or CI.	

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PSY	4913	Directed Study	1-3	AS	PSY	The student plans and conducts an individual research project or program of directed readings under the supervision of a faculty member. S/U only.	PSY 3213. S/U only. A maximum of 3 credits of either PSY 4913 or PSY 4970 may count toward the major	
PSY	4931	Selected Topics: Seminar	3	AS	PSY	Graduate-type seminar designed to provide the advanced undergraduate student with an in-depth understanding of a selected sub-area within psychology.	PSY 3213 with grade of C or better. Upper-level standing, psychology major and CI	
PSY	4938	Pro Seminar	3	AS	PSY	This course is intended to provide advanced undergraduates with a "capstone" experience in psychology and provides the opportunity to synthesize and apply learning from other courses as they explore a specific topic, which will vary.	PSY 3213. Senior standing. Area I and Area II requirements complete. Students should take this course close to the end of the psychology program.	
PUP	4203	Environmental Politics and Policy	3	AS	POL	Examines the politics of environmental issues, formation and implementation of environmental policy.	None	
QMB	2100	Business and Economic Statistics I	3	BU	QMB	Data description; exploratory data analysis; introduction to probability; binomial and normal distributions; sampling distributions; estimation with confidence intervals; tests of hypotheses; control charts for quality improvement.	None	6A QM
QMB	3200	Business and Economic Statistics II	3	BU	QMB	Simple linear regression and correlation; multiple regression and model building; forecasting models; analysis of variance; chi-square tests; nonparametric methods.	MAC 2233 or MAC 2241, QMB 2100	
RCS	4931	Selected Topics in Counseling Professions	3	BC	REH	Provides an overview of counseling professions including current issues, standards of practice, and future trends. Will cover legal and ethical and professional issues.	None	
RCS	5035	Rehabilitation Counseling: Concepts and Applications	3	BC	REH	Introduction to the profession of Rehabilitation Counseling and current issues in the field. Coverage includes rehabilitation history, legislation, case management and related services for Americans with disabilities.	CC	
RCS	5080	Medical Aspects of Disability	3	BC	REH	A survey of medical conditions and disabilities encountered by rehabilitation and mental health counselors. Examines the relationship of client handicaps, physical and mental, to rehabilitation and mental health programming.	RCS 5780 or CP	
RCS	5450	Fundamentals of Substance Abuse Counseling	3	BC	REH	An overview of alcohol and other drug abuse. Explores the extent and rate of abuse in the United States, causes, biology, psychosocial aspects, legal aspects, and treatment.	None	
RCS	5780	Legal, Ethical, Professional Standards and Issues in Counseling	3	BC	REH	An overview of all aspects of professional functioning including history, roles, organizational structures, ethics, standards and credentialing. Contemporary and developing issues in the field of professional counseling will also be addressed.	CC	
RED	4310	Reading and Learning to Read	3	ED	EDE	This course will prepare pre-service teachers to understand the foundations of reading and the inherent learning principles to produce successful readers. The course focuses on appropriate instructional strategies to enhance reading development and reading across the curriculum.	Admission to College of Education	
RED	4511	Linking Literacy Assessment to Instruction	3	ED	EDR	This course will prepare pre-service teachers to use multiple assessment measures to assess and diagnose students' strengths and needs in literacy learning. Based on individual student profiles, teachers will design instruction to enhance literacy development.	RED 4310	
REE	3043	Real Estate Decision Making	3	BU	FIN	Acquaints students with the range of knowledge required to engage in real estate decision-making in the United States. Integrates the institutional framework with which decisions are made, the elements of financial analysis, deal structuring and marketing, and the pricing, financing, and allocation of real property in the real estate markets.	FIN 3403	
REL	2300	Introduction to World Religions	4	AS	REL	Introduction to World Religions is designed to give students a broad and general overview of the major religious traditions of the world. Students will be exposed to the history, primary beliefs, and information necessary for a primary understanding of each of the religions studied in the course.	None	HP SS
REL	3003	Introduction to Religious Studies	4	AS	REL	This course introduces students to the academic study of religion. Religious thought and behavior are examined from a variety of methodological perspectives. Restricted to majors and minors. Required for the major and the minor in Religious Studies.	None	
REL	3014	Introduction to Major Religious Texts	3	AS	REL	The course provides an introduction to the study of some of the foundational texts of selected religious traditions by focusing on reading and interpretative strategies in order to understand the central beliefs and practices presented in these texts.	None	
