

General Information



Welcome to the University of South Florida Sarasota-Manatee (USFSM) Catalog system.

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. See the full [Choice of Catalog](#) entry for more information.

Download a PDF of the 2018-19 USFSM Academic Catalog.

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Welcome

USF Sarasota-Manatee is a regional campus of the University of South Florida System, offering the prestige of a nationally ranked research university with the convenience of a hometown location, including classes in Manatee County, Venice and online. Separately accredited, USFSM is ideal for those interested in pursuing undergraduate and graduate degrees, professional certification or continuing education credit in a small, personal setting with world-class faculty and a dynamic curriculum.

- 13:1 student-to-faculty ratio
- 40+ academic programs
- 8 out of 10 faculty members hold a terminal degree in their field
- 17,000+ alumni work and live in the area

Located at 8350 N. Tamiami Trail in Sarasota, Florida, USFSM is steps away from beautiful Sarasota Bay and near the historic Powel Crosley Estate, the Ringling Museum and the Sarasota-Bradenton International Airport (SRQ).

Our personal, hands-on learning environment spans far beyond the classroom. In addition to internships, faculty mentorship and research initiatives, USFSM also creates opportunities for real-world experience through off-site teaching labs. Our teaching labs at Mote Marine Laboratory bolster our STEM offerings to give students access to scientific equipment at a renowned research facility on Sarasota Bay, and our Culinary Innovation Lab in Lakewood Ranch is a beautifully equipped hub for students to learn food preparation and event management.

All of our academic programs are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Our School of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP) and our College of Business by the Association to Advance Collegiate Schools of Business (AACSB), the highest accreditation bodies for these colleges in the United States. We seek out faculty who are master teachers and cutting-edge researchers devoted to community service and leadership.

USFSM takes pride in more than 17,000 USF alumni living and working in the region. Our community business partners and advisory boards help us connect to workforce needs and provide internship and research opportunities that often lead to jobs upon graduation. USFSM graduates competitive students for high-value careers.

Please explore our website (usfsm.edu) and find ways USFSM can help you prosper professionally and personally. We have no doubt that you will find USFSM to be on the front lines of quality higher education — transforming the lives of the students and community that we are proud to educate and serve.

Academic Calendar

USFSM operates on a semester system. Fall semester begins in August and spring semester begins in January. The summer semester has three sessions beginning in May and June. Visit the [Academic Calendar](#) website for appropriate dates.

- [USF System Policy 10-045: Attendance Policy for the Observance of Religious Days](#)

FALL SEMESTER, 2018

June 1	Freshman Application Deadline
June 1	Priority Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents http://sar.usfsm.edu/admissions/international-students/
July 1	Priority Graduate Admissions Deadline (Contact graduate program for the most current information about admission deadline)
July 1	Priority Application Deadline Date for undergraduate transfers and former students returning to apply for admission
August 17	Last day to register for Fall 2018 classes without late registration fee penalty
August 20	First day of classes
August 24	Last day to drop and receive full refund of registration fees – Deadline: 5:00 p.m.
August 24	Last day to add courses – Deadline: 5:00 p.m.
August 24	Last day for late registration – Deadline: 5:00 p.m.
August 24	Last day to pay fees
August 24	Last day to submit Fall 2018 Residency Reclassification Applications
September 3	Labor Day Holiday
September 21	Fall 2018 Graduation Application Deadline
October 27	Last day to withdraw from courses with a “W”; no refund & no academic penalty – Deadline: 5:00 p.m.
November 12	Veterans’ Day Holiday
November 22-23	Thanksgiving Holiday
November 28	Last day of classes
November 29-30	Designated reading days
December 1-6	Final Exam Week
December 10	Commencement (Sarasota-Manatee)
December 25	Christmas Holiday

SPRING SEMESTER, 2019

October 1	Priority Graduate Admissions Deadline (Contact graduate program for the most current information about admission deadline)
October 1	Priority Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents http://sar.usfsm.edu/admissions/international-students/
December 1	Priority Application Deadline Date for undergraduate transfers and former students returning to apply for admission
December 1	Freshman Application Deadline
January 1	New Year's Holiday
January 2	Priority Freshman Application deadline Fall 2019
January 4	Last day to register for Spring 2019 without late registration fee penalty
January 7	First day of classes
January 11	Last day to drop and receive full refund of registration fees – Deadline: 5:00 p.m.
January 11	Last day to add courses – Deadline: 5:00 p.m.
January 11	Last day for late registration – Deadline: 5:00 p.m.
January 11	Last day to pay fees
January 11	Last day to submit Spring 2019 Residency Reclassification Applications
January 15	Freshman Scholarship deadline Fall 2019
January 21	Martin Luther King, Jr. Holiday
February 1	Spring 2019 Graduation Application Deadline
March 11-17	Spring Semester Break
March 23	Last day to withdraw from courses with a “W”; no refund & no academic penalty – Deadline: 5:00 p.m.
April 24	Last day of classes
April 25-26	Designated Reading Days
April 27-May 2	Spring Final Exams
May 6	Spring Commencement (Sarasota-Manatee) Tentative

SUMMER TERM, 2019

Session A (First Six-week Session)

March 1	Priority Graduate Admissions Deadline (Contact graduate program for the most current information about admission deadline)
March 1	Priority Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents http://sar.usfsm.edu/admissions/international-students/
April 1	Priority Application Deadline Date for undergraduate transfers and former students returning to apply for admission
April 1	Freshman Application Deadline
May 10	Last day to register for Summer 2018 session A classes without late registration fee penalty
May 13	Summer A first day of classes
May 17	Last day to drop and receive full refund of registration fees – Deadline: 5:00 p.m.
May 17	Last day to add courses
May 17	Last day for late registration
May 17	Last day to pay fees
May 17	Last day to submit Summer 2019 Residency Reclassification Applications
May 27	Memorial Day Holiday
June 7	Summer 2019 Graduation Application Deadline
June 8	Last day to withdraw from courses with a “W”; no refund & no academic penalty – Deadline: 5:00 p.m.
June 21	Summer A Last day of classes

Session B (Second Six-week Session)

March 1	Priority Graduate Admissions Deadline (Contact graduate program for the most current information about admission deadline)
March 1	Priority Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents http://sar.usfsm.edu/admissions/international-students/
April 1	Priority Application Deadline Date for undergraduate transfers and former students returning to apply for admission
April 1	Freshman Application Deadline
June 7	Summer 2019 Graduation Application Deadline
June 21	Last day to register for Summer 2018 session B classes without late registration fee penalty
June 24	Summer B classes begin

June 28	Last day to drop and receive full refund of registration fees – Deadline: 5:00 p.m.
June 28	Last day to add courses
June 28	Last day for late registration
June 28	Last day to pay fees
July 4	Independence Day Holiday
July 20	Last day to withdraw from courses with a “W”; no refund & no academic penalty – Deadline: 5:00 p.m.
August 2	Summer B last day of classes

Session C (Ten-week Session)

March 1	Priority Graduate Admissions Deadline (Contact graduate program for the most current information about admission deadline)
March 1	Priority Application Deadline Date for international applicants to apply for admission and submit all required credentials and supporting documents http://sar.usfsm.edu/admissions/international-students/
April 1	Priority Application Deadline Date for undergraduate transfers and former students returning to apply for admission
April 1	Freshman Application Deadline
May 10	Last day to register for Summer 2018 session C classes without late registration fee penalty
May 13	Summer C classes begins
May 17	Last day to drop and receive full refund of registration fees – Deadline: 5:00 p.m.
May 17	Last day to add courses
May 17	Last day for late registration
May 17	Last day to pay fees
May 27	Memorial Day Holiday
June 7	Summer 2019 Graduation Application Deadline
June 29	Last day to withdraw from courses with a “W”; no refund & no academic penalty – Deadline: 5:00 p.m.
July 4	Independence Day Holiday
July 19	Summer C last day of classes

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

Accreditation

The University of South Florida Sarasota-Manatee is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

USF Sarasota-Manatee also has specialized accreditation from Association to Advance Collegiate Schools of Business (AACSB) and National Council for Accreditation of Teaching Education (NCATE).

Campus Resources

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Advising

Location: SMC C107

Telephone: 941-359-4330

Website: www.usfsm.edu/academics/academic-resources/academic-advising/

USFSM 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 advisor. All students are expected to establish an advising relationship and periodically visit their advisors to keep abreast of any policy, procedural, or curriculum changes that may affect them. Some colleges require advisor approval of student programs each semester. All undergraduate students on Academic Probation (undergraduate GPA less than 2.00) are required to meet with the Persistence Advisor to develop an academic standing agreement. 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

Website: degreeworks.usf.edu

DegreeWorks is the USF System-wide 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 System and transfer courses) with the requirements of the student's degree program. Students can use the "What If" option 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. Please note, DegreeWorks is not an official transcript and is not an official notification of completion of degree. Students should refer to the Academic Catalog to review degree requirements for their program.

Bookstore

Email: bookstore@sar.usf.edu

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

Telephone: 941-355-5252

Website: www.follett.com

USF System Policy 5-019: Textbook and Supply Ordering

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 Follett.

The Bookstore offers new, used, digital and rental 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. Textbook orders placed by the adoption deadline will be posted for each course offering for the upcoming term on the website prior to the first day of class for each term. 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, MasterCard, and Visa. Students with confirmed financial aid eligibility may opt into the advance purchase program to purchase textbooks up to the approved purchase limit at the designated bookstore prior to receipt of their financial aid distribution, when necessary. Check the website for current hours of operation.

Career Services

Location: SMC C107

Telephone: 941-359-4586

Website: www.usfsm.edu/campus-life/career-services/

Career Services provides USFSM students with comprehensive career planning and job search services. Experienced professionals are 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 coordinates venues where students can network with employers.

Students can schedule appointments to develop individualized career plans through the website.

Career Planning

Students are encouraged to prepare for their profession by developing in six areas of career success. The six areas are knowledge, skills, mindsets, networks, experience, and credentials. Meet with your Career Advisor regularly to develop and track your progress in each of these areas.

Career Assessments enable students to make informed career decisions. Assessments provide students with valuable insight into career options that match their values, skills, interests, and personality. Students can research the educational requirements related to career options as well as gain data on salaries, employment projections, and work environments.

Employment Strategies

Students are encouraged to visit with career advisors and career counselors to create professional application materials such as resumes, cover letters, thank you notes, and LinkedIn accounts. Students can search full or part-time jobs, Federal Work Study positions, and internships through an online career management system housed on the website.

Internships

Students are encouraged to pursue internships where they will have the opportunity to gain hands-on experience related to their major or career interests. Career Services will assist students in preparing for and securing internships by exploring options, refining application materials, preparing for interviews, and building the skill sets needed for internship success.

Counseling & Wellness Center

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

Telephone: 941-487-4254

Website: <http://www.ncf.edu/cwc>

[USF System Regulation 6.0161: Access to Student Health Services and The Counseling Center](#)

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. In addition, the Center has an office on the USFSM campus two half-days per week. Students are able to receive services at either location. 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, providing short-term care and referrals for students in need of more intensive interventions:

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

Medical services are available during the Fall and Spring terms for registered students. Services are not available during Summer term or Winter break. A medical professional is available to students treating a variety of illnesses. 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 and 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.

E-Learning Services

Location: SMC B342

Telephone: 941-359-4295

Website: www.usfsm.edu/academics/academic-resources/e-learning/

The E-Learning Services (ELS) department provides help to students and faculty to make the most of an increasingly digital learning environment. The experts of this department blend technical know-how with up-to-date educational theory and practice to provide you with the tools you need to engage in 21st century scholarship.

ELS staff...

- Provide support and training for Canvas, our campus learning management system
- Help instructors evaluate and implement new and existing instructional technology
- Consult on, and assist with, the design/development of courses with online components
- Offer regular professional development opportunities on a broad set of topics

Global Engagement Office

Location: SMC B-222

Telephone: 941-359-4314

Contact: Amela Malkic, amela@usf.edu

Director for Global Engagement serves as primary liaison with USF World (Tampa) on managing related aspects of International programs at University of South Florida Sarasota-Manatee. International initiatives include promoting study abroad opportunities for students and faculty, facilitating immigration paperwork and arrival of international students and scholars and processing international agreements. The Office is responsible for mandatory (SEVIS) immigration reporting and advising of international students/scholars at the University of South Florida Sarasota-Manatee.

Further coordination of international activities at USF Sarasota-Manatee includes:

- promoting awareness, understanding and compliance with regard to federal immigration regulations for F- student and J-exchange visitor programs
- advising international students and scholars on immigration regulations pertaining to F/J statuses
- planning and implementing orientation (check-in) and variety of information sessions for international students and scholars
- assisting USFSM faculty with information on leading study abroad programs
- promoting study abroad opportunities to USFSM students
- managing University's international agreement process and

- building alliances between University and foreign partner institutions
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Green 2 Gold Program

Location: SMC C107

Telephone: 941-359-4330

Website: www.usfsm.edu/academics/academic-resources/academic-advising/green-2-gold-program.aspx

USFSM's Green 2 Gold program is designed to promote student success by utilizing an assessment of learning and study strategies partnered with co-curricular academic support sessions. Participation in the Green 2 Gold program is optional for all students. Students who complete the Green 2 Gold program will have the option to add a "Green 2 Gold Scholar" notation on their co-curricular transcript. The supports provided by the program help to facilitate future academic success at USFSM.

Information Commons

Location: 2nd Floor Rotunda

Telephone: 941-359-4225

Website: www.usfsm.edu/academics/academic-resources/information-commons/

The Information Commons, located on the second floor of the rotunda at USFSM, is a collaboration of faculty librarians and skilled technology staff offering individual assistance with reference, research, academics, and technology. The Information Commons also includes space for group study, and student printing funded through Student Government. The Resource Desk is staffed with knowledgeable employees who can troubleshoot your basic technology issues, and can assist with checking out technology equipment for student use for academic needs.

Library Services provides in-person and online library instruction. Students who need help with research or finding library materials can schedule an appointment online or just drop-by the librarians' offices for help.

Technology Services provides assistance in Word, PowerPoint, Excel, Photoshop, printing, equipment checkout, and many other services upon request.

Learning Support Services (Tutoring)

Location: SMD 104

Telephone: 941-359-4418

Website: www.usfsm.edu/academics/academic-resources/information-commons/tutoring.aspx

Learning Support Services provides both face-to-face and online writing consultations and tutoring in select subjects and courses through one-on-one consultations and/or small group sessions with faculty consultants and peer tutors. Tutoring and writing consultations are provided free of charge to all students actively enrolled at USFSM. Currently, tutoring is available in Writing, Math, Statistics, Accounting, Finance, Biology, Chemistry, Physics, American Sign Language (ASL) and Spanish.

Writing consultants help individual writers think through their work, understand the writing process, and develop strategies for planning, drafting, and revising. They help writers during all stages of the writing process; however, the goal of writing consultation is to help students learn to revise their own work, concentrating primarily on content, argumentation (thesis or focus), development, organization, and to a lesser extent format (APA, MLA, Chicago Style, etc.). Although writing consultants can help writers identify and address problems with grammar, punctuation, mechanics, etc., they do not edit, proofread, or “correct” papers.

Peer tutors are undergraduate and graduate students who have met rigorous eligibility requirements. All student tutors are recommended by faculty and are trained to assist their peers in comprehending challenging concepts and grappling with complex ideas.

Library Services

Location: 2nd Floor Rotunda, C203B and C203C

Telephone: 941-359-4225

Website: www.usfsm.edu/academics/academic-resources/information-commons/library-services/

Library Services provides in-person and online library instruction. Students who need help with research or finding library materials can schedule an appointment online or just drop-by the librarians’ offices for help.

USFSM students have access to all USF System Libraries including USF System online library resources of e-books, over 80,000 eJournals, and 900 databases. The USF System Libraries and their affiliates hold approximately 70,000 media materials, 2.5 million volumes, and 29,000 serial titles, most in electronic format. The state university libraries together contain over 12,000,000 volumes.

USF System Library Resources

USF Tampa Library	813-974-1611
Shimberg Health Sciences Library (MDC 1200, Tampa)	813-974-2243
Louis de la Parte Florida Mental Health Institute Library (MHC 1744, Tampa)	813-974-4471
Nelson Poynter Library (St. Petersburg)	727-873-4123

USF System Libraries enhances teaching and learning through the delivery of online library resources on or off campus, as well as to all library affiliates. Online library resources include the library 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. Other online services include interlibrary loan, the ability to renew materials, and reference assistance 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 the catalogs of libraries within the state and worldwide. Workstations within the USF libraries provide access to the catalog as well as a vast array of databases and online resources and services.

USF System 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 www.lib.usf.edu.

Jane Bancroft Cook Library

Location:	New College of Florida Campus, 5800 Bay Shore Road, Sarasota, FL 34243
Telephone:	941-487-4305
Website:	http://www.ncf.edu/library

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, offers a physical collection including over 280,000 books, as well as periodicals, CDs, DVDs, and other audio visual materials. The library offers late night hours, quiet and group study space, and computer workstations. Visit our website for more information.

Multicultural Affairs

Location: SMC A117

Telephone: 941-359-4263

Website: www.usfsm.edu/campus-life/student-engagement/multicultural-affairs.aspx

We seek to create a safe space for the diverse student population at USF Sarasota-Manatee while we cultivate inclusiveness by affirming and celebrating the culture and heritage of our diverse campus community. We encourage the USF Sarasota-Manatee community to engage in open-minded and meaningful dialogue preparing our students to become effective leaders and global citizens.

The Multicultural Affairs Committee (MAC) is composed of staff and students who work together to create positive change and raise awareness about the diversity USF Sarasota-Manatee has to offer. We strive to enhance appreciation of all people through exposure of differences and similarities of culture, ideas and backgrounds, regardless of age, ethnicity, race, national origin, gender, sexual orientation, or ability. Diversity is vital to an individual's holistic development and the social fabric of the University.

Multicultural Affairs Committee Programs & Initiatives

- Autism Awareness Lunch and Learn
- Black History Month
- Hispanic Heritage Month
- Native American Heritage Celebration
- Taste of the World

Those interested in joining the Multicultural Affairs Committee should contact the Student Engagement Office.

Public Safety

Campus Safety & Security

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

The office of Campus Safety & Security has three mission areas: campus security, emergency management and environmental health and safety. Campus Safety & Security provides a unified approach to all public safety and emergency resources, provides effective and timely communications between all safety units, and serves as the USFSM's single point of contact and management for emergency and crisis situations and coordination point with the USF System Department of Emergency Management. The University is committed to serving our students, faculty, staff and visitors through a variety of preventative and responsive programs and services. Public Safety is provided by USFSM Security Officers and Campus Police based at New College of Florida. The Security Officers are on duty throughout the day Monday through Saturday when the building is open. The Security Officers are equipped with a Campus Police radio and cell phone as they patrol the building and parking lots. Upon request, they are available to escort you to your vehicle, and they are equipped to provide limited vehicle assistance, such as jump-starts. Campus security and emergency assistance guidelines are posted in all classrooms.

Campus Police

Location:	501 College Drive (New College Campus), CPD, Sarasota, FL 34243
Telephone:	Police Dispatcher/Emergency Number: 941-487-4210 Or Dial 911
Website:	www.usfsm.edu/campus-life/health-and-safety/campus-safety/

The Campus Police Department's mission is to protect you and your property. The Department serves USFSM and New College of Florida, where their office is located. 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.

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 Or Dial 911
Website	www.usfsm.edu/campus-life/health-and-safety/campus-safety/emergency-information/

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, assistance may be obtained by contacting Campus Police at (941) 487-4210, by dialing 911, or by visiting the nearest emergency room and requesting 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.

Victim Advocate Program

A Victim Advocate is available to support victims of violence at any time needed. To reach the Victim 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.

Student Engagement

Location: SMC A117

Telephone: 941-359-4711

Website: www.usfsm.edu/campus-life/student-engagement/

The Office of Student Engagement at the University of South Florida Sarasota-Manatee provides co-curricular experiences for students that encourage relationship building and personal and professional growth. The programs and services we offer foster student development, enhance the overall educational experience, and prepare our students to be contributing members of a diverse global society. Visit OrgSync, found on the students' webpage, to find events and student organizations. Participating in one of our campus traditions, like Week of Welcome, Homecoming, and USFSM Week, is an important part of being a Bull!

Student Government

Location: SMC A117

Telephone: (941) 359-4711

Website: ose.orgsync.com/org/sga

[USF System Regulation: USF6.028 Student Government Association](#)

The Student Government Association is the largest organization at the University of South Florida Sarasota-Manatee. The three branches of the Student Government Association are comprised of student leaders who advocate for the students:

Executive: executes programs and initiatives

The Executive Branch is responsible for executing the initiatives and programs of Student Government. The Student Body President and Vice President are elected during the spring elections and are responsible for appointing the leaders to various positions within their cabinet at the end of the spring semester.

Legislative: writes and implements rules and laws

The Legislative Body of the University of South Florida Sarasota-Manatee Student Government Association is responsible for the annual allocation of the Activity and Service fees (A&S) that every student pays. These allocations fund entities such as your Campus Activities Board, Homecoming, etc. as well as our diverse student organizations.

Judicial: responsible for appeals and interprets rules

The University of South Florida Sarasota-Manatee Student Government Judicial Branch serves to administer proper action when Student Government Law is misinterpreted or violated. The Judicial Branch is also responsible for all student parking appeals.

Student Organizations

Location: SMC A117

Telephone: (941) 359-4305

Website: www.usfsm.edu/campus-life/student-engagement/student-organizations/

[USF System Regulation USF6.017: Registration and Conduct of Student Organizations](#)

The University of South Florida Sarasota-Manatee offers a number of ways for our students to get involved on campus. Currently, there are over 30 active student organizations. We encourage our students to get involved with one or both of these organizations or any of the other student clubs and organizations that USF Sarasota-Manatee has to offer. View our current clubs and organizations through [OrgSync.com!](#)

Student Ombuds

Location: SMC C107

Telephone: 941-359-4330

Website: usfsm.edu/students/office-of-student-ombuds.aspx

Policy <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-053.pdf>

The Student Ombuds 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 Ombuds is accountable to the Regional Chancellor and serves as an alternate resource for students complementing existing channels of information and support.

Students With Disabilities Services

Location: SMC C107

Telephone: 941-359-4714

Website: www.usfsm.edu/campus-life/campus-resources/disability-services/

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

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the ADA Amendments Act, Students with Disabilities Services (SDS) is dedicated to providing reasonable accommodations to students with disabilities to ensure full participation in all aspects of USFSM campus and student life. Reasonable accommodations 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. All documentation is reviewed by the professional staff of SDS and, when necessary, reviewed by consultants with expertise in specific disability areas. In some cases, students are requested to provide more documentation than originally submitted. In cases where documentation is not available, please consult with SDS. 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 professors 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.

Catalog Applicability

The catalog is an outline of the academic offerings and related processes for general reference. Every effort has been made to ensure that the information contained in the Catalog is accurate. However, the University is a dynamic entity and change may occur during the term between Catalog publications. Accordingly, students should avail themselves of the most current publications available online including the most current Regulations and Policies and to request any updates to the catalog or related information. Since expected changes may occur during the academic year, the listings, descriptions, course offerings and information on costs in this catalog do not constitute a guarantee on behalf of the University. The University reserves the right to correct clerical and /or typographical errors.

USF Policy #10-059

I. PURPOSE & INTENT

University of South Florida System (USF System) institutions publish undergraduate and graduate catalogs on each campus. Catalogs are not contracts, but are the source of general information including the USF System, its campuses, community, curricular offerings, degree and admission requirements, academic calendar, and facilities available to students, faculty and staff.

II. STATEMENT OF POLICY

The USF System member institutions reserve the right to change or modify academic requirements, course information, and curricula as authorized by the USF Board of Trustees, Florida Board of Governors or Florida law. Revisions to catalogs will not alter provisions, terms, fees, or requirements under existing University regulations or policies.

The catalogs are revised each academic year according to each respective institution's faculty council decisions. The catalogs will be updated without notice as degree programs or curricula changes are approved by the appropriate USF System authority, the Florida Board of Governors or Florida law.

In the event of conflict between any provisions in the catalogs and any USF System regulations or policies, the document most currently revised or adopted by the USF Board of Trustees shall prevail.

A degree-seeking student may choose any USF catalog (of the institution in which they are enrolled) published during his/her continuous enrollment. As degree-seeking students will be enrolled over the course of several terms, the catalogs may change. In the event of a conflict, to the extent possible, the University will make every effort to apply the appropriate catalog that protects the interest of the student. However, in the case of policy and program changes, or issues of accreditation and legislative changes, the most current catalog will be applied, if necessary.

III. APPLICABILITY & AUTHORITY

Each Institution will follow its established annual catalog approval process, with final approval residing with the appropriate faculty councils and the Chief Academic Officer of the appropriate USF System Institution or their designee. The councils will operate with established timelines and protocols.

IV. CATALOGS

The catalogs are published solely on-line at the respective USF institution's website.

Abbreviations

Requisite Abbreviations

Abbreviation	Term	Description
PR	Prerequisite	Prerequisite courses must be complete prior to enrolling in the next course.
CP	Co-prerequisite	Co-prerequisite course must be either completed prior to enrolling or completed in the same semester.
CR	Co-requisite	Co-requisite courses are two courses that must be completed in the same semester.
CI	Consent of Instructor	
DPR	Department/College permit required	

Core Curriculum Abbreviations

General Education Requirements	
Abbreviation	Term
SMCO	Communications
SMHU	Humanities
SMMA	Mathematics
SMNS	Natural Sciences
SMSS	Social Sciences
SMEL	Electives

Foundations of Success Curriculum	
Abbreviation	Term
SMFS	Foundations of Success

Upper-level Pillars	
Abbreviation	Term
SMCC	Communication & Critical Thinking Pillar
SMCD	Community Engagement & Diversity Pillar
SMLE	Leadership & Ethics Pillar

State Communication and Computation Requirements (formerly known as Gordon Rule)

Abbreviation	Term
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6ACM	State Communication Requirement
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6AMM	State Computation Requirement
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2013-14 or earlier General Education Abbreviations

General Education Requirements

Abbreviation	Term
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AP	African, Latin American, Middle Eastern, or Asian Perspectives (ALAMEA)
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EC	English Composition
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FA	Fine Arts Perspectives
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HP	Historical Perspectives
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NS	Natural Sciences
----	------------------

QM	Quantitative Methods
----	----------------------

SS	Social Sciences
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Exit Requirements

Abbreviation	Term
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LW	Literature and Writing
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MW	Major Works and Major Issues
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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.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
ENC	1	1	0	1	
English	Lower (Freshman)	Freshman	Freshman	Freshman	No laboratory
Composition	Level at this institution	Composition	Composition Skills	Composition Skills I	component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

[Section 1007.24\(7\), Florida Statutes, states:](#)

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been accepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

1. Courses not offered by the receiving institution.
2. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
4. Applied academics for adult education courses.
5. Graduate courses.
6. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
7. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Non-regionally Accredited Institutions” that contains a comprehensive listing of all non-public institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Cynthia Brown Hernandez in the Office of Undergraduate Studies or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

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 Cyber Security & Information Technology, B.S.Cy.S.I.T.
- Master of Business Administration, M.B.A.
- Master of Arts, M.A.
- Master of Arts in Teaching, M.A.T.
- Master of Education, M.Ed.
- Master of Science, M.S.

The USFSM 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.

Locations

USFSM Campus

The USFSM campus on the edge of Manatee and Sarasota counties is located in a very special part of Florida, where students enjoy natural beauty, diverse arts and culture and a passion for excellence. USFSM is the centerpiece of the higher education corridor in the Sarasota/Bradenton area, offering a true sense of place and an unusually rich climate ideal for personal growth and intellectual development. USFSM moved to its current location in 2006 which includes a 100,000 square foot facility with classrooms, a 200-seat Selby Auditorium, video conferencing rooms, Bloomberg financial and virtual science laboratories, a technology and learning center, a library information commons, a café, a student commons, a fitness center, volleyball and basketball courts, and faculty and staff office space. The main building surrounds the expansive courtyard, an ideal event venue distinguished by beautiful landscaping, hammocks and seating areas.

Culinary Innovation Lab

The Culinary Innovation Lab at USF Sarasota-Manatee is a state-of-the-art teaching facility for the USFSM College of Hospitality & Tourism Leadership. The lab provides a fully-equipped teaching center for students in the Hospitality Management program, as well as an inviting venue for signature USFSM events, both public and private.

Venice Instructional Site

USFSM offers courses at the Venice campus of the State College of Florida. This convenient location on the 100-acre SCF campus at 8000 S. Tamiami Trail allows students to pursue higher educational opportunities where they live and work.

Teaching Labs at Mote Marine Laboratory

The USFSM Teaching Labs at Mote Marine Laboratory are housed in a 4,600-square-foot space that includes a biology lab, chemistry lab and student lounge area. Each lab has 26 individual student stations that are served by laboratory gas and fume snorkels. Each lab has full teaching stations with ample storage cabinets and laboratory filtered water. A lab prep area serves features subzero freezers, autoclaves, incubators and student safety stations. In the teaching labs, USFSM students have the opportunity to work hands-on with USFSM faculty as well as Mote's world-class, professional researchers who are engaged daily in real-world science.

Strategic Plan

Approximately 2,500 students are enrolled as USF Sarasota-Manatee home campus students in nearly 40 degree programs and certificates that emphasize critical thinking outcomes. The USF Sarasota-Manatee 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, architecturally spectacular state-of-the-art academic facility houses 17 classrooms, a 190-seat lecture/exhibition hall, seminar and video-conferencing rooms, computer labs, student gathering places, faculty and staff offices, a technology and learning center, and dining facilities among others distinctive for the college programs. Visit our website at www.usfsm.edu.

Mission

The University of South Florida Sarasota-Manatee provides high quality bachelor's and graduate-level education and scholarly activity in a personalized learning community that prepares successful leaders and responsible citizens.

Vision

As a valued member of the USF System, the University of South Florida Sarasota-Manatee will be nationally recognized as a student-centered, research focused, community-engaged university with significant economic and cultural impact to the region.

Values

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

- Academic excellence
- Freedom of inquiry
- Diversity and inclusion
- Shared governance
- Accountability
- Student-centeredness

Strategic Goals

Student Success: Ensure student retention, timely completion, employment success; and student satisfaction.

Campus Life: Foster a rich culture of campus engagement.

Intentional Enrollment Management: Strategically recruit and retain students by growing existing programs and creating new programs of strategic emphasis or demonstrated demand.

Teaching and Learning: Explore and implement innovative technologies and pedagogical methods that increase student engagement in the learning process and improve student learning outcomes.

Scholarly Activity: Recognize and support diverse faculty and student research activities.

Community Engagement: Build and be known for a community engagement identity in partnership with organizations throughout the service area.

Resources: Preserve, grow, and diversify the human, physical, financial, private, and other resources, aligning them to support the strategic goals.

Policies and Regulations

USF's policies are subject to change and apply to all students regardless of their choice of catalog.

In this section...

- [General](#)
- [Undergraduate Policies & Regulations](#)
- [Graduate Policies & Regulations](#)

General

These policies apply to both undergraduate and graduate students.

Academic Grievance Procedures for Students

[USF Policy 10-002: Academic Grievance Procedures for Students](#)

[Student Grievance Form](#)

I. PURPOSE & INTENT

The purpose of this Policy 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.

II. STATEMENT OF POLICY

Review of the facts and events pertinent to the cause of the academic grievance 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. These guidelines are meant to govern all colleges (exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent they maintain procedures and processes for issues regarding professionalism). However, USF System institutions may have unique titles and specific administrative levels. Accordingly, each institution shall determine the appropriate levels and titles for review at the time a student initiates an appeal ensuring that if it is determined the matter is an academic grievance there is at least one committee level review and recommendation to an administrator to accept or reject. In the case of Academic Integrity violations, the appeal or grievance of a decision or academic action regarding Academic Integrity is contained in [USF3.027 Academic Integrity of Students](#).

III. DEFINITION OF TERMS

An “**academic grievance**” is a claim by an enrolled student receiving academic credit for a course that a specific academic decision or action (such as the assignment of a final grade or academic dismissal of a student or other grade assignment) has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

- Academic grievances will not deal with general student complaints.
- An academic grievance must include a reference to a violation of a specific USF Policy, or an academic decision that was applied differently to the grievant than other students to be considered under this Policy.
- Only the final grades assigned in a course, final actions or dismissals by the academic unit are grievable.
- Disagreement or issues with individual test grades, responses to exam questions or general disagreement with the academic discretion or professional judgment of instructors, (defined below as including all levels of academic administrators for purposes of this Policy) will not be considered grounds for an academic grievance, except where they impact the final grade. If a student has a concern on an individual assignment, and would like some formal consideration, the student should contact the instructor to discuss the issue and may submit the concern as a general complaint in writing to the instructor. If the student and instructor cannot resolve the complaint, the student may forward the complaint to the instructor’s supervisor and that supervisor shall review the

complaint and provide a response to both the student and instructor. If the supervisor identifies a need for a review by another office or process, the supervisor may make an additional referral.

- Dismissals based on University protocols such as failure to maintain GPA, probation for academic performance or other automatic administrative actions are not grievable.

“**Instructor**” shall mean any classroom instructor, thesis/dissertation/directed study supervisor, or the Dean or supervisor that imposes the final academic decision.

“**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 Office of 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 email to the recipient’s USF official email address of record or e-mail communication using assigned USF e-mail addresses.

The “**burden of proof**” shall be upon the student such that the student challenging the decision, action or final 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. See [USF3.027 Academic Integrity of Students](#). In cases where the academic decision is based on a deficiency in or a violation of a clinical or professional standard, the deficiency or violation may be considered sufficient proof to support an academic failure or dismissal notwithstanding a student’s success in other areas of academic performance.

“**Jurisdiction**” Where the course (not the student’s registration status) is housed (e.g., payment of faculty salary for the course) determines the appropriate forum (institution, college or department) where the grievance will be conducted. The outcomes of the grievance should be shared with the home institution, College and Department (Program Director or Chair of the students major). In the case where there is a joint program or it is unclear where jurisdiction shall fall, the Provost (or designee) may be consulted to identify the appropriate forum for the grievance. If a student is dismissed from a course, program, college or institution, that forum may make an additional recommendation for a more comprehensive sanction across the System directly to the Provost. In the event there is a System level dismissal by the Provost, and a student wishes to appeal that system level action, the President may designate an administrative officer to review that appeal and make a final determination.

“**Institution**” There are three member institutions in the USF System specifically referred to as USF, USF St. Petersburg (USFSP) and USF Sarasota-Manatee (USFSM).

“**Legal Representation**” Neither party shall be entitled to bring “legal representation” to any actual grievance proceeding as this is an internal review of an academic decision.

IV. PROCESS STEPS:

A. Resolution Process at the Course or Department Level

1. 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.
2. 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 final grade) and if the instructor determines it is feasible and may be productive, the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
3. If the situation cannot be resolved or a meeting with the instructor is not feasible, the student must file a notification letter within three (3) weeks of the triggering incident to both the department Chairperson/Director and Dean. This shall be a concise written statement of particulars and must include specific reference to the (a) published USF Policy, procedure or official published catalog and the manner in which it was allegedly violated and the decision that affected the student's academic record or status based on a violation of that specific written USF Policy, procedure or official published catalog (b) a description of the manner in which the student was treated in a substantially inequitable manner and a statement indicating the remedy sought (c) supporting documentations of all claims in the grievance and (d) the effort the student made to resolve the issue with the instructor.
4. The department Chairperson/Director must determine if the matter is an Academic Grievance (a specific Policy violated or a student treated differently than others) or if the matter is a complaint regarding the course or instructor.
5. (a) If the Chairperson/Director determines that the matter **is not** an Academic Grievance, the Chairperson/Director will discuss the complaint with the student and/or the faculty member and must advise the Dean of the complaint and the recommended resolution if any. The Dean will then review the classification of the complaint as not subject to the Academic Grievance Process and advise the student and faculty member in writing of the Dean's decision which may be to do one or more of the following:
 - 1.) Implement the recommendation of the Chairperson/Director (which can include dismissal).
 - 2.) Reject the classification and move the matter forward as an academic grievance.
 - 3.) Make referrals to appropriate Human Resources or employee supervisor/office for intervention and/or to appropriate USF offices (such as Diversity and Equal Opportunity Office (DEO)).
- (b) If the Chairperson/Director determines the matter is an Academic Grievance, the Chairperson shall provide a copy of the student's statement to the instructor. The instructor may file a written response to the grievance and the Process will continue.
6. The department Chairperson/Director shall discuss the student's statement as reference above 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.
7. 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 move the grievance to a Formal Grievance Appeal. Upon receipt of the student's request for a Formal Grievance Appeal 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 Formal Grievance Appeal, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the

written request from the Sarstudent to have the process advanced to a Formal Grievance Appeal (which shall include additional student responses and final statement). Should the student not file a written request to move the grievance to a Formal Grievance Appeal within the prescribed time, the grievance will end.