REL	3114	Comedy, Tragedy, and Religion	3	AS	REL	Examines the visions of life in comedy and tragedy, and relates both to Judaism, Christianity, and Zen Buddhism.	None	6A MW
REL	3308	World Religions	3	AS	REL	World Religions gives students an overview of the major religions of the world from their origins through the modern period. Special attention is given to the analysis of myths, rituals, history, and other features of the religions.	None	6A HP
REL	3363	Introduction to Islam	3	AS	REL	This course introduces the basic elements of Islamic belief and practice, placing the rise of Islam in its historical context in the Middle East, and stressing issues of diversity (including ethnicity and gender).	None	HP AF ALAMEA
REL	3613	Modern Judaism	3	AS	REL	A study of modern Jewish life and thought in the West, including the study of beliefs, practices, institutions, major thinkers, and intellectual trends.	None	6A MW LW
REL	3801	History of Writing	2	AS	REL	Study, in reasonable detail, of the history and evolution of writing within its societal context. We will stress the development of writing in Mesopotamia, Egypt, and the Mediterranean World, looking at the transition from oral to written literature and its impact on religion.	None	
REL	4171	Contemporary Christian Ethics	4	AS	REL	A survey of representative approaches to contemporary Christian ethics and their application to a number of ethical issues peculiar to personal and social life in contemporary society, with an emphasis on issues of race and gender and of violence and non-violence.	Jr. standing or CI.	6A MW
REL	4215	Ancient Israel and the Development of the Hebrew Bible	3	AS	REL	An exploration of the formation and composition of the Hebrew Bible in light of the religious, social, political, and historical developments in antiquity.	None	6A HP AF MW LW ALAMEA
REL	4217	Who Wrote the Bible (Genesis-Kings)	4	AS	REL	A critical examination of Genesis through 2 Kings. This course focuses on the history of the formation of the text and the development of the religious traditions represented therein. Special attention will be paid to Israelite Law, Covenant Theology, and the history of the religion(s) of the Children of Israel in their Ancient Near Eastern context.	None	6A MW LW

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REL	4218	Women and the Bible	3	AS	REL	How the redactors of Genesis through 2 Kings viewed women; the role women played in the society of the time in which they are portrayed and in that of the redactors; and, an attempt to find the "women's voices," however muted, within the biblical text.	None	6A HP AF LW ALAMEA
RUS	3500	Russian Civilization	3	AS	WLE	A survey of the cultural history of Russia.	None	6A MW
RUT	3110	Nineteen Century Russian Literature in English	3	AS	WLE	Masterpieces of 19th Century Russian Literature in English. Works by Pushkin, Gogol, Lermontov, Turgenyev, Dostoevsky, Tolstoy, Chekhov.	Junior standing	6A MW LW
SCE	4310	Teaching Elementary School Science	3	ED	EDE	Techniques and materials for teaching science in the elementary school.	Admission to College of Education and completion of General Distribution Requirements in the Natural Science area	
SLS	1101	The University Experience	1-3	US	DEA	An extended introduction to USF. Topics include purposes of higher education, structure and function of USF, career planning, selecting a major, study skills, managing time, academic advising, computer resources, and decision-making.	Freshman only	
SLS	2401	Career Development Process	2	US	DEA	Students will study vocational choice theories and participate in career decision processes. Development of self-awareness and knowledge of career opportunities and requirements necessary for decision making. Available to lower level majors or non-majors.	None	
SMP	3012	Issues in Sport	3	ED	EDP	A study of organized sport as a pervasive part of contemporary society. By increasing understanding of some of the issues and controversies based on the structure of sport and society, individuals will be able to understand and improve sport experiences for themselves and others.	None	
SOP	4004	Social Psychology	3	AS	PSY	Survey of methods, empirical findings, and theoretical interpretations in the study of an individual's behavior as it is affected by others.	PSY 3213 with a grade of C or better or CI.	
SOP	4751	Psychology Applied to Law	3	AM	PSY	Course is designed to explore the application of psychological research and theory to the problems faced by the Legal System. Students will be given a broad overview of the relevant topics, problems, and methodologies in the field of Psychology and Law.	PSY 3213	
SOP	4777	Psych of Human Sexuality	3	AM	PSY	This course is designed to extend students' understanding of psychology to the diverse nature and construct of human sexuality, sexual dysfunction, identity, and culture, focusing upon psychological factors. The course approaches this topic from a multidimensional perspective.	PSY 2012, PSY 3024, STA 2122 and a General Biology course	
SOW	3101	Human Behavior and the Social Environment I	4	BC	SOK	An integrating human behavior-social environment course emphasizing dynamics of behavior and environmental factors as they relate to social work practice with individuals, and families.	All provisional major courses. Restricted to full Social Work majors, others by School permission.	
SOW	3102	Human Behavior And The Social Environment II	3	BC	SOK	An integrating course emphasizing dynamics of behavior and environmental factors as they relate to social work practice with families, groups, organizations and communities.	SOW 3101, SOW 4341, SOW 4522. Restricted to full Social Work majors, others by School permission.	
SOW	3203	Introduction to Social Work	3	BC	SOK	An introductory course tracing the development of social work as a profession including an examination of the knowledge, skill and attitudinal base of the profession and professional roles and functions.	None	
SOW	3210	The American Social Welfare System	3	BC	SOK	A general education introductory course which provides students with a framework for understanding the historical development of American social welfare, its value base, and its response to minorities, women, children, the elderly, and the disabled.	None	SS
SOW	3401	Research and Statistics For Social Work	3	BC	SOK	The purpose of this course is two-fold: to familiarize the student with research as it is practiced in the profession of Social Work; and to equip the student with those theoretical understandings necessary to be a critical consumer of social work research.	SOW 3101, SOW 4343, SOW 4522. Restricted to full Social Work majors, others by School permission	
SOW	4233	Social Welfare: Policy & Program	3	BC	SOK	An advanced policy course taking an analytical approach to contemporary social welfare policy issues and current social welfare programs.	All provisional major courses, SOW 3101, SOW 3401, SOW 4341, SOW 4522, SOW 3102, SOW 4343. CR: SOW 4510.	
SOW	4341	Multi-Methods of Social Work Practice I: Micro-System Intervention	5	BC	SOK	First practice course emphasizing development of skills and interventive methods with individuals, families and small groups. Course includes both didactic and experiential learning components.	SOW 3101; SOW 4522. All provisional major courses. Restricted to Social Work majors; others by School permission	
SOW	4343	Multi-Methods of Social Work Practice II: Macro-System Intervention	5	BC	SOK	Second practice course emphasizing intervention at the community and organizational level. Builds upon theoretical and practical content of SOW 4341. Course includes both didactic and experiential learning components.	All provisional major courses, 3101">SOW 3101, SOW 4522, SOW 4341; must be taken as PR. CR: SOW 3401, and SOW 3210, SOW 3301, SOW 3101, SOW 3102, SOW 3401, SOW 4341, SOW 4343, SOW 4522. Restricted to full Social Work majors in senior year. fm?SABTable__PREFNO=SOW3102">SOW 3102. Restricted to full Social Work majors, others by School permission.	
SOW	4510	Integrative Seminar	3	BC	SOK	Integrates content and theory from core classes with practice experiences students are having in field placement.	SOW 3210, SOW 3301, SOW 3101, SOW 3102, SOW 3401, SOW 4341, SOW 4343, SOW 4522. Restricted to full Social Work majors in senior year	

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SOW	4510L	Field Placement	6	BC	SOK	Supervised field placement in a social welfare organization consisting of 32 hours per week in the field with a total of 480 clock hours per semester.		
SOW	4522	Multicultural America	3	BC	SOK	The course focuses on the students' understanding of multicultural and intergenerational issues.	All provisional major courses	
SOW	4900	Directed Readings	1-9	BC	SOK	Content dependent upon student interest and ability. A contract will be jointly developed by student and instructor specifying nature of work to be completed.	Completion of four social work courses including SOW 3401, upper level standing, and School permission	
SOW	4930	Variable Topics in Social Work	1-3	BC	SOK	Variable title courses to expand on the four sequence areas in the Social Work core curriculum. Allows focus on areas relevant to student's educational interest.	Restricted to Social Work majors; others by School permission.	
SPA	3004	Introduction to Language Development and Disorders	3	BC	CSD	This course introduces theoretical concepts and research findings concerning the normal developmental process of language learning as a basis for differentiating developmental delay or disorder of language.	Junior standing	
SPA	3011	Introduction to Speech Science	3	BC	CSD	Concentrated study of the acoustic, physiological and perceptual aspects of sound as related to normal and pathological speech communication. Introduction to instrumentation and measurement procedures.	Junior standing, SPA 3030, SPA 3112.	