B. Formal Grievance Appeal at the College Level

1. Upon receipt of the grievance, the College Dean will review that matter to confirm that it is an Academic Grievance. If the Dean determines the matter is not an Academic Grievance, the Dean may dismiss it (which is a final University Decision) and notify all parties in writing, or if the Dean determines that it is an Academic Grievance, within three weeks the Dean shall establish an Academic Grievance Committee. Each Dean shall appoint a College Dean or Administrator to maintain the Formal Grievance Appeals to the College Level with a recording of the final disposition. 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, when feasible, at least one member assigned to oversee or with expertise in, a clinical area.
- c. The student or instructor may request to attend a Committee meeting to present a final statement to the committee. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. 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. The meeting time and place is to be set by the Committee. Failure or an inability of the student or instructor to attend a meeting will not force the meeting to be rescheduled or cancelled.
- d. The student or instructor may be accompanied by one individual (not to act as legal counsel or to participate in the meetings) if the student or instructor attends the meeting. The individual may be required to sign a confidentiality agreement.
- e. Students may not initiate contact regarding or relating to the grievance process or outcome with any member of the Committee outside of this established process before, during or after the Committee review process and any such contact may be considered a violation of [USF6.0021 Student Code of Conduct](#).

2. The Committee will operate in the following manner:

- a. The Committee Chairperson will be appointed by the College Dean from among the three (3) faculty members appointed to the Committee. 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.
- b. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on their interpretation of the evidence presented to it.
- c. Within three (3) 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.
- d. Within three (3) 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.
- e. The College Dean's decision is a final decision and appealable by the instructor or student to the University level only in the event (1) the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or (2) if there is a specific and identified substantive procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing

to the Dean of Undergraduate Studies or Graduate Studies (as appropriate) or the appropriate Chief Academic Officer or their designee within three weeks of receipt of the decision from the College Dean.

C. Formal Grievance Appeal at the Institution Level

For this level of appeal process, the Provost/Executive Vice President for Academic Affairs or the Sr. Vice President for USF Health has delegated authority for academic grievance appeals at the Institution level to the Dean of Undergraduate Studies for appeals involving undergraduate courses and to the Dean of the Office of Graduate Studies for appeals involving graduate courses. For academic grievance appeals for grades assigned in courses at USFSP or USFSM, the appropriate Regional Vice Chancellor for Academic Affairs at those Institutions may delegate authority to an Academic Administrator Officer to hear the appeal at the System Level (for the purposes of this section Administrative Officer, Graduate/Undergraduate Dean are referred to as "Administrator Officer"). In the event there is confusion as to the home for the course or in the registration status of the student within the USF System, the Provost may designate the jurisdiction for the appeal. The process steps are outlined below.

1. The student or the instructor may appeal at the Institution Level within three (3) weeks of the receipt of a decision made at the College Level, when (1) the decision at the College Dean Level is contrary to the recommendation of the Grievance Committee (2) a party identifies a specific substantive procedural violation in the application of the AGP. Within three weeks of receipt of the appeal of the decision, the Administrative Officer shall determine that the appeal is merited (there is a recommendation at the College Level contrary to the committee or the Administrative Officer concurs that there is cause to believe a substantive procedural violation in application of the AGP process may have occurred). If the Administrative Officer determines the appeal is not merited, the Administrative Officer shall advise the student, the instructor and the department Chair accordingly and that notice shall be a final University Decision. If the appeal is determined to be merited, the Administrative Officer (who may consult with the Faculty Senate and Student Senate) shall appoint an Appeals Committee consisting of three (3) faculty members drawn from the appropriate USF System Undergraduate Council or Graduate Council, and two (2) students, undergraduate or graduate (as appropriate and to be determined by the Administrative Officer).
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 Administrative Officer 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 Administrative Officer, etc.).
3. Within three (3) weeks of the appointment, the Committee Chairperson shall deliver in writing to the Administrative Officer a report of the findings of the Committee and a recommended resolution.
4. Within three (3) weeks of receipt of the Committee recommendation, the Administrative Officer shall provide a decision in writing to all parties.
5. If the Administrative Officer's decision is that a grade change is merited, the Administrative Officer shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Administrative Officer's decision is a final University decision and not subject to further appeal within the USF System.

In those cases where the final University decision constitutes a dismissal or permanent separation from the University, a student may seek judicial review pursuant to [Florida Rule of Appellate Procedure 9.190\(b\)\(3\)](#) by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days of the final University decision. If a person seeks review with the court, a copy of the petition must also be provided to the University of South Florida Office of the General Counsel at University of South Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.

IV. OUTCOMES

The final outcome will vary on an individual case basis. 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. 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 such circumstances, the Dean or Provost/Executive 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. 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.

Record Keeping: In the event a grievance moves to a Formal College Grievance Appeal, each College is responsible for maintaining a list of informal grievances and their final outcomes.

Academic Integrity of Students

[USF System Regulation 3.027: Academic Integrity of Students](#)

I. PURPOSE & INTENT

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 academic sanction at any USF System member institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution.

II. STATEMENT OF REGULATION

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.

As this Regulation contemplates several levels of administrative or academic review, students are advised to direct emails only to the single designated office identified as responsible for the current level of review. Student’s failure to adhere to this directive or ignoring specific directives provided by an administrator such as the emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may be interpreted as a waiver of the review/appeal process and a failure to follow university directives.

As the university has both Offices of Undergraduate and Graduate Studies with different standards for academic integrity, it is important to reference Section V(D).

III. APPLICABILITY & AUTHORITY

A. The following Regulation applies to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the USF System. The processes outlined in this Regulation are meant to govern all colleges exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent that they maintain procedures and processes for issues regarding academic integrity and/or professionalism.

B. The Academic Integrity Review Process (AIRP) is independent of any other USF process or review. The determinations by the Academic Offices are final. However, this process includes mechanisms for referrals

outside of the Academic process to both the Office of Student Rights and Responsibilities (OSRR) and the Division of Research, Integrity and Compliance (DRIC). Each of the offices has the authority to impose independent sanctions on the student that may be additional, less severe or more severe than the academic sanctions. The student will be subject to each sanction concurrently and/or consecutively and must comply with the full terms of each.

C. The student will be assigned the grade by the instructor in the course in which the student is registered. Jurisdiction of the appeal and review stays with the course; however, if the potential sanction extends outside of the College or Academic unit where the course is housed, jurisdiction is transferred to the Academic Officer with the authority to impose the greater sanction.

IV. DEFINITION OF TERMS

A. Notice shall be considered final upon email to a student’s official USF email address. Additional notice may be sent at the discretion of the parties.

B. Academic Officer (“AO”) shall mean the individual (or their designee) vested with the authority to impose the recommended academic sanctions by the instructor. The appropriate AO may vary by institution, circumstance or factual basis of each case. In the event it is unclear, the Chief Academic Officer or their designee will identify the appropriate AO. The table below is provided as a general guideline.

Academic Dishonesty occurred in:	Sanction:	Academic Officer (to be determined by individual cases and title may vary):	Academic Officer for Academic Integrity Appeal:
Course	· Grade Assignment; or · Removal from course	Instructor’s Supervisor or Department Chair	Dean of College
Program	· Suspension; or · Removal from Program	Chair (or Director for certain Schools)	Dean of College
College	· Suspension; or · Removal from College	Dean of College	Dean of Graduate/Undergraduate Studies or Chief Academic Officer
University or Institution	· Suspension; or · Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduate Studies or Chief Academic Officer

C. Dean shall mean a College Dean, or where applicable the Dean of Undergraduate Studies, Dean of Graduate Studies, or the Chief Academic Officer (for those Institutions that do not have a Dean of Undergraduate or Graduate Studies) or the equivalent as indicated – or in all cases a “Dean’s designees” appointed to handle academic grievances for the unit.

D. Academic Integrity Review Board (“AIRB”): The committee that will be appointed by the Academic Officer to review the Academic Integrity finding and sanction as referenced in Section VII (2).

E. Academic Integrity Review Process (“AIRP”): The steps described in this Regulation that govern how an Academic Integrity violation will be charged, appealed and determined.

F. Student Academic Integrity Committee (“SAIC”): The group of individuals that may be identified by a University System member as trained academic integrity volunteers. These volunteers may develop academic integrity educational modules and policies and who may be available to serve on an AIRB.

G. Academic Dishonesty is the term used to define the violation of the Academic Integrity Regulation.

H. Violations of Academic Integrity: The behaviors described below are considered violations of the academic standards for both Undergraduate and Graduate students. The academic sanctions for Graduate students may be more severe.

I. 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.

- a. 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.
- b. 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.
- c. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
- d. 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.

2. 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.

- a. 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.
- b. 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.
- c. 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.
- d. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

3. Fabrication, Forgery and Obstruction:

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.

- a. 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.
- b. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
- c. 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.
- d. 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.
- e. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

4. Multiple Submissions is the presenting or turning in 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.

- a. 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.
- b. 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).
- c. 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.
- d. 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.

5. Complicity is assisting or attempting to assist another person in any act of academic dishonesty. A student will be considered to be complicit if the student is aware of an academic integrity violation, is able to report and fails to do so. In addition:

- a. Students may not allow other students to copy from their papers during any type of examination.
- b. 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.
- c. 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.
- d. Students may not have a substitute take an examination or take an examination for someone else.

6. Improper use of teamwork credit is allowing your name to be included on a group project in which you did not participate. This act is considered a violation of academic integrity. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:

- a. No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.
- b. All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- c. Only those persons who participated on the team shall be named in the submission of the assignment.

7. Solicitation or Purchase is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.

8. Misrepresentation. Submitting the work of another as your own, e.g., using a ghostwriter to write a paper, thesis, dissertation; having another person complete an on-line class in your name.

9. Misconduct in Research and Creative Endeavors is a serious deviation from the accepted academic and 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. Research Misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or differences in opinion. In addition to the academic sanctions in this Regulation misconduct in research is also subject to [USF System Policy 0-301](#), procedures and any sanctions contained therein.

- a. Students may not invent or counterfeit information.
- b. 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.
- c. Students may not represent another person's ideas, writing or data as their own.
- d. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- e. 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.
- f. Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.
- g. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
- h. 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 Regulations and Policies website.

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

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

11. Misuse of Intellectual Property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

I2. Violation of State or Federal laws with regard to Intellectual Property is conduct that violates and does not adhere to state or federal laws concerning the fair use of copies or other intellectual property.

V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS

A. General Guidelines:

1. Violations for USF System Undergraduate students are classified into four (4) levels according to the nature of the infraction. For each level of violation a corresponding set of academic sanctions is recommended, however, specific academic programs may include additional and different academic sanctions. These academic 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.

2. Violations for USF System Graduate Students are not classified into levels as the instructor determines the severity of the violation, the grade and recommends any more severe academic sanction.

3. Multiple Violations:

- a. Graduate Studies: Graduate Students who are assigned an “FF” grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.
- b. Undergraduate Studies:
 - i. For the first “FF” recorded in an Undergraduate student’s academic record, the student will receive a letter from the Dean of Undergraduate Studies or the Chief Academic Officer 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. The student may also be suspended for one (1) full semester, depending upon the level of violation.
 - ii. For the second “FF” recorded, the Undergraduate Student will be suspended for one (1) 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.
 - iii. The Undergraduate Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record and transcript.
 - iv. 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.
 - v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of the AO.

B. Severity of Academic Integrity for Undergraduate Students: For Undergraduate Students the severity of conduct is divided into levels with specific academic related sanctions. For Graduate Studies, the instructor determines severity and academic sanctions as provided in Section V(D) below

I. Level One

a) CONDUCT:

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 coursework, are not extensive, and/or occur on a minor assignment. The following are examples:

- i. Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a minor infraction).
- ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

b) ACADEMIC SANCTIONS:

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

2. Level Two

a) CONDUCT:

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

- i. Working with another student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a more serious infraction).
- ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
- iv. 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.
- v. 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.

b) ACADEMIC SANCTIONS:

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

3. Level Three*

a) CONDUCT:

Level Three is characterized by violations that affect a major or essential portion of work done to meet course requirements, involves premeditation or demonstrates repetition or both, of one or more violations of Level One or Level Two violations including repeating any one or more of the following actions:

- i. Copying on examinations.
- ii. Plagiarizing major or essential portions of a written assignment.
- iii. Acting to facilitate copying during an exam.
- iv. Using prohibited materials, e.g. books, notes, e-flashcards or calculators during an examination.
- v. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- vi. Altering examinations for the purposes of re-grading.
- vii. Acquiring or distributing an examination from unauthorized sources prior to the examination.
- viii. Presenting the work of another as one’s own.
- ix. Using purchased term paper or other materials (even if the source is cited).
- x. Removing posted or reserved material, or preventing other students from having access to it.

- xi. Fabricating data by inventing or deliberately altering material (this includes citing “sources” that are not, in fact, sources).
- xii. Using unethical or improper means of acquiring data.

b) ACADEMIC SANCTIONS*:

- i. Failing grade for the course with a designation of “FF” on student’s internal transcript.
- ii. Possible suspension from the university for one (1) semester.

4. Level Four*

a) CONDUCT:

- i. All academic infractions committed after return from suspension for a previous academic honesty violation.
- ii. 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).
- iii. Having a substitute take an examination or taking an examination for someone else.
- iv. 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.
- v. Sabotaging another student’s work through actions designed to prevent the student from successfully completing an assignment.
- vi. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

b) ACADEMIC SANCTIONS*:

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.

C. Centralized Reporting:

- 1.* In all Level 3 or Level 4 violations, the instructor must send a concise written statement including details of the date, time, and incident particulars (the “Report”) to the AO to consider additional academic sanctions above the grade assignment.
2. In Level 2, 3 and 4 violations, the instructor should contact the Dean of Undergraduate Studies or the Chief Academic Officer at their institution to determine if there is an office designated to track academic integrity violations/violators (Referred to as an “AIO”). If the institution has an AIO, the instructor must send a copy of the Report to the institution’s AIO. The AIO will have exclusive access to the Reports and will only share the Reports to instructors or academic advisors in the event of multiple Reports regarding a single student. This will enable appropriate handling of multiple violations.
3. As member institutions may not have a Dean of Undergraduate Studies they may establish internal protocols for centralized reporting by an internal procedure or Policy.

D. Severity of Academic Integrity for Graduate Students

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those students are admitted to a Graduate degree program or Graduate certificate or any student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any student in a Graduate Studies course who receives an “FF” grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

- a. An “F” or “Zero” grade on the subject paper, lab report, etc.

- b. An “F” in the course or activity in which credit may be earned.
- c. An “FF” in the course (leading to expulsion from the university).
- d. Academic Dismissal for any violations of academic dishonesty Regulations or Policies.
- e. Possible revocation of the degree or Graduate Certificate following a thorough investigation.

E. “FF” Grade Guidelines:

1. Instructors may assign an “FF” grade in specific circumstances. An “FF” grade is noted on the students USF record, indicates academic dishonesty and is only reflected on internal records. Any Undergraduate Student who receives an “FF” grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate Students, an “FF” grade will lead to permanent dismissal from the university (in cases of permanent dismissal from the university a notation may be added to the official USF transcript).
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 final course grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of the Academic Integrity Review Process. This includes any determination of a violation of the Academic Integrity Regulation that is not detected until after the student has dropped or completed the course or during or after the Academic Integrity Review Process. The actual steps for imposing the “FF” grade (which is an internal USF System designation) shall be established by each institution’s Registrar or Chief Academic Officer.

VI. PROCESS STEPS:

1. The instructor identifies or learns of an academic integrity violation.
2. The instructor identifies the severity level of the violation (see Section V(B)).
3. The instructor determines the appropriate grade assignment and use of the guidelines (included in Section V) and identifies any additional academic sanctions that may be recommended to the AO.
4. The instructor advises the student of the grade determination and recommended academic sanctions (if applicable) either in person or by email including a set date to discuss the determination (within ten (10) days of determination of the grade if possible).
5. Final Notice of Academic Sanction by the Instructor: Within ten (10) days of meeting with the student, if the instructor determines there is a grade sanction only and no recommended additional academic sanctions, the instructor may immediately assign the grade sanction and email the student notice of this final grade sanction. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the student and AO of those recommended additional academic sanctions considered to be appropriate to the violation (Level 3 or 4 violations will include additional academic sanctions) and the process continues as detailed below.
6. Final Notice of Academic Sanction by the AO:
 - a. Undergraduate Students: Within ten (10) days of receipt of the recommendation from the instructor, the AO will determine any additional academic sanctions, if applicable, and notify the student by email. The student may grieve the final notice by the Department level AO and ask that it be reviewed by the College Dean, who will determine if the student’s grievance is appealable. The Dean will determine the final decision for reviews involving an assignment with alleged academic dishonesty. Appeals for final grades and sanctions will be considered by the Dean and may be appealable to an AIRB (as described in Section VII: Academic Integrity Appeal).
 - b. Graduate Students: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the student.

7. Reports to a designated centralized office:

The instructor or the AO may make a referral to an internal university office responsible for tracking academic integrity violations/violators if one has been designated as detailed in Section V (C).

8. If a student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Academic Officer feels immediate action is necessary.

9. Referral to [OSRR](#) & [DRIC](#): The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or AO determines the conduct also rises to a violation of the Student Conduct Code or the expectations and standards of the [Division of Research, Integrity and Compliance \(DRIC\)](#), the instructor or AO may make a referral to those offices. The instructor or AO making the referral should notify those additional offices of any pending or final academic sanction. A determination by [OSRR](#) or [DRIC](#) is separate and distinct from the AIRP and any academic sanction. The student must comply with all sanctions imposed by each office (a lesser sanction or different determination by the conduct offices does not impact the Academic sanction).

10. Transcript/Record:

- An Academic Integrity dismissal from the University will be reflected on a student's official transcript.
- A grade sanction (such as an "FF") or other lower sanction is reflected on the student's internal USF record.

VII. ACADEMIC INTEGRITY APPEAL:

If the student identifies that the determination of the academic integrity violation or related grade assignment or sanction either (1) had no factual basis or could not be reasonably inferred by the facts as presented or (2) violated a University Regulation or Policy, the student must allege the absence of factual support or basis or the specific Regulation or Policy violated and provide it as part of an academic integrity appeal. A student who has accepted responsibility for the academic integrity violation itself (either in writing or verbally) to the instructor or administrator, may not challenge the factual basis and may only appeal the severity of the sanction imposed (See Section V(B)).

The student may appeal after notice of the final academic sanction(s) which is either: (1) the instructor's grade determination; or (2) if there are additional academic sanctions, after those additional academic sanctions are reviewed and determined by the Dean. The student may remain enrolled in their academic program until the conclusion of the appeal process unless the Dean determines that the student may not remain enrolled and advises the student in writing accordingly. Unless an Institution or College has established and referenced an alternative academic integrity or professional standards process, the appeal process steps for academic integrity issues are:

1. Student Written Appeal: After notice of the academic sanction, the student may send a written appeal to the Dean copying the instructor by email within ten (10) days of the grade determination or final academic sanction (additional time may be granted at the discretion of the Dean as necessary). If it is unclear who the designated Dean should be, the student may ask the instructor to identify the appropriate Dean. The student's written appeal may be an email request and must contain a concise statement of the student's position including the factual deficiency or the specific Regulation or Policy violated. This statement should include why the student feels the determination by the instructor and/or AO was not correct and must include all documentation available that supports the student's position.

2. Initial Review of Appeal: As general complaints or disagreements with the instructor's decision are not grounds for appeal and students who have accepted responsibility at any time in the process may only appeal imposed sanctions, the Dean may make an initial review of the appeal to identify the limits of the appeal and to verify that the student has clearly identified that there was no factual basis for the instructor's determination and/or the specific Regulation or Policy violated. If the Dean elects to make this initial review, the Dean may clarify the

parameters of the appeal (sanctions only), or dismiss the appeal as insufficient. The Dean must send the student and instructor notice of this determination within ten (10) days of receiving the student's written appeal, copying the instructor's supervisor or department chair. This will be a final University decision.

3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may move the appeal forward with or without the initial review or after the review set parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic Integrity Review Board (AIRB) composed of students and instructors or administrators at the Dean's discretion, provided that there are at least three (3) individuals, one (1) of which is an instructor or administrator and one (1) student.

4. Selection of AIRB members: Although the Dean may select any students to serve on the AIRB, if the university system member establishes a Student Academic Integrity Committee (SAIC) at that institution, and there are SAIC members available to serve, the Dean shall select the student board members from the SAIC to serve on the AIRB at that institution. The students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate students should serve on AIRB for undergraduate student appeals, graduate students for graduate student appeals, clinical students for clinical student appeals, and medical students for medical student appeals.

5. Meeting of the AIRB: Unless extended by written notice of the Dean or other extenuating circumstance, the AIRB will meet within three (3) weeks from the time the Dean receives the student's written appeal. The Dean will advise the student by email of the date, time and place of the AIRB review. If the student or instructor has a justifiable conflict, the student or instructor may make one (1) written request to reschedule the review emailed to the Dean with the reason for the request, noting any known foreseeable conflicts into the next three (3) weeks. The one-time extension may be granted at the discretion of the Dean. (The timelines provided in this Regulation may be extended at the Dean's discretion with written notice to the student and instructor).

6. AIRB Review Steps and Further Appeals:

- a. At the Review, the student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.
- b. The student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the student.
- c. Each party may be present during the other's position statement. Neither party may ask questions of the other, argue, or respond to the other's statement. The AIRB may question both parties at any time during the proceedings
- d. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the student by email. The student and instructor's concise written statements will be included with the AIRB's recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively or the Chief Academic Officer (See Section IV(C)). The University Level officer (a) will have three (3) weeks to make a final determination (b) may request to review any additional information necessary or may limit the review to the initial statements provided by the student and instructor upon initiation of the Academic Integrity Appeal Review and the Dean's Statement (c) will issue a determination in writing by email to the student, instructor and the Dean. This will be a final university decision.

7. In the event the determination and final university decision is an “FF” grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the student may appeal that final university decision within thirty (30) days to the Circuit Court by way of Writ of Certiorari.

Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS. History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6- 3-15 (technical).

Academic Load

The maximum load per semester of an undergraduate student is eighteen (18) hours (fall & spring semesters) and fourteen (14) hours (summer semester) unless approval is received from the student’s college dean. In the fall or spring semester, twelve (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 – six (6) hours or more each session

For Financial Aid purposes – must be enrolled for twelve (12) hours (undergraduate) in any combination of sessions “A,” “B” and “C”

Session “C” (10 weeks)

For Academic purposes – nine (9) hours or more

For Financial Aid purposes – must be enrolled for twelve (12) hours (undergraduate) in any combination of sessions “A,” “B” and “C”

Students receiving Veterans’ Administration benefits should confirm their Summer Term enrollment with the Office of Veteran Services.

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

Attendance

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 members 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.)

Attendance for the Observance of Religious Days by Students

[USF System Policy 10-045 Attendance for the Observance of Religious Days by Students](#)

I. PURPOSE & INTENT

Pursuant to Section 1006.53 Florida Statutes and Board of Governors Regulation 6.0115, the University of South Florida System (USF System) establishes the following Policy regarding religious observances.

II. STATEMENT OF POLICY

All students, faculty, and staff within the USF System have a right to expect reasonable accommodation of their religious observances, practices and beliefs.

The USF System will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The USF System, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the USF System's constituency.

Students are expected to attend classes and take examinations as determined by the USF System. 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. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from completing the academic requirements of a specific course.

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy. Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will be given reasonable opportunities to make up any work missed. In the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop 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.

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

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 their academic advisor by the deadline to withdraw from a course. After the withdrawal deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to request to withdraw for medical reasons. Students may find additional information through the FTIC and Persistence Advisor.

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.

Registration Changes

[USF System Policy 10-006 Registration Changes Including Course Change, Cancellations, Withdrawals, and Auditing](#)

I. INTRODUCTION (Purpose and Intent)

Students are fundamentally responsible for their registration status. Students may make changes to their registration status and must be aware of the academic and financial impact of those changes as provided in this University of South Florida System (USF System) Policy and other related Policies and Regulations.

II. STATEMENT OF POLICY

There are several ways that students, instructors (includes primary instructor or faculty member) or the University may adjust student course schedules. The options available are determined by time elapsed in the semester, university deadlines, and a student's academic status at the time of the requested adjustment.

A. Drops or Adds during the DROP/ADD PERIOD:

The Drop/Add Period shall begin on the first day of classes and end on the date specified in the Home Institution catalog*, but not later than the end of the first week of classes in the term. During the drop/add period, registered students may add to, delete from, or otherwise adjust their schedule of courses. Additionally, students may be deleted from class rolls based on instructor notification of non-attendance at the first class meeting. (*The Registrar at the appropriate institution may establish specific drop/add periods consistent with Financial Aid criteria for courses and programs that follow an Alternative Calendar or are developed for a specific identified purpose outside of the regular calendar.)

I. Add

Students may add courses through the regular drop/add period. Students wishing to add courses past the drop/add period must petition through their Academic Regulations Committee (ARC) representative in the appropriate college or by Graduate Studies Petition.

General Guidelines for Add Exceptions: Add transactions may occur on an exceptional basis and after the end of the drop/add period when the student:

1. Initiates the formal request to be approved at the discretion of the instructor, college, and department, following the procedures of the ARC or Graduate Studies petition;
2. Demonstrates the exception is justified by extraordinary circumstances including, but not limited to, administrative error; **and**
3. Receives approval by the ARC Representative or by Graduate Studies petition.

2. Drop

a. First Class Day

i. Student Voluntary Cancellation Before First Class Day

Prior to the first day of classes, students may cancel their registration by dropping all of their courses via OASIS by the end of the drop/add period. Failure to initiate the drop may result in fee/grade liability.

ii. Instructor Initiated Cancellation Due to Student's Failure to Attend

All instructors teaching undergraduate and graduate courses are required to take attendance on the first day of class and to drop students who do not attend the first day of class. Students who experience extenuating circumstances that are beyond their control and who are unable to attend a first class meeting must notify the instructor via email using the course management system (i.e. Canvas) for that course prior to the first class meeting to request waiver of the first class attendance requirement. Although instructors are authorized to affect the drop, students are fundamentally responsible for knowing their registration status, and the student must ensure that his/her registration status reflects the drop by the end of the drop/add period. For Saturday only courses or courses that begin on a Saturday, students are expected to contact the Registrar's Office on their respective USF campus to drop the course(s) no later than 5:00 pm on the following Monday.

USF's distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s). Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor or the department prior to the calendar start date of the course to request waiver of the first class attendance requirement.

Instructors who have failed to drop a student for non-attendance during the first week of classes should initiate the course deletion after the drop/add period, as soon as the instructor discovers that the student has not attended the first class meeting and never attended any subsequent class meetings. When dropped for non-attendance, the student may be removed from the class roll and will not earn any grade nor credits for the course.

b. Student Initiated Drop: Students may drop courses through the regular drop/add period (as provided in each USF System Institution's Catalog, usually within the first five days of each term). If the course is dropped within the drop/add period, no entry of these courses will appear on any permanent academic records, and all refundable tuition and fees will be returned.

General Guidelines for Drop Exceptions: Drop transactions may occur on an exceptional basis and after the end of the drop/add period when the student:

1. Initiates the formal request within the University's required deadline;
2. Demonstrates the exception is justified by extraordinary circumstances including, but not limited to, administrative error; **and**
3. Receives approval by the ARC Committee or via Graduate Studies petition.

3. Withdrawal

a. First Ten Weeks: Students may withdraw from the USF System or from individual courses without academic penalty for the first ten weeks of any term, except for summer sessions; however students will remain fee liable.

b. After the Tenth Week: Students will not be permitted to withdraw from a course to avoid fee or academic penalty after the tenth week; however, appeals for withdrawal after the tenth week of the semester may be made to the Academic Regulations Committee (ARC) representative in the appropriate college or by Graduate Studies Petition within the system time (See the [USF Fee Adjustment Form](#)).

c. To withdraw, undergraduate students must submit a completed ARC petition form to the college representative of the student's declared major (see the ARC form). Graduate students must submit a completed Graduate Petition form to their graduate program Advisor. No entry is made on the academic record for

withdrawals submitted during the regular drop/add period. All subsequent withdrawals (through the tenth week of classes in the fall and spring semesters) are posted to the permanent academic record with “W” grades assigned to the courses and tuition and fee liability will be assessed. Students who withdraw may not continue attending class.

d. Students who stop attending classes and do not withdraw may be assessed an “F” grade and the University may be required to report the circumstances related to the “F” including non-attendance or non-performance in the class to Financial Aid as required by law.

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

f. Undergraduate students who totally withdraw while on the second term of 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.

4. Auditing Privilege

Students who wish to sit in on a class to review the course material may request approval to do so; however, the student will not be permitted to take exams nor receive grades or credit. The student’s status for that class is an audit with presence in the classroom limited to listener. A student must register to audit courses by the end of the drop/add period. Fees for audit are the same as for full enrollment for credit, except out of state tuition is not charged. The separately accredited Regional Institutions of the USF System have unique characteristics. Students, instructors, and staff must check with their home institutions and apply System-wide policies in conjunction and consistent with the specific characteristics and guidelines applicable to those Regional Institutions.

5. Tuition and Fee Liability

a. Tuition and fees for the term shall be based on the courses remaining on the record at the close of the drop/add period.

b. No tuition and fees shall be assessed, and no grades or credits shall be awarded, for course(s) dropped during the drop/add period.

c. If a student adds a course or courses on an exceptional basis, tuition and fees for the added course(s) shall be assessed.

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.

Class Standing

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

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

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.

Disruption of Academic Process

[SF Regulation 3.025: Disruption of Academic Process](#)

I. PURPOSE & INTENT

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida System (USF System) [Student Code of Conduct](#) and any person may make a direct referral regarding student conduct to the Office of Student Rights and Responsibilities (OSRR) at any time for a conduct review and possible university wide sanction. This Academic Disruption Regulation provides the steps an Instructor may take to immediately address a student disrupting a class or academic setting including restricting a student from class, assigning an academic sanction or other immediate sanction. This is considered an

Academic process and provides for academic sanctions. An Instructor may/must make additional referrals to OSSR for a more comprehensive review and additional conduct sanctions which are considered separate from the Academic process.

II. STATEMENT OF REGULATION

This Regulation provides a mechanism for the Instructor to ensure a positive academic environment.

Although academic discussion may include disagreement with the course Instructor during times when the Instructor permits discussion, it is not in itself disruptive behavior and is not prohibited; the Instructor sets the parameters for classroom interaction.

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.

Misconduct occurring on premises of all institutions of the USF System 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.

III. APPLICABILITY & AUTHORITY

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

References to classroom or academic area include all academic settings (in class or in academic offices, live or online, field clinical experiences, fieldtrips and the communications forums established for academic use). References to Instructor include the course Instructor, USF faculty, administrators, and staff.

A. Coordination of Process:

1. As each process contemplated by this Regulation includes several levels of administrative or academic review, students must direct emails or correspondence only to the single designated office identified responsible for the current level of review. Student's failure to adhere to this directive such as emailing all levels of administration, multiple parties not directly involved, or tangentially involved offices may be interpreted as a waiver of the review/appeal process and a failure to follow university directives.

2. As conduct that violates this Regulation may also violate others and may result in several referrals and/or administrative review and actions, students must be aware that several offices may be contacting them such as:

- a. The College/School/Department to address alleged academic disruption;
- b. The Office of Student Rights and Responsibilities (OSRR) to address possible violation of the Student Code of Conduct;
- c. The Students of Concern Assessment Team (SOCAT) to identify how to best coordinate the resources available to assist in addressing concerns.

IV. DEFINITION OF TERMS

A. Disruption of the academic process: 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:

1. 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
2. Presents a danger to the health, safety or well-being of self or other persons.

B. Notice: Notice will be considered final upon sending of an email to a student's official USF email address. Additional notice may be sent at the discretion of the parties.

V. PROCESS STEPS:

(a) Instructor Response:

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 immediate academic and/or additional 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 immediately leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary.* In addition, the Instructor may extend the restriction or impose the restriction after the conclusion of the class. At the time the Instructor imposes the initial restriction or extends the restriction, the Instructors are accountable for compiling and sending the scanned Academic Disruption Incident Report (details and link to Report may be found in *Section 5: Documentation and Academic Disruption Incident Report* below) by email to the student's USF email address and simultaneously, within 48 hours of the restriction to:

- a. The department chair;
- b. The Assistant/Associate Academic Dean of the College (as determined by the College);
- c. The Office of Student Rights and Responsibilities (OSRR) or the separately accredited institution's designated office in Student Affairs; and
- d. The student (the Academic Disruption Incident Report should include notice to the student of whether the student is permitted back in class and the conditions of that return or the duration of the exclusion).

*If the situation is deemed an emergency that requires immediate action, the Instructor should notify the appropriate law enforcement agency as soon as possible.

3. The Instructor remains responsible for the academic sanction and communication to the student with regard to the student's ability to return to class, regardless the filing of the report to other offices (which is required to enable the USF System to comprehensively respond beyond the immediate academic authority).

a. If the Instructor permits the student to return after the classroom incident or is restricting the student from the classroom pending resolution, the Instructor or his/her designee must email, call or notify the student in person that:

- i. The student is excluded and for how long (may be indefinitely, permanently or undetermined pending review);
- ii. The student has the right to request an expedited review of the exclusion within two (2) days to the Chair of the Department.

4. Possible Academic Sanctions, Actions and Guidelines

a. 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 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.

b. The Instructor or Academic Administrator must advise the OSRR or the separately accredited institution's designated office of the final Academic Sanction as soon as possible.

5. Documentation and Academic Disruption Incident Report

a. 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. The Academic Disruption Incident Report may be amended or updated at any time with additional information. The OSRR or designated office in Student Affairs requires written documentation containing factual and descriptive information. All parties are entitled to see this documentation.

b. Instructors are accountable for compiling and sending the Academic Disruption Incident Report either by hardcopy or scanned, and sent by email to the student's USF email address, simultaneously, within 48 hours to:

- i. The department chair;
- ii. Dean of the College or Designee (as determined by the College);
- iii. The Office of Student Rights and Responsibilities or the separately accredited institution's designated office in Student Affairs; and
- iv. 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
- Student's USF 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,)
- Recommended course of action and reasons for this recommendation Instructor's signature

B. Student Response (including right to review):

1. Students must respect the immediate action taken by the Instructor. However, students do have the right to ask for a review of the Instructor's decision or recommendation.
2. Each step in this review process must be initiated within and concluded by 48 hours of the last step. A designee may review instead of the administrative officer.
3. The student may appeal the academic decision in writing to the Chair of the Department. The Chair must review the written appeal and decide if the student can return to the specific class and/or any academic setting. The Chair may consult with the student or Instructor or base the decision on the report submitted.
4. The student may appeal the Chair's decision in writing to the Dean of Undergraduate Studies or Graduate Studies or the institutional officer as appropriate) for review and decision. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the university.
5. Students should review Section III: Applicability & Authority as well as Section C: Additional Referrals and Sanctions below with regard to the possibility of multiple reviews and the need to respect the autonomy of each.

C. Additional Referrals and Sanctions:

I. Office of Student Rights and Responsibilities

Student Academic Disruptions may violate the University Student Conduct Code or possible external laws. Students will be held accountable accordingly.

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 V(A)(4)):

- 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 System institutions.
- Expulsion

2. Law Enforcement

Criminal Conduct will be handled by appropriate law enforcement agencies.

3. Sharing of Information

The Academic Office (Dean, Director or other Academic Office) that imposes the final decision and related sanction (if applicable) will advise OSRR of any sanctions imposed by the academic area. In addition the Office of Student Rights and Responsibilities or designated office in Student Affairs will advise 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.