SPA	3030	Introduction to Hearing Science	3	BC	CSD	Introduction to the field of hearing including: physics of sound, auditory anatomy and physiology, and psychophysics of hearing.	Junior standing	
SPA	3101	Anatomy and Physiology of the Speech and Hearing Mechanism	3	BC	CSD	The neurological and anatomical basis of communication disorders. Comparisons of normal and pathological organic structures and their functional dynamics.	Junior standing	
SPA	3112C	Applied Phonetics in Communication Disorders	4	BC	CSD	Introduction to phonetic analysis of normal and disordered speech, including extensive training in transcription using the International Phonetic Alphabet.	None	
SPA	3310	Introduction to Disorders of Hearing	3	BC	CSD	The etiology, pathology, and management of disorders of the outer ear, middle ear, inner ear, retrocochlear, and central auditory systems.	Junior standing, SPA 3030	
SPA	4050	Introduction to the Clinical Process	3	BC	CSD	Observation and participation in speech-language pathology and audiology services provided at USF-CSD clinical laboratory. Professional and ethical issues, oral and written communication skills are stressed through clinical and practical projects.	SPA 3004 and SPA 3310	
SPA	4104	Neuroanatomy for Speech, Language and Hearing	3	BC	CSD	Students will learn neuroanatomical & neurophysiological principles, structures, and functions that subserve speech, hearing, language and cognition. A case-based approach will enable understanding of behavioral manifestations of neuropathologies.	SPA 3101 (highly recommended).	
SPA	4250	Introduction to Speech Disorders	3	BC	CSD	This course will provide an overview of the mechanisms involved in speech production, and will review the nature and impact of speech sound disorders, fluency disorders, voice and resonance disorders, and organic speech disorders.	SPA 3101	
SPA	4257	Adult Communication Disorders	3	BC	CSD	This course provides an overview of communication disorders seen in adult populations & prepares students for clinical encounters with this population. The disorders include those involving language, cognitive-communication, & speech & motor control.	Junior standing, SPA 4104	
SPA	4321	Introduction to Audiologic Rehabilitation	3	BC	CSD	Assessment and management of individuals with hearing loss. Topics include: effects of hearing loss; assessment and intervention, including: a) amplification and cochlear implants; b) speechreading and auditory training; c) communication intervention.	SPA 3310	
SPA	4510	Intro. to Clinical Methods and Counseling in CSD	3	BC	CSD	This course introduces the student to fundamental skills and knowledge needed prior to beginning clinical work in speech-language pathology/audiology. Professional/ethical issues, principles of assessment/intervention, & interviewing skills are included.	SPA 3004, PR: SPA 3310	
SPA	4906	Independent Study	1-10	BC	CSD	Indep. Study will allow UG students to work independently under the supervision of Faculty members in the pursuit of content gained independently. The course is repeatable for a total of 10 credits. Majors only.	None	
SPA	4930	Selected Topics	1-6	BC	CSD	Intensive study of topics in Speech-Language Pathology, Audiology, and/or Aural Rehabilitation conducted under the supervision of a faculty member.	DPR	
SPC	2608	Public Speaking	3	AS	SPE	The nature and basic principles of human communication; emphasis on improving speaking and listening skills common to all forms of oral communication through a variety of experiences in public discourse.	None	SS
SPN	1120	Beginning Spanish I	4	AS	WLE	Development of basic skills in listening and reading comprehension, speaking and writing of Spanish.	CR: SPN 1120L. Not open to native or near-native speakers of Spanish	
SPN	1120L	Beginning Spanish I Laboratory	1	AS	WLE	A laboratory designed to offer additional practice using various instructional technologies and media.	CR: SPN 1120. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. Not open to native or near-native speakers of Spanish. S/U only.	
SPN	1121	Beginning Spanish II	4	AS	WLE	Continued development of basic skills in listening and reading comprehension, speaking and writing of Spanish.	SPN 1120 or equivalent. CR: SPN 1121L. Not open to native or near-native speakers of Spanish.	
SPN	1121L	Beginning Spanish II Laboratory	1	AS	WLE	A laboratory designed to offer additional practice using various instructional technologies and media.	CR: SPN 1121. Concurrent enrollment with a lecture session is required, and, if dropped, then dropped simultaneously. Not open to native or near-native speakers of Spanish. S/U only.	
SPW	4900	Directed Study	1-3	AS	WLE		Departmental approval required.	