D. Resources: direct phone contacts are provided as follows:

USF Tampa

Urgent

Emergency..... 911
University Police, Non-Emergency..... (813) 974-2628

Academic Offices

Assistant/Associate Dean’s office in schools and colleges
Department chairs and other faculty

Consultation

Center for Victim Advocacy & Violence Prevention(813) 974-5756
Counseling Center.....(813) 974-2831
General Counsel(813) 974-2131
Office of Student Rights and Responsibilities.....(813) 974-9443
Students with Disabilities Services.....(813) 974-4309
Office of Student Outreach and Support.....(813) 974-6130

USF St. Petersburg

Urgent

Emergency..... 911
University Police, Non-Emergency.....(727) 873-4140

Academic Offices

Vice Chancellor for Student Affairs.....(727) 873-4162

Consultation

Counseling Center (727) 873-4422
Office of Student Rights and Responsibilities (727) 873-5027
Students with Disabilities Services (727) 873-4990

USF Sarasota-Manatee

Urgent

Emergency 911
Campus Police, Non-Emergency (USFSM & NCF) (941) 487-4210

Academic Offices

Dean of Students (941) 359-4330

Consultation

Victim’s Advocate (941) 252-5156
Counseling Center (USFSM & NCF) (941) 487-4254
Office of Student Rights and Responsibilities (941) 359-4268
Students with Disabilities Services (941) 359-4714
Students of Concern Assistance Team (SOCAT) (941) 359-4714 or <http://sar.usfsm.edu/socat/>

*Authority: Art. IX, Sec. 7, Fla. Constitution; FL Board of Governors Regulations, 1.001; 1006.60, 1006.61, F.S. History—
New: 12-11-08, Amended 11-28-11, 6-25-14 (technical).*

Diversity and Equal Opportunity

Location:	ALN 172, Tampa Campus
Telephone:	813-974-4373
Website:	usfweb2.usf.edu/ea/

[USF System Policy: 0-007 Diversity and Equal Opportunity: Discrimination and Harassment](#)

[USF System Policy: 0-004 Sexual Misconduct/Sexual Harassment \(Including Sexual Violence\)](#)

The University of South Florida System (USF System) community is most successful when it is based on respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free of discrimination and sexual harassment, including sexual violence. As part of the effort to maintain an environment that is comfortable for all people, the USF System establishes this Policy.

Sexual harassment, including sexual violence, is prohibited within the USF System, and complaints of such conduct are to be filed with one of two designated offices within the USF System: specifically, the Office of Diversity, Inclusion and Equal Opportunity (DIEO) or the Office of Student Rights and Responsibilities (OSRR). The designated office will review such complaints and provide appropriate response including counseling, mediation (in limited circumstances), and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the USF System.

Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries

concerning to the application of Title IX may be referred to the Title IX Coordinator, the Title IX Senior Deputy Coordinator, or to any of the University's Title IX Deputy Coordinators. The most up-to-date information on the University's Title IX Coordinator and Deputy Coordinators can be found in the webpage for the Office of Diversity, Inclusion and Equal Opportunity, located at www.usf.edu/diversity. The Title IX Coordinator is:

Cecil Howard, Chief Diversity Officer
4202 E. Fowler Avenue, ALN 172, Tampa, Florida 33620
(813) 974-0537; howardc@usf.edu

Discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, gender identity and expression, sexual orientation, or veteran status are also prohibited. (Please see [USF System Policy Number 0-007, Diversity & Equal Opportunity: Discrimination & Harassment](#)).

When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the complainant and others.

General Student Grievance Process

[USF Policy 30-054: General Student Grievance Process](#)

I. INTRODUCTION

The University of South Florida System (USF System or University) is committed to mutual respect among all constituents of the University community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns in an informal setting. As there are several offices designated to address grievances throughout the University (see [USF System Policy 30-053: Student Grievance Processes](#)), with specific processes applicable to USF Health, students should first identify the topic or substance of a grievance and file the grievance with the appropriate office.

II. APPLICABILITY

Any student concern that has a specific review process outlined in [USF System Policy 30-053](#) must be addressed using the appropriate designated process or may be redirected to the appropriate process. As there are some grievances that may fall outside of any set Policy or Regulation or a Student may not be aware of the process availability this Policy is established as a general guideline for the USF System for students to grieve general concerns related to university departments, administration and/or staff. Most specifically, student concerns related to an academic unit's assignment of grades or decision regarding the academic progression of a student enrolled in a course for academic credit must be addressed through the [USF System Policy 10-002: Academic Grievance Procedure for Students](#). In addition, as each individual USF System Institution may have established internal grievance policies, the Institution specific policies shall be applied in place of, or as a first step to this Policy depending on the actual terms of the Institution policies. In addition, as individual USF System Institutions may have different levels of authority or titles, the applicable levels and titles will replace the terms of this Policy.

III. DEFINITIONS OF TERMS

- Informal General Student Complaint** is the first step in the General Process and is a verbal or written claim by a student alleging improper, unfair, or arbitrary treatment by a USF System department

administrator, and/or staff member or an attempt to seek guidance on how to find the appropriate office or person to assist in informally resolving a complaint with a department administrator or staff member. The Ombudsperson can be a confidential resource for students who want to discuss their options for resolving these complaints and the Ombudsperson may assist the student in resolving the issue informally or redirect the student to the appropriate office for review or formal. However, it is recommended that the student first attempt to address their complaint by discussing it with the person most directly involved with their complaint as set forth in the process below.

2. **Formal General Student Grievance** is a written claim that may be filed if the Informal General Complaint Process does not resolve the issue and the student identifies improper, unfair, or arbitrary action by a USF System department, administrator, and/or staff member involving the application of a specific provision of a USF System regulation, policy or procedure. Formal grievance or complaints must utilize the [official form](#).
3. **Time** shall mean “academic time,” or “academic days” which are 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 (21 academic days) as a standard time limit. The time line shall begin at the time of the first occurrence or at the time a student, using reasonable due diligence, should have obtained knowledge of the first occurrence of the event giving rise to the complaint. If the complaint or grievance is not presented or processed within the established limits, it shall not be considered. If a complaint or grievance is not appealed to the next step within the established time limits, it shall be considered settled (on the basis of the last answer). If, after presentation at any step, a USF System department, administrator, and/or staff member does not discuss and/or answer the complaint or grievance with the student within the established time limits, the student may treat the complaint or grievance as denied at that step and may appeal the complaint or grievance to the next step.
4. **Written Communication** may be either e-mail or postal mail.

IV. PROCESS STEPS/SPECIFIC PROVISIONS

I. Informal General Student Complaints:

- a. The Student must first attempt to address his/her complaint by discussing it with the person most directly involved with their complaint within the time period defined above. If the complaint is not resolved, the student may elect to elevate the complaint in writing to a Formal General Student Grievance as provided below.
- b. If possible, the USF System department, administrator, and/or staff member should respond by meeting with the student to attempt an agreement or resolution.
- c. If there is no agreement or resolution reached by a meeting, or if either party determines a meeting is not a viable alternative, the student may schedule a time to discuss the complaint with the employee’s direct supervisor. The student is responsible for providing copies of all relevant documents including emails and previous determinations from the incident and any attempt at resolution.
- d. The direct supervisor will review previous resolution steps, discuss the complaint with the student and other appropriate individuals, and communicate a final answer to the student in writing.

2. Formal General Student Grievances:

- a. If the student believes that the answer or action determined by the Informal General Complaint Process has violated published policies and procedures or has been applied to the student in a manner different from other students, the student may file a formal grievance utilizing the appropriate form to the appropriate System officer as follows:
 - I. **USF:** Office of the Dean of Students (In cases involving USF Health, the Dean of Students will accept the complaint and if it moves beyond level (a) below, the Dean of Students will transfer the matter for review and final determination to USF Health. USF Health will identify the appropriate reviewing officer who will provide the final determination back to the Dean of Students for record keeping purposes only).

2. **USFSP:** Office of the Dean
3. **USFSM:** Office of the Dean
- b. Grievances regarding Dean or Student Affairs Administrator: If the grievance is pertaining to actions of any of the three identified persons or offices listed above, the student should file their Grievance with the Vice President of Student Affairs and Student Success or the highest level of administrative officer vested with the authority over student affairs issues at the USF System Institution.
- c. The Dean or System Officer (herein “Dean”) identified above will review the form and materials submitted by the student to see if the material constitutes a grievance, which must include reference to the specific policy or procedure that has been violated or applied differently to the student. If the Dean determines that the complaint does not constitute a grievance, the Dean will communicate to the student and the involved USF department, administrator, and/or staff member and the complaint and/or grievance will be considered closed.
- d. If the Dean* determines that the complaint and materials do constitute a grievance, the Dean shall conduct a thorough review and provide a written statement of finding to the student and the involved USF department, administrator, and/or staff member. Specific remedies will be proposed and corrective action will be recommended by the Dean. It is important to note that the Dean can only recommend corrective action and assist in communicating that action to the parties. (*In USF Health cases, this review and determination will be made by the appropriate reviewing officer with the final determination reported back to the Dean).

Good Standing

USFSM students will be considered in Good Standing if they are currently enrolled or eligible to return to USFSM and have a 2.00 USF System GPA.

Immunization Policy USF System

[USF System Policy 33-002: Immunization Policy](#)

I. PURPOSE & 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.

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.

B. STUDENTS RESIDING IN ON-CAMPUS HOUSING: University Housing and Residential Education may restrict access to on campus housing or remove a person from assigned housing for failure to comply with the vaccination requirements at any time.

C. IMMUNIZATION HISTORY FORM

All students must complete and sign the USF Immunization History Form or provide supporting documentation and electronic signature on their student account.

D. PROOF OF IMMUNITY

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

I. 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 re-vaccinated. 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).

OR

c. Signed declination (waiver) of the vaccine.

4. MENINGITIS:

a. 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.

OR

b. Signed declination (waiver) of the vaccine.

E. EXEMPTIONS WILL BE CONSIDERED AS FOLLOWS:

1. RELIGIOUS: Except for the mandatory meningitis immunization required for any student living in on-campus housing, students may request an exemption due to religious beliefs from the general immunization requirements by contacting USF Student Health Services.

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, may be referred to Student Rights and Responsibilities, restricted from on-campus housing assignment, and/or may be subject to a registration hold. 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.

Parking Services

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

Telephone: (941)359-4203

Website: usfsm.edu/parking/

[USF System Regulation USF4.0010: Parking General Guidelines, Registration, Rates and Penalties](#)

Parking regulations are designed to provide safe and orderly parking and to ensure emergency access to all buildings. Parking lots are available for use by students, faculty, staff and visitors. Permits are required to park at USFSM 24 hours a day, 7 days a week, including holidays. Each person may purchase only one automobile permit (an additional permit for a motorcycle may be purchased). A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances. USFSM permits may be transferred between same-owner vehicles only. If you terminate your association with USFSM for any reason, you must return your parking permit to the Parking Services Department located in Room B116 on the USFSM Campus. The department's regular office hours are 8:30 am to 5:00 pm, Monday through Friday; however, office hours are extended during the first week of the academic term. Permit prices, campus maps, and a "Guide to Parking at the USFSM Campus" are available on the Parking Services website.

Parking Citations

Violations of USFSM parking regulations may result in the issuance of parking citations and immobilization or towing of the vehicle. Any vehicle bearing a lost, stolen or altered parking permit is subject to immediate immobilization and/or towing, even if the vehicle bearing the permit is owned by the person who has reported the permit as having been lost or stolen. The vehicle owner may be subject to possible revocation of campus parking privileges.

Parking citations must either be paid or appealed within 14 calendar days of issuance to avoid incurring late fees. Any person who receives a parking citation and believes that extraordinary or mitigating circumstances warrant waiver of the fine may petition the Parking Services Department for reconsideration **within 14 calendar days** of receipt of the citation. Appeals must be in writing and may be submitted electronically via the USFSM Parking Services website or in person by visiting Parking Services. The Student Government Association (SGA) Judicial Branch facilitates student parking appeals at USFSM. Students may choose to have their appeal reviewed by the Parking Services Department or by the SGA Supreme Court. If an appeal is not filed within 14 calendar days from the date the citation was issued, the right to appeal is forfeited.

Failure to respond to parking citations within 45 calendar days of receipt may result in the account being transferred to a collection agency and the incurrence of additional fees. Administrative holds may also be placed on a student's account which will prevent the student from registering for classes and receiving grades and transcripts.

Reciprocity

Student permits are required to be purchased for the USF System campus of primary assignment. 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 area (Sarasota, Manatee, DeSoto, Charlotte and Lee Counties);
- Student must be taking at least 50% of classes at USFSM.

Regular USF Tampa and USF St. Petersburg parking permits are valid at USFSM; however, Park 'n Ride or special permits from other USF System campuses are not valid on the USFSM campus. Reciprocity between USF campuses is subject to change each academic year. Parking privileges for the USF Tampa and USF St. Petersburg campuses will be posted on the USFSM 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 limitation of visitor parking may secure a free temporary permit from Parking Services, the main rotunda reception desk, or departmental office managers.

A visitor is any person who is not a member of USFSM or any USF System campus. USFSM students, faculty, staff, vendors, contractors, licensees, and those registered for any course on campus do not qualify for visitor parking privileges and may be issued citations for parking in spaces designated as “Visitor Only” parking.

Posthumous Degrees or Degrees in Memoriam

[USF System Policy 10-047 Posthumous Degrees](#)

USFSM may award a posthumous baccalaureate or master’s degree to a student who was in good academic standing 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 academic standing 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 degree requirements 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 appropriate 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 and Student Affairs for approval. If approved for recommendation, the Office of the Registrar will be notified and the degree may be awarded at the next commencement ceremony or may also be presented to the student’s families in an appropriate setting.

Professional and Continuing Education

<http://www.usfsm.edu/academics/professional-and-continuing-education/index.aspx>

USF Sarasota-Manatee sometimes offers selective non-credit continuing education courses/programs to help individuals and organizations achieve their professional development, job training, or personal enrichment goals.

Please note that all continuing education courses are non-credit and will not transfer to another program requiring semester credits/hours.

Records and Registration

Location:	SMC C107
Telephone:	941-359-4619
Email:	registration@sar.usf.edu
Website:	www.usfsm.edu/students/registration/index.aspx

[USF System Regulation USF2.0021: University of South Florida Student Records Policy](#)

[USF System Regulation UFS4.0101: Student Registration](#)

[USF System Policy 10-006: Changing Courses, Cancellations & Withdrawals from the USF System & Auditing Privileges](#)

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 awarding of degree. The office provides information and services to students via OASIS, the University's Online Access Student Information System. Using their NetID, students can register for and drop/add courses, process address changes, access registration appointment and "hold" information, request privacy statuses, view their grades, and order transcripts. Students can also browse the class Schedule Planner. Information and services are continually being added for students.

Students may receive assistance via their OASIS account, or from the USFSM Office of Records & Registration in person, via telephone, or by email.

The Office of Records & Registration provides the following services:

- Coordinates registration and drop/add activities and processes
- 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 USFSM website and in the Office of Records & Registration. Students are encouraged to contact the USFSM Office of Records & Registration with general questions concerning academic policies and procedures of their current registration or academic record. The USF System Office of the Registrar maintains the official academic records for all students and course registrations for currently enrolled students.

Academic Record

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

Admitted Degree-Seeking Students Registration

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 appointment time through the first week of classes. (Deadline information is available in the Academic Calendar.)

Degree-seeking students who do not register prior to the posted deadline may late-register during 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 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.

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 OASIS which office placed him/her in this status and clear the obligation with that respective office.

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 will not earn grades nor receive credit.

The student's status for that class is an auditor and his/her presence in the classroom is as a listener. While auditors are considered "listeners" only, it is at the faculty member's discretion whether, and to what extent, an auditor may participate in the class discussion and activities.

Audit status must be obtained during the first five (5) days of the term by filing an Audit Form with the Registrar's Office and obtaining permission from the college/department on the campus where the course is being offered. In-State fees are assessed for all audit courses.

Cancellation of Registration

Students may cancel their registration by logging-in to 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 Cashier's Office.

Confidentiality Policy

USF System Regulation USF2.0021 Student Records

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 <http://www.usf.edu/registrar/resources/privacy.aspx>.

Degree and Non-Degree Definitions

Degree-Seeking Students:

Students who have been accepted into a degree program.

Non-Degree-Seeking Students:

Students who have not been accepted into a degree program. Non-degree-seeking students may enroll and

enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-degree-seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree-seeking students and may not be available for non-degree-seeking students.

Should a student be accepted into a graduate degree program, no more than twelve (12) hours of USF system credit earned as a non-degree-seeking student may be applied to satisfy graduate degree requirements. All coursework transferred into the graduate program must have a grade of “B” or better. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program. Prior to completing twelve (12) hours in a specific degree program, it is strongly recommended that a non-degree-seeking student apply for admission, and be accepted, to the degree program to continue taking courses in the program. Programs may have additional requirements. Students should check with the program of interest for more information.

Florida Residency for Tuition Purposes

Website: <http://sar.usfsm.edu/admissions/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 of 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.

Required Documentation

At least one (1) of the two documents must be from this list:

- Florida voter’s registration
- Florida driver’s license
- State of Florida identification card
- Florida vehicle registration
- Proof of purchase of permanent home in Florida occupied as primary residence
- Proof of homestead exemption in Florida
- Official transcripts from a Florida high school for multiple years (two (2) or more years), if the Florida high school diploma or GED was earned within the last 12 months
- Full-time, non-temporary employment in Florida for at least 30 hours per week for a 12-month period

Claimant may be provided one (1) or more documents from the following list to be used in conjunction with one document from above.

- Declaration of Domicile in Florida
- Florida issued professional/occupational license
- Florida incorporation
- Documents supporting claimant's request for resident status, include, but not limited to, utility bills and proof of 12 consecutive months of payments, a signed residential lease agreement and proof of 12 consecutive months of payment; or an official state, federal or court documented legal ties to Florida
- Proof of membership in a Florida-based charitable or professional organization

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.

Student Information Changes

Notifications regarding changes of address, name, residency, and citizenship should be filed promptly with the USFSM Office of Records & Registration.

Student Information Release

[USF System Regulation USF2.0021 Student Records](#)

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 regulation):

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 System 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 System institution 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.

Transcript Information

Transcripts of a student’s USF System institution academic record may be released only by authorization of the student online at oasis.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. Requests can also be made through OASIS, the University of South Florida’s Online Access Student Information System—log in 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 pickup within two business days after the request is received.

The transcript request form can be found at <http://sar.usfsm.edu/registration/registration-forms/>.

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 completed request form to the USFSM Cashier’s Office located at USF Sarasota-Manatee, Room SMC-B116. Note: Transcript fees are subject to change.

Students can pick up a transcript from the Office of Records & Registration on the Sarasota campus, usually within 48 business hours after paying in-person at the Sarasota Cashier’s Office. If you order a transcript “for pickup” in OASIS, you may choose from which campus you wish to pick up.

Transient Students

[USF System Policy 10-001: Transient Students](#)

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 located at the website address www.floridashines.org should be used for this purpose.

Student Code of Conduct

[Student Rights & Responsibilities](#)

[USF System Regulation USF6.0021 Student Code of Conduct](#)

I. PURPOSE AND INTENT/STATEMENT OF REGULATION

A. The Office of Student Rights and Responsibilities (OSRR) supports the mission, goals, values and vision of the University of South Florida System (“University” or “USF”) by promoting a community that values individual responsibility and the adherence to community standards as embodied in this Regulation (“Student Code of Conduct”). Through the conduct process, OSRR engages students in personal and social responsibility.

B. OSRR’s goal is to encourage and develop standards of behavior and critical thinking that will create a community of leaders and citizens’ and enhance the USF environment for community members living, studying and working within the University. By engaging students in one-on-one interactions with staff trained in student development and through group interactions with the University Conduct Board, USF students are challenged to assess and reassess their framework of principles and behavioral norms that support a healthy community.

C. The University supports student learning and development through outreach: faculty training on student classroom conduct and managing the classroom. This prepares our faculty and students to deal with conflicts and mutually agreed upon community standards.

II. AUTHORITY

A. The University values a community based on the principles of inclusivity, ethics, and civility. As such, the University community expects students to behave in a manner that supports this purpose. This Student Code of Conduct is a document which describes behavior that is counteractive to this purpose and how the University will hold students accountable for those inappropriate behaviors. Student organizations are also disciplined under this Student Code of Conduct. Failure of a student or student organization to comply with federal or state laws or University regulations and policies may subject the student or student organization to appropriate civil and criminal authorities. If the student is suspended or expelled, a record of a violation of University regulations and/or policies will be maintained in the student’s or student organization’s disciplinary file in the OSRR and may be maintained in the Office of the Registrar.

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

C. Students are responsible for compliance with all public laws as well as University rules, policies and regulations. Students are responsible for their guests’ compliance as well.

D. Students are responsible for knowing the information, policies, and procedures outlined in this Student Code of Conduct. The University reserves the right to make changes to the Code as necessary. Students are encouraged to check online at generalcounsel.usf.edu for the most updated versions of all policies and regulations.

E. The University strongly encourages Complainants of sexual harassment to file a complaint and note that for some persons the filing of a complaint may be compulsory. Complaints may be filed with the designated offices

detailed in this Student Code of Conduct and/or in Policy 0-004 Sexual Misconduct/Sexual Harassment (Including Sexual Violence).

F. Any individual may refer a student for an alleged violation of this Student Code of Conduct by filing a written referral with OSRR. OSRR also reserves the right to initiate or follow up any investigative leads where there is reasonable belief of possible violations of this Student Code of Conduct.

G. The conduct process may be initiated against a student charged with conduct that potentially violates both the criminal law and/or the Student Code of Conduct without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. The conduct process under this Regulation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of OSRR. Determinations made or sanction(s) imposed as a result of this 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 University policies were dismissed, reduced, or resolved in favor of or against the criminal law defendant. Members of the University community, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards. Student shall not be forced to present self-incriminating evidence; however, the University is not required to postpone the conduct process pending the outcome of any civil or criminal case.

III. DEFINITION OF TERMS

A. “Administrative Hold” refers to a restrictive hold being 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.

B. “Administrative Hearing Officer” is a University faculty or staff member designated by the Director of OSRR or the Dean of Students, or the designated University official, who will hear the case, hearing both the student explanation of events and the information presented by OSRR during the Formal Hearing.

C. “Advisor” refers to any one person chosen by the Referred Student, Charged Student, Complainants, or a witness to assist them throughout the conduct process. While an advisor may assist a student, the Advisor may not speak on the student’s behalf or otherwise take an active role in the conduct process.

D. “Alleged Victim” is a term that may be used to reflect a person that alleges any personal harm or injury from an alleged violation of this Student Code of Conduct depending on the specific facts of a case. At times, to avoid duplication or wordiness, the term victim may be used to refer to an alleged victim.

E. “Charged Student” means the student against whom the Initial Review Officer has filed official charges.

F. “Complainant” is a term used in this Regulation to refer to the person who submits a referral alleging that a student or organization violated the Student Code of Conduct. In specific cases, the Complainant may not be the actual victim or the alleged victim. Recognizing that the law provides victims and alleged victims specific rights and non-victim complainants may not have the same rights or protections, this Code will use “Complainant” as a general term and the Code will be applied to fit the particular circumstances at the discretion of OSRR.

G. “Conduct Process” refers to the entire process outlined in this Student Code of Conduct, including Initial Review, Emergency Provisional Suspension Review, the Formal Hearing, and Appeal process.

H. “Days” in terms of process is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/University administrative holidays when the campus is closed for business.

I. “Dean of Students or designee” is the individual who will hear an appeal following a Formal Hearing.

J. “Deferred” is usually used in sanctioning in reference to suspension or cancellation of housing that is suspended or withheld for, or until, a certain time or event (usually at the end of a semester).

K. “Deferred Adjudication” refers to the process when a student is responsible for a violation but the circumstance would allow for an alternative resolution of the situation. The finding is deferred by the Initial Review Officer until the completion of all requirements (sanctions and/or restrictions). In order to receive deferred adjudication, the student must begin by accepting responsibility. At the completion of all requirements the student is adjudicated “not responsible” and the case is listed on a students’ record as a dismissal after the completion of deferred adjudication.

L. “Formal Hearing” or **“Hearing”** is the event elected by the Charged Student which can be conducted before an Administrative Hearing Officer or a University Conduct Board after charges have been filed by the Initial Review Officer.

M. “Final OSRR Decision” is the finding rendered either upon acceptance of responsibility by the Charged Student or as rendered at the conclusion of the Formal Hearing.

N. “Final University Decision” is the finding of the Dean of Students as issued in the Dean’s Decision on Appeal Letter.

O. “Impact Statement” is an oral or written statement provided by the Complainant in cases of violent misconduct or when requested by OSRR that states the impact the incident has had on the Complainant’s personal and educational experience at the University since the incident took place. This statement is reviewed during the sanctioning portion of the Formal Hearing if the Charged Student is found responsible for a violation of this Student Code of Conduct.

P. “Informational Conference” is a meeting where the OSRR Title IX Investigator can fully review the conduct process, provide an overview of a Title IX investigation, and discuss all available resolution options with students.

Q. “Initial Review Officer (IRO)” means a University official authorized to meet with students regarding referrals made for possible violations of this Student Code of Conduct. The meeting is known as the “Initial Review Meeting”. After the Initial Review Process, the Initial Review Officer provides a Charge Letter which is either that the Referral be dismissed or that the Referral be moved forward with specific charges referencing violation(s) of this Student Code of Conduct and educational sanctions.

R. “May” is used in the permissive sense.

S. “Member of the University community” includes any person who is a student, faculty member, University official, or any other person with an ongoing relationship or involved with or employed by the University.

T. “Notice” is the written communication either by correspondence or email that provides information to a student. Notice is conclusively presumed to be final when such communication is sent to the student by official University email, and/or mailed to the address appearing on either the student’s current local address or permanent address on record with the University at the discretion of OSRR.

U. “Offense” means the action that represents a violation of this Student Code of Conduct.

V. “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 this Student Code of Conduct. Refer to Section (IV)(l) for offices listed.

W. “OSRR Notices” (Initial Review Letter, Charge Letter, Hearing Decision Letter, and Dean’s Decision on Appeal Letter):

1. “Initial Review Letter” refers to notice from OSRR to a Referred 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 Initial Review Officer reserves the right to have an In Absentia Review, at which point a Charge Letter will be sent to the student.

2. “Provisional Suspension Letter” refers to a letter sent to a Referred Student explaining that a Referral has been received and the circumstances explained in the Referral are severe enough to cause concern for the safety and well-being for the USF campus and community. This letter states that the Referred Student is immediately suspended from the University (the right to be on campus and attend in person or virtual classes) and/or from participating in official University functions, programs, intercollegiate competitions, and other student activities pending an emergency Formal Hearing. This Formal Hearing is held to determine if the Referred Student can return to campus and class while the conduct process continues.

3. “Charge Letter” refers to notice issued by the Initial Review Officer, stating that a referral has been dismissed or moved forward in the conduct process. In the case where the referral has been moved forward, the Letter will include the notice of the charges and recommended sanctions that may be accepted by the Charged Student or reviewed in a Formal Hearing, which may result in a not responsible finding or a responsible finding, which could result in greater or lesser sanctions.

4. “Hearing Decision Letter” refers to the notice from the OSRR to a Charged Student stating the Formal Hearing outcomes and sanctions.

5. “Dean’s Decision on Appeal Letter” refers to the notice from the Dean of Students, or designee, at the conclusion of the appeal process. The Dean’s Decision is considered the Final University Decision.

X. “Policy” means the written and published policies or regulations of the University as found in, but not limited to, this Student Code of Conduct, the residence halls, the library, parking, regulations governing the use of technology and information systems, those regarding the Student Identification Card, and Graduate/Undergraduate Catalogs concerning students and student organizations. 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.

Y. “Referral” means the written documentation provided to OSRR alleging that a violation of this Student Code of Conduct may have occurred.

Z. “Referred Student” is the person who has been named in the Referral provided to OSRR to have allegedly violated this Student Code of Conduct.

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

BB. “Student organization” means any group of students who have complied with the requirements for registration and are officially recognized by the University as a registered organization. These include, but are not limited to, political groups, fraternities and sororities, student sports clubs (recognized by Campus Recreation), and all other registered student organizations of the University.

CC. “University” means the University of South Florida System, including any member institution affiliated with the USF System.

DD. “University Conduct Board” is a panel of faculty, staff, and students who have been trained to hear conduct cases and make decisions related to reported violations of this Student Code of Conduct. Students will make up at least one-half of the membership of any University Conduct Board Formal Hearing panel. The panel will adjudicate the conduct case, hearing both the student explanation of events and the information presented by OSRR.

EE. “University official,” for the purposes of this Student Code of Conduct, 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. According to this Student Code of Conduct, this definition includes student staff acting in accordance with their assigned duties.

FF. “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

GG. “Victim” is a term that may refer to either (1) the person who alleges any personal harm or injury from a Referred Student who committed an alleged violation of this Student Code of Conduct or (2) a person that alleges suffering personal harm or injury from an alleged violation of this Student Code of Conduct depending on the facts of a case, and alternately known as an alleged victim.

HH. “Will” is used in the imperative sense.

II. “Witness” is used to define an individual who is in the proximity of an incident and viewed the actions of said incident or who has relevant information about a given incident or actions related to a specific incident.

IV. PROCESS STEPS

A. Rules of Conduct:

Each student is expected to abide by these Rules of Conduct. These Rules of Conduct should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Further, some of the below Rules of Conduct are a part of a larger University regulation or policy. When applicable, the University regulation or policy is the overarching document when referring to these Rules of Conduct. 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 University 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 University buildings or property, private property, and/or personal property.

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

(4.04) Weapons, Firearms, or Explosive Devices – The illegal possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, or any incendiary, explosive or destructive device. Refer to Policy 6-009 Weapons on USF System Property.

(4.05) Harassment – Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a University student or employee to study, work, or carry out University functions. Refer to Policy 0-007 Diversity and Equal Opportunity: Discrimination and Harassment.

(4.06) Stalking – To follow another person or repeatedly interact with a person so as to harass that person, or a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others safety or to suffer substantial emotional stress.

(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 to, admission into, or affiliation with, an organization. Any University community member who has knowledge of or has reason to believe that hazing has taken place is required to report. Refer to USF6.0023 Prohibition of Hazing.

(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/or functions of the University. Disruptive conduct shall include, but not be limited to, the following:

1. Interference with freedom of movement or with the right to address an audience of any member or guest of the University;

2. Impeding or interference with the rights of others to enter, use or leave any University facility, service or scheduled activity, or carry out their normal functions or duties;

3. Interference with academic freedom and freedom of speech of any member or guest at the University;

4. Actions that disrupt, endanger, or disturb the normal functions of the University or the safety of a person or persons. This includes interfering with an investigation, in any way, of OSRR.

(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 their will, or intentionally causes bodily harm.

(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 – unwelcome conduct directed at a person based on the person's gender or sexual orientation that is so sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. The prohibited conduct may include actions which meet the definition provided by criminal statutes such as battery or assault. Refer to Policy 0-004 Sexual Misconduct/Sexual Harassment

(Including Sexual Violence).

Sexual harassment includes, but is not limited to:

(4.14)(a) Sexual Exploitation – occurs when a student takes non-consensual or abusive sexual advantage of another for the student’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- (i) invasion of sexual privacy;
- (ii) prostituting another student;
- (iii) non-consensual video or audio-recording of sexual activity;
- (iv) going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- (v) engaging in voyeurism;
- (vi) knowingly transmitting an STI or HIV to another student;
- (vii) exposing one’s genitals in non-consensual circumstances;
- (viii) inducing another to expose their genitals;
- (ix) sexually-based stalking and/or bullying may also be forms of sexual exploitation.

(4.14)(b) Non-Consensual Sexual Intercourse – Any sexual intercourse however slight, with any object, by any individual upon another individual that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

(4.14)(c) Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any object, by an individual upon another individual, that is without consent and/or by force. Sexual Contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

(4.14)(d) Unwanted or Unwelcome Sexually Oriented Attention – unwanted or unwelcome sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive, on the part of a person who knows or ought reasonably to know that such remarks or behavior unreasonably interferes with, denies, or limits someone’s ability to participate in or benefit from the college’s educational program and/or activities.

(4.15) Misuse or Possession of Illegal Drugs – Failure to abide by Policy 0-610 Drug-Free Workplace. 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 University 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 games of chance.

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

1. The sale of, or intent to sell, alcohol without a proper license.
2. Providing alcohol to any person who is not of legal age to possess or consume alcohol.
3. Possession or consumption of alcohol by persons not of legal age.
4. The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher.
5. The operation of a motor vehicle, by an individual of any age, under the influence of alcohol.
6. The consumption of alcohol on streets, according to local ordinance.
7. Public intoxication.
8. Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol.
9. Attending class, an organizational meeting or other University 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 University official. This includes forgery, unauthorized alteration or misuse of any document, record, or instrument of identification. Also includes withholding material information from the university, misrepresenting the truth before a hearing or proceeding of the University, and making false statements to any university 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 or student of the University.

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

(4.21) Violation of University 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, local ordinance, state law 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.

(4.23) Complicity – assisting or attempting to assist another person in any act of violating the student code of conduct.

(4.24) Specific Acts of Violence – An act which falls into any one of Sections listed below as 4.24(a) and 4.24(b):

(4.24)(a) Domestic Violence – Conduct that includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(4.24)(b) Dating Violence – Conduct that includes violence by a person who has been in a romantic or intimate relationship with the Complainant. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

(4.25) Retaliation – Violence, threats or adverse action taken by a student against any individual who, in good faith, has made any allegation of sexual harassment or who has testified, assisted, or participated in any way in any investigation, review, or Formal Hearing conducted under this Student Code of Conduct or any federal or state law.

B. Stages of Conduct Process:

1. Receipt of Referral: OSRR receives a Referral that is filed within a reasonable time following the discovery of the alleged violation and no later than six (6) 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 University. The Director of OSRR or designee may request information concerning prior misconduct of the Referred Student from the University Police and other appropriate persons or offices. OSRR will then send the Referred Student notice of the Referral through either (1) an Initial Review Letter informing the Referred Student of the Initial Review Process, or (2) a Provisional Suspension Letter informing the Referred Student of the Provisional Suspension Process. This notice will be sent to the Referred Student's University email account on file with the Office of the Registrar. For student organizations, this notice will be sent to the University email account of the presiding officer of the organization (President).

2. Initial Review Process:

a. If the University does not impose a Provisional Suspension, OSRR will notify the Referred Student that a Referral has been made by sending the Referred Student an Initial Review Letter. The Initial Review Letter will inform the Referred Student of an alleged incident that took place and will either request the Referred Student schedule a meeting or will inform the Referred Student that a meeting has already been scheduled. The Initial Review Letter will also include notice to the Referred Student of any interim temporary restriction or sanctions if appropriate. If the Referred Student(s) appear(s) for the Initial Review Meeting, an Initial Review as to the appropriate charges will be made by the Initial Review Officer. If the Referred Student(s) fails to appear for the Initial Review Meeting (or any step in this process), the Initial Review Officer will conduct an In Absentia Review (a review without the Referred Student present) and make a determination as to the appropriate charges to be filed and send the Charge Letter. The Initial Review Officer will conclude the Initial Review Process within six (6) weeks of Receipt of Referral, unless an extension is necessary as determined and documented by the Initial Review Officer.

3. Conclusion of Initial Review Process:

a. At the conclusion of the Initial Review Meeting/In Absentia Review, the Initial Review Officer will issue a Charge Letter, which will indicate (1) the Referral has been dismissed or (2) the Referral is moved forward with the recommended charges and sanctions. At this point, if the Referral is not dismissed, the Referred Student (for purposes of this Student Code of Conduct) now becomes the Charged Student. The Charge Letter will indicate the choices available to the Charged Student, which are to accept responsibility or to request a Formal Hearing.

4. Formal Hearing:

a. Forums – The Charged Student may elect a Formal Hearing to review the recommended charges found in the Charge Letter, understanding that the Formal Hearing may result in charges being upheld or dismissed and sanctions that are more severe or less severe than the sanctions provided by the Initial Review Officer. The University provides two (2) choices of forum for the Formal Hearing: (a) a Formal Hearing before an Administrative Hearing Officer, which includes a specific waiver of a Formal Hearing before a University Conduct Board or (b) a Formal Hearing before a University Conduct Board, which would then include a specific waiver of a Formal Hearing before an Administrative Hearing Officer. This choice must be made and submitted in writing within five (5) days of the date of the Charge Letter. In the event the Charged Student fails to notify the IRO of the election of either 1) accepting responsibility (form to be provided by OSRR) and agreeing to the terms and sanctions imposed by the Charge Letter or 2) selecting a choice of forum for the Formal Hearing, the recommended charges and sanctions in the Charge Letter will become a Final OSRR Decision. At the discretion of the OSRR, any Formal Hearing may be postponed pending the gathering of additional evidence or the outcome of a related proceeding. In cases of sexual harassment or at the discretion of the University, the University reserves the right to designate that the Formal Hearing be conducted by an Administrative Hearing Officer. The two choices of forum for the Formal Hearing are as follows:

(1) Administrative Hearing Officer Formal Hearing – If the Charged Student elects a Formal Hearing before an Administrative Hearing Officer, OSRR will assign an Administrative Hearing Officer to conduct the Formal

Hearing. The Charged Student (and the Complainant in cases of sexual harassment and specific acts of violence as defined in Section 4.24 of this Student Code of Conduct) shall be notified of the person appointed to be the Administrative Hearing Officer.