SSE	4313	Teaching Elementary (K-6) Social Studies	3	ED	EDE	This course is designed to study techniques and strategies employed by K-6 social studies teachers that are effective in motivating elementary school aged youth to acquire the information, skills, and modes of reasoning unique to the social sciences.	Admission to College of Education or CI.	
SSE	4380	Global And Multicultural Perspectives in Education	3	ED	EDW	Examination of the major issues surrounding global and multicultural perspectives in education. Available to non-Education majors.	EDG 3604 and EDG 4620, or DPR	MW

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STA	2122	Social Science Statistics	3	AS	ISS	Students are taught the fundamental vocabulary and symbols of statistics as well as commonly used statistical procedures in social sciences. Students conduct analyses, interpret results and make conclusions about research questions.	None	6A QM
SYA	3110	Classical Theory	3	AS	SOC	The analysis of the philosophical foundations, central principles, and historical development of Sociological theory. Required for Sociology majors and minors.	SYG 2000 or CI.	
SYA	3300	Research Methods	3	AS	SOC	Introduction to the scientific method and its application to social science research. Research design, sampling techniques, and critical evaluation of social research. Required for Sociology majors.	STA 2122 or equivalent	
SYA	3310	Qualitative Inquiry	4	AS	SOC	Exploration of human relationships and behaviors, organizations, and the larger culture through research techniques such as interviews, participant observation, life histories, and narratives.	SYG 2000 or CI. DPR	6A LW
SYA	4910	Individual Research	1-3	AS	SOC	Content depends on the interest of the student. A contract between the student and the sponsoring faculty member must be signed before class registration.	Four courses in sociology, including SYA 3300, upper level standing, at least 3.0 overall GPA, or CI. DPR	
SYA	4930	Topics in Sociology	3	AS	SOC	Selected specialized topics in Sociology. Topics such as AIDS in society, drugs in society, problems in education, sociology of childhood, public life, socio-biology. Content will vary by semester and by section. See class schedule for specific contents each semester. This course, in different content areas, may be repeated for credit.	None	
SYD	3700	Racial and Ethnic Relations	3	AS	SOC	This course introduces students to a sociological understanding of race and ethnic relations. Students will analyze sociological theories on race and stratification through readings, lectures, discussion, multimedia, and group research projects.	None	SS HP
SYD	4410	Urban Sociology	3	AS	SOC	The social structure of the community in modern industrial societies. Analysis of community change.	None	
SYD	4800	Gender and Society	3	AS	SOC	Historical and current issues surrounding gender in America. Emphasis on exploring the causes, meaning, and consequences of gender differences, interpersonal relationships, and institutional participation.	None	
SYG	2000	Introduction to Sociology	3	AS	SOC	This course introduces undergraduate students to the discipline of sociology. During the semester, we will analyze sociological theories, core concepts, and issues through readings, lectures, discussions, films, and hands-on research assignments.	None	SS
SYG	3235	Latina Lives	3	AS	SOC	An exploration of the experiences of Latinas in the U.S. by examining the sociological themes of migration, work, family, oppression, activism, identity construction, spirituality, and sexuality through short stories, poetry, and scholarly research.	SYG 2000 or SYG 2010	6A AF LW ALAMEA
SYP	3060	Sociology of Sexualities	3	AS	SOC	Explores the interactions, among and between people, and people and institutions that form the boundaries through which sexualities are understood in the United States. Addresses interactions with and within medical and religious institutions, racial/ethnic cultures, families and popular culture.	None	
SYP	3562	Family Violence	3	AS	SOC	An exploration of the complexity of the causes and consequences of physical and emotional violence among family members. Topics include the meanings and behaviors of violence, the process of help-seeking, and social interventions for offenders and victims. Open to nonmajors.	None	
TAX	4001	Concepts of Federal Income Taxation	3	BU	ACC	Major concepts used in taxation of income by federal government including enactment of tax laws, basic tax research, preparation of basic tax returns and exploration of tax policy issues.	ACG 3103 with a grade of C or better, not C-.	
TAX	5015	Federal Taxation of Business Entities	3	BU	ACC	Tax issues encountered by small businesses. Includes tax planning, capital formation and preservation, tax compliance and tax alternatives.	TAX 4001 with a grade of C or better, not C-.	