(2) University Conduct Board Formal Hearing – If the Charged Student elects a Formal Hearing before a University Conduct Board, OSRR will assign a panel where students will make up at least one-half of the membership, except in cases of sexual harassment (See Section (IV)(E)). The Board members will be selected from a bank of faculty/staff and students. Any Board member assigned to hear the case, but who is not present for the presentation of information at the Formal Hearing may not further participate. However, the Charged Student has the right to choose to proceed or to request that the Formal Hearing be rescheduled if the University Conduct Board present does not have at least one-half of the membership made up of students. After the Formal Hearing, the Board will reach its decision in executive session. A simple majority of the quorum is required for decision.

b. Guidelines – When the OSRR receives a timely request (within five (5) days from the date of the Charge Letter) for a Formal Hearing, the Formal Hearing will be scheduled to take place within six (6) weeks from the date of the Charge Letter, except in circumstances which may be identified by the OSRR, which may include holidays or University scheduling conflicts. The OSRR will provide the Charged Student with guidelines and information including the rights of the Charged Student to contact OSRR and schedule a time to review the documents in the file that may be used in the Formal Hearing no less than three (3) days before the Formal Hearing, except in cases of a Provisional Suspension Review or if waived by the Charged Student. The Administrative Hearing Officer and/or University Conduct Board will have five (5) days to reach an outcome. The outcomes of the Formal Hearing held by the Administrative Hearing Officer or the University Conduct Board are recommendations to the Director of OSRR or designee. The Director of OSRR or designee will render a Final OSRR Decision within five (5) days of the receipt of the recommendations. Any differences between the recommendation and the Final OSRR Decision, and the reasons, will be presented to the Charged Student in writing.

5. Appeal Process: The Charged Student, or the Complainant in specific cases as provided in this Student Code of Conduct, may appeal in writing the Final OSRR Decision within five (5) days of the date of the letter describing the decision, except in cases where the Charged Student has accepted responsibility or the Charged Student has failed to notify the OSRR of the choice of forum for the Formal Hearing. The appeal must be written to the Dean of Students or appropriate designee at the member institution or separately accredited institution. If an appeal is granted, the burden of proof rests with the Charged Student or the Complainant to show, by a preponderance of the evidence presented, that the grounds for an appeal have been made. The Dean of Students may adopt, modify, or reject the Final OSRR Decision and/or sanctions from the Final OSRR Decision. The record of the Formal Hearing may be considered on appeal as well as any new information from the Charged Student and/or Complainant that comes to the attention of the Dean of Students. The Dean of Students is authorized to contact any participants in the Formal Hearing for clarification and the Charged Student is entitled to review the record of the Formal Hearing at the University by requesting a review time.

a. Basis of Appeal – Except as required to explain the basis of new information, the Dean shall limit the review of the verbatim record of the Formal Hearing and supporting documents for one or more of the following purposes:

- (1) To determine if there were due process errors involving the University's failure to provide the Charged Student or organization with notice or an opportunity be heard.
- (2) To determine whether the sanction(s) imposed was extraordinarily disproportionate for the violation of the Student Code of Conduct, which the Charged Student was found to be responsible.
- (3) To consider new information, sufficient to alter a decision or other relevant facts not brought out in the Formal Hearing, because such information and/or facts were not known to the person appealing at the time of

the Formal Hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.

b. When the appeal is submitted, the Charged Student must state the reason(s) for the appeal and must supply the supporting facts and the recommended solution. This is not a re-hearing of the conduct case. An appeal will not be accepted simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail and/or failure to list and explain at least one (1) of the three (3) bases of acceptable appeals will result in the denial of the appeal.

c. The Dean's Decision on Appeal Letter will be rendered within ten (10) 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 to be rendered in the Dean's Decision on Appeal Letter and the Dean's Decision is considered the Final University Decision. 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 Charged Student, the Charged Student will be notified in writing that the decision may be appealed by the student to an external judicial forum as provided in Section (IV)(D) below.

6. Provisional Suspension Review Process: The Provisional Suspension may be imposed by the President or OSRR upon Receipt of Referral. In certain circumstances, the University may immediately impose a Provisional Suspension at any time during the Conduct Process. The President of the University or OSRR or their designee, will have the authority to immediately suspend a student from the University or from participating in official University functions, programs, intercollegiate competitions, and other student activities ("Provisional Suspension") by issuing a Provisional Suspension Letter. A Provisional Suspension may be imposed to ensure the safety and well-being of members of the University community or preservation of University property; to ensure the physical or emotional safety and well-being of the members of the University community; or when the student's continued presence or use of privilege at the University is likely to pose an ongoing threat of disruption or interference with the normal operation of the University. Students issued a Provisional Suspension from the University will be provided an Emergency Provisional Suspension Review Meeting with the Director of OSRR, or designee, within five (5) days from the date of the Provisional Suspension Letter. Absent an election by the Referred Student to accept full responsibility of the alleged violation (form to be provided by OSRR), the Director of OSRR, or designee, will conduct the Emergency Provisional Suspension Review Meeting to determine whether to lift the Provisional Suspension and/or to schedule a Formal Hearing before an Administrative Hearing Officer. The decision of the Director of OSRR, or designee, will be communicated to the Referred Student via a Charge Letter. If the Director of OSRR, or designee, decides to lift the Provisional Suspension, the Referred Student may be allowed to resume certain activities on campus which may include the return to classes or university housing, if applicable. If the Referred Student fails to appear for the Emergency Provisional Suspension Review Meeting and fails to accept full responsibility in writing via the OSRR form, the Director of OSRR, or designee, will review the Provisional Suspension in the Referred Student's absence.

7. Conclusion of Provisional Suspension Review Process – Conclusion of Provisional Suspension Review Process: At the conclusion of the Emergency Provisional Suspension Review Meeting, the Director of OSRR, or designee, will issue a Charge Letter, which will indicate (1) the Referral and the Provisional Suspension have been dismissed and/or lifted; (2) the Provisional Suspension is lifted and the Referral is moved forward with the recommended charges and sanctions; or (3) the Provisional Suspension is continued and the Referral is moved forward with the recommended charges and sanctions. For purposes of this Student Code of Conduct, if the Referral is not dismissed, the Referred Student now becomes the "Charged Student." If possible, the Charge Letter will include a tentative Formal Hearing date (set no sooner than three (3) days or longer than six (6) weeks from the Emergency Provisional Suspension Review Meeting, unless the Charged Student waives the review period and the Director of OSRR, or designee, is able to schedule the Formal Hearing sooner or more time is needed as determined by the Director of OSRR, or designee, with notice to the Charged Student before the end of the six (6) weeks). At any time in the Provisional Suspension Review Process, a student may elect to accept responsibility (form to be provided by OSRR) and agree to the terms and sanctions imposed by the

Charge Letter. If the Charged Student accepts responsibility following the Emergency Provisional Suspension Review Meeting, the Charged Student is electing to waive all rights to a Formal Hearing and is requesting the Director of OSRR, or designee, make a Final OSRR Decision with regard to the substantive charges, and is accepting that determination as a Final OSRR Decision with a waiver of appeal rights except to the severity of the sanction, which the Charged Student may appeal. If the Charged Student does not elect to accept responsibility, a Formal Hearing to review the recommended charges found in the Charge Letter will take place with an Administrative Hearing Officer, unless the Charged Student elects a University Conduct Board.

C. General Principles of Conduct Process:

I. General Principles. Unless otherwise specified:

- a. All proceedings will be closed to spectators.
- b. No irrelevant information should be discussed or considered in the Formal Hearing.
- c. This document provides the process and evidentiary guidelines for this internal University process. Civil and Criminal rules of evidence and procedure do not apply.
- d. The Administrative Hearing Officer or Chairperson of the University Conduct Board has the discretion to allocate time allotments for the Formal Hearing and testimony time.
- e. At the conclusion of the appeals process, the decision of the Dean of Students or the appropriate designee is a Final University Decision and there are no further internal University appeals.
- f. After the Final University Decision, a student may seek judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3) by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days of the Final University Decision. If a person seeks review with the court, a copy of the petition must also be officially served to the University of South Florida Office of the General Counsel at University of South Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.
- g. Charged Students and Complainants may have an advisor of their choice present; however, University employees who have a potential conflict of interest are not to serve. The advisor may be present to speak with and advise the Charged Student/Complainant, but may not speak on behalf of, act as attorney, present the case for, nor otherwise participate directly in the Initial Review or in the Formal Hearing. It is the Charged Student's/Complainant's responsibility to make appropriate arrangements for travel, costs, and attendance for the advisor. The Initial Review or the Formal Hearing shall not be delayed due to scheduling conflicts of the chosen advisor.

D. Rights of Charged Students and Complainants:

I. Rights of the Charged Student:

- a. **Provision of Proof** – The provision of proof shall be the duty of the OSRR. 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 Charged Student did commit the violation(s) for which the student has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.
- b. **Record** – A Formal Hearing shall be recorded by audio tape or video. Deliberations shall not be recorded. The record will be the property of the University. A Charged Student and the Charged Student's Advisor may not record any proceeding.
- c. **Review of Information** – The Charged Student may review the evidence in the possession of the University that will be presented against the Charged Student at the University under the direction of OSRR. The University has the right to request to review any information the Charged Student intends to present at least

three (3) days (excluding legal holidays) before the Formal Hearing. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Initial Review Officer or Formal Hearing forum.

d. Presentation of Information – The Charged Student may present evidence on the Charged Student’s own behalf.

e. Question Witnesses (Applicable to Formal Hearing) – The Charged Student may hear and submit questions to be used to question adverse witnesses who testify at the Formal Hearing, except in the certain cases of violent or sexual misconduct, which may require specific protocols to be followed. The Charged Student may submit questions for the Formal Hearing three (3) days before the Formal Hearing to OSRR. The Administrative Hearing Officer or Chairperson of the University Conduct Board will determine if the questions relate to the alleged incident and are appropriate to be presented at the Formal Hearing before presenting them to the witnesses. The Charged Student may hear adverse witnesses who testify at the Formal Hearing and submit questions to be asked of those witnesses. In the event a scheduled witness does not appear, a written statement may be submitted at least three (3) days before the Formal Hearing. However, if the written statement is submitted in less than three (3) days before the Formal Hearing, once notified of the written statement, the Charged Student may request a continuation to permit the three (3) day review of the newly provided evidence or may affirmatively waive the three (3) day review requirement. The Charged Student must be provided an opportunity to respond to the statement.

f. Right to Challenge Impartiality of:

(1) Administrative Hearing Officer – The Charged Student and the Complainant in certain circumstances have the right to challenge the impartiality of the Administrative Hearing Officer in writing to OSRR within three (3) days of notification (or in cases of an emergency nature within twenty-four (24) hours of the scheduled Formal Hearing). An Administrative Hearing Officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate impartiality challenges shall entitle the OSRR to proceed without regard to the challenge. If an Administrative Hearing Officer is excused, at the discretion of the OSRR, a new Administrative Hearing Officer will be assigned if time permits. Otherwise, the Formal Hearing will be rescheduled. No students may contact, directly or indirectly, any Administrative Hearing Officer regarding this process before, during, or after the Formal Hearing and a violation of this restriction may be considered a violation of this Student Code of Conduct.

(2) University Conduct Board Member – The Charged Student and the Complainant in certain circumstances have the right to challenge the impartiality of any Board member in writing to OSRR within three (3) days of notification (or in cases of an emergency nature within twenty-four (24) hours of the scheduled Formal Hearing). A Board 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 Board member is excused, at the discretion of the OSRR, the Formal Hearing will continue as scheduled, provided there is at least one student and one faculty/staff member on the panel. No students may contact, directly or indirectly, any Board member regarding this process before, during, or after the Formal Hearing and a violation of this restriction may be considered a violation of this Student Code of Conduct.

g. Response to Presented Information – The Charged Student shall not be forced to present testimony or respond to questions.

h. Decision Based on Presented Information – Decisions of the University Conduct Board or Administrative Hearing Officer 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 OSRR.

i. Decision in Writing – Decisions of the University Conduct Board or Administrative Hearing Officer, including findings of fact and a determination of sanction, if any, shall be presented to the Charged Student in writing within ten (10) days following the Hearing in a Hearing Decision Letter.

j. Enrollment Status – The Charged Student’s enrollment status will remain unchanged pending the Final OSRR decision, except in cases of Provisional Suspension. The Final OSRR Decision will reflect how the enrollment status of the Charged Student will be treated between the Final OSRR Decision and a possible appeal to the Dean and the Dean’s Decision. A Charged Student shall remain eligible to attend classes and University activities pending the Final OSRR Decision, which shall indicate if recommended sanctions are to be imposed immediately (in case of suspension or expulsion or to protect the health or safety of the University) or deferred until after the appeal is concluded. In cases where the President or President’s designee determines that the health, safety, or welfare of the Charged Student or the University community is involved, a Charged Student’s privileges within the University, including the ability to attend classes or engage in University activities, may be suspended on an interim basis. If a Charged Student’s privileges are temporarily revoked as described in this paragraph, but the Charged Student is subsequently found not responsible for the violation, the University must:

- (1) Correct any record of the change in enrollment status in the Charged Student’s permanent records and reports in a manner compliant with state and federal laws; and
- (2) Refund to the Charged 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 Charged Student’s ability to attend classes lasts for more than ten (10) days.

k. Failure to Appear – If a Charged Student fails to appear for any Hearing, the matter may be resolved in the Charged Student’s absence.

2. Rights of the Complainant:

a. Formal Hearing Questions – The Complainant shall have the right to submit a list of questions to OSRR for use during the Formal Hearing. The OSRR shall ask the Charged Student the questions provided the OSRR determines the questions relate to the alleged incident and are appropriate to be presented at the Formal Hearing.

E. Additional Rights of Charged Students and Complainants in Cases of Alleged

Violent Conduct and Sexual Harassment: In cases of sexual harassment (as defined in Section 4.14 of this Student Code of Conduct) and specific acts of violence (as defined in Section 4.24 of this Student Code of Conduct), the Charged Student and the Complainant, shall be notified of the persons selected to hear the case during the Formal Hearing. Additionally:

I. Violent Conduct Cases: In cases of alleged violent conduct, injurious behavior, and in specific cases of sexual harassment, the following additional rights shall be provided to the Complainant:

a. The Complainant shall be notified of the available assistance within the University.

b. The Complainant shall be notified of additional offices that may be contacted to request a change in residence hall, academic assignments, reassignments, no contact orders, counseling or other interim accommodations that may be available to address specific immediate concerns.

c. The Complainant shall have the right to submit an impact statement to the OSRR for use during the sanctioning portion of the conduct process.

d. The Complainant shall have the right to be present during all fact-gathering aspects of the Formal 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 Formal Hearing without being present in the same room.

e. Upon written request from the Complainant, the OSRR will inform the Complainant in writing of the outcome of the Formal Hearing within ten (10) days from the conclusion of the Formal Hearing/appeal process (Final University Decision) unless extraordinary circumstances exist. In the event the Complainant 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 Complainant.

2. Sexual Harassment Cases: In cases of sexual harassment (as defined in Section 4.14 of this Student Code of Conduct and including sexual misconduct, gender based discrimination, sexual harassment, sexual assault, dating violence, domestic violence and stalking), the Complainant and the Charged Student's rights include the following additional guidelines:

a. Informational Conference – The Charged Student and the Complainant may each participate individually in a voluntary Informational Conference. The purpose of the Informational Conference is to provide an opportunity for representatives of the University to review any allegations, charge(s), and possible sanctions, and explain both the Title IX and conduct processes and any alternate forms of dispute resolution that may be available to the Charged Student and the Complainant.

b. Informational Conference Materials – The Complainant shall be provided by OSRR or the Title IX Office, 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 and resources available.

c. Formal Hearing Forums – If a Formal Hearing before a University Conduct Board is requested by the Charged Student and no objection is raised by the Complainant, the University may provide such Formal Hearing. If the Complainant requests a Formal Hearing without student representation, the forum will be an Administrative Hearing Officer Formal Hearing.

d. Participation in Formal Hearing – If the matter is referred as a conduct violation and the matter moves to a Formal Hearing, the Complainant may also be permitted to participate in the Formal Hearing to the extent allowed by state and federal privacy laws. Such participation may include the presence of an adviser, the ability to present information and witnesses in the Formal Hearing, and the right to avoid self-incrimination.

e. Evidence at the Formal Hearing – The Complainant, Charged Student or other individuals providing evidence for the Formal Hearing shall be provided an opportunity to provide information or present evidence during the Formal Hearing to be considered in determinations and sanctions in a manner that avoids direct contact with the other individuals participating in the Hearing. Depending on the type of Formal Hearing, this may be a written statement, a verbal representation or active participation in a Formal Hearing.

f. Interim Accommodations – The Complainant may have interim immediate accommodations as noted in Section (IV)(E)(1)(b) above as deemed appropriate.

g. Impact Statement – In the event the Charged Student accepts responsibility or is found responsible, any Impact Statement provided by the Complainant will be considered by the Administrative Hearing Officer and/or University Conduct Board members in recommending or issuing the disciplinary sanction(s). While the Impact Statement is not binding, the impact described in the statement together with the totality of the circumstances including the Charged Student's conduct record, should be considered by the University official(s) involved in recommending or **determining the appropriate sanction(s).**

h. Notice to the Complainant and Right of Complainant to Appeal – The Complainant shall be notified in writing of the outcome of the Formal Hearing within ten (10) days (unless there are extraordinary

circumstances that delay notice) of the determination, and the Complainant may appeal the decision of the Formal Hearing through the established appeal process in this Student Code of Conduct. The Complainant shall be notified of any subsequent changes to the Final University Decision.

i. Right to Elect a Review or Appeal of Final University Decision – In sexual harassment 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 Charged Student as set forth in the Appeal Process Section (IV)(B)(5) of this Student Code of Conduct will be provided to the Complainant at that time.

F. Sanctions: Any of the following sanctions may be imposed on a student or a student organization:

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

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

3. Restitution: A payment for injury or damage.

4. Financial Aid Impacts: A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.

5. Alcohol and/or Substance Use Educational Sanctions: These educational sanctions may be comprised of online educational modules, in person assessments and follow-up meetings, or external assessments.

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

7. Conduct Probation: An official sanction that 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 University activities as specified by the Director of OSRR or designee or as regulated by other University departments.

8. Housing Cancellation: The immediate cancellation of a Charged Student's housing contract. Upon the termination of the contract, the Charged Student is restricted from all USF residential facilities (dining halls are not included in this restriction). The Charged Student will be responsible for any fees associated with the cancellation of the housing contract.

9. Deferred Housing Cancellation: A cancellation of a student's housing contract imposed at a definite future date or time. Upon the termination of the contract, the Charged Student is restricted from all USF residential facilities (dining halls are not included in this restriction). The Charged Student will be responsible for any fees associated with the cancellation of the housing contract.

10. Suspension: Termination of a student's privilege to attend the University for 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).

11. Deferred Suspension: Suspension imposed at a definite future date or time.

12. Expulsion: Permanent termination of a student's privilege to attend the University. 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. Parental Notification:

1. The University is committed to the success of its students both inside and outside of the classroom. Therefore, it is the University's goal to maximize students' learning and development, and promote student health, safety and welfare. In this regard, the University has implemented a Parental Notification process. Parental Notification permits the University the right to inform parents or guardians when their dependent student, under the age of 21, has been found in violation of Policy 30-023 Alcohol Policy and/or Policy 0-610 Drug-Free Workplace.

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

3. 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.

H. Discipline Records and Retention Policy: The following applies to individual student disciplinary records.

1. Maintenance of Records:

a. Student discipline records are maintained in the OSRR.

b. All discipline records in all formats (paper, computer, audio, etc.) will be destroyed in accordance with this current Discipline Records and Retention policy/Section (IV)(H).

c. OSRR maintains all student discipline records in accordance with the Family Education Rights and Privacy Act (FERPA). OSRR will abide by all laws requiring privacy with regard to the student conduct process. This privacy extends to all OSRR staff, including the University Conduct Board and individual Initial Review Officers. In cases involving alleged violent misconduct or injurious behavior, OSRR will inform the Complainant, whenever appropriate, of the outcome of the Hearing.

d. A student may choose to sign a release form granting OSRR staff permission to discuss information related to the student's disciplinary file with any individual that the student designates. This form is available in the OSRR. Although this form may provide access to information to a third party, the student remains the primary responsible party for compliance. As the audio records of a Formal Hearing may include multiple student names and/or Complainant information, the audio file may need to be transferred and redacted by the University with all related costs the responsibility of the student.

e. Any educational institution requesting conduct information about a current or former University 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 the student's disciplinary record.

2. Destruction of Records:

a. Records resulting in a discipline sanction of expulsion or suspension from the University will be permanently maintained in the OSRR.

b. All other discipline records are maintained for one (1) year from graduation. In the event that a student matriculates, but does not graduate, the OSRR will retain the record for five (5) years from the last date of attendance.

c. 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.

d. 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 ensure that the information cannot be traced to any individual or any discipline case.

I. Member Institutions: The foregoing applies to all three member institutions of the University; however, non-substantive procedural modifications to reflect the particular circumstances of each member institution are permitted. Information concerning these procedures is available through the student affairs office at those member institutions. For more information regarding the procedures of each member institution, please refer to the following websites:

- USF (Tampa): <http://www.sa.usf.edu/srr/page.asp?id=69>
- USFSP: <http://www.usfsp.edu/dos/sc/>
- USFSM: <http://sar.usfsm.edu/student-engagement/student-rights-and-responsibilities/>

J. 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 and Student Success, or designee, shall periodically evaluate this 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, 12-02-13 (technical), 1-6-14 (technical), 6-23-14 (technical), 5-14-15 (technical), 8-19-16 (technical)

Student Records Policy

[USF System Regulation USF2.0021: University of South Florida Student Records Policy](#)

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. s.1232g] and Sections [1002.225](#) and [1006.52](#), Florida Statutes pursuant to which the University of South Florida System (USF System) 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 (violations of FERPA) or to the appropriate court for violations of privacy if applicable. The USF System 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 (including on-line courses) program leading to the award of academic credit or degree from USF System institutions. “Student” does not include individuals participating in the Common Learning Network, Language Institute, Gifted programs,

Speech and Hearing Clinics, non-credit Continuing Education programs or USF Health degree students who are not attending as an enrollee.

- b. **Education Records:** Those records which are maintained by the USF System and employees/agents of USF System institutions 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, digital/electronic images, 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 USF System. The following types of records are expressly exempt from the definition of **education records**:

1. **Sole Possession Records:** Personal record of USF System employees/agents which meets the following test:
 - a. It was created by the USF System employee/agent as a personal memory aid; and
 - b. It is in the sole possession of the USF System 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 USF System employee's/agent's "temporary substitute." "Temporary substitute," as used herein, means an individual who performs on a temporary basis the duties of the USF System employee/agent.
2. **Employment Records:** Records which are used only in relation to an individual's employment by the USF System. However, the following are education records rather than employment records:
 - . Records relating to a student's employment by the USF System if the position in which the student is employed depends on his/her status as a student.
 - a. Records relating to a student's employment by the USF System 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 USF System 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 USF System prior to the individual's actual attendance as an enrolled student in that college. (Although not considered education records, [Section 1006.52, Florida Statutes](#) does define *Applicant Records* and provides that such records are confidential and exempt from [Sections 119.07\(1\), Florida Statutes](#) and [24\(a\), Art. I, Fla. Constitution](#).
4. **Alumni Records:** Records created and maintained on an individual as an alumnus/alumna of the USF System.
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 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 or official University ID 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 as determined by the USF System

3. **Annual Notification.**

- . Each USF System campus/institution will publish annually in the graduate and undergraduate catalogs a notice of student rights under FERPA and Sections [1002.225](#) and [1006.52](#), Florida Statutes.
 - a. 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 USF System to limit the disclosure of information contained in a student's education records to the following circumstances:
 - . With the student's prior written consent; or
 - a. As an item of directory information which the student has not refused to permit the USF System to disclose; or,
 - b. Under the FERPA and Florida Statutes provisions which allow the USF System to disclose information without the student's prior written consent.
 3. The right of a student to request the USF System 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 student's request be denied, 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 [Section 1002.225, Florida Statutes](#).
 5. The locations where copies of this Regulation are available to students.
4. **Locations of Student Records.** Student confidential information may be maintained throughout the USF System and there is no prerequisite for information to be maintained in a specific place for it to be considered a student record. However, as a general practice records are maintained in the following areas:(In the event the campus/institution does not have a separate office for each function as indicated, contact the campus/institution Registrar for assistance in determining the specific record custodian.) Admission records and cumulative academic records are located in the University document management system.
 - . Admission records are maintained until scanned at each campus/institution within the USF System. The custodians for such records are the Directors of Admissions.
 - a. Cumulative academic records are located in the Office of the Registrar or equivalent office at each campus/institution within the USF System. The custodian for such records is the University Registrar or equivalent individual at each USF System institution.
 - b. Medical records are located within the Student Health Services offices at each campus/institution within the USF System and the custodian for such records is the Director, Student Health Services.
 - c. Psychological/Psychiatric counseling records are located in the Counseling Center at each campus/institution within the USF System and the custodian for such records is the Director, Counseling Center.
 - d. Student employment records are located in the Division of Human Resources at each campus/institution within the USF System. The custodian for such records is the Director, Division of Human Resources.
 - e. Financial aid records are located in the University document management system. Paper records are maintained until scanned at each campus/institution; electronic records are maintained indefinitely in the University document management system. The custodian for such records is the Director, University Scholarships & Financial Aid Services, SVC 1102, 4202 Fowler Avenue, Tampa, Florida 33620.
 - f. Financial records are located in the Division of Finance and Accounting at each campus/institution within the USF System. Electronic records are maintained in the document management system.
 - g. Cooperative education and placement records are located in the Career Resource Center at each campus/institution within the USF System and the custodian for such records is the Director, Career Development Services.
 - h. 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.
 - i. Disciplinary records are located in the Office of Student Affairs at each campus/institution within the USF System and the custodian for such records is the Associate Vice President for Student Affairs and Dean of Students.

- j. Continuing Education records are located in the Office of the Registrar at each campus/institution within the USF System and the custodian for such records is the University Registrar.
- k. 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 54, 12901 Bruce B. Downs, Tampa, Florida 33612.
- l. Records relating to students previously enrolled in the New College program of the University of South Florida are now located at New College of Florida, Office of Records & Registration, 5800 Bay Shore Road, PMD-115, Sarasota, Florida 34243-2109.
- m. 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.

- . 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 USF System 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.
 - a. 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, USF System institutions shall furnish the student with an explanation or interpretation of his/her record.
 - b. 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, USF System institutions will arrange for the student to obtain copies of such records. In the event that the student has an unpaid financial obligation to a USF System institution, he/she shall not be entitled to transcripts or copies of education records.
 - c. When records contain personally identifiable information about more than one student, a student may inspect only that information which relates to him/her.
 - d. The USF System 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.** Generally, students may review records at the time and place designated by the USF System. Providing copies of Education Records is a discretionary decision on the part of the USF System except as provided below. If copies are to be provided the following fees may be charged:
 - . Fees. The Institutions within the USF System will charge the following fees for copies of education records:
 - 1. Transcripts: [Official transcripts-\\$10.00](#) (or as set by current USF System Policy or Regulation.) [The USF College of Medicine does not charge a fee for this service.](#) The USF System reserves the right

to deny transcripts or copies of records not required by FERPA in any of the following situations:

- a. The student has an unpaid financial obligation to the USF System.
- b. There is an unresolved disciplinary action against the student.
- c. There is an unresolved litigation between the student and the USF System.

2. Copies of general education records (not certified or official transcripts):

. Fees: The fee charged for FERPA-required copies of education records or those records provided at the discretion of the USF System shall be the amount permitted by statute. Extensive search for records may involve additional costs for search and retrieval. When administrative costs of collecting fees exceed the copying amount, the FERPA Coordinator shall be authorized to waive or charge such fees.

a. Required Copies: Copies of education records are required by FERPA under the following circumstances:

1. Failure to provide such copies would effectively deny the student the right to inspect and review his/her records; or
2. The USF System 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
3. The student requests copies of records the USF System has disclosed to other schools where the student seeks or intends to enroll.

7. Directory Information.

. Designation of directory information. The USF System hereby designates the following described personally identifiable information contained in a student's education record as "directory information" in order that the USF System 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 as identified by the USF System as appropriate and defined in the notice described in (b) below.
 - a. Publication of Directory Including Student Directory Information: The USF System proposes to publish for each academic year a University Directory which will contain certain items of directory information with respect to students who are registered during the Fall Semester of such academic year. A student may request to be excluded from this published University Directory by completing the request for privacy as described below.
 - b. Release of Specific Directory Information: The USF System may release directory information upon specific request unless a student completes the Request for Privacy as set forth below.
 - c. Request for Privacy-General Directory Information: Students have the right to request Privacy to prevent the disclosure of "directory information," either in the Directory or upon request. The USF System will publish in the Schedule of Classes or Graduate and Undergraduate Catalogs 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:
 1. Include their information in a published student directory.
 2. Release directory information about themselves to any third party.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 Florida Statutes. Students registering during the Fall Semester will receive notification of their "privacy" rights under FERPA. Students must either notify the FERPA Coordinator in writing or update their individual privacy status at <https://www.registrar.usf.edu/privacy/> to prevent disclosure or publication of 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. The USF System 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. In addition, section (8)(g) below sets forth the terms of the FERPA Waiver Request Form which authorizes the release of non-directory information to designated individuals.

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.

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

1. "University official," as used herein, means:

- . A person currently serving as a member of the Florida Board of Governors or USF Board of Trustees.
 - a. A person under contract to the Florida Board of Governors/USF Board of Trustees/USF System or the Florida Department of Education in any faculty or staff position in the USF System.
 - b. A person employed by the USF Board of Trustees as a temporary substitute for a staff member or faculty member in the USF System for the period of his/her performance as a substitute.
 - c. A person employed by the USF Board of Trustees or under contract to the USF Board of Trustees to perform a special administrative task for the USF System. 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.
 - d. A person who is designated by a University official by way of written agreement that incorporates all FERPA and state law privacy obligations and who is performing a specific function considered a function that serves a legitimate educational interest on behalf of the University.

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

- . Perform an administrative task outlined in the official's position description or contract; or
 - a. Perform a supervisory or instructional task directly related to the student's education; or
 - b. Perform a service or benefit for the student such as health care, counseling, student job placement, or student financial aid.
- a. 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 USF System programs supported by federal or state funds.
3. To parties who provide or may provide financial aid to the student in order to:
 - . Establish the student's eligibility for the financial aid; or
 - a. Determine the amount of financial aid; or
 - b. Establish the conditions for the receipt of the financial aid; or
 - c. 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 System, USF Board of Trustees, or the Florida Board of Governors for the purpose of conducting a study on the USF System'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 USF System will exercise this option only on the condition that evidence of such dependency is furnished to the FERPA Coordinator by the parents executing an Affidavit of Dependency.
8. To comply with a lawfully issued subpoena or judicial order of a court of competent jurisdiction. The USF System 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 USF System 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.
 - b. 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.
 - c. 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; and
 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.
 - d. The student may obtain a copy of any records the USF System discloses pursuant to the student's prior written consent.
- e. The USF System 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.
- f. The USF System may release *any and all* information to individuals known and designated by the student to receive his/her information upon the student duly executing a FERPA Waiver Request Form authorizing the USF System to disclose their information to those whom the student has authorized. The FERPA Waiver will remain in effect while the student is actively enrolled in the USF System or until such authorization is revoked.

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

- . 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.
 - a. 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.
 - b. 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.

- . Students have the right to, in accordance with this Regulation, request amendment of and challenge the content of their education records.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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 USF System officials, including the person who initiated the record, the USF System 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 USF System's action, and deliver the request, the record custodian's written explanation, his/her summary of findings, and his/her recommendation to the USF System President (President).
 - e. The President will instruct the FERPA Coordinator whether the record should or should not be amended in accordance with the request. If the 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.
 - f. If the 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. Parents and eligible

students who need assistance or who wish to file a complaint under FERPA or the Protection of Pupil Rights Amendment (PPRA) should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address: [Family Policy Compliance Office](#); U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-5920; Phone: 1-800-USA-LEARN (1-800-872-5327).

- g. 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 USF System 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 USF System 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; 1002.225, 1006.52 FS.

History – New (BOT approval) 4-19-83, Formerly 6C4-2.021, F.A.C., Amended 3-15-92, 1-7-93, Formerly 6C4-2.0021, F.A.C., Amended 10-3-12 (Technical), Amended 11-10-15 (Technical).

Testing and Final Examinations

USF Policy 10-005: Testing and Final Examinations

I. PURPOSE & 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. APPLICABILITY & AUTHORITY

This Policy does not apply to the USF Health Colleges.

III. 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 notice of said examination. 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. Designated Reading Days

Effective, Spring 2016, two instructional days of the Fall and Spring terms will be determined and designated Reading Days for all courses including semester length distance learning courses. Alternate calendar courses may not include designated Reading Days and students electing to take those courses should refer to their syllabus or instructor direction.

Accordingly, classes will not be scheduled on those two days. Refer to the University Catalog ([Policy 10-059](#)) for specific dates and calendars for each academic term.

C. Final Course 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. The period of two hours shall be allotted for each final examination.

1. Exceptions to Final Course Exam

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.

2. Final Exam Matrix

The Final Exam Matrix for the Tampa Main Campus (Matrix) is designated to facilitate a conflict-free schedule for greater student success in the exam process. All Tampa Main Campus courses must comply to the Matrix as it is published with no deviations. All make-up exams, either for block exams or the individual exams, will be scheduled during the time period allotted for students that require a make-up exam.

3. Conflicts

If a student has a direct conflict of scheduled examinations that are scheduled according to the Final Exam Matrix or the exam schedule available at a USF System Institution, the student may petition the appropriate instructor to reschedule one of the student's examinations. If a student 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 or the student may elect to take all exams on the same day. If a make-up exam is requested, it will be scheduled during the make-up exam time as posted on the Final Exam Matrix.

The "appropriate instructor" in case of examination time conflicts shall be determined by the following ordered list of priorities:

- a. 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.
- b. Block finals have priority over non-block finals. When two block finals conflict, the higher numbered course takes priority.
- c. Apart from block finals priority, examinations for graduate level courses have priority over examinations for undergraduate level courses.

d. Apart from block 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.

e. 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.

f. 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.

Tobacco and Smoke Free University

[USF Policy 0-608 SM](#)

I. PURPOSE AND INTENT

The University of South Florida-Sarasota Manatee (USFSM) has a vital interest in maintaining a safe and healthy environment. Therefore, it is the Policy of USFSM to provide a tobacco and smoke free environment for our students, faculty, staff, vendors and visitors.

II. STATEMENT OF POLICY

USFSM is a tobacco and smoke free campus. Tobacco use, distribution, or sale, including, but not limited to, smoking and chewing is prohibited. This Policy covers all buildings, property and grounds where USFSM business is conducted. For the purposes of this Policy only, the USFSM campus is defined as any and all space shown on the map referred to in Section IV. Faculty, staff, students, vendors and visitors are not allowed to use any tobacco products within this area.

III. DEFINITIONS

“Tobacco” is defined as any product made of tobacco including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, and any and all chewing tobacco products. “Smoking” is defined as inhaling, exhaling, burning, carrying or possessing any lighted tobacco product. “Tobacco Use” means the personal use of any tobacco product whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking, and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

IV. CAMPUS BOUNDARIES

For the purposes of this Policy only, the USFSM campus boundaries are shown on the map included herein titled USFSM CAMPUS BOUNDARY MAP – EXHIBIT A.

V. SMOKING ZONES

There are no designated smoking areas at any USFSM location.

VI. ENFORCEMENT

Enforcement of this Policy depends upon the cooperation of all faculty, staff, students, vendors and visitors not only to comply with this Policy, but also to encourage others to comply with the Policy. Anyone who is in violation of the Policy (including faculty, staff, students, vendors or visitors) should be politely reminded of the

Policy and asked to comply by discarding the tobacco product. Any student who continually refuses to abide by the Policy may be considered in violation of the student Code of Conduct and subject to its disciplinary procedures. Continuing violations by any faculty or staff member will be handled through normal University processes.

All attendees at non-University or public events, such as conferences, meetings, public lectures, social events and cultural events using USFSM facilities are required to abide by this Policy. Organizers of such events are responsible both for communicating this policy to attendees, and for its enforcement.

VII. AUTHORITY

[USF System Policy, 0-606, Non Smoking Areas, Section II.](#)

Tuition and Fees

Telephone: 941-359-4220

Websites: www.usfsm.edu/campus-life/campus-resources/business-office/
[USF System Regulation USF4.0102: Tuition and Fees](#)
[USF System Regulation USF4.0107: Fees, Fines, and Penalties](#)
[USF System Regulation USF4.0108: Waiver of Tuition and Fees](#)

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.

Tuition and fee rates are posted on the websites for the USFSM Cashier and the USF System Controller. Schedules/Fee Statements are not mailed to the student. It is the student's responsibility to review their financial account for accuracy and pay their tuition and fees in full by the appropriate due date as stated at <http://www.usf.edu/business-finance/controller/student-services/deadline-dates.aspx>. Failure to do so may result in cancellation of the student's registration.

Unless the student has received a tuition and fee payment deferment (i.e., Financial Aid or Veterans), tuition and fees are due by the fifth day of each academic term. Students may view and/or pay their current term tuition and fees online by accessing the "Tuition, Fees & Payments" menu option in [OASIS](#) at <https://webauth.usf.edu>. Cash, checks and money orders are accepted at the USFSM Cashier's Office for payment of tuition and fees. Checks, made payable to USF, may be mailed to the USFSM Cashier's office, but must be postmarked by the U.S. Post Office, not office metered, by the applicable fee payment deadline. The University cannot be responsible for lost or misdirected U.S. Postal mail. Payment of tuition and fees by MasterCard, Discover or American Express debit or credit cards must be made online through OASIS. **Please note that the University no longer accepts Visa cards for payment of tuition and fees.** E-checks are also accepted through OASIS.

Excess Hours Surcharge

In 2009, the Florida Legislature implemented Section 1009.286, Florida Statutes to encourage students to complete their baccalaureate degree as quickly and efficiently as possible. It established what is commonly referred to as an “Excess Credit Hour Surcharge.” The provisions of this section became effective for students who entered a Florida community college or a Florida state university for the first time in the 2009-2010 academic year and thereafter. The bill requires universities to add a surcharge to each credit hour taken in excess of the total hours calculated, based on a percentage defined in law. See the following table:

Students Entering as FTIC SUS (First Time in College State University System of Florida) or FTIC FCS (First Time in College Florida College System)	Fees to be Charged
Prior to Fall 2009	None
Fall 2009 – Summer 2011	50% for credits above 120% of total program hours
Fall 2011 – Summer 2012	100% for credits above 115% of total program hours
Fall 2012 and thereafter	100% for credits above 110% of total program hours

The surcharge is assessed only on the tuition portion of the semester hour cost, not on the fees. The number of total program hours required for the baccalaureate degree will be identified by the student’s declared major. This is typically 120 semester hours, although some programs have been approved to require more than 120 semester hours. For further information, see the [Board of Governors Regulation 7.003\(21\)](#).

Note: No institution may waive the excess hours surcharge as the language of the statute is mandatory.

Repeat Course Surcharge

Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, [Section 1009.285 Florida Statutes](#) requires that all state universities must monitor undergraduate student progress and charge students the “full cost of instruction” for certain repeats of undergraduate courses. This policy became effective in Fall 1997 and requires 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. However, 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 complete a Fee Adjustment Request Form and indicate that 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.

Florida Prepaid College Program

Website: <http://www.usf.edu/business-finance/controller/student-services/student-accounting/florida-prepaid.aspx>

Students participating in the Florida Prepaid College Program are responsible for paying all tuition and fees not covered under their Florida Prepaid Plan by the applicable payment deadline to avoid being assessed a \$100.00 late payment fee.

Tuition Deferment for VA Students

Website: www.usf.edu/student-affairs/veterans/apply/tuition-deferment.aspx

Students receiving Veterans Administration (VA) benefits who have applied in writing no later than the date specified within the Veterans Affairs website have until the applicable payment deadline to pay registration tuition and fee balances in full.

Intern Certificate of Participation

Individuals who have supervised interns, and who have registered for courses during an academic term, may present their Intern Certificate of Participation to the USFSM Cashier's Office. The Certificate of Participation entitles holders to a waiver of only matriculation fees for a maximum of six (6) credit hours of instruction during a single academic term. Certificates are valid for three (3) years from the date of issuance. Tuition and fees not covered by the Certificate of Participation must be paid by the fifth day of the academic term in order 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 who are appointed to permanent established positions to enroll in USF credit courses for a maximum of six (6) credit hours per academic term. 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 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](#).

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 twelve (12) credit hours per academic term and is applicable only if the student registers for these courses during the designated registration period. Due to the audit status, academic credit is not awarded, examinations are not required, and grades are not assigned. A parking permit, purchased from USFSM 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, fax, or in person. It is the student's responsibility to complete and submit the waiver forms allowing sufficient time for the forms to reach the Registrar's Office by the registration deadline. Forms submitted after the registration deadline will not be processed.

Some courses require college approval, prerequisites, or have other restrictions which may limit registration. The necessary permits should be acquired in advance of registration. Additionally, the permits may be submitted electronically in OASIS by the issuing college. Under no circumstances will notes on plain paper without college 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.

More information about the program can be found at the [Office of the Registrar's website](#). The Application Packet and Registration worksheet are on the USFSM Registration website, usfsm.edu/registration/.

Cancellation for 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](#)

Students not on an authorized deferred payment of tuition and fees and who have not paid their tuition and fees in full by the USF System designated payment deadline date will have their registration for the academic term canceled and will be dropped from classes. Students dropped from classes will receive no credit for courses taken during the academic term.

Returned Checks for Registration Tuition and Fees

A student's current term registration is subject to cancellation if a check or an e-check presented in payment of tuition is returned to the University by the bank unpaid. **A \$100 Late Fee Payment and a \$25 administrative charge will be assessed on any registration check returned to the University unpaid.** Dishonored fee payment checks and associated fees must be paid within 10 calendar days to avoid cancellation of a student's registration for the academic term.

Reinstatement from Cancellation for Non-Payment of Tuition and Fees

Students who successfully petition for reinstatement from registration cancellation due to non-payment of tuition and fees will be assessed a \$100.00 late registration fee and a \$100.00 late payment fee. Upon approval for reinstatement, all fees and other debts owed to the University must be paid in full before academic reinstatement will be affected.

Payment of Accounts Due the University

Charges assessed to students for loss or breakage of University equipment and/or books, fines, and other fees are due immediately. Delinquent accounts may be considered sufficient cause for cancellation of registration. USF System regulations prohibit registration, or release of transcripts, diplomas, or grades for any student whose account with the University is delinquent. 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.

Refund of Tuition and Fees Payments

The following refunds, less deductions for unpaid debts to the University, are authorized. A Refund Request Form must be completed to initiate the refund process. The form may be submitted to the USFSM Cashier's Office or mailed to the address indicated on the bottom of the form.

1. One-hundred percent (100%) of registration fees and tuition will be refunded if notice of withdrawal from the University is approved prior to the end of the drop/add period and written documentation is received from the student.
2. Twenty-five percent (25%) of registration fees and tuition paid, less building and capital improvement fees, will be refunded if notice of withdrawal from **"ALL"** courses from the University is approved prior to the end of the fourth week of classes (Summer term is prior to the end of the third week of classes) 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 may be refunded if, 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 with supporting documentation clearly citing extenuating circumstances beyond the student's control with the Registrar's Office. The Registrar's Office will review the form based on the following criteria:

- Illness of the student, confirmed in writing by a physician, of such severity or duration to preclude completion of the course(s).

- Death of the student or immediate family member (i.e., parent, spouse, child, or sibling), confirmed by death certificate and obituary indicating the student's relationship to the deceased.
- Called to active military duty, involuntary or voluntary, confirmed by military orders.
- A situation in which the USF System is in error, confirmed by the appropriate USF System official in writing on official USF System letterhead.
- 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 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.

Financial Aid

Location: SMC C107

Telephone: 941-359-4330

Website: www.usfsm.edu/admissions/scholarships-and-financial-aid/

Email: finaid@sar.usf.edu

[USF System Regulation USF3.0120: Financial Aid](#)

[USF System Regulation USF3.0121: Financial Aid Administration, Distribution and USF of Financial Aid Resources](#)

[USF System Policy 10-013: Financial Aid Policy on Refunds and Payments](#)

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 Admissions and Financial Aid. The above website provides step-by-step guidance through the financial aid application process and lists all deadlines. The Office of Admissions and Financial Aid communicates important information regarding your aid via OASIS and official USF e-mail throughout the year.

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 \(FAFSA\)](#). Be sure to list the University of South Florida System 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 October 1). The USF System priority FAFSA deadline is January 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 Office of Admissions and Financial Aid 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 <http://www.usf.edu/financial-aid/know-this/withdraw.aspx>.

Academic Scholarships

The Office of Admissions and 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 and the USFSM Office of Admissions and Financial Aid offers a number of scholarships based on academic merit to students planning to enter USFSM for the first time as a Freshman or 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 freshmen and transfer students are advised to contact the USFSM Office of Admissions and 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](#).

Veterans Affairs (VA) Benefits

Location:	USF Sarasota-Manatee: SMC B106 USF Tampa: SVC 2127
Telephone:	USF Sarasota-Manatee: (941) 359-4291 USF Tampa: 813-974-2291
Telephone:	VA Work Study at USFSM (941) 359-4291
Website USF Tampa	http://www.veterans.usf.edu/
Website USFSM	http://sar.usfsm.edu/veterans-services/

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 every semester.

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 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.

The VA toll-free number is 1-888-442-4551.

USF ID Card

[USF System Policy 0-517: USFCard and ID Badge Policy](#)

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 the use of USF System services (i.e., library services, obtaining tickets for USF System sporting events) 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 at usf.edu/bullbucks. The USFCard may be obtained at the USFSM Cashier's Office located in room B116. Legal identification (i.e., driver's licence, passport, or state/federal government photo identification card) must be presented to obtain the USFCard. Additional information pertaining to the USFCard can be found at it.usf.edu/services/usfcard.

Undergraduate Policies & Regulations

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Academic Certificate

An organized set of courses offered as a distinct area of study that leads to specific educational or occupational goals. Certificates may consist of courses that are part of a major or courses that are created outside of a major. Students should obtain prior approval with the specific requirements and forms from the college and department in which the certificate is offered. Certificates are recorded on the transcript. A certificate of completion is awarded, not a diploma.

Each undergraduate certificate conforms to these University requirements:

1. Students must be admitted as undergraduate degree seeking or non-degree seeking to be eligible to receive an undergraduate certificate.
 2. A minimum of 12 semester hours of credit used to satisfy the requirements of a certificate must be from USF courses; at least 50 percent of the required coursework must be earned from the institution awarding the certificate.
 3. USF coursework for a certificate must have a minimum GPA of 2.00. Some undergraduate certificates have higher minimum GPA requirements.
-

Academic Major

An organized curriculum offered within a degree program. A major shall be reasonably associated with the academic discipline within the degree program under which it is offered and shall share common core courses with any other majors within the same degree program. The major is the student's primary field of study. The number of credit hours for a major for each degree level shall be established by the USF System member institution in accordance with State regulations and SACSCOC minimum requirements. The degree program majors are recorded on both the transcript and the diploma.

Students choose their academic major based on a variety of reasons including the student's areas of interest and abilities, past academic achievement and in preparation for a specific profession. A student may not have a major and a minor in the same program. College courses used in the major will not apply to the minor.

Academic Minor

An academic minor is an optional complement to a bachelor's degree in a particular field, leading to specific educational goals. Students interested in a particular minor should obtain the specific requirements from the appropriate colleges. Minors are recorded on the transcript and the diploma.

Each academic minor conforms to the University requirements:

1. A minimum of eight (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.
3. College courses used in the major may not apply to the minor.
4. USF System institution coursework for a minor must have a GPA of at least 2.00.

5. USFSM undergraduate degree-seeking students are only eligible for minors offered at USFSM. Students at other USF system institutions are not eligible to receive minors at USFSM.
 6. 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. Those students may earn certification of a minor by taking additional undergraduate coursework at USFSM and applying for the certification. Students who choose to pursue this option must submit the Post-Baccalaureate Minor application to their academic advisor within the first twenty (20) class days of the term they expect to complete the minor requirements.
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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 each semester 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 Policy. If academically dismissed from USFSM a student may not return to USFSM as a non-degree-seeking student.

Within their first year, first time in college (FTIC) students will be granted a one-time only academic dismissal deferment, allowing an additional semester of enrollment. Students will work with the USFSM FTIC and Persistence Advisor to create a plan for academic success in the deferred semester. It should be noted that deferring academic dismissal will not extend financial aid canceled due to poor academic performance.

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 former student returning and readmission will be based on the total record accumulated from all colleges and universities attended.

Once a student's semester and overall GPA is at or above 2.0, the academic probation status will be removed.

If a student is academically dismissed or falls below a 2.00 GPA from USFSM 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: www.usfsm.edu/academics/academic-resources/academic-advising/arc/

The Academic Regulations Committee (ARC) serves as a board of appeal for USFSM students who wish to secure waiver or modification of University-wide academic regulations. The ARC meets regularly and reviews petitions submitted by undergraduate and non-degree students. Undergraduate and non-degree students must petition and secure approval from the ARC to return to the University after having been academically dismissed or leaving on probation, 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/or withdrawal from a term.

The ARC will re-examine petition decisions on appeal 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 through the College Dean or designee.

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 (2) calendar years (six academic semesters/terms) for such appeals, whether the student is in attendance or not.

To petition the ARC, completed forms should be submitted to the office of Academic and Student Affairs, CI07. A consultation with the Persistence advisor is required prior to a petition's submission to the ARC. Students may contact their academic advisor for details regarding their submission. The appropriate forms may be obtained on the website or from the academic advising office. Students will receive notification of the committee's decision by email to their USF account.

ARC Bylaws

Academic Renewal

The University's Academic Renewal policy allows students previously dismissed from the university, or former students returning with a USF GPA below 2.00, 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 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. Students approved for Academic Renewal are admitted with the same terms of academic probation and dismissal as other undergraduate students. Academic Renewal will only be applied to a student's academic record one time at USF. Students returning to the University under Academic Renewal may incur excess hours and associated monetary penalty.

Academic Renewal I (ARI)

Students who have been academically dismissed, or former students returning with a USF GPA below 2.00, may petition the ARC to return to the University under ARI. A student may be re-admitted to USFSM under ARI, after completing all requirements for the Associate of Arts degree or equivalent (including general education and the State Communication and Computation Requirements formerly known as Gordon Rule) at a two-year or four-year college. ARI students will enter USFSM as an upper-division student, and their USF grade point average

will be calculated from that point forward. While ARI is required for students who have earned less than 60 credit hours, it is not restricted to those students. In order to graduate following re-admission under ARI, all campus and major residency and degree requirements must be met. 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, or former students returning with a USF GPA below 2.00, and have 60 or more earned credits from the USF System or other institutions of higher education. These students may be re-admitted to USFSM under ARII after a break in USF enrollment for a full academic year (fall, spring, summer). Students may choose to complete major prerequisites at a non-USF institution during this time, but are not required to do so. Students who choose to take courses at a non-USF institution should meet with the academic advisor of their intended USFSM major prior to enrolling in courses elsewhere. In order to be considered for readmission under ARII, the student must submit a request to the ARC who will make the final decision regarding readmission. Following readmission under ARII, the student will have their USF GPA calculated from that point forward. In order to graduate, following readmission under ARII, all campus and major residency and degree requirements must be met. Students readmitted under ARII 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 Residence

USF System Regulation

USF3.007 Degree Requirements: Baccalaureate/Undergraduate

Any credits transferred from a USF System Institution must be processed as transfer credits from any regionally-accredited institution.

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;

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.

Associate in Arts Certificate

[USF Regulation 3.019: Associate in Arts Certificate](#)

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

1. To receive the Associate in Arts, the student must complete sixty (60) hours of university credit; at least twenty (20) of the last thirty (30) credit hours or a total of thirty-six (36) credit hours must be completed at USF. The minimum grade point average must be 2.00 based on work attempted at USF. In addition, a transfer student must have a GPA of 2.00 or higher when combined with transfer work accepted and evaluated by the USF Office of Admissions. Physical Education and military science credits do not count toward the Associate in Arts Certificate. All students must satisfy the General Education Requirements of USF and must satisfy the requirements listed in [Florida Statutes Section 1007.25](#) and in [State Board of Education Rule 6A-10.030](#), prior to receiving an Associate in Arts Certificate.
2. Beginning with students initially entering a Florida College System institution or State University System institution in 2014-2015 and thereafter, coursework for an Associate in Arts degree shall include demonstration in competency in a foreign language pursuant to Florida Statute [1007.262](#) (Also known as USF's FLENT requirement).
3. In order to receive an Associate in Arts Certificate, students must submit a graduation application prior to the application deadline. The deadline to apply for a certificate in each semester is stated in the Academic Calendar in the catalog. The graduation application is available online in OASIS.
4. The Associate in Arts Certificate must be awarded prior to the term that the student becomes eligible for the baccalaureate degree.
5. Final processing for the Associate in Arts will be done after grades are processed at the end of the semester for which the student applied. All work, including transfer work, taken in that semester will be evaluated with respect to the requirements for the Associate in Arts Certificate.
6. Any incomplete grades shown on the permanent record of an Associate in Arts applicant at the time grades are processed will be treated as an "F" in the calculation of grade point average. Transfer students who completed a substantial portion of the Associate in Arts degree requirements at another institution in the Florida College System will be encouraged to notify that institution of the additional USF credits that may be transferred to that institution towards conferral of that degree. If the former institution will not confer the Associate in Arts degree with the addition of USF transfer credits, but is eligible for the Associate in Arts certificate at USF, then the USF institution will confer the Associate in Arts certificate.
7. The General Education Requirements will be based on the approved University policy in effect in the catalog year the student chooses according to the University policy regarding the choice of catalog. The consideration of whether or not General Education Requirements are met will be made without consideration of the student's choice of major at the time he/she applies.
8. University of South Florida credit hours will be broadly defined to include USF sponsored student exchange programs and the University of Florida Correspondence Division. The grades from these institutions, (except those earned through the University of Florida Correspondence Division) are recorded on the permanent record at USF, and included in the grade point average calculation, and will be counted in the student's grade point average as work attempted at USF for the Associate in Arts Certificate.
9. An applicant who has not been enrolled at USF for three (3) semesters may be contacted to ascertain whether or not that applicant meets the residency requirements.
10. In approving any application for the Associate in Arts Certificate, satisfactory/unsatisfactory grades will be accepted according to the approved University policy in effect during the terms of the student's enrollment without regard for the student's declared major. Students must be aware that if they have taken any courses on a satisfactory/unsatisfactory basis where such grades are not acceptable by the college of the major, the

students may be required to repeat particular courses for a traditional letter grade or take additional courses for a traditional letter grade to meet the college requirements.

11. All University of South Florida colleges with undergraduate programs will accept the Associate in Arts from USF. That is, the student will be placed, at least, at the junior level and will be considered to have met the University's General Education Requirements. The applicability of the courses taken by the student toward his/her major program will be determined by the college of the student's major. Similarly, any special requirements for a student's professional certification (e.g., Education and Engineering) are not necessarily met by the Associate in Arts Certificate, but could be included as part of the General Education Requirements. Thus, students should check with their colleges concerning meeting any special requirements in an efficient manner.
12. The awarding of the Associate in Arts Certificate is posted on the permanent record but does not alter the calculation of the grade point average nor does it interrupt the accumulation of the student's record.
13. Students who follow a baccalaureate degree program as recommended by a college will not necessarily be eligible for the Associate in Arts Certificate prior to the completion of ninety (90) credit hours.

Specific Authority 1001.74, 1001.75, 1007.25, FS., Art. IX, Fla. Constitution and Resolutions issued by the FL Board of Governors. Law Implemented 1007.23, 1007.25 FS.

History – New (BOT approval) 4-19-90, Amended 8-19-90, 10-27-92, 9-19-93, formerly 6C4-3.019 F.A.C., Amended 7-27-07, 11-25-15 (technical), 5-31-16 (technical).

Change of USF Institution

The University of South Florida System consists of three separately accredited institutions – USF Tampa, USF St. Petersburg, and USF Sarasota-Manatee. Each Institution has unique policies as well as unique degree and residency requirements.

To help ensure that students are on track to graduate and are less likely to have excess credit hours, students are required to apply if they choose to change their USF home institution. Procedures may be found by visiting ugs.usf.edu/system/change-of-institution. The request to change institutions must be signed off by the student and approved by the incoming USF institution.

All first time in college students (FTIC) students must have completed at least three consecutive semesters, not including summer (i.e., fall, spring, fall), at their current institution before change of institution requests will be processed.

Credit by Examination

A student who feels they have already acquired the basic content of a course on their 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 colleges. Interested students should obtain additional information from their advisors or Testing Services.

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 USFSM's residency requirement.
2. Credit for the General Natural Science examination will be granted for non-majors only.

Certain General and Subject CLEP Examinations may be found at <http://www.uc.usf.edu/testing/> and may apply to the General Education 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.

Students may also refer to collegeboard.org as a source of additional CLEP information.

[USF System Policy 10-017 Credit by Examination](#)

I. INTRODUCTION (Purpose and Intent)

In order to provide greater flexibility and opportunity for students to shorten the time required to obtain a baccalaureate degree, the University of South Florida System (USF System) grants credit-by-examination equivalencies for the following acceleration mechanisms: Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), College-Level Examination Program (CLEP), DANTES/DSST and Excelsior College exams.

II. STATEMENT OF POLICY

The University of South Florida System awards credit-by-examination based on the minimum guidelines as established by the Articulation Coordinating Committee (ACC) available on the flvc.org website, pursuant to Florida Statute 1007.27(2), and approved by the State Board of Education and Board of Governors.

Effective fall 2009, a maximum of 45 credit hours in 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 and Excelsior College exams will be accepted by the USF System. Course equivalencies for credit-by-exam are posted on the Undergraduate Studies website. Students who enter the USF System with more than 45 credit hours of examinations completed will work with an appropriate academic advisor to determine the most advantageous selection of the credits to be applied. Any requests for an exception to the 45 hour rule must be submitted to the Dean of Undergraduate Studies within thirty (30) days of first attendance.

Credit earned through these examination programs also applies toward satisfaction of the nine (9) credit hour Summer Attendance Requirement but only if the student enters the USF System with nine (9) or more credit hours from all acceleration programs combined (i.e. the listed examination programs plus Dual Credit).

The University of South Florida System will accept credit-by-examination included on transcripts from all accredited colleges, provided the scores earned are at or above the minimums as stated by the ACC.

Regional campuses and separately accredited institutions may have unique characteristics. Students, faculty and staff must check with their individual campuses and apply policies in conjunction and consistent with the specific characteristics, guidelines or procedures applicable to those campuses.

Dean's List & Regional Chancellor's List

Full-time undergraduate students who demonstrate superior academic achievement during one (1) semester will be honored on a "Dean's List" or "Regional Chancellor's List." To be eligible for this recognition, a student must complete at least twelve (12) hours of USF System courses in a given semester. The hours must be graded (A-F) with no incomplete grades, S/U grades, missing grades, or withdrawals during the semester.

The Dean's List shall consist of students with a USF System term GPA of 3.90 or above.

The Regional Chancellor's List shall consist of students with a USF System term GPA of 4.00.

The college dean in which the student is majoring will recognize the academic honor. Students who receive the honor will have it posted to their official transcript.

Students registered in the Office of Students with Disabilities Services whose approved accommodations include a reduced academic load are eligible by meeting the above parameters with at least nine (9) hours of graded USFSM courses completed in the semester and the recommendation from that office, to be confirmed by the College Dean.

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.

FTIC (First Time In College) students must be officially declared in a major or a pre-major before they register for more than 36 credits, including credit earned via Advanced Placement, International Baccalaureate, or Dual Enrollment coursework. Students will not be allowed to register for further credit coursework at USFSM until they have declared a major or pre-major.

Transfer students should declare their majors upon entry to USFSM. Transfer students who have not declared a major (or pre-major) and who have completed 75 or more credit hours 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 credit hours 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.

Change of Major

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

Degree Progression

USF System Policy 10-505

Undergraduates must complete the Online Graduation Application and the Online Graduating Senior Survey by the official University deadline for the term in which they expect to graduate. Degree application deadlines are available in the Academic Calendar.

Students who have completed all the requirements for their degree will be required to graduate. Exceptions may be approved by college deans or their designees for up to two additional semesters but not to exceed 10 semesters total to complete a degree (eight semesters for the major and two additional semesters) to allow students to complete approved second majors or to complete clearly defined objectives to enhance qualifications for employment or graduate and professional programs. Exceptions may be made for part-time students. Unless undergraduate students receive approval from the Assistant Vice President for Student Success of an exception to the graduation request, USFSM may move the student through to graduation and confer the degree earned.

Students should be approved to pursue minors only if the minor can be completed without extending the time required for the students' initially projected graduation date and without exceeding their Excess Credit Hour Surcharge (ECHS) threshold. Students in programs without available elective hours will not be approved for minors, unless an exception is approved by the College Dean or designee. Students are expected to demonstrate academic success (appropriate GPA for program, completion ratio, and success in prerequisites, core, or other related coursework for current major and requested minor) before they can be approved for a minor. Students will apply for a minor in the last term of enrollment provided the student will have completed all of the remaining course requirements for the minor in that term.

Students may be approved to pursue dual degrees and second majors only if they are able to complete both programs within no more than two additional semesters but not to exceed 10 semesters total to complete a degree from the initially projected graduation date or within the ECHS threshold for dual majors or dual degrees. Second majors are awarded only in conjunction with the receipt of a baccalaureate degree. Students are expected to apply for a second major or degree only after demonstrating academic success (appropriate GPA for both major programs, completion ration, and success in prerequisites, core or other related coursework for current major and second major or degree). Students will typically be approved for a second major or dual degrees before exceeding 96 credit hours (not counting in the latter any credit from examination or dual enrollment). The students' program of study is delineated on the application form and must be reviewed by both program advisors prior to submission for approval. Third majors will only be allowed in exceptional circumstances when the student can complete within the above criteria.

No degree will be conferred if a charge of academic dishonesty or student conduct violation is pending and the penalty could be dismissal, expulsion, failing grade or any combination of the above, until the charge is resolved and degree requirements are met.

As per [USF System Regulation USF3.007](#) 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. Students are expected to graduate within the minimum number of semesters appropriate to their academic work completed at the time of their admission and the extent to which they are able to be enrolled full-time.

Double Majors and Dual Degrees

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. Both majors must reside at USFSM. In declaring a second major, the student will be charged the Excess Credit Hour Surcharge required by the state for excess credit hours beyond the official limit (after 110-120 percent of those allowed for the first major, up to thirty credit hours allowed for the second major). Both majors will be awarded in the same term at the completion of the degree. The student will not receive two degrees.

Second Undergraduate Major

A student who wishes to work toward a second major, after receipt of a baccalaureate degree, must apply as a degree-seeking student 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 have been previously accepted for a “Double Undergraduate Major” but graduated with only one major.)

Students pursuing a second undergraduate major must submit the Post-Baccalaureate Major/Minor Application to their academic advisor within the first twenty (20) class days of the term they expect to complete their second undergraduate major coursework. Upon proof of completion, the student’s “permanent academic record” will be posted accordingly.*

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

Two Baccalaureate Degrees

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

In declaring a second degree, the student will be charged the Excess Credit Hour Surcharge required by the state for excess credit hours beyond the official limit (after 110-120 percent of those allowed for the first degree, plus thirty credit hours for the second degree). Both degrees will be awarded in the same term at the completion of the degrees.

Drops/Withdrawals

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 withdraw from 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 withdraw may not continue attending class. Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF System Schedule of Classes for summer terms. Appeals for withdrawals after the tenth week of the semester must be made to the Academic Regulations Committee.

Undergraduate students are limited to a total of five (5) course withdrawals while enrolled as a degree-seeking or non-degree seeking student at USF System institutions. Course withdrawals are limited to three (3) courses for students with less than or equal to sixty (60) semester credit hours, and two (2) courses for students with more than 60 semester credit hours. Only in extenuating circumstances will approval be granted for more than five (5) course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Academic Regulations Committee for review.

Effective Fall 2016, all students will be limited to two (2) withdrawals from graduate courses while enrolled as degree-seeking or a non-degree seeking at USF. Requests for withdrawals from graduate level courses are submitted via the [Withdrawal from Course Request form](#). Only in extenuating circumstances will approval be granted for more than two graduate course withdrawals. Appeals for additional graduate course withdrawals due to extenuating circumstances must be submitted via the [Graduate Petition Form](#).

Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar at USF Tampa within six (6) months from the end of the semester to which any refund would be applicable.

Foreign Language Requirement Policy

All students pursuing a B.A. degree must satisfy the college-level foreign language requirement, which in Florida is met through satisfactory completion (C or better) of a second-level language course. USFSM accepts many languages to fill this requirement; students seeking to have credit accepted or to demonstrate competency for exemption, should discuss this with their academic advisor.

At USFSM, students can meet the foreign language requirement through the study of two (2) languages:

Spanish Course Sequence (accepted in all degree programs)

- SPN 1120 Beginning Spanish I (4 credits) – for those with no previous Spanish language experience
- SPN 1110 Introductory Spanish for High Beginners (3 credits) – an alternative to SPN 1120
- SPN 1121 Beginning Spanish II (4 credits) – must be completed or exempted

American Sign Language Course Sequence (accepted in some degree programs)

- ASL 2140C Basic American Sign Language I (4 credits)
- ASL 2150C Intermediate American Sign Language (4 credits)

Spanish Language Placement

In Spanish, it is possible to exempt one or both courses through a placement test. The placement test assesses the student's skills level to indicate the appropriate class for the student to enter. By taking the placement test, students can avoid spending time, effort, and money on unnecessary classes.

Students *must* take the placement test

- If they have taken one (1) or more years of high-school Spanish,
- If the test indicates that one's skills level is equal to accomplishment of SPN 1120, one may exempt that course and enter SPN 1121.
- If the test indicates that one's skills level is below the accomplishment of SPN 1120, one may take SPN 1110 (3 credits) to raise one's competency to what will be needed to enter SPN 1121. Or one may elect to take SPN 1120 (4 credits), but if one elects this option, one will earn only an S/U grade.

Students *may* take the placement test

- If they grew up speaking Spanish with family and friends
 - Depending on one's assessed skills level, one may exempt none, one, or both courses.
- If they took SPN 1120 at USF more than two terms previously
 - If the test indicates that one's skills level is below the accomplishment of SPN 1120, one may retake SPN 1120 if qualified for "grade forgiveness"
 - Or one may pay to audit SPN 1120 or SPN 1110 as space allows.
- If they took college Spanish elsewhere.
 - If the test indicates that one's skills level is below the accomplishment of SPN 1120, one may pay to audit SPN 1120 or SPN 1110 as space allows.

Spanish Language Competency Levels

The USFSM Spanish language placement test identifies four levels of language competency, based on the National Proficiency Guidelines of the American Council on the Teaching of Foreign Languages (ACTFL, 2012).

Competency	Description	Placement
Novice-Low	<ul style="list-style-type: none">• A Novice-Low learner of a foreign language is only able to use an extremely limited vocabulary, often inadequately.• These learners are unable to provide any type of significant information in the target language, as their use of it is often repetitive and incorrect.• There is a prevalent use of invented words among these learners.• They are totally unable to produce complete sentences or even coherent phrases in the target language, and are often not understood by a sympathetic listener	A student whose performance on the placement test is rated as "Novice-Low" will be placed in SPN 1120.
Novice-Mid	<ul style="list-style-type: none">• A Novice-Mid learner of a foreign language is able to use a limited number of words and phrases for common objects or actions and to provide basic information.	A student whose performance on the placement test is rated as "Novice-Mid" will be placed in SPN 1110.

Competency	Description	Placement
	<ul style="list-style-type: none"> Vocabulary is repetitive, and the learner constantly uses memorized words, lists and phrases. Their use of complete sentences is very occasional, and accuracy tends to decrease when the student communicates beyond the word or memorized phrase level. These learners can be understood, albeit with considerable level of difficulty, by a sympathetic listener. 	
Novice High	<ul style="list-style-type: none"> A Novice-High learner of a foreign language is able, among other things, to use familiar words and phrases on familiar tasks, topics, and activities, apart from elaborating a little with the target language, mainly in the present tense. Normally, this learner will communicate in short, simple sentences. The learner should be able to engage in some creation with the target language through recombination of memorized words and phrases. Breakdown is expected as the learner is asked to engage in more complex conversation or written production. These learners can be understood, albeit with some level of difficulty, by a sympathetic listener. 	A student whose performance on the placement test is rated as “Novice-High” will be placed in SPN 1121.
Intermediate-Low	<ul style="list-style-type: none"> An Intermediate-Low learner of a foreign language is able to use that language successfully in a limited number of uncomplicated social situations. These situations normally include exchanges about general personal information, daily routine, personal preferences and urgent needs (for example, getting directions, ordering food, asking for help, etc.). This learner is capable of creating with the target language by recombining what he or she knows and what he or she hears from their interlocutors. This learner is able to produce short statements, discrete sentences and to ask a limited number of questions, mostly in the present tense. An Intermediate-Low learner will be generally understood by a native speaker of the language, although misunderstandings will be frequent. 	A student whose performance on the placement test is rated “Intermediate-Low” or above will be exempt from taking Spanish courses to meet the foreign language requirement.

Grades, Scholarship Requirements, and Review Procedures

USFSM 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.

Grade Forgiveness Policy

USFSM'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:
 1. A limitation of applying grade forgiveness to three USF System courses with no more than one repeat per course.
 2. 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.
3. 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.
4. 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.
5. Individual colleges may have further restrictions; therefore, the student should consult with his/her college.

6. 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.
7. The policy applies only to courses taken originally at USF System and repeated at USF System.

Grading System

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

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

Plus/minus Grades

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

Other Grades

E	Course repeated, not included in GPA
CF	Cancelled financially, course was cancelled due to financial reasons
CMU	Cancelled, missing grade that has turned to a "U"
FF	Failure/academic dishonesty
I	Incomplete
IA	Incomplete, grade points not applicable
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable
IF	Incomplete grade changed to Failure
IU	Incomplete grade changed to Unsatisfactory
M	Missing grade/No grade submitted by instructor, grade points not applicable
N	Audit, grade points not applicable
R	Repeated Course
S	Satisfactory, grade points not applicable
U	Unsatisfactory, grade points not applicable

W	Withdrawal from course without penalty
WC	Withdrawal for extenuating circumstances
Z	Indicates continuing registration

Grade Point Average

USFSM grade-point average (GPA) is computed by dividing the total number of quality points (see grading system section) by the total hours attempted at institutions in the 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 the Writing (Communication) and Mathematics (Computation) Requirements, formerly known as Gordon Rule, may not be taken on an S/U basis.
4. Courses to satisfy General Education may not be taken on an S/U basis.
5. Courses to satisfy USF’s B.A. foreign language requirement may not be taken on an S/U basis.
6. 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:
 1. 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.
 2. The certifying college specifies that certain courses may not be taken on an S/U basis.
 3. 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:
 1. Letter grade, “A”, “B”, “C”, or “C-” shall be equivalent to a letter grade of “S.”
 2. Letter grades “D” or “F” shall be equivalent to a letter grade of “U.”
 3. “S” and “U” grades are not computed in the student’s GPA.
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Graduation Application

In order to graduate, a student must submit a graduation application for the bachelor's degree. The graduation application for the bachelor's degree is available online in OASIS. 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. This allows time for ordering 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 graduation application 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. 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 (in-completes) in courses required for graduation and to provide official transcripts of all transferred coursework needed for graduation at least three (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.

Students applying for a minor must complete the following:

1. Apply for the minor online in OASIS; listing both the minor and the 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.

Graduation Requirements

In addition to the USF System requirements, USFSM minimum requirements for graduation consists of completion of the [Core Curriculum](#).

USF System Regulation USF 3.007

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](#), [8.005](#) and [8.006](#).)

(a) Satisfactory completion of general education requirements consisting of a minimum of:

- I. Thirty-six (36) semester hours in the subject areas of communication, mathematics, social sciences, humanities, and natural sciences, including:
 - a. Six (6) semester hours of English coursework (formerly known 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 (formerly known 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.
 - c. For students entering the University as a first-time-in-college student beginning Fall term 2015, at least one (1) course from each of the general education subject areas listed below in this section. These courses comprise the general education core as required per section [1007.25\(3\), Florida Statutes](#).
 1. One of the following courses in Communication: ENC X101 English Composition I; or a course with an ENC prefix for which ENC X101 is a direct prerequisite.
 2. One of the following courses in Humanities: ARH X000 Art Appreciation; or HUM X020 Introduction to Humanities; or LIT X000 Introduction to Literature; or MUL X010 Introduction to Music Literature/Music Appreciation; or PHI X010 Introduction to Philosophy; or THE X000 Theatre Appreciation.
 3. MAC X105 College Algebra; or MAC X311 Calculus I; or MGF X106 Liberal Arts Mathematics I; or MGF X107 Liberal Arts Mathematics II; or STA X023 Statistical Methods; or a mathematics course for which one of the above general education core course options in mathematics is a direct prerequisite.
 4. One of the following courses in Natural Sciences: AST X002 Descriptive Astronomy; or BSC X005 General Biology; or BSC X010 General Biology I; or BSC X085 Anatomy and Physiology I; or CHM X020 Chemistry for Liberal Studies; or CHM X045 General Chemistry I; or ESC X000

Introduction to Earth Science; or EVR X001 Introduction to Environmental Science; or PHY X020 Fundamentals of Physics; or PHY X048 General Physics with Calculus; or PHY X053 General Physics I; or a natural science course for which one of the above general education core course options in natural science is a direct prerequisite.

5. One of the following courses in Social Sciences: AMH X020 Introductory Survey Since 1877; or ANT X000 Introduction to Anthropology; or ECO X013 Macroeconomics; or POS X041 American Government; or PSY X012 Introduction to Psychology; or SYG X000 Principles of Sociology.

NOTE: Students who transfer into a state university or between state universities shall be required to meet the above general education core requirements if the students were classified as first-time-in-college at their original postsecondary institution Fall Term 2015 and thereafter. Any course accepted by an institution in the Florida College System or State University System as meeting the general education core at that institution shall be accepted as meeting the core requirements at all institutions. All credit earned by other transfer students shall be evaluated by the receiving institution on a course-by-course basis to determine core equivalency. Credit earned through an acceleration mechanism in Section 1007.27, Florida Statutes and Board of Governors Regulation 6.006, will meet the related general education core course requirement.

(b) Civic Literacy

Baccalaureate degree-seeking students initially entering a state university fall semester 2018 and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:

(1) Successfully passing either POSX041 American Government or AMHX020 Introductory Survey Since 1877. Each of the courses must include the following competencies:

- a. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
- b. An understanding of the United States Constitution and its application;
- c. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
- d. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

(2) Achieving the standard score on one of the following assessments:

Assessment	Standard Score
U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions	60
Advanced Placement Government and Politics: United States	3
Advanced Placement United States History	4
CLEP American Government	50

(c) 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 2.00 on all course work taken at the USF System Institution from which the degree is conferred and an overall 2.00 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-two (42) 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, students 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. To help ensure that students are on track to graduate and are less likely to have excess credit hours, students are required to apply to change USF institutions (USF, USFSM, USFSP) and follow the [appropriate procedures](#). All FTIC students must have completed at least three consecutive semesters, not including summer (i.e., Fall, Spring, Fall), at their current institution before change of institution requests will be processed. The request to change institutions must be signed off by the student and approved by the incoming USF institution.
- i. 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 one of the State University System of Florida institutions. This requirement may be waived in cases of unusual hardship to the individual;
- j. 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
- k. 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, catalog, 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.

Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.016, 6.017; 1007.25, F.S.

History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-19-90, 8-19-90, 12-2-92, 8-10-93, 7-17-94, 7-20-95, Formerly 6C4-3.007, F.A.C., Amended 2-21-11, 9-21-11, 07-25-12, 7-9-15 (technical), 2-22-16 (technical).

Honors at Graduation

To be considered for honors at graduation, a baccalaureate candidate must have completed at least forty (40) credits of graded upper-level work within the USF system institutions. In addition, a student must have earned a grade point average of 3.50 or higher for all graded coursework attempted within the USF System Institutions, and 3.50 GPA in all post-secondary coursework.

For those students in programs requiring multiple clinical experiences (such as Education), a baccalaureate candidate must have completed at least thirty (30) hours of graded upper level coursework and have earned a grade point average of 3.5 or higher for all graded coursework attempted within the USF System Institution. In addition, to be eligible for honors, all students who have post-secondary work elsewhere must have an overall GPA of 3.50 or higher counting all courses within the USF System institution as well as all transferable work attempted at other institutions.

The grade forgiveness policy within the USF System 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 System GPA or higher AND 3.50 – 3.69 overall GPA
- *Magna Cum Laude* (with high honor): 3.50 USF System GPA or higher AND 3.70-3.89 overall GPA
- *Summa Cum Laude* (with highest honor): 3.50 USF System 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). The forgiveness policy at USF and 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 transcript(s) will not be eligible for honors at graduation.

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 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.

Mandatory Course Attendance at First Class Meeting

This policy has been put into effect so that USFSM may effectively utilize classroom space and to ensure 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 the first class roll in Canvas 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 college 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 *OASIS*. **To avoid fee liability and academic penalty, the student is responsible for ensuring that they have dropped or been dropped from all undesired courses by the end of the 5th day of classes. Refer to [USF System Policy 10-006](#).**

Mid-Term Grades Posting

[USF System Policy 10-504](#)

I. PURPOSE & INTENT

The University of South Florida System (USF System) is committed to providing the necessary information to enable students to manage their academic progress. This Policy is one of many university initiatives directed at assisting students in effectively meeting their academic goals.

II. STATEMENT OF POLICY

It is the student's sole responsibility to be aware of their academic standing and grade status in all courses. In an attempt to assist the student in evaluating his academic status mid-term, the University requires Instructors to submit midterm grades electronically for each student enrolled in 1000, 2000 and 3000 level courses. Instructors may choose to not report mid-

term grades for alternate calendar courses, study abroad, directed studies, internships and other courses that do not follow the normal course schedule for the academic term, although they are encouraged to do so if appropriate. This is a courtesy to the student and failure of an instructor to post the mid-term grades will not be grounds for a student academic grievance nor will it be justification for a retroactive drop as the student is presumed to be aware of current academic status.

III. PROCESS STEPS

The Midterm Grade Reports are submitted after Week 7 or, for summer courses, soon after the midpoint of the time period that the course is conducted. The purpose of the Midterm Grade Report is to provide students in 1000, 2000 and 3000 level courses with information on whether they are making sufficient progress toward meeting the course requirements. This information is available to students in OASIS as a progress report for all students in Lower Level and early Upper Level courses. This Early Warning System provides midterm grade information that assists students and their advisors in determining if academic progress is sufficient in the course at a time where the student may be permitted to drop the course (although beyond the drop/add period resulting in fee liability) and receive a “W” for the course. This is an academic action only and does not support any financial refund or adjustment and students will remain responsible for all applicable registration fees for the course(s). The academic action will permit a “W” grade to reflect on the student’s permanent academic record. Students who drop may not continue attending class. Drop deadlines for each semester and summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes.

Repeat Coursework

The credit hours for a course that has been repeated may be counted only once toward the minimum 120 semester credit hours (earned hours) required for graduation. All credit hours (except when grade forgiveness is applied) are calculated in the GPA. For information regarding fees for repeat course work, refer to the Repeat Course Surcharges section of the catalog.

Second Baccalaureate Degree (USFSM Transfer Students)

A student who has already graduated from an accredited four-year institution must earn a minimum of an additional thirty (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.

Summer Enrollment Requirement

[USF System Regulation USF3.007 Degree Requirements: Baccalaureate/Undergraduate](#)

All students entering USFSM 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 one of the Florida State University System institutions.

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 USFSM Office of the Records & Registration. After submission of the form to the Office of the Records & Registration, the student will be notified by email of the action taken.

Total Withdrawal

Students may withdraw from the USF System without academic penalty for the first ten (10) weeks of any term, except for summer sessions, due to extenuating circumstances (ex. documented illness, family death, etc.) To withdraw, a student must submit a completed ARC petition for total withdrawal. No entry is made on the academic record for withdrawals submitted during the regular drop/add period (first 5 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 System 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 ARC is required for reentry.

Graduate Policies & Regulations

[USF System Regulations](#)

The University of South Florida System regulations provide information, services, and tools for locating, commenting on, challenging, promoting, and evaluating all USF System regulations. Regional campuses and separately accredited institutions may have unique characteristics. Students, faculty, and staff must check with their individual campuses and apply system-wide regulations in conjunction and consistent with the specific characteristics and guidelines applicable to those campuses. Regulations are required for matters subject to the Florida Board of Governors regulation development procedure.

[USF System Policies](#)

All policies in the USF System are promulgated through the process established in [USF System Policy 0-001: Issuance of Policies](#).

The USF System is currently comprised of three institutions separately accredited by SACS (USF Tampa, USF Sarasota-Manatee, and USF St. Petersburg). Each of the separately accredited institutions may initiate policy consistent with USF System policies, established laws, regulations and governance requirements. Each policy issued in the USF System must follow the established format.

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- [Change of Graduate Degree Program Request](#)
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- [Academic Standards and Grades](#)
- [Course Availability](#)
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-

Academic Dismissal

Students may be academically dismissed from their graduate degree program for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student's record by the USF System Office of the Registrar as the First Business Day after the end of the Semester, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the program.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to a graduate program at any USF System Institution.

Change of Graduate Degree Program Request

A Change of Graduate Program Request will NOT be considered for graduate students in their first semester of study. Only a continuing graduate student enrolled for study in a particular program who wishes to change to another program at the same or lower level may complete the Change of Program Request Application. It is up to the discretion of the student's new program to determine if a Change of Program is appropriate and will be granted. Students may obtain the [Change of Program Request Application](#) on the USF Sarasota-Manatee website. This form must be signed both by the current program and the new program, after which it must be submitted to the college for approval. If approved by the college, the change of program form is then sent to Records and Registration for processing. NOTE: Some programs may require another application to be submitted because the Change of Program Request Form does not contain sufficient information for them to make a decision. Students should check with the College before completing any paperwork.

Credit Transfer

Students may, with the approval of their graduate degree program, transfer credits from any regionally accredited institution into their graduate degree program, as long as the majority of the credits are earned at the institution granting the degree. Credits obtained from USF System Institutions will be calculated into the GPA at

USF Sarasota-Manatee and will be noted on the transcript as the grade earned. Credits from other regionally accredited universities are not calculated into the GPA at USF Sarasota-Manatee.

- Only credits with a grade of B or better may be transferred.
- Credit for coursework expires seven (7) years after receiving the credit.
- There is no time limitation for courses from a completed master’s degree or professional degree applied toward a doctoral degree.
- The graduate degree program / department will be responsible for evaluating, approving, and initiating the transfer as soon as possible at the time of admission.

Note – Students taking courses at USF System Institutions other than their home USF institution should seek the approval of their graduate program director prior to taking the courses to ensure that the courses are eligible for transfer.

Transfer of Credit Table

	To Graduate Certificates	To Masters or Ed.S. Degree
Graduate Courses taken as an undergraduate but not applied to completed undergraduate degrees (undergraduate courses may be accepted if in compliance with graduate minimum hours policy)	Discretion of the Graduate Degree Program, if taken at USF System. Up to one course if not taken at a USF System Institution.	Discretion of the Program if taken at USF. Up to 12 credits if not taken at USF System institution.
Graduate Courses applied to undergraduate degrees	None	None (Discretion of the Program for approved Accelerated Degree Programs)
Non-degree-Seeking Status	Up to one graduate course	Up to 12 graduate hours*
Certificate Coursework (Graduate Degree-Seeking Students)	Up to one graduate course (1 course may be applied to up to 2 certificates)	Up to 12 graduate hours*
Uncompleted Master’s or Ed.S. Degree	Discretion of the Graduate Degree Program, if taken at a USF System Institution. For transfers from non-USF Institutions, up to 49% of required credits may be transferred in at the discretion on the Graduate Degree of Certificate Program.	
Completed Master’s or Ed.S. Degree	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	
Uncompleted Doctoral or completed Professional Degree	Discretion of the Program	Specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.
Completed Doctoral Degree	Courses from a completed doctoral Degree may not be transferred to a Graduate Certificate or a Master’s Program. For USF and non-USF System specific course requirements in common across both degree programs may be waived with the substitution of other approved coursework at the discretion of the program.	

*a maximum of twelve (12) credits can be transferred to a degree regardless of the source(s)

**Programs that wish to transfer credit from a completed doctoral program to a professional program must submit the proposal to the Graduate School for approval.

Academic Standards and Grades

In Good Standing

To be considered a student in good standing, graduate students must:

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking programs.

No grade of C- or below will be accepted toward a graduate degree. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Course Availability

[USF System Regulation USF3.017: Deletion of Courses from Catalogs and Common Course Designation and Numbering System](#)

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 alternate semesters or years, or even less frequently if there is little demand.

Course Descriptions

For a listing of the most current USF System approved course descriptions refer to the [Course Inventory](#) Database.

Comprehensive Examination

Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. Students must be enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive examination is attempted. If the exam is attempted between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

Cross-Listing 4000/6000 Courses

When courses are cross listed it is expected that the 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

Degree Requirements

[USF System Regulation USF3.009: Graduate Degree Requirements](#)

Graduate students must meet all of the requirements of USFSM graduate degree requirements, as specified in the USFSM Graduate Catalogs, as well as any College or Program degree requirements. Students must be in good standing to graduate. College and Program degree requirements are approved by USFSM Academic Program's Committee. Each Catalog is published and in effect for the academic term(s) noted on the title page.

Drops

A student may drop a course(s) during the drop/add periods (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

Dual Degree Programs

A student may wish to pursue two (2) degrees simultaneously. Upon approval by the appropriate College Dean(s) and Regional Vice Chancellor for Academic and Student Affairs, a prescribed number of courses (generally no more than nine (9) hours of core or basic courses) required for one degree may be applied to another degree that requires the same courses, without repetition or alternative courses. Contact the College for procedures for applying for a Dual Degree program.

Enrollment during Semester of Graduation

Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

Enrollment Continuous

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of six (6) hours of graduate credit every three (3) continuous semesters. Colleges and programs may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. See also the [Time Limitation Policy](#).

Enrollment for Graduate Teaching and Research Assistants

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Regional Vice Chancellor for Academic and Student Affairs.

Full-Time Graduate Student Definition

Graduate Students taking nine (9) or more hours toward their degree in the fall or spring semester, or taking six (6) or more hours in the summer semester, will be classified as Full-Time students for academic purposes. For financial aid requirements, contact the Office of Financial Aid.

Graduate Grading System

In this section...

- [Continuing Registration Grades \(Z\)](#)
 - [Grade Point Average \(GPA\)](#)
 - [Incomplete \(I\)](#)
 - [Missing \(M\)](#)
 - [Plus/Minus Grading](#)
 - [Satisfactory \(S\)/ Unsatisfactory \(U\)](#)
-

Continuing Registration Grades (Z)

The “Z” grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship the final grade assigned will be an “S.”

Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through the college Dean’s office.

Grade Point Average (GPA)

The GPA is computed by dividing the total number of quality points by the total number of graded (A-F) hours completed. 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. The GPA is truncated to two decimals (3.48) and is not rounded up.

Credit hours for courses with grades of I, IU, M, MU, N, S, U, Q and grades which are preceded by T (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

Grades for transfer credits accepted toward the degree program will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at a USF System Institution and meets the requirements stated above (see Transfer of Credit section).

Incomplete (I)

Definition: An Incomplete grade “I” is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an “I” when:

- majority of the student’s work for a course has been completed before the end of the semester
- the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student’s request for an Incomplete. The course instructor and student must complete and sign the “I” Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete

assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the “I” Grade Contract in the college that offered the course by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the “I” grade. Students may register to audit the course, with the instructor’s approval, but cannot re-take the course for credit until the I grade is cleared.

An “I” grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. “I” grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an “I” grade.

Example:

Current Semester

- student has a “B” in the course, not including the grade for the missing assignment, therefore is eligible for an “I”
- student’s grade, including a zero for the missed work, would be a “D”
- student and instructor complete the “I” Grade Contract, assigning an “ID” (Incomplete + “D” grade)

Deadline Agreed Upon in Contract (e.g. two weeks)*

If the student completes the work as agreed upon in the Contract by the noted deadline

- instructor submits a change of grade
- student earns final grade comprised of all completed coursework

If the student does not complete the work as agreed upon in the Contract by the noted deadline

- “I” automatically drops off and the grade of “D” remains.
- GPA is recalculated for the current semester and retroactively recalculated for the semester in which the “I” was granted.

*Although the instructor establishes the deadline for completion of the work, the deadline may only extend through the end of the subsequent semester.

Missing (M)

An “M” grade is automatically assigned as a default grade when the instructor does not submit a grade for a student. 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.

Plus/Minus Grading

Effective fall semester 2000, graduate and undergraduate grades are assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available in the office of Academic Affairs.

Letter grade = number of grade points

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

Other Grades

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

**Incomplete grade policy change effective fall 08. IF grades earned and posted prior to fall 2008 do calculate in the GPA; IF grades earned as of fall 2008 forward do not calculate in the GPA Refer to Incomplete Grade Policy for more information.*

Satisfactory (S)/ Unsatisfactory (U)

Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on a S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

Graduation Information

Graduate students may not participate in commencement exercises until all requirements for the degree sought have been fulfilled.

Application for Degree and Graduation

To graduate, a student must submit the Master's Degree Application online in their Oasis account. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new Application for Degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

Inquiries concerning approval or denial of graduation should be made to the appropriate college. It is the student's responsibility to clear all "I" (Incomplete) and "M" (Missing) grades in all courses and to provide official transcripts of all transferred coursework needed for graduation at least three (3) weeks prior to the end of the term in which the student expects to graduate.

Certification Letters

Students in need of verification of the degree prior to receiving their diploma may request a Letter of Certification. This letter specifies that the student has finished all of the requirements for the degree and the date the degree will be conferred on. The letter must include the student's identification number, name of degree program and official name of the degree. The College Dean (or designee) must sign the Letter of Certification.

Institutional Residency

The majority of credits toward a graduate degree must be earned through instruction offered by the institution (e.g. USF Tampa, USF St. Petersburg, USF Sarasota-Manatee) granting the degree. For information about the

minimum number of credit hours required for the degree refer to the degree requirements in the program listing and the Transfer of Credit Policy.

Leaves of Absence (LOA)

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two (2) years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students with an approved LOA must be enrolled in the first semester after the leave expires. To request a LOA, the student must complete the [Leave of Absence Request](#) form. The LOA must be approved by the Professor, the College Dean and Regional Vice Chancellor for Academic Affairs and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Graduate Admission Office for procedures.

Major and Co-Major Professor

The Major Professor serves as the student's advisor and mentor. Students should confer with the college to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed by the college dean as soon as possible, but no later than the time the student has completed 50% of the program. Students must have a major professor in order to maintain Satisfactory Academic Progress. If a major professor cannot be identified or in the event a major professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another major professor. Students who are unable to find a replacement major professor should confer with the college dean for available options (including converting to a non-thesis program if available.) If no other options exist the student may be requested to voluntarily withdraw from the program or may be honorably withdrawn in good academic standing. The student and major professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program, signed by the student and professor, must be maintained in the student's college file.

Major Professors must meet the following requirements:

- Be graduate faculty, as defined by the University. Faculty who do not meet this definition may serve as Co-Major Professor
- Be engaged in current and sustained scholarly, creative, or research activities and have met college (or equivalent) requirements
- Have been approved by the college (or equivalent) to serve as a Major Professor or Co-Major Professor.

The membership of graduate faculty will be based upon criteria developed within the appropriate program and approved at the college level. These criteria must be forwarded to the Regional Vice Chancellor for Academic Affairs.

In the event a Major Professor leaves the University (i.e. for an appointment at another university, due to retirement, etc.) and the Major Professor is willing to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the committee and another faculty is appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the college dean to facilitate the needs of the student. In some instances a student may choose to have two professors serve as Major Professor. In this situation the faculty members are approved as "Co-Major Professors" and jointly serve in that role. Consequently both faculty must sign approval on paperwork pertaining to the student's processing (i.e. committee form, change of committee form, etc.)

Appointment of a (Co)-Major Professor(s) may be rescinded by the college dean, with the approval of the appropriate college (or equivalent) faculty committee (separate from student advisory committee.)

Mandatory Attendance at First Class Meeting

[USF System Policy Number 10-006: Registration Changes for Courses by Students and Instructors \(Drop/Adds, Withdrawals, Deletions and Auditing\)](#)

[USF System Regulation – Registration – 4.0101](#)

All students are required to attend class the first day a class meets, for both online and on-campus courses. Students unable to attend must contact the instructor prior to the first day to ensure they are not dropped from the course. This policy is not applicable to courses in the following categories: Educational Outreach, FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). **Students are responsible for dropping undesired courses in these categories by the 5th day of classes to avoid fee liability and academic penalty.**

Minimum Hours

A minimum of thirty (30) graduate hours (5000 level and up) is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level.

At least twenty (20) hours must be in formal, regularly scheduled course work (i.e. not directed research, independent study, internships, etc.), at least ten (10) of which must be at the 6000 level.

Undergraduate courses may not be used to satisfy the minimum thirty (30) hours in master's course requirements but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree.

Graduate students may not enroll for more than eighteen (18) hours in any semester without written permission from the College Dean.

Off-Campus Courses and Programs

Graduate courses and programs are offered at locations other than the Tampa, Sarasota, and St. Petersburg campuses. Information on course enrollment procedures for off-campus courses and programs may be obtained from the College in which the courses or programs are offered.

Probation

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college may also place students on probation for other reasons as designated by the program. Notification of probation shall be made to the student in writing by the college, with a copy to the College Dean. At the end of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the degree program.

Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Regional Vice Chancellor of Academic Affairs in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information contact your college dean's office.

Program Degree Requirements

In order to graduate, students must meet all requirements specified in the USFSM Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contract to program requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.

- Students cannot choose a USFSM catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of catalog is limited to the USFSM catalog in effect at the time of readmission or any one catalog published during their continuous re-enrollment.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.

- If the College makes fundamental changes to the program that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Regional Vice Chancellor for Academic and Student Affairs.
 - USF System policies and procedures not related to degree requirements such as academic grievance procedures, student conduct code and other procedural processes and definitions may be updated each year and the student will be held to the most current catalog and procedures available.
 - USFSM does not commit itself to offer all the courses, programs, and majors listed in this catalog. If the student cannot meet all of the graduation requirements specified in the catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the program to ensure that the student is not penalized.
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Program of Study

It is recommended that the college establish a program of study for the student at the time of admission into the graduate program, outlining the requirements for the degree sought. In the event state mandates, accreditation requirements, etc., make changes to the degree requirements necessary, it is recommended that the program provide an addendum to the program of study outlining what is required for degree completion.

Student Responsibilities

USFSM's colleges and programs have 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. Faculty and graduate program directors 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 all requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all regulations and to remain currently informed throughout their college careers. Courses, programs, and requirements described in the USFSM 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 Board of Trustees.

It is the student's responsibility to make sure that he/she has met all degree requirements as specified in the Degree Requirements section of this publication, as well as any College and Program requirements for the degree.

Thesis

Thesis

If a thesis is required, it must conform to the guidelines of the USF System.

Refer to the [Electronic Thesis and Dissertation \(ETD\) Resource Center](#) for complete information about requirements, procedures, and deadlines.

Refer to the enrollment requirements in the Academic Policies section in the Catalog.

Format

Instructions with regards to formatting can be found at the following website.

<http://www.grad.usf.edu/ETD-res-faq.php>

Directed Research

Directed Research hours may satisfy up to 50% of the thesis hour requirement.

Manuscript Processing Fee

[USF System Regulation USF4.0107: Fees, Fines and Penalties,](#)

Students participating in the thesis process are required to pay a processing fee. More information is available on the Thesis and Dissertation website.

Exchange of Thesis for Non-Thesis Credit

If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if a Graduate School Petition is filed with the Graduate School no later than the last day to withdraw without Academic Penalty. If a student enrolled in a thesis required program has taken thesis credits but elects to change to non-thesis track or program, the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the “Z” grade.

Thesis Defense

Policies and procedures for the thesis defense are handled within the College and Program. Contact the College and Program for requirements.

Thesis Final Submission Guidelines

Information on requirements for submission of the finished and approved manuscript copies is available online at the [\(ETD\) Resource Center](#) website. Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester and must therefore apply for graduation by the posted deadline, enroll in a minimum of two (2) thesis hours for that subsequent semester, and meet the submission requirements as posted on the [\(ETD\) Resource Center](#) website. Only after the Graduate School has approved the manuscript can the student be certified for the degree.

Mandatory Electronic Submission

Students are required to submit the thesis in an electronic format (ETD). Requirements and procedures are available at the [\(ETD\) Resource Center](#) website.

Submission to Pro-Quest

All theses will be submitted to ProQuest for microfilming and archiving, effective Fall 2010.

Changes after Publication

Once a thesis is approved and accepted by the Graduate School for publication, it cannot be changed.

Release of Thesis Publications

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..."[4]

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

- I. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.
- I. In support of academic discourse and the mission to promote and share academic works, Theses will be released for worldwide access once submitted to and approved by the USF System Graduate School. In the event that a patent or copyright application provides reason to delay the release of the Thesis, a petition to request a one year delay may be submitted to the Graduate School for consideration. Such requests must be received by the format check of the thesis.
- I. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

Duty to Disclose New Inventions and Works

[USF System Policy 0-300: Inventions and Works](#) and [USF System Regulation USF12.003: Inventions and Works](#)

For information about the requirements of this policy contact the [USF System Division of Patents and Licensing](#) at (813) 974-0994.

Thesis Change of Grade

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Graduate School submits the change of grade from "Z" to "S" for the last registration of thesis courses to the USF System Office of the Registrar when all grades are due at the end of the semester.

[1] Deviations from the available format are acceptable if approved in advance by the Supervisory Committee and Graduate School

[2] Include either References or a Bibliography, as specified by your style guide

[3] Include either References or a Bibliography, as specified by your style guide

[4] April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.

Thesis Committee

Thesis Committee

Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty. The committee will approve the course of study for the student and plan for research, supervise the research and any comprehensive qualifying exams, and read and approve the thesis for content and format.

Composition

The committee will consist of the major professor and at least two other members or co-major professors and at least one other member of the department or area of interest in which the degree is sought. (Colleges and Programs may require additional committee members and specify characteristics.)

Member Definition

All graduate faculty, as defined by the University and the College, and approved by their college, as qualified to be a member of and/or supervise a committee. Persons desiring to serve on a Graduate committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College must submit a curriculum vitae and be approved by the College, and, as needed, the Regional Vice Chancellor for Academic Affairs for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate program or department and approved at the college level. These criteria must be forwarded to the Dean of the College.

Approval

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signatures. Check with the College for instructions and forms. The original appointment form and two (2) copies should be submitted to the College Dean's office for approval. A copy of the approved form should be kept in the student's file. An approved and current Committee Form must be on file in the college before graduation may be certified. Committee forms need to be processed as early in the program as possible, but no later than the semester prior to graduation. (May institute additional requirements for membership on Supervisory Committees.)

Changes to Committee

Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-)Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a Curriculum Vitae (CV) for college approval. Change of

Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the program and college.

Time Limit Extensions

In the event that a student nears the end of the time limitation as specified below, but the student needs more time to complete the degree, the student may submit a request for an extension using the [Time Limit Extension Request Form](#). The requests must include the following:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, College Dean or designee,
- a detailed plan of study and timeline for the remaining requirements for the degree

Note – for the time limit extension procedures, if the time limit extension will cause courses taken or transferred into the program to be older than seven (7) years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time limit policy.

If approved, the time limit extension also applies to courses applied toward the degree. However, programs may require additional or repeat coursework as part of the condition of the time limit extension. Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time limit extension request is permitted. Students who are temporarily unable to continue the program should submit a Leave of Absence Request, which extends the time limit for the duration of the approved leave (see the section on Leaves of Absence in the Enrollment Requirements section.)

Time Limitations

Master's degrees must be completed within five (5) years from the student's date of admission for graduate study. Courses taken prior to admission to the USFSM graduate program, for example as non-degree seeking or from other institutions that were transferred in, can be no older than seven years at the time of graduation. Master's degrees (including dual degree programs) that require coursework in excess of 50 credit hours may be granted a longer statute of limitations.

Veterans Administration

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

Voluntary Withdrawal from the Program

Students may voluntarily withdraw from their graduate degree program. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the USF System

Office of the Registrar as the first business day after the end of the semester. Students who wish to withdraw must submit a [Voluntary Withdrawal Form](#). Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding this should be directed to the Financial Aid Department at (941) 359-4622. The student will remain financially and academically responsible for any course(s) for which they have registered. The student may request to drop or delete courses they are registered for by submitting a [Graduate Withdrawal Request Form](#).

Withdrawals

A student may withdraw from a course(s) between the second and tenth week of the semester (except for summer sessions – see the Summer Schedule of Classes for dates and courses with alternative calendars), however, tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawal between the second and tenth week of the semester. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar at USF Tampa within six (6) months from the end of the semester to which any refund would be applicable. Students who withdraw may not continue to attend classes.

Effective Fall 2016, all students will be limited to two (2) withdrawals from graduate courses while enrolled as degree-seeking or a non-degree seeking at USF. Requests for withdrawals from graduate level courses are submitted via the [Withdrawal Request form](#). Only in extenuating circumstances will approval be granted for more than two graduate course withdrawals. Appeals for additional graduate course withdrawals due to extenuating circumstances must be submitted via the [Graduate Petition Form](#).

Undergraduate Information

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.

USFSM 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.

In this section...

- [Undergraduate Admissions](#)
 - [Undergraduate Degrees Offered](#)
 - [Honors Program](#)
 - [Incredi-Bull Critical Thinking Certificate](#)
 - [Civics Literacy Requirement–NEW!](#)
 - [Core Curriculum](#)
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 - [College of Science & Mathematics](#)
 - [Undergraduate Course Descriptions](#)
-

Undergraduate Admissions

Location:	SMC C107
Telephone:	941-359-4331
Website:	usfsm.edu/admissions/

[USF System Regulation USF3.018 Admission to Baccalaureate Programs of University of South Florida System Institutions](#)

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

Admission to 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.

Admission Criteria

General Admissions Requirements

USFSM includes the minimum admissions requirements in the Undergraduate Catalog and the Florida Board of Governors' website ([6.002](#) Freshmen and [6.004](#) Transfer Students). Satisfaction of these requirements does not guarantee admission. USFSM gives preference to applicants whose credentials indicate the greatest promise of academic success and graduation. USFSM considers applicants for admission using the same criteria and minimum admission requirements in effect for the term of entry. No *pre-admission* consideration is given to an applicant with a disability ([USF System Policy 0-108 Disability and Accommodations](#)).

Applicants must submit a completed application for admission that is available on-line, a nonrefundable \$30 application fee payable in U.S. dollars and, if English is not the applicant's primary or native language, scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

USFSM waives the TOEFL or IELTS requirement if the applicant has an Associate in Arts (A.A.) degree/certificate from a Florida public college/university with completion of English composition 1 and 2, or meets the Board of Governors' minimum SAT Evidence-Based Reading and Writing score or ACT scores in Reading and Writing.

Performance in course work at any of the USF System Institutions attempted as a non-degree-seeking student does 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.

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](#). New undergraduates, including both freshmen and transfers, must complete the appropriate Orientation/Advising/Registration program before the first day of classes of their term of entry.

Freshman Admission Requirements

Admission is competitive and based on a variety of factors, including the strength of high school curriculum, record of academic achievement and ACT or SAT scores. USFSM also values special talents and abilities in and out of the classroom.

Applicants must also meet the State University System of Florida (SUS) minimum number of academic units of high school credit.

See website: <http://www.flbog.edu/forstudents/ati/ftcs.php>

To receive priority fall admissions consideration and to be considered for merit-based scholarships from the Office of Admissions, students must submit an admissions application by January 2 and have a complete application with official supporting documents by January 15. For additional information about the awarding process and requirements, please visit the Admissions website.

General Transfer Requirements

The Florida Statutes and Florida Board of Governors' Regulation 6.004 govern transfer admissions.

1. Transfer applicants must be in good standing, have a 2.00 grade-point average, and be eligible to re-enroll at the last regionally accredited institution attended as a degree-seeking student.
2. All transfer applicants must 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 and/or failed and repeated courses could negatively affect admissibility as a transfer to USFSM.
3. Transfer applicants must submit official transcripts from all post-secondary colleges and schools where credit was attempted and/or earned.
4. USFSM Admissions computes grade-point averages based on grades earned in courses acceptable for transfer credit; incomplete grades compute as failures.
5. Transfer applicants must have completed two credits of one foreign language or American Sign Language in high school, or the equivalent of eight to ten semester hours in the undergraduate institution(s) attended or demonstrate equivalent foreign language competence as described in BOG Regulation 6.004. USFSM exempts transfers 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 program of study leading to an associate's degree from a

Florida public college or university and have maintained continuous enrollment until they are admitted to a university. A student establishes continuous enrollment by taking a course at least one term in each twelve-month period beginning with the student's first enrollment in the Florida College System and continuing until the student enrolls in a SUS Institution.

Lower-level Transfer Requirements:

Fewer than 30 Transferable Semester Hours

USFSM accepts lower-level transfer applicants who have earned at least 12, but fewer than 60 semester hours of transferable college credit following graduation from high school. Applicants with less than 12 transferable credit hours are considered as freshman in the application process and must meet FTIC admission criteria. Lower-level and mid-level transfer applicants must meet all requirements explained below under the Mid-Level Transfer Student and Upper-level Transfer Requirements section.

30 or More, but Fewer than 60 Transferable Semester Hours (Mid-Level Transfer Students)

Lower-level transfer students with 30 or more but less than 60 transferable semester hours (AKA Mid-level transfer students) who have successfully completed (C or higher) at least one transferable English composition course and one transferable college level mathematics course that consists of three (3) semester credit hours are not required to submit ACT/SAT scores. Mid-level transfer applicants are required to meet the state foreign language requirement (passing two years of the same foreign language) prior to admission to USFSM, and are required to submit an official high school transcript if the foreign language requirement was completed in high school. Mid-level transfer applicants who do not meet the above requirements must submit an official high school transcript showing a minimum 2.50 GPA on a 4.00 scale recalculated by USFSM. In addition, they must submit official SAT or ACT scores and meet minimum criteria. The minimum SAT scores are 500 in Evidence-based Reading and Writing and 500 in Mathematics. The minimum SAT scores on the SAT taken prior to March 2016 is a 460 in Critical Reading and 460 in Mathematics. The minimum ACT scores are 19 in Reading, 19 in Mathematics, and 18 in English.

Upper-level Transfer Requirements

USFSM grants admission to graduates of state approved Florida public college or universities who hold the A.A. degree/certificate. Florida Administrative Rule 6A-10.024 (Articulation Between and Among Universities, Community Colleges, and School Districts) governs the admission of A.A. degree/certificate degree transfers from Florida public colleges and universities. Undergraduate transfer students who have not earned the A.A. degree/certificate from a public community/junior college or state university in Florida or who have attended another college after receipt of the A.A. degree/certificate from a public community/junior college or state university in Florida must have an overall 2.00 grade-point average on a 4.00 scale 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 requirements below to be considered for admission; however, satisfying these minimum requirements does not guarantee admission.

1. Be in good standing, have a 2.0 grade-point average, 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 State Course Numbering System (SCNS) with SCNS approved transferable credits;

2. Passed 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. Applicants whose native language is not English must present a minimum score of 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL) or 6.5 on the IELTS.

Upper-level transfer applicants for admission to a limited-access major must meet program requirements prior to admission to the University. Please refer to the requirements listed in the College 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. A committee considers these undergraduate transfer applicants for admission on the basis of other demonstrated evidence of promise for academic success. These applicants should also submit appropriate alternative evidence of academic achievement, ability, motivation, and responsibility that indicates potential for academic success at USFSM.

Admission Denial

Any applicant who does not meet minimum admission requirements and/or is denied admission to USFSM may submit an appeal in writing within 30 days of notification for reconsideration of the admissions decision for review by the Director of Admissions. The request must provide new 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 academic 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 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 Appeals Committee may be further appealed to the Dean who makes the final decision. Academic services and/or programs designed to enhance the success of any student admitted based on a profile exception 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 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 USFSM. On appeal of a denial of admission, USFSM may provide reasonable substitution for any course or high school unit requirement for any person who has a documented disability. 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 USFSM may request other 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 would be in the best interest of 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 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.

Admission International

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 foreign, post-secondary transcripts must be evaluated and/or translated, if applicable, by one of the credential evaluation services identified on the USFSM website 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: 79 on the internet-based test (IBT) or a score of 6.5 on the International English Language Testing System (IELTS). The TOEFL or IELTS requirement may be waived for an undergraduate applicant, if the applicant falls into one of the following categories: 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, earned an Associate of Arts degree or higher from a domestic regionally accredited institution; has or will be graduating from a domestic high school; or English is the native language in country of origin, pursuant to approved list of countries posted on the USFSM website.

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. Official notification is considered a hard-copy acceptance letter on official letterhead that is addressed to the student.

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 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 Director of Student Success, 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.

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 Business, School of Education, and in partnership with the USF Tampa College of Nursing (<http://health.usf.edu/nursing>).

Upon admission to 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. The USFSM School of Education requires a 2.5 overall GPA and the USFSM College of Business requires a 2.75 overall GPA.

All applicants who seek direct admission must meet the criteria of the requested limited-access program including the overall GPA to be eligible for admission.

Application Process

The [USFSM application for admission](#) is available on-line and is required for the following:

- First time in college applicant for admission to a baccalaureate degree program;
- Transfer applicant pursuing a baccalaureate degree program;
- Former USF System institution 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;
- 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 USF System;
- Graduate applicant; or
- Non-degree seeking.

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 may begin admitting students as early as 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, 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. Students living in USFSM housing must be vaccinated against meningitis. The option to decline immunization is not permitted. (See Immunization Policy) Temporary medical exemptions must be submitted by the attending physician and include reason for exemption and duration of exemption.

- For religious exemption applications, contact Student Health Services.
- For off-campus term exemptions, contact Registrar.

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 USFSM Office of Admissions. All documents and credentials submitted are the property of USFSM. Originals or copies of the originals will not be returned to the 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 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 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.

Articulation Agreement

[Statewide Articulation Agreements Website](#)

[Articulation Between and Among Universities, Community Colleges, and School Districts](#)

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.

Dual Enrollment

Dual enrollment in USFSM classes is open to academically qualified students currently enrolled in a public high school in Sarasota County who are recommended by their principal or designee. Dual enrollment students may take a limited number of courses at USFSM which are creditable toward their high school diploma.

Students wishing to enroll in the Dual Enrollment coursework at USFSM must:

1. Have at least Junior standing at a Sarasota County public high school or approved entities at the start of the term in which they wish to enroll.
2. Submit proof of a minimum of 560 on SAT Evidence-based Reading and Writing and a 530 on SAT Math, or a score of 21 on ACT Reading and 21 on ACT Mathematics, or a PERT score of 123 on Math, 106 on Reading and 103 on Writing.
3. Have an unweighted, recalculated high school grade point average of 3.30 or better on a 4.00 scale and satisfied any course prerequisites. The GPA is recalculated from courses completed in English, Mathematics, Natural Science, Social Science, and Foreign Language.

Dual enrollment students who enroll in summer courses are required to pay for all costs for that term.

For additional information on dual enrollment and the application and approval process, contact the USFSM Office of Admissions and Financial Aid.

FUSE Program

Freshman applicants who are not offered admission or transfer students with less than 30 transferable credit hours can apply to join the USFSM FUSE Program at one of the Florida College System (FCS) partner schools. Students admitted to the FUSE Program will be placed on an academic graduation path that provides a seamless transition to USFSM. Students on a defined academic path will be advised on course pre-requisites, GPA requirements, tests, and any other additional criteria necessary for admission into limited access majors. FUSE students will also have access to specific USFSM and USF System events and activities. For more information, visit <http://sar.usfsm.edu/fuse/>.

Readmissions of Returning Former Students

A degree-seeking undergraduate who has not enrolled at USFSM during the last 12 months must complete a new Application for Admission and pay the \$30.00 non-refundable application fee to USFSM by the deadline for the term of requested re-entry.

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 at 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 2.00 GPA and are Academically Dismissed (AD) from USFSM. (Refer to the Academic Probation and Academic Dismissal Policies.) 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.)

Summer Beginnings Program

USFSM's Summer Beginnings Program for First Time in College students is an invitation-only program designed for a select group of freshmen applicants who wish to attend USFSM but do not meet the recommended minimum admission requirements. Students in this program take college-level coursework during the summer term and have academic support and student life activities built into their schedules, which prepares them for success at USFSM.

Transfer Credit Evaluation

The receipt and evaluation of transfer credits is the responsibility of the Office of Admissions, 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.

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 will be required.

1. 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.
2. Associate in Arts (AA) degree holders from a Florida public accredited institution will be awarded up to 60 semester hours of credit and recognized as having completed the USFSM's General Education and University Success 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.
3. Articulated Associate in Science (AS) degree holders from a Florida public accredited institution will be awarded 60 semester hours of credit toward an approved USFSM BSAS program including credit for appropriate transferable General Education Courses they have completed per Florida's Statewide Articulation Manual. 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.
4. 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.
5. Credit is not awarded based on GED test scores.
6. 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.
7. 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.
8. 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, CAPE, General Certificate of Education (GCE), German Aibitur, and Global Assessment Certificate (GAC) exams.
9. 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.

10. 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.
 11. 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.
 12. Credit earned from an institution outside of the United States (which is not accredited by an acceptable domestic regional accrediting body) must be reviewed for equivalency on a U.S. scale by one of the credential evaluation services identified on the USFSM website and published by the appropriate international admissions office.
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Undergraduate Degrees Offered

Majors

Program	College	Degree Type
Accounting	COB	B.A, B.S.
Applied Science, Cyber Security & Information Technology*	COB	B.S.A.S.
Applied Science, Leadership Studies*	CLASS	B.S.A.S.
Biology	CSM	B.S.
Communication Sciences & Disorders*	CSM	B.S.
Criminology	CLASS	B.A.
Criminology, Accelerated BA+MA	CLASS	B.A.
Cyber Security and Information Technology*	COB	B.S.Cy.S.I.T.
Elementary Education	CLASS	B.A, B.S.
English	CLASS	B.A.
Finance	COB	B.A, B.S.
General Business Administration	COB	B.A, B.S.
General Studies	CLASS	B.A., B.S.
History	CLASS	B.A.
Hospitality Management	CHTL	B.S.
Hospitality Management, Accelerated BS+MS	CHTL	B.S.
Interdisciplinary Education	CLASS	B.A.
Interdisciplinary Social Science*	CLASS	B.A
Management	COB	B.A, B.S.
Marketing	COB	B.A, B.S.
Pre-Engineering, Mechanical	CSM	A.A.
Pre-Nursing	CSM	A.A.
Professional and Technical Communication	CLASS	B.A.
Psychology	CSM	B.A.
Risk Management and Insurance	COB	B.S.

* Curriculum is 100% online.

Minors

Program	College
Accounting	COB
Applied Statistics	CSM
Biology	CSM
Business Analytics	COB
Business Informatics	COB
Business Operations and Quality Management	COB
Criminology	CLASS
Economics	CLASS

Program	College
Education	CLASS
English	CLASS
Environmental Science and Policy	CLASS
Finance	COB
General Business	COB
Gerontology	CLASS
History	CLASS
Information Technology	COB
International Business	COB
Leadership Studies	CLASS
Management	COB
Marketing	COB
Political Science	CLASS
Professional and Technical Communication	CLASS
Psychology	CSM
Risk Management/Insurance	COB
Sociology	CLASS
Spanish and Latin American Studies	CLASS

Certificates

Program	College
Environmental Science and Policy*	CLASS
Hospitality Management with Internship	CHTL
Incredi-Bull Critical Thinking	ALL
Information Technology* (various specializations)	COB
Leadership Studies*	CLASS
Professional and Technical Communication*	CLASS

* Curriculum is 100% online.

Honors Program

The USFSM Honors Program offers students an extra challenge in their undergraduate study, instruction in the ways of scholarship, and the opportunity 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.

Undergraduate students in any major, who have a strong academic inclination, are invited to apply to the USFSM Honors Program. The Program may be completed as a Four-year Track or a Two-year Track, as described below.

Four-year Track

The Four-year Track is designed for students who enter USFSM with less than 30 credits. Students may apply for admission to the Honors Program as they apply to USFSM.

Students in the Four-year Honors Track will complete an Honors orientation program in their first semester at USFSM. Following the Honors orientation, students begin their Honors work in their second semester at USFSM by combining a one-credit Honors course (IDH 2930) with a selected course from the USFSM general education curriculum to create an Honors-enriched course. Four-year Honors students must complete at least 3 Honors-enriched courses during their first two years at USFSM to remain in the Honors Program. General education courses eligible for Honors-enrichment are listed below:

- BSC 1005: Biological Principles for Non Majors
- BSC 2010: Cellular Processes
- BSC 2011: Biodiversity
- CHM 2020/CHM 2045: Chemistry for Liberal Studies I
- CHM 2045: General Chemistry I
- CHM 2046: General Chemistry II
- CHM 2414: Science of Cooking
- ECO 2013: Economic Principles (Macroeconomics)
- ECO 2023: Economic Principles (Microeconomics)
- ENC 1101: Composition I
- ENC 1102: Composition II
- HUM 1020: Introduction to Humanities
- MAC 2311: Calculus I
- PHY 2053: General Physics I
- PHY 2054: General Physics II
- POS 2041: American National Government
- PSY 2012: Introduction to Psychological Science
- SPC 2608: Public Speaking
- STA 2023: Introductory Statistics I
- SYG 2000: Introduction to Sociology
- THE 2000: Theater and Culture

Note that all courses may not be available each semester. Courses eligible for Honors enrichment will be designated as such in Oasis during the registration period. Students must work with their advisor and the Honors Coordinator to plan their Honors schedule.

After completion of the General Education curriculum, with at least 3 courses enriched by IDH 2930, Four-year Honors students may advance to the upper level Honors sequence (IDH 4000, IDH 4950, IDH 4970), which culminates in an undergraduate thesis.

Policies

- Students who have earned a cumulative high school GPA of 3.7 or above and have a SAT math/verbal score of 1300 or ACT score of 27 or above are eligible for consideration for the Four-year Honors Track.
- Students should apply to the USFSM Four-year Honors Track at the time they apply for admission to USFSM. The Four-year Honors Track application includes academic transcripts, a personal statement or essay written while a high school student, and an academic letter of recommendation.
- Students must meet with their Academic Advisor and Honors Program Coordinator during the registration period to plan their Honors coursework.
- Students may take 1 Honors-enriched course per semester.
- Up to 3 credits earned through IDH 2930 may be applied towards General Education elective credit.
- Upon completion of 2 credits of IDH 2930, Honors Program progression will be reviewed by the Honors Program Coordinator.
- Students must earn at least 3 credits of IDH 2930 Honors coursework to be eligible to enroll in the upper-level Honors sequence.
- IDH 4000, IDH 4950, and IDH 4970 must be taken consecutively.
- To progress in the Honors Program, students must meet the performance expectations and deadlines specified in each course syllabus.
- To remain in the Four-year Honors Track, students must achieve and maintain an overall USFSM GPA of 3.7 or higher.
- Students must earn a B (not B-) in each IDH course to maintain good standing in the Honors Program.
- Four-year Honors students who do not earn at least 3 credits of IDH 2930 coursework with a grade for each course of B or higher or do not maintain a minimum USFSM GPA of at least 3.7 may reapply to the Honors Program in their junior year.

Certificate Program of Study

Six (6) credit-bearing courses (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
IDH 2930	Selected Topics	1	PR: IDH 2010 or CI	SMEL; Repeatable for credit with CI
IDH 2930	Selected Topics	1	PR: IDH 2010 or CI	SMEL; Repeatable for credit with CI
IDH 2930	Selected Topics	1	PR: IDH 2010 or CI	SMEL; Repeatable for credit with CI
IDH 4000	Honors Program Seminar: Major Works/Majors Issues	3	PR: IDH 2010	Spring semesters
IDH 4950	Honors Project	3	None	Summer C semesters

IDH 4970	Honors Thesis	3	Senior Honors College Majors only	Fall semesters
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Two-year Track

The Two-year Honors Track is designed for students who transfer to USFSM with more than 30 credits or those who wish to enter the Honors Program in their junior year of study at USFSM. The Two-year Honors Track is limited to the 3-course upper-level sequence that culminates in an undergraduate thesis.

Policies

- Applications are accepted every fall for cohorts that begin each spring.
- IDH 4000, IDH 4950, and IDH 4970 must be taken consecutively, spring, summer (online), and fall.
- Students must earn a B (not B-) in each IDH course to progress through the sequence.
- To progress in the Honors Program, students must meet the performance expectations and deadlines specified in the syllabus.

Three (3) credit-bearing courses (9 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
IDH 4000	Honors Program Seminar: Major Works/Majors Issues	3	PR: IDH 2010	Spring semesters
IDH 4950	Honors Project	3	None	Summer C semesters
IDH 4970	Honors Thesis	3	Senior Honors College Majors only	Fall semesters

Incredi-Bull Critical Thinking Certificate

USFSM has identified critical thinking as a key educational imperative based on input from employers, faculty, and students. Therefore, critical thinking was selected for the 2015 – 2020 Strategic Plan and the 2016 – 2021 Quality Enhancement Plan. Courses that count toward the certificate are designed to help students develop their general and domain-specific critical thinking skills. Specifically, the courses emphasize:

1. Formulating vital questions and problems clearly
2. Gathering and assessing relevant information
3. Identifying relevant assumptions, alternatives, and implications
4. Developing well-reasoned conclusions and solutions
5. Communicating reasoning effectively

The certificate requires a total of 12 credits of approved Incredi-Bull Critical Thinking (IBCT) courses. These courses carry the “IBCT-approved” designation in their course titles as indicated in OASIS. A list of approved courses is also available on the critical thinking program’s website (usfsm.edu/ibct) and from academic advisors.

Civics Literacy Requirement—NEW!

State University System of Florida – Board of Governors 8.006 Civic Literacy

http://www.flbog.edu/documents_regulations/regulations/8.006%20Civic%20Literacy.pdf

The Civic Literacy requirement applies to students initially entering a State University System (SUS) and/or Florida College System (FCS) institution fall semester 2018 and thereafter. Students must demonstrate competency in civic literacy through one of the following options prior to graduation:

(a) Successfully passing either POS X041 *American Government* or AMH X020 *Introductory Survey Since 1877*. Each of the courses must include the following competencies:

1. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
2. An understanding of the United States Constitution and its application;
3. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
4. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

(b) Achieving the standard score on one of the following assessments:

- U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. History and Government) with supplemental questions – Score 60
- Advanced Placement Government and Politics: United States – Score 3
- Advanced Placement United States History – Score 4
- CLEP American Government – Score 50

TRANSFER STUDENTS: This requirement applies to transfer students who are initially entering a State University System (SUS) or Florida College System (FCS) institution starting in the 2018-19 academic year. All degree-seeking students who transfer in from an institution outside the State University System (SUS) or Florida College System (FCS) starting in the 2018-19 academic year, and have not satisfied this requirement through an approved course or assessment, must complete this requirement prior to graduating.

NOTE: Students who earned an Associate in Arts degree prior to the 2018-19 academic year are not required to meet the competency because they are not initially entering a State University System (SUS) or Florida College System (FCS) institution in the 2018-19 school year.

Core Curriculum

With its Core Curriculum, the University of South Florida Sarasota-Manatee provides all of its students with the broad knowledge base and skills necessary to solve modern interdisciplinary problems in the vast array of careers open to college graduates. At the lower level, the University Core Curriculum consists of twelve courses (36 credits) as General Education (Gen Ed) and two courses (3 credits) as Foundations of Success (Foundations). At the upper-level, students take at least three (3) Pillars of Intellectual Engagement courses (9 credits): one Communication and Critical Thinking course, one Leadership and Ethics course, and one Community Engagement and Diversity course. In cases where General Education courses also meet degree requirements, the degree program may require a higher minimum grade.

The Core Learning Outcomes: “Pillars of Intellectual Engagement”

The Pillars of Intellectual Engagement arise from the mission of USFSM and reflect the characteristics most sought by employers.

1. **Communication:** Students will communicate reasoning effectively.
2. **Critical Thinking:** Students will (1) form vital questions and problems clearly, (2) gather and assess relevant information, (3) identify relevant assumptions, alternatives, and implications, and (4) develop well-reasoned conclusions.
3. **Leadership:** Students will apply task-oriented and interpersonal skills to lead groups.
4. **Ethics:** Students will develop a personal ethic, describe their beliefs and the origin of those beliefs.
5. **Diversity:** Students will interact effectively in diverse cultural contexts by applying knowledge of own culture and multiple world views to evaluate social issues and develop an effective approach to multiculturalism.
6. **Community Engagement:** Students will improve quality of life through engagement, personal growth, and impact on community.

Core Curriculum Chart

Lower Level

- Students must achieve a grade of “C-” or better in each of their lower-level General Education courses.
- Students must achieve an overall grade point average (GPA) of 2.00 in the lower-level requirements.
- Transfer students should refer to “Transfer Credit Evaluation” in the Admissions section.

State-mandated General Education Requirements	Credits
Communication (2 courses)	6
Mathematics (2 courses)	6
Natural Sciences (2 courses)	6
Social Sciences (2 courses)	6
Humanities (2 courses)	6
Electives from any of the above disciplines or from the approved elective list (2 courses)	6
Total 36	

Foundations of Success Requirements	Credits
SLS 1107 – Foundations of University Success	1
SLS 2122 – Foundations of Professional Success	2
Total 3	

Upper Level

- Students must achieve a grade of “C-” or better in each of their upper-level required Pillar courses.

Pillars of Intellectual Engagement Requirements	Credits
Communication and Critical Thinking Pillar Course	3
Leadership and Ethics Pillar Course	3
Community Engagement and Diversity Pillar Course	3
Total 9	

Graduation Requirements

All students graduating from USFSM must satisfy both lower-level requirements (General Education and Foundations) and the upper-level requirements (Pillars).

- Students who transfer in to USFSM with a completed A.A. degree from a Florida public university or college have satisfied the lower level of USFSM’s General Education and Foundations of Success Requirements, but still must satisfy the upper-level Pillars requirements.
- Students who transfer from a regionally accredited institution have their transcript audited to credit course equivalencies.
 - Students who enter the university with fewer than 30 credits or as first-time-in-college (FTIC) students are required to take both Foundations of Success courses.

- Students who enter the university with 30 to 59 credits may take both courses, but are required to take only Foundations of Professional Success. Students must complete at least 30 credits before enrolling in Foundations of Professional Success.
- Students who enter the university with 60 credits or more may take either or both courses, but are not required to do so.
- Students seeking second baccalaureate degrees (those coded as 5B) are exempt from these requirements.

Foundations of Success Curriculum

The two Foundations of Success courses (SMFS) emphasize all six Pillars of Intellectual Engagement through discussion and reflective writing as they develop the skills needed for academic and professional success. Each Foundations of Success course includes projects that develop and assess all six outcomes of the Pillars of Intellectual Engagement.

Students take the Foundations of Success courses as part of their first 60 credits, along with the General Education curriculum. Students take SLS 1107 Foundations of University Success (1 credit) during their first semester at USFSM. Students must complete at least 30 credits before they can take SLS 2122, Foundations of Professional Success (2 credits).

- **Students who are first-time-in-college (FTIC)** and transfer students with **fewer than 30 credits** are required to take both Foundations of Success courses.
- Students who enter the university with **30-59 credits** may take both courses, but are only required to take Foundations of Professional Success.
- Students who enter the university with **60 credits or more** may take either or both courses, but are not required to do so.

Course Number	Title	Credits	Requisites (KEY)
SLS 1107	Foundations of University Success	1	None
SLS 2122	Foundations of Professional Success	2	PR: SLS 1107; Sophomore standing or higher

General Education Requirements

Communications (SMCO) (2 courses, 6 credits)

This requirement consists of a minimum of six (6) semester credits of approved course work in Communications, at least three (3) credits of which must come from the State-mandated General Education Course list (see below). USFSM students are required to take both English Composition I (ENC 1101) and English Composition II (ENC 1102).

Students awarded college credit in English Composition through dual enrollment, advanced placement or international baccalaureate shall be considered to have satisfied this requirement to the extent of the college credit awarded.

All USFSM Communications courses assess the following student learning outcomes:

1. Communication: Students will communicate effectively by means of written and/or oral modalities.
 - USFSM Core “Communication” Learning Outcome
 - Florida DOE Statewide General Education Communications Learning Outcome #1
2. Students will demonstrate the skills necessary to be proficient critical thinkers.
 - USFSM Core “Critical Thinking” Learning Outcome
 - Florida DOE Statewide General Education Communications Learning Outcome #2

Course Number	Title	Credits	Requisites (KEY)
State-mandated General Education Communications Course			
ENC 1101	Composition I	3	Scores of: ST11 of 440 or TFL4 of 550 or TFIT of 079 or EAC1 of 17 or EAC3 of 18
Additional USFSM General Education Communications Course			
ENC 1102	Composition II	3	PR: ENC 1101 (or the equivalent, i.e. passing the CLEP exam)

Mathematics (SMMA) (2 courses, 6 credits)

This requirement consists of a minimum of six (6) semester credits of approved course work in mathematics. At least three credits must come from the State-mandated General Education Mathematics Course list (see below). At least one course must have either an MAC or an MGF prefix. Students should consult with their advisor about the best course options for their degree and career aspirations.

Students awarded college credit in approved mathematics courses through dual enrollment, advanced placement, or international baccalaureate shall be considered to have satisfied this requirement to the extent of the college credit awarded.

All USFSM Mathematics courses assess the following student learning outcomes:

1. Students will demonstrate the skills necessary to be proficient critical thinkers.
 - USFSM Core “Critical Thinking” Learning Outcome
2. Students will determine appropriate mathematical and computational models and methods in problem solving, and demonstrate an understanding of mathematical concepts.
 - Florida DOE Statewide General Education Mathematics Learning Outcome #1
3. Students will apply appropriate mathematical and computational models and methods in problem solving.
 - Florida DOE Statewide General Education Mathematics Learning Outcome #2

Course Number	Title	Credits	Requisites (KEY)
State-mandated General Education Mathematics Courses*			
MAC 1105	College Algebra	3	PR: C (2.00) 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.
MAC 2311	Calculus I	4	PR: C (2.0) or better in MAC 1114 and C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or 650 or better SAT Math score, or 29 or better ACT Math score, or 90 or better College-Level Math CPT score
MGF 1106	Finite Mathematics	3	PR: C (2.00) 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.
STA 2023	Introductory Statistics I	3	PR: C (2.00) or better in High School Algebra or Elementary Algebra CPT score of 72 or better.
Additional USFSM General Education Mathematics Courses			
MAC 1147	Precalculus Algebra and Trigonometry	4	PR: C (2.00) 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.
MAC 2233	Business Calculus	3	PR: C (2.00) 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.
MAC 2241	Life Sciences Calculus I	3	PR: C (2.00) or better in MAC 1114, or C (2.0) or better in MAC 1147, or 650 or better SAT Math score, or 29 or better ACT Math score, or 90 or better College-Level Math CPT score.

* Transfer credits will be accepted for the following state-mandated Mathematics courses not currently offered at USFSM: MGF X107. Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

Natural Sciences (SMNS) (2 courses, 6 credits)

Courses in the natural sciences deal with the content, theories, history, presuppositions, and methods involved in study of natural phenomena. They include demonstrations and address problems, ambiguities, and different perspectives in the natural sciences. They also provide students with an appreciation of how the discipline fits within the natural sciences and relates to their own lives as well as the broader human experience. Students pursuing degrees or career aspirations involving science should opt to take courses with lab components.

This requirement consists of a minimum of six (6) semester credits of approved course work in the natural sciences. At least three credits must come from the State-mandated General Education Natural Sciences Course list (see below). Students should consult with their advisor about the best course options for their degree and career aspirations.

Students awarded college credit in an approved natural science course through dual enrollment, advanced placement, or international baccalaureate shall be considered to have satisfied this requirement to the extent of

the college credit awarded. However, science majors and science minors may not exempt lower-level requirements of their programs through testing.

All USFSM Natural Science courses assess the following student learning outcomes:

1. Students will apply ethical perspectives and concepts to situations and justify the implications of their applications.
 - USFSM Core “Ethics” Learning Outcome
2. Students will demonstrate the ability to critically examine and evaluate scientific observation, hypothesis, or model construction, and the use of scientific method to explain the natural world.
 - Florida DOE Statewide General Education Natural Sciences Learning Outcome #1
3. Students will successfully recognize and comprehend fundamental concepts, principles, and processes about the natural world.
 - Florida DOE Statewide General Education Natural Sciences Learning Outcome #2

Course Number	Title	Credits	Requisites (KEY)
State-mandated General Education Natural Sciences Courses*			
AST 2002	Descriptive Astronomy	3	None
BSC 1005	Biological Principles for Non Majors	3	None
BSC 2010	Cellular Processes	3	CR: BSC 2010L
CHM 2020	Chemistry for Liberal Studies I	3	None
CHM 2045	General Chemistry I	3	550 SAT Quantitative score or completion of MAC 1105 College Algebra with a C or better AND one year of high school chemistry or completion of CHM 2023 with a grade of C or better.
EVR 2001	Introduction to Environmental Science	3	None
PHY 2020	Conceptual Physics	3	None
PHY 2048	General Physics I – Calculus Based	3	PR: MAC 2281 or MAC 2311; CR: PHY 2048L
PHY 2053	General Physics I	3	PR: MAC 1140 and MAC 1114, or MAC 1147; CR: PHY 2053L; May not receive credit for both the PHY 2053 and PHY 2048 courses.
Additional USFSM General Education Natural Sciences Courses			
BSC 2011	Biodiversity	3	CR: BSC 2011L
CHM 2046	General Chemistry II	3	PR: CHS 2440 or CHM 2045 with a C or better or Chemistry with a minimum score of 4
CHM 2414C	Science of Cooking	3	None
OCE 2001	Introduction to Oceanography	3	None

PHY 2054	General Physics II	3	PR: PHY 2053, PHY 2053L; CR: PHY 2054L; May not receive credit for both the PHY 2054 and PHY 2049 courses.
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* Transfer credits will be accepted for the following state-mandated Natural Sciences course not currently offered at USFSM: ESC X000. Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.

Social Sciences (SMSS) (2 courses, 6 credits)

Courses in the social sciences deal theoretically and empirically with individuals and their relationships to each other and to society. Courses introduce the content, theories, history, presuppositions, and methods of the discipline. They also address problems, ambiguities, and different perspectives in the discipline. These courses 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.

This requirement consists of a minimum of six (6) semester credits of approved course work in the social sciences. At least three credits must come from the State-mandated General Education Social Sciences Course list (see below). Students should consult with their academic advisors about the best course options for their degree and career aspirations.

Students awarded college credit in an approved social science course through dual enrollment, advanced placement, or international baccalaureate shall be considered to have satisfied this requirement to the extent of the college credit awarded.

All USFSM Social Science courses assess the following student learning outcomes:

1. Students will demonstrate and integrate an understanding of the complexity of elements important to various cultures, groups, beliefs, and/or practices.
 - USFSM Core “Diversity” Learning Outcome
2. Students will demonstrate the ability to examine behavioral, social, and/or cultural issues from a variety of points of view.
 - Florida DOE Statewide General Education Social Sciences Learning Outcome #1
3. Students will demonstrate an understanding of basic social and/or behavioral science concepts and principles used in the analysis of behavioral, social, and/or cultural issues – past and/or present, local and/or global.
 - Florida DOE Statewide General Education Social Sciences Learning Outcome #2

Course Number	Title	Credits	Requisites (KEY)
State-mandated General Education Social Sciences Courses			
AMH 2020	American History II	3	None
ANT 2000	Introduction to Anthropology	3	None
ECO 2013	Economic Principles (Macroeconomics)	3	None
POS 2041	American National Government	3	None
PSY 2012	Introduction to Psychological Science	3	None

SYG 2000	Introduction to Sociology	3	None
Additional USFSM General Education Social Sciences Courses			
AMH 2010	American History I	3	None
ANT 2410	Cultural Anthropology	3	None
DEP 2004	The Life Cycle	3	None
ECO 2023	Economic Principles (Microeconomics)	3	None
EUH 2012	Ancient History II	3	None
FIN 2100	Personal Finance	3	None
GEB 2011	Introduction to Business	3	None
GEY 2000	Introduction to Aging Sciences	3	None
INR 1015	World Perspective	3	None
POS 2080	The American Political Tradition	3	None
REL 2300	Introduction to World Religions	3	None

Humanities (SMHU) (2 courses, 6 credits)

Courses in the humanities deal theoretically and experimentally with the aesthetic dimensions of culture, contemporary and historical. Approaching the interaction between artist and public through analysis, critique, and speculation, humanities courses explore the problems, ambiguities, and different perspectives in human creative response to lived experience.

This requirement consists of a minimum of six (6) semester credits of approved course work in the humanities. At least three credits must come from the State-mandated General Education Humanities Course list (see below). Students should consult with their advisors about the best course options for their degree and career aspirations.

Students awarded college credit in an approved humanities course through dual enrollment, advanced placement, or international baccalaureate shall be considered to have satisfied this requirement to the extent of the college credit awarded.

All USFSM Humanities courses assess the following student learning outcomes:

1. Students will communicate effectively by means of written and/or oral modalities.
 - USFSM Core “Communication” Outcome
2. Through demonstrating interpretive ability and cultural literacy, the student will confirm the ability to think critically.
 - Florida DOE Statewide General Education Humanities Learning Outcome #1
3. The student will acquire competence in reflecting critically upon the human condition.
 - Florida DOE Statewide General Education Humanities Learning Outcome #2

Course Number	Title	Credits	Requisites (KEY)
State-mandated General Education Humanities Courses			
ARH 2000	Art and Culture	3	None
HUM 1020	Introduction to Humanities	3	None
LIT 2000	Introduction to Literature	3	None
MUL 2010	Music and Culture	3	None
PHI 2010	Introduction to Philosophy	3	None
THE 2000	Theater and Culture	3	None
Additional USFSM General Education Humanities Courses			
FIL 1002	Introduction to Film Studies	3	None
LIT 2030	Introduction to Poetry	3	None

Electives (SMEL) (2 courses, 6 credits)

To complete the required 12 courses (36 credits) in General Education coursework students select two additional lower-level courses (6 credits). Any course listed in the five (5) categories above can be taken as an elective. The courses below may also be counted as General Education electives. Students should consult with their academic advisor to select courses that may be helpful to their major.

Course Number	Title	Credits	Requisites (KEY)
Electives			
EDF 2005	Introduction to the Teaching Profession	3	None
EDF 2085	Education, Diversity, and Global Society	3	None
EME 2040	Introduction to Technology for Educators	3	None
ENC 2210	Technical Writing	3	PR: (ENC 1101 and ENC 1102) or (ENC 1121 and ENC 1122)
IDH 2930	Selected Topics	0-3	PR: IDH 2010
LAH 2020	Latin American Civilization	3	None
MAD 2104	Discrete Mathematics	3	None
SPC 2608	Public Speaking	3	None

State Communication and Computation Requirement (formerly known as Gordon Rule)

Florida's Communication and Computation requirement, formerly known as Gordon Rule, requires students to successfully complete 4 writing-intensive courses (12 credits) and 2 math-intensive courses (6 credits) prior to receipt of an associate in arts degree or entry into the upper division of a Florida public university or college.

Communication courses develop and assess competency in college-level writing skills through multiple assignments. At a minimum, students in Communication courses must write 4500 words that receive instructional feedback that relates to writing effectiveness. At least one assignment must include submission of a revision in response to previous feedback. In such cases both the original draft and the revised draft can count toward the 4500 word minimum. The Communications requirement is met by the following courses:

- Two courses (6 credits) of English Composition, taken as part of General Education
- Two courses (6 credits) of additional coursework that require college-level writing skills through multiple assignments. At USFSM General Education Humanities courses fulfill this part of the writing requirements.

Computation courses develop and assess competency in college-level mathematics skills. The Computation requirement is met by the following courses:

- Two courses (6 credits) of approved General Education mathematics coursework.

State Communication and Computation Requirement Policies

- Communication and Computation credit requires earning a course grade of at least C-.
- Students must maintain a grade point average of at least 2.00 in courses meeting the State Communication and Computation requirement.
- Students with certain types of disabilities may request test accommodations in State Communication and Computation courses.
- The State Communication and Computation requirements are considered met for any student entering USFSM with an A.A. from a Florida public institution.
- The State Communication requirement is considered met for any student entering USFSM with 60 or more semester hours.
- Students shall receive Communication and Computation credit for specific courses upon entering USFSM in the following situations:
 - Students awarded college credit in English composition or mathematics at the level of College Algebra or higher, based on having taken a dual enrollment course, Advanced Placement, or International Baccalaureate.
 - Students who transfer in with Communication and Computation credit, awarded at another public Florida institution.

The State Communication and Computation requirement is codified by State Board of Education Rule [6A-10.030](#)/BOG Articulation Resolution ([Statewide Articulation Manual](#)).

State Communication Courses (6ACM) (12 credits)

State Communication requirements are satisfied through the completion of General Education Requirements. Lower-level General Education Communication Courses (ENC 1101 and ENC 1102) and all

Lower-level General Education Humanities courses at USFSM are approved for the State Communication requirement.

The State Communication requirement should be fulfilled at the lower level; however, all Communication and Critical Thinking Pillars courses have been approved to meet this requirement for transfer students who have already taken a version of the qualifying lower-level courses and thus need another option to meet the State Communication requirement.

Please refer to the General Education Requirements and Upper-level Pillars pages for full course listings.

State Computation Courses (6AMM) (2 courses, 6 credits)

State Computation Requirements are satisfied through the completion of General Education Requirements. Lower-level general education mathematics courses at USFSM are approved for the State Computation requirement. Additionally, any mathematics course with an MAC prefix and number above 1105 qualifies as a State Computation course.

Please refer to the General Education Requirements page for full course listings.

Upper-Level Pillars

At USFSM, students continue to take upper-level courses that develop the Pillars of Intellectual Engagement: communication, critical thinking, leadership, ethics community engagement, and diversity.

Students take upper-level Pillars courses when they are classified as juniors, having earned at least 60 credits (exceptions may be made with dean's approval). As juniors and seniors, students have been previously introduced to the Pillar values and competencies and are able to reflect upon them at a more sophisticated level.

In the Colleges of Arts and Sciences, Business, and Hospitality & Tourism Leadership, students take three (3) Pillar courses to meet the university's upper-level Pillars requirement. These courses each have two Pillar values and competencies to a field of inquiry:

Communication and Critical Thinking	This Pillar is addressed in each student's degree capstone course.
Leadership and Ethics	Depending on a student's degree program offerings, this Pillar requirement may be met within the major or outside of it.
Community Engagement and Diversity	Depending on a student's degree program offerings, this Pillar requirement may be met within the major or outside of it.

In the School of Education, the Pillars are developed and assessed throughout the curriculum, so students do not take specific Pillar courses in addition to their major course of study.

Pillars courses are all numbered 3000-4999 and can count toward the required minimum of 48 upper-level credits for a bachelor's degree. Students are required to meet their upper-level Pillar course requirements with USFSM courses; therefore, no transfer credit can be used to satisfy the Pillars requirements. All students must achieve a grade of "C-" or better in each of the upper-level Pillar courses.

Communication and Critical Thinking Pillar Courses (SMCC) (1 course)

Typically, the capstone course in a student's major will count for this requirement. The degree capstones all require advanced competency in communication and critical thinking as students apply and synthesize the learning outcomes that shape their degree. In Communication and Critical Thinking courses, a significant portion of the student's grade is based on assignments that allow students to demonstrate mastery of the following Core Outcomes:

1. **Communication:** Students will communicate effectively by means of written and/or oral modalities.
2. **Critical Thinking:** Students will demonstrate the skills necessary to be proficient critical thinkers.

Upper-Level Communication and Critical Thinking Pillar Courses

Course Number	Title	Credits	Requisites (KEY)
BSC 4938	Biology Capstone	3	Biology Majors only
CCJ 4939	Senior Capstone Seminar	3	PR: CCJ 3024, CCJ 3117, CCJ 3701
CIS 4916	Cyber Security and IT Capstone Project	2	Senior Standing BSAS CyS&IT Majors only
CIS 4935	Senior Project in Information Technology	3-5	Senior Standing CyS&IT Majors only; DPR
EDG 4909	Directed Studies	1-4	Senior Standing
ENC 4268	Senior Seminar in Professional & Technical Writing	3	PR: ENC 4946; Senior Standing
ENG 4934	Senior Literature Seminar	3	PR: ENG 3014; Senior Standing
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing
GEY 4692	Professional Development and Engagement in Aging	3	PR: GEY 3601, GEY 3625, GEY 4612; DPR
HFT 4295	Hospitality Leadership & Strategic Management	3	PR: HFT 3503 and HFT 4221
HIS 4936	Pro-Seminar in History	3	PR: HIS 4104; History Majors only with 2.25 GPA or better
ISS 4939	Senior Capstone Seminar in ISS	3	PR: ISS 3937; Senior Standing
LDR 3263	Community Leadership Practicum	3	PR: LDR 2010 or LDR 3331 with a minimum grade of C-
PCB 4679	Biology Capstone Course: Evolution	3	PR: BSC 2010, BSC 2010L, BSC 2011, and BSC 2011L; Senior Standing Biology Majors only
PSY 4938	Pro Seminar	3	PR: PSY 3213; Area I and Area II requirements complete; Senior Standing
SPA 4050	Introduction to the Clinical Process	3	PR: SPA 3004 and SPA 3310

Leadership and Ethics Pillar Courses (SMLE) (1 course)

Students will take one upper-level Pillars course designed to develop and evaluate advanced application of principles and methods of leadership and ethics through interdisciplinary examination of a topic.

In Leadership and Ethics Pillar courses, a significant portion of the student's grade is based on assignments that allow students to demonstrate competency in the following Core Outcomes:

1. **Leadership:** Students will analyze and apply specific leadership theories or characteristics.
2. **Ethics:** Students will apply ethical perspectives and concepts to situations and justify the implications of their applications.

Upper-Level Leadership and Ethics Pillar Courses

Course Number	Title	Credits	Requisites (KEY)
CHM 221 IL	Organic Chemistry Lab	2	PR: CHM 2210L CR: CHM 221 I
CIS 4253	Ethics for Information Technology	3	Junior or Senior Standing
ECP 3203	Labor Economics	3	PR: ECO 3101 or ECP 3703 with grade of "C" or better
EDF 3802	Dynamics of Unity	3	None
ENC 3242	Technical Communication for Majors	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122
GEY 4647	Ethical and Legal Issues of Aging	3	None
HFT 3603	Hospitality Industry Law & Leadership	3	None
INP 4004	Industrial Psychology	3	PR: PSY 3213 with a grade of C or better
INR 3038	International Wealth and Power	3	None
INR 3202	International Human Rights	3	None
LDR 4204	Ethics and Power in Leadership	3	None
LIT 3621	Literature of Climate Change: Climate Fiction	3	None
MAN 3025	Principles of Management	3	None
REL 4171	Contemporary Christian Ethics	3	Junior Standing
SPA 4510	Intro. to Clinical Methods and Counseling in CSD	3	PR: SPA 3004, SPA 3310
SPC 4701	Intercultural Communication	3	None

Community Engagement and Diversity Pillar Courses (SMCD) (1 course)

Students will take one upper-level Pillars course designed to develop and evaluate advanced application of principles and methods of community engagement and diversity through interdisciplinary examination of a topic. This course will be experiential as student engage in course-relevant local and/or global community involvement.

In Community Engagement and Diversity Pillar courses, a significant portion of the student's grade is based on assignments that allow students to demonstrate competency in the following Core Outcomes:

1. **Community Engagement:** Students will demonstrate and integrate understanding of a societal issue as the result of engagement outside the classroom (literal or virtual).
2. **Diversity:** Students will demonstrate and integrate an understanding of the complexity of elements important to various cultures, groups, beliefs, and/or practices.

Upper-Level Community Engagement and Diversity Pillar Courses

Course Number	Title	Credits	Requisites (KEY)
AML 3604	African American Literature	3	None
AML 3630	U.S. Latino/Latina Literature in English	3	PR: ENC 1101, ENC 1102
BSC 4057	Environmental Issues	3	None
CCJ 3336	Prisoner Reentry and Recidivism: When Inmates Come Home	3	None
COM 3014	Communication, Gender, & Identity	3	None
COM 4022	Health Communication	3	None
EDF 3604	Schools and Society	3	Junior or Senior Standing
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122
HFT 3894	International Food & Culture	3	None
GEY 3323	Community Resources for the Older Adult	3	None
LIT 3031	Survey of Poetry	3	None
LIT 3043	Modern Drama	3	None
LIT 3093	Contemporary Literature	3	None
MCB 4277	Insect-Borne Diseases and Global Health	3	PR: BSC 2010, BSC 2011
PCB 3346C	Field Experience Research Abroad: Costa Rica	3	PR: BSC 3453 with a grade of C or higher

PCB 3404	Medicines of the Rainforest	3	PR: CHM 221 I with a grade of C or higher, BSC 2010 with a grade of C or higher
POS 3078	Veterans' Reintegration and Resilience	3	None
SPA 4321	Introduction to Audiological Rehabilitation	3	PR: SPA 3310
SPC 3425	Group Communication	3	PR: SPC 2608 and COM 2000
SSE 4380	Global and Multicultural Perspectives in Education	3	PR: EDG 3604 and EDG 4620
SYD 4601	Community Building and Social Change	3	None
SYG 3235	Latina/Latino Lives	3	PR: SYG 2000 or SYG 2010

Orientation

Website: <http://sar.usfsm.edu/orientation/>

[USF System Policy 10-035: Mandatory Orientation for New Undergraduate Students](#)

Freshman Orientation

What is New Student Orientation?

New Student Orientation is an annual program consisting of interactive, engaging presentations and activities intended to help acclimate all first-year students to their new campus community. The program is required for all incoming first-year undergraduate students as a means of transition and preparation for success in the USFSM community.

Why is New Student Orientation important?

Studies reveal that by increasing the amount of time first-year students have to become familiar with their respective institution, the greater the likelihood they will stay throughout their first year of college. Furthermore, students who actively participate in orientation programs along with other first-year transitional programs are more likely to stay in college, are more satisfied with their overall college experience, have greater academic success, and persist through graduation.

What are the BENEFITS of participating in the New Student Orientation?

Through the active participation of all first-year students, New Student Orientation:

- affords opportunities for students to become familiar with the resources available to them at USFSM while establishing greater familiarity with campus building and grounds
- develops a greater understanding in regards to the interconnected nature of the physical, social/emotional, and environmental aspects of one's self, others, and campus community
- provides students with useful insights regarding academic, social, and personal challenges
- clarifies expectations related to college life
- creates a strong foundation from which every student is able to launch their collegiate career, ensuring persistence through graduation
- forms friendships that will last a lifetime

Transfer Orientation

All new transfer students are **required** to participate in orientation while former students returning to USFSM are encouraged to participate. 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.

College of Business

Location	SMC-C212
Telephone	941-359-4455
Website	usfsm.edu/academics/college-of-business/
Advising	Student Services SMC-C107 941-359-4330

The College of Business is accredited by [The Association to Advance Collegiate Schools of Business – AACSB International](#) for Accounting, Finance, General Business, Management, and Marketing majors.

The undergraduate curriculum 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, Information Technology, Marketing and Management. Through flexibility in its requirements, the College is able to satisfy the different interests and career objectives of students with diverse backgrounds.

Vision

To be recognized as an outstanding school of business and information technology education in the Sarasota-Manatee region.

Mission

To (a) provide high quality education in business and information technology with an emphasis on critical thinking in a personalized learning environment, and (b) engage in innovative research and other scholarly activities to advance the knowledge of business and information technology.

Values

- Academic excellence
- Student-centeredness
- Freedom of inquiry
- Community engagement
- Diversity and inclusion
- Global perspective

Learning Goals and Objectives

BA/BS Core

Learning goal #1: Our graduates are informed and effective decision-makers.

Objectives: Our students will ...

- ... integrate fundamental (core) business concepts in functional areas.
- ... demonstrate critical thinking skills to solve problems.
- ... apply diverse business perspectives to a competitive environment.

Learning goal #2: Our graduates are successful team players.

Objectives: Our students will ...

- ... interact successfully with diverse people.

Learning goal #3: Our graduates are responsible global citizens.

Objectives: Our students will ...

- ... make ethical decisions that are respectful of diverse stakeholders and the environment.
- ... demonstrate personal professionalism.

Learning goal #4: Our graduates are effective communicators.

Objectives: Our students will ...

- ... create and deliver effective oral presentations.
- ... produce professionally written documents.

MBA Core

Learning goal #1: Our graduates are ethical leaders of organizations.

Objectives: Our students will ...

- ... successfully influence and motivate others.
- ... interact and communicate effectively with diverse people.
- ... make ethical decisions.

Learning goal #2: Our graduates are global, strategic thinkers.

Objectives: Our students will ...

- ... demonstrate critical thinking skills to solve business problems.
- ... strategically analyze and plan in a competitive environment (locally and globally).
- ... consider international issues in strategic decisions.

Learning goal #3: Our graduates are innovative.

Objectives: Our students will ...

- ... apply integrated knowledge of functional business areas to make effective decisions.
- ... develop creative and feasible solutions to business problems.

Rules & Requirements

Admission Requirements

The College of Business is an upper-level, limited access college, with the exception of Information Technology majors (see below). This means that Accounting, Finance, General Business, Management, and Marketing majors have admission requirements in addition to those of the USFSM.

1. Minimum of 60 semester hours of college credit earned.
2. Minimum of 2.75 overall GPA on all college-level work and a minimum of 2.00 on all credit attempted at USF, including any prior to academic renewal.
3. 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.
4. Students who have been dismissed from the University for academic reasons will not be readmitted to the following majors: Accounting, Finance, General Business, Management, and Marketing.

Transfer credits will be accepted from regionally-accredited institutions; however, all hours earned may not be applied toward USFSM business degree requirements. Individual courses will be evaluated by an academic advisor and appropriately credited toward requirements in the student's program at USFSM. 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 USFSM.

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 USFSM 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.S. in Information Technology Admission Requirements

Admission to the Bachelor of Science in Information Technology is open to all students, lower and upper division, who have been accepted into the USFSM and declare the major in one of its disciplines. 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 major requirements at USFSM.

B.S.A.S. in Information Technology Admission Requirements

Students majoring in B.S.A.S. must meet all degree requirements of USFSM. This degree program is available ONLY to A.S. graduates from Florida public institutions who have an overall “C” average (2.00) in all college-level courses accepted for transfer credit to USFSM.

Graduation Requirements

Unless otherwise stipulated below, students in College of Business majors must meet all graduation requirements of USFSM.

Accounting, Finance, General Business, Management, and Marketing Graduation Requirements

1. Students must satisfactorily complete a minimum of 120 semester hours. Of the minimum 120, at least 60 hours must be business courses (except Aging Services 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.
2. Students must earn a grade of C or higher and a minimum grade point average of 2.00 in all major and minor fields and College foundation courses.
3. Students must be admitted to the College of Business at least one term before their anticipated graduation date.
4. For a Bachelor of Arts degree, the COB does not accept American Sign Language for the Foreign Language Exit Requirement.
5. 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.
6. College of Business residency requirements for graduation exceed the minimum requirements established for USF System Institutions. Students are required to complete satisfactorily at USFSM a minimum of 50 percent (30 semester hours depending on major) of required courses, including 12-18 semester hours in the major field (except Aging Services Management and Business Technical Writing Concentrations). Normally, independent study, research, and reading courses do not fulfill this requirement. The directed study, research, and reading courses require a professor’s permission and the dean’s approval.
7. 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.
8. 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.

Information Technology Graduation Requirements

1. All transfer work will be reviewed by the advising office and the Dean.
2. Students must earn at least a 2.00 overall GPA, USFSM GPA, and in the major to be certified for graduation.
3. At least 50% of the major coursework must be completed at USFSM.

In addition, for B.S.I.T. majors, a grade of “D” will not be counted toward fulfilling the major requirements. Grades of “D” or “F” in the IT courses will 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. Only grades of “C-“ and above in IT courses can be used to fulfill graduation requirements.

Majors

In this section...

- [Accounting](#)
 - [Applied Science, Cyber Security and Information Technology](#)
 - [Finance](#)
 - [General Business Administration](#)
 - [Cyber Security and Information Technology](#)
 - [Management](#)
 - [Marketing](#)
 - [Risk Management and Insurance](#)
-

Accounting

Degree Type:	B.A., B.S.
CIP Code	52.0301
Major Code	ACC
Department Code	ACC
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/accounting/

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 apply for CPA licensure. 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.

Prerequisites

State-Mandated Common Prerequisites

Students must complete the following courses (or equivalents) with a grade of C or higher in each course and an overall 2.00 GPA.

State Prerequisite	USFSM Course Offerings	
Course Number	Course Number	Credit Hours
ACG X021 or ACG X022 or ACG X001 and ACG X011	ACG 2021	3
ACG X071 or ACG X301	ACG 2071	3
CGS X100C, CGS X100, CGS X530, CGS X570, CGS X060, CGS X531, CGS CGS 2100 X000, ISM X000, or CGS X518		3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3
MAC X233 or MAC X230	MAC 2233	3
STA X023, STA X122, or QMB X100	STA 2023	3

Required Communication Courses (6 credits)

Students must complete SPC 2608 (3 credits) and must take one of the following three (3) credit courses: COM 3110 or ENC 3250.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPC 2608	Public Speaking	3	None	SMEL
and				
COM 3110	Communication for Business and the Professions		None	
or				
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	

Business Foundation Required Courses (21 credit hours)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.00 GPA.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BUL 3320	Law and Business I	3	None	
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
ISM 3011	Information Systems in Organizations	3	PR: CGS 2100 or equivalent	
QMB 3200	Business and Economic Statistics II	3	PR: MAC 2233 or MAC 2241, QMB 2100	For USFSM students, STA 2023 can serve as equivalent to QMB 2100.
MAN 3025	Principles of Management	3	None	SMLE
MAR 3023	Basic Marketing	3	Junior Standing	
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC; This course should be taken in the final semester of the program.

Additionally, 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.

Requirements (24 credit hours)

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 point average of 2.75 or higher in 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 USFSM. Finally, students must earn a 2.00 GPA on all major course work at USFSM and have an overall 2.00 major GPA including any applicable transfer work.

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 major.

Required Courses (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ACG 3103	Intermediate Financial Accounting I	3	PR: ACG 2021 and ACG 2071 with a grade of "C" or better (not C-); CP: ACG 3341 or ACG 3401 or TAX 4001 with a grade of "C" or better (not C-). ACG 3341 or ACG 3401 or TAX 4001 can be taken concurrently with ACG 3103.	
ACG 3113	Intermediate Financial Accounting II	3	PR: ACG 3103 and ACG 3341 or ACG 3401 or TAX 4001 with a grade of "C" or better (not C-)	
ACG 3341	Cost Accounting and Control I	3	PR: ACG 2021 and ACG 2071 with a grade of "C" or better (not C-); CP: ACG 3103 with a grade of "C" or better (not C-). ACG 3103 can be taken concurrently with ACG 3341.	
ACG 3401	Accounting Information Systems	3	PR: ACG 2021 and ACG 2071 with a grade of "C" or better (not C-); CP: ACG 3103 with a grade of "C" or better (not C-). ACG 3103 can be taken concurrently with ACG 3401.	
ACG 4632	Auditing I	3	PR: ACG 3113, ACG 3401 with a grade of "C" or better	
TAX 4001	Concepts of Federal Income Taxation	3	PR: ACG 2021 and ACG 2071 with a grade of "C" or better (not C-); CP: ACG 3103 with a grade of "C" or better (not C-). ACG 3103 can be taken concurrently with TAX 4001.	

Elective Courses (6 credit hours)

The students must select six (6) credit hours

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ACG 3006	Professional Topics in Accounting	2-3	PR: ACG 2021, ACG 2071 with a grade of C or better	
ACG 4123	Intermediate Financial Accounting III	3	PR: ACG 3113 with a grade of "C" or better (not C-)	

ACG 435I	Cost Accounting and Control II	3	PR: ACG 3103, ACG 334I with a grade of "C" or better (not C-)
ACG 450I*	Governmental/Not-for-Profit Accounting	3	PR: ACG 3113 with a grade of "C" or better (not C-) *Students may take ACG 450I or ACG 5505, not both.
or			
ACG 5505*	Governmental/Not-for-Profit Accounting	3	PR: ACG 3113; CR: ACG 4632 *Students may take ACG 450I or ACG 5505, not both.
ACG 4642	Auditing II	3	PR: ACG 4632 with a grade of "C" or better (not C-)
ACG 493I	Selected Topics in Accounting	3	None
ACG 5205	Advanced Financial Accounting	3	PR: ACG 3113
ACG 5375	Valuation of Closely Held Businesses	3	PR: ACG 202I
ACG 5675	Internal and Operational Auditing	3	PR: ACG 3113, ACG 340I; CR: ACG 4632
BUL 5332	Law and the Accountant	3	PR: BUL 3320 with a grade of "C" or better (not C-)
TAX 401I**	Federal Tax Accounting II	3	PR: TAX 400I with a grade of "C" or better (not C-) **Students may take TAX 401I or TAX 5015, not both.
or			
TAX 5015**	Federal Taxation of Business Entities	3	PR: TAX 400I with a grade of "C" or better (not C-) **Students may take TAX 401I or TAX 5015, not both.

Applied Science, Cyber Security and Information Technology

Degree Type:	B.S.A.S.
CIP Code	24.0102
Major Code	APS
Department Code	DEA
Concentration Code	CYY
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/information-technology/

The Bachelor of Science in Applied Science (B.S.A.S.) was developed under provisions from Florida legislation to recognize Associate in Science (A.S.) degree holders to pursue and acquire a bachelor's degree. At USFSM, concentrations for B.S.A.S. are available in the College of Liberal Arts & Social Sciences and the College of Business. In the College of Business, the B.S.A.S. degree can be pursued in Cyber Security and Information Technology.

Mission

The mission of the B.S.A.S. program is to further develop the occupational competencies of an A.S. 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 comprising 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 B.S.A.S. must meet all degree requirements of USFSM. The following policies also apply:

- This degree program is available ONLY to A.S. graduates from Florida public institutions who have an overall "C" average (2.00) in all college-level courses accepted for transfer credit to USFSM.

State-Mandated Common Prerequisites

There are no State-Mandated Common Prerequisites for this degree program.

Degree Requirements

Credits transferred in from completed A.S. degree

Requirements	Credit Hours
General education	18
Lower-level credits from A.S. degree	42

Credits to be completed at USFSM

Requirements	Credit Hours	Notes
General education	18	
Major	23-30	
Upper-level elective credits to meet degree requirements	Variable	
Upper-level pillar requirements	Variable	See Core Curriculum for upper-level pillar course options.
Sequential foreign language courses if foreign language requirement is not fulfilled	8-10	

Admission Requirements:

To pursue a B.S.A.S. degree in Cyber Security & IT at USFSM students must have a Florida A.S. degree, with an overall GPA of 2.00 or better in an IT-related discipline. This program supplements the related technical skills obtained in the A.S. degree. Students are encouraged to take the following highly recommended courses.

Highly Recommended Courses (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
COP 2030	Programming Concepts I	3	None	
COP 2250	Object-Oriented Programming (Java SE)	3	None	
COP 2700	Database Systems Basics	3	PR: COP 2030	

MAD 2104	Discrete Mathematics	3	None
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Major Requirements:

The B.S.A.S. in Cyber Security & IT is made up of eleven (11) credits of required core courses and twelve (12) credits of electives.

Required Core Courses (11 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CEN 3722	Human Computer Interfaces for Information Technology	3	PR: COP 3515	
CGS 3373C	Data Networking & Communication	3		
CGS 3374C	Architecture & Operating Systems	3	PR: CGS 3373	
CIS 4916	Cyber Security and IT Capstone Project	2	Senior standing in IT	SMCC, 6ACM

IT Elective Courses (12 credit hours)

A large selection of IT electives are available within the college. Students should work with their advisor to tailor their B.S.A.S. degree to meet their personal interests and career goals.

Finance

Degree Type:	B.A., B.S.
CIP Code	52.0801
Major Code	FIN
Department Code	FIN
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/finance/

The Finance major provides a broad based, analytical program for students anticipating a career in the financial 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.

Prerequisites

State-Mandated Common Prerequisites

Students must complete the following courses (or equivalents) with a grade of C or higher in each course and an overall 2.00 GPA.

State Prerequisite	USFSM Course Offerings	
Course Number	Course Number	Credit Hours
ACG X021 or ACG X022 or ACG X001 & ACG X011	ACG 2021	3
ACG X071 or ACG X301	ACG 2071	3
CGS X100C, CGS X100, CGS X530, CGS X570, CGS X060, CGS X531, CGS X000, ISM X000, or CGS X518	CGS 2100	3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3
MAC X233 or MAC X230	MAC 2233	3
STA X023, STA X122, or QMB X100	STA 2023	3

Required Communication Courses

Students must complete two (2) of the following for a total of six (6) credit hours.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPC 2608	Public Speaking	3	None	SMEL
or				
COM 3110	Communication for Business and the Professions		None	
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
or				
ENC 3310	Expository Writing		PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD

Business Foundation Required Courses (21 credit hours)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.00 GPA.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BUL 3320	Law and Business I	3	None	
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
ISM 3011	Information Systems in Organizations	3	PR: CGS 2100 or equivalent	
QMB 3200	Business and Economic Statistics II	3	PR: MAC 2233 or MAC 2241, QMB 2100	For USFSM students, STA 2023 can serve as equivalent to QMB 2100
MAN 3025	Principles of Management	3	None	SMLE

MAR 3023	Basic Marketing	3	Junior Standing	
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC; This course should be taken in the final semester of the program.

Additionally, 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.

Requirements

Students must complete a minimum of eighteen (18) credit hours of upper-level finance courses beyond FIN 3403. At least twelve (12) credit hours must be taken in residence at USFSM. A grade point average of 2.00 or higher must be achieved in all major coursework at USFSM. Students are required to earn a “C” or higher in all finance courses that are counted toward the major requirements.

Courses taken as part of the major, minor, or concentration, cannot be used on other majors, minors or concentrations within the College of Business.

Required Courses (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 4303	Financial Institutions and Markets	3	PR: FIN 3403 with a grade of “C” or better	
FIN 4414	Advanced Corporation Finance	3	PR: FIN 3403 with a grade of “C” or better	
FIN 4504	Principles of Investments	3	PR: FIN 3403 with a grade of “C” or better	
Additional upper-level approved Finance electives		9		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.

General Business Administration

Degree Type:	B.A., B.S.
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CIP Code	52.0101
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Major Code	GBA
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Department Code	DEA
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Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/general-business-administration/
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The General Business Administration (GBA) major prepares students for positions in an interdisciplinary business world that values cross-functional abilities.

Intended Learning Outcomes

The curriculum for the 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.

Prerequisites

State-Mandated Common Prerequisites

Students must complete the following courses (or equivalents) with a grade of C or higher in each course and an overall 2.00 GPA.

State Prerequisite	USFSM Course Offerings	
Course Number	Course Number	Credit Hours
ACG X021 or ACG X022 or ACG X001 & ACG X011	ACG 2021	3
ACG X071 or ACG X301	ACG 2071	3
CGS X100C, CGS X100, CGS X530, CGS X570, CGS X060, CGS X531, CGS X000, ISM X000, or CGS X518	CGS 2100	3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3
MAC X233 or MAC X230	MAC 2233	3
STA X023, STA X122, or QMB X100	STA 2023	3

Required Communication Courses (6 credit hours)

Students must complete two (2) of the following for a total of six (6) credit hours.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPC 2608	Public Speaking	3	None	SMCO, SMSS
or				
COM 3110	Communication for Business and the Professions		Non-Majors only	
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	

or

ENC 3310	Expository Writing	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
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Business Foundation Required Courses (21 credit hours)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.00 GPA.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BUL 3320	Law and Business I	3	None	
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
ISM 3011	Information Systems in Organizations	3	PR: CGS 2100 or equivalent	
QMB 3200	Business and Economic Statistics II	3	PR: MAC 2233 or MAC 2241, QMB 2100	For USFSM students, STA 2023 can serve as equivalent to QMB 2100
MAN 3025	Principles of Management	3	Junior Standing	SMLE
MAR 3023	Basic Marketing	3	Junior Standing	
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC

Additionally, 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.

Concentrations (18-24 credit hours)

Students must complete a minimum of eighteen (18) hours of upper-level coursework. Students are required to earn a “C” or higher in all general business courses within the major requirements. There are three concentration options for students in the general business major: Applied Business, Aging Services Management, or Business and Technical Writing.

Applied Business Concentration (GAB) (18 credit hours)

- Courses taken as part of the Applied Business concentration cannot be used in other majors, minors, or concentrations within the College of Business.
- Courses taken as part of another College of Business major may not be used to satisfy Applied Business concentration courses.
- At least twelve (12) credit hours of the required business courses must be taken in residence at USFSM.

Required Courses

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 4414	Advanced Corporation Finance	3	PR: FIN 3403 with a grade of “C” or better	
ISM 3431	Operations and Supply Chain Processes	3	PR: QMB 2100 or STA 2023 or STA 2122 or ACG 2071 with a grade of “C-” or better	
MAN 4600	International Management	3	PR: MAN 3025 with a grade of “C” or better; CI; Senior Standing	
MAR 3823	Marketing Management	3	PR: MAR 3023	
Choose any two upper-level ACG, QMB, ISM, FIN, MAN, MAR courses		6		Students may only take courses in which they have met the prerequisites.

Business and Technical Writing Concentration (GTW) (24 credit hours)

- The Business and Technical Writing courses are offered through the College of Liberal Arts & Social Sciences (CLASS).
- Students will take twelve (12) credit hours from the concentration and twelve (12) credit hours of upper level ACG, QMB, ISM, FIN, MAN, MAR courses for a total of 24 credit hours.
- At least nine (9) credit hours of the required business courses must be taken in residence at USFSM.

Approved Electives (12 credit hours)

Students should choose four (4) courses from the following:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENC 3242	Technical Communication for Majors	3	PR: ENC 1101 and 1102 OR ENC 1121 and ENC 1122	SMLE
ENC 3246	Communication for Engineers	3	None	
ENC 3416	New Media for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 4212	Professional & Technical Editing	3	PR: At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4268, ENC 4311	
ENC 4218	Visual Rhetoric for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 4260	Advanced Technical Writing	3	PR: ENC 2210 or ENC 3310; CI	
ENC 4264	Managerial Communications	3	PR: Any one of the following: ENC 3250, ENC 3310, ENC 4311, ENC 4260, ENC 2210	
ENC 4311	Advanced Composition	3	PR: ENC 3310; CI	
ENC 4906	Professional & Technical Writing Independent	3	PR: At least two of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4209, ENC 4212, ENC 4260, ENC 4264, ENC 4311; CI	
ENC 4946	Professional & Technical Writing Internship	3	PR: ENC 3242 with a minimum grade of C; Student must have an approved application and	

approved formal
internship agreement; This
course may not be
repeated for credit;
Majors only

Aging Services Management Concentration (GAM) (24 credit hours)

- The Aging Services Management courses are offered through the College of Liberal Arts & Social Sciences (CLASS).
- Students will take fifteen (15) credit hours from the concentration and nine (9) hours of upper level ACG, QMB, ISM, FIN, MAN, MAR courses for a total of 24 credit hours.
- At least nine (9) credit hours of the required business courses must be taken in residence at USFSM.

Required Courses (9 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
GEY 3601	Physical Changes and Aging	3	None	
GEY 3625	Sociological Aspects of Aging	3	None	
GEY 4612	Psychology of Aging	3	None	

Approved Electives (6 credit hours)

Students should choose two of the following electives.

**With permission from the CLASS dean, up to two courses may be taken from USF Tampa (those marked with asterisks)*

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
GEY 3601	Physical Changes and Aging	3	None	
GEY 3625	Sociological Aspects of Aging	3	None	
GEY 4612	Psychology of Aging	3	None	

GEY 3323	Community Resources for the Older Adult	3	None	SMCD
GEY 4322	Care Management for Older Adults	3	None	
GEY 4360	Counseling for Older Adults	3	None	
GEY 4608	Alzheimer's Disease Management	3	PR: GEY 2000 or GEY 3326; CI	
GEY 4641	Death and Dying	3	None	
GEY 4507*	Understanding Policies and Practices of Long Term Care	3	PR: GEY 2000	
GEY 4508*	Health Care Operations	3	PR: GEY 4507, ACG 2021, each with a grade of "C" or better	
GEY 4509*	Regulatory and Clinical Operations	3	PR: GEY 4508, ACG 2021, each with a grade of "C" or better	
GEY 4900	Directed Readings in Aging	1-3	CI	
GEY 4917	Directed Research in Aging	1-4	CI	

Cyber Security and Information Technology

Degree Type:	BS
CIP Code	11.0103
Major Code	CYB
Department Code	EIT
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/information-technology/

Mission

The Bachelor of Science in Cyber Security and Information Technology (BSCyS&IT) is a broad program of study encompassing key aspects of cyber security and information technology. Information technology, as an academic discipline, focuses on meeting the needs of users within organizational and societal contexts through the selection, creation, application, integration and administration of these technologies. The program is designed to provide a solid foundation in cyber security and information technology. Additionally, the goal is to utilize the resources of the program to provide service to society; and to emphasize the need for lifelong learning and ethical conduct in practice. An additional educational goal of this program includes understanding the diverse social and business context in which information technology is practiced.

Specifically the program aspires to:

1. Lead to the advancement of Cyber Security and Information Technology through nationally-recognized education at the undergraduate level
2. Enable knowledge and technology transfer to regional industries and businesses.
3. Prepare students for full and ethical participation in a diverse society and encourage lifelong learning.
4. Educate undergraduates in the best practices of the field as well as integrate the latest research and practices into the curriculum.
5. Emphasize development of problem solving and communication skills as an integral component of the educational process and the subsequent practice of the discipline.
6. Provide quality learning experiences through highly interactive techniques of course delivery that include the use of electronic support equipment and distance learning technologies.

The Bachelor of Science in Cyber Security and Information Technology program provides a comprehensive curriculum in (1) information technology providing a solid foundation in data communications and networking, programming, software modeling, operating systems, system administration, database design, systems integration and project management and (2) cyber security providing high-demand skills and knowledge needed to protect network infrastructures, secure electronic assets, prevent attacks, investigate cyber crimes, perform in-depth incident analysis and build and manage secure infrastructures. With a Bachelor of Science in Cyber Security and Information Technology, students will be ready to partner with professionals in business, industry, government, and education to design and build cutting-edge solutions to meet the needs of companies worldwide. The

coursework is designed to impart skills and experience to enable students to compete nationally and globally. Through a carefully constructed core and a broad-base set of electives, students will be able to tailor the program to satisfy their individual preferences and strengths.

Students completing the CyS&IT program qualify for a broad range of positions in computer-intensive businesses and industries such as: programmer analyst, systems analyst, systems designer, data specialist/analyst, database administrator, network administrator, computer resource manager, systems development manager, information technology manager, security system administrator, security analyst and IT security consultant to name a few.

Intended Learning Outcomes

The program enables students to attain, by the time of graduation:

1. An ability to analyze a problem, and to identify and define the computing requirements appropriate to its solution
2. An ability to design, implement, and evaluate a computer-based solution to meet a given set of computing requirements in the context of Cyber Security and Information Technology
3. An ability to communicate effectively with a range of audiences about technical information
4. An ability to make informed judgments in computing practice based on legal and ethical principles.
5. An ability to function effectively on teams to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.
6. An ability to identify and analyze user needs and to take them into account in the selection, integration, evaluation, and administration of computer-based systems.
7. An ability to apply security principles and practices to the environment, hardware, software, and human aspects of a system.
8. An ability to analyze and evaluate systems with respect to maintaining operations in the presence of risks and threats.

State-Mandated Common Prerequisites

State Prerequisite Course	USFSM Course Offering	
	Course Number	Credit Hours
PSY XXXX Any Psychology Course	PSY 2012	3
STA X023 Statistics or STA X122	STA 2023	3
CGS XXXX Any Database Course	COP 2700	3
COP 2XXX Programming Concepts Course	COP 2030	3
COP 2XXX Any Object-Oriented Computer Programming Course	COP 2250	3
MAD XXXX Discrete Mathematics Course	MAD 2104	3

MAC XXXX Pre-Calculus Course	MAC 1147	4
PHY XXXX Any Physics Course	PHY 2053	4
ECO X013 Macroeconomics	ECO 2013	3

Program of Study

Students must take 13 required core courses (39 credit hours), one required communication course (3 credit hours), and four elective courses (12 credit hours).

Required Core Courses (39 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CGS 3373C	Data Networking & Communications	3	None	
CNT 4403	Network Security & Firewalls	3	PR: CNT 4104	OS included in course
CGS 3374C	Architecture & Operating Systems	3	PR: CGS 3373C with a grade of "C-" or better	
CIS 4203	Cyber Forensics & Investigations	3	PR: COP 2030, MAD 2104	
COP 3375C	Data Structures and Algorithms in Python	3	PR: COP 2030 with a grade of "C-" or better	
CEN 3722	Human Computer Interfaces for Information Technology	3	PR: COP 3515	
COP 3515	Program Design for Information Technology	3	PR: COP 2512 or equivalent; CI	
COP 3718	Database Systems Design	3	PR: COP 2700	
CIS 4935	Senior Project in Information Technology	3	Senior Standing CyS&IT Majors only; DPR	6ACM, SMCC
CIS 4253	Ethics for Information Technology	3	Junior or Senior Standing; Basic Computer skills	SMLE; Students may use PHI 3636 or LDR

				4204 for the requirement
CIS 3360	Principles of Information Security	3	None	
CIS 4510	IT Project Management	3	CI	
CAP 4790	Data & Security Analytics	3	None	

Required Communication Course (3 credit hours)

The following courses are suggested communication courses. Check with your academic advisor for other courses that may be accepted for this requirement.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENC 3246	Communication for Engineers	3	None	
OR				
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
OR				
ENC 4260	Advanced Technical Writing	3	PR: ENC 2210 or ENC 3310; CI	

Required Electives (12 credit hours)

Student must choose four (4) courses (12 credit hours) from the elective list below.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CGS 3853	Web Systems for IT	3	PR: CEN 3722	
CIS 3362	Cryptography and Information Security	3	PR: MAD 2104; CI	

CIS 3615	Secure Software Development	3	PR: COP 3515 with a grade of "C-" or better
CIS 4204	Ethical Hacking	3	PR: COP 2030, MAD 2104
CIS 4216	Aggressive Hacking: What Hackers Do	3	PR: CGS 3373C, CGS 3374C, and COP 2250 or COP 2030 all with a grade of "C-" or better
CIS 4342	NoSQL Databases	3	PR: COP 2250
CIS 4361	Information Assurance and Security Management for IT	3	PR: COP 3515; Junior or Senior Standing
CIS 4365	Computer Security Policies and Disaster Preparedness	3	PR: CIS 3360
CIS 4368	Database Security and Audits	3	PR: COP 3718
CIS 4369	Web Application Security	3	PR: COP 3718 and CGS 3853 both with a grade of "C-" or better
CIS 4387	Mobile and Wireless Security	3	PR: CGS 3373C, CGS 3374C, and COP 2250 or COP 2030 all with a grade of "C-" or better
COP 3259	Advanced Programming in JAVA	3	PR: COP 2250
COP 4663	Mobile Applications Development	3	PR: COP 2030, COP 2250, COP 3375C
COP 4834	Data-Driven Web Sites	3	Completion of prerequisites for admission to CyS&IT program; Junior or Senior Standing; CI

Management

Degree Type:	B.A., B.S.
CIP Code	52.0201
Major Code	MAN
Department Code	MAN
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/management/

The undergraduate degree in Management prepares students for entry-level positions in 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 M.B.A. 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, social, and environmental performance. 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

Students will be able to:

1. Explain the major theories of motivation.
2. Explain key theories of leadership and power.
3. Understand the implications of effective Human Resource Management.
4. Understand what U.S. firms should do to ensure successful business operations in selected foreign countries.
5. Assess management problem/issue, generate alternative solutions