THE	4180	Theatre Origins	3	TA	TAR	An analysis of the development of theatre out of myth, ritual, and liturgy. Emphasis placed on what attempts to understand the resulting phenomena (e.g. Aristotle's Poetics) can teach us about the nature of our art. Either THE 4180 or THE 4562 is required of all theatre majors.	THE 3110 or THE 3111 and one of the following: THE 4320, THE 4330, THE 4360, THE 4401, THE 4435, THE 4442, THE 4480. Open to senior non-majors with CI.	6A MW LW
TSL	4080	ESOL 1 - Curriculum and Pedagogy of ESOL	3	ED	EDX	This course is designed to prepare pre-professional (pre-service) teachers to provide linguistically and culturally appropriate instruction, learning opportunities and assessment for English Language Learners (ELLs) in grades K-12.	None	
TSL	4081	ESOL 2 - Literacy Development in English Language Learners	3	ED	EDX	This course is designed to provide students with a critical understanding of instructional delivery which caters to the linguistic and literacy needs of minority/heritage communities. Providing students with a sociocultural-critical theoretical framework.	TSL 4080 or FLE 4317	
TSL	4251	ESOL 3 - Applying Linguistics to ESOL Teaching and Testing	3	ED	EDX	This course provides an overview of the components of language, linking them to methods and techniques of providing comprehensible instruction to English Language Learners (ELLs) and supports the development of professional literacy skills.	TSL 4080 and TSL 4081	
TSL	5085	ESOL I - Theory and Practice of Teaching English Language Learners	3	ED	EDX	This course is for undergraduate degree holding, preprofessional (preservice) teachers to learn about appropriate instruction, assessment and learning opportunities for Limited English Proficient (LEP) students in the content areas.	None	
TSL	5086	ESOL II-Secondary Language & Literacy Acquisition in Children & Adolescents	3	ED	EDX	This course is designed to provide students with a critical understanding of instructional delivery which caters for the linguistic and literacy needs of minority / heritage communities.	TSL 5085	
TSL	5242	ESOL III-Language Principles, Acquisition & Assessment for English Language Learners	3	ED	EDX	This course provides an overview of the components of language, linking them to methods and techniques of providing comprehensible instruction to LEP students.	TSL 5086	
URP	4052	Urban and Regional Planning	4	AS	GPY	The geographic foundations of the modern city, metropolitan development, and the trend toward megalopolis. Examined are the political problems of conflicting jurisdictions at the local, county, state, national, and international levels.	GEO 2400, GEO 3602	
WST	3015	Introduction to Women's Studies	3	AS	WST	This course introduces the interdisciplinary field of Women's Studies through a critical examination of the way gender, race, class and sexuality are socially constructed and demonstrates how activism is inherent in Women's Studies discourse.	None	SS AF ALAMEA
WST	3210	European Feminist History: Pre-18th Century	3	AS	WST	Survey of European feminist history prior to the 18th century (focusing primarily on Western Europe). Examines women's lives, roles, ideas, as well as origins of Western attitudes toward relation of power to gender, race and class. No prerequisites.	None	6A HP

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WST	3311	Issues in Feminism	3	AS	WST	Survey of major issues relevant to the female experience: marriage and the family, sexuality, work, creativity.	WST 3015	SS
WST	3324	Women, Environment and Gender	3	AS	WST	Investigation of intersection of women's studies, gender and environment with focus on women's health. Exploration of hypothesis formulation and testing, current issues.	BSC 1005 or BSC 2010, any Introductory science course from biology, chemistry, physics, public health or WST4320	MW
WST	3412	Women in the Developing World	3	AS	WST	Survey of status of women in Asia, Africa, Latin and Caribbean America, compared to that in USA, Canada, West Europe, Marxist-Leninist countries. (May also be taken for credit in Government and International Affairs.)	None	
WST	4262	Literature by Women of Color in the Diaspora	3	AS	WST	An introduction to contemporary women writers of color in the U.S.: Native Americans, African Americans, Asian Americans, and Chicanas/U.S. Latinas. Readings will include literature and contextual articles on historical and cultural issues.	Will not be counted toward the English major	6A LW
WST	4410	Postcolonial Women Writers	3	AS	WST	Introduces the literature of women from various Anglophone countries in Africa, the Caribbean, and South Asia; some U.S. writers will be included to represent a third world diasporic consciousness.	Will not be counted toward the English major	
WST	4910	Directed Research	1-3	AS	WST	To provide advanced students with interdisciplinary research experience in areas of specific interest.	Registration requires written contract signed by student and instructor of choice	
WST	4930	Selected Topics	1-4	AS	WST	Study in special areas such as Women and Work, Reproductive Law, Women and Health.	None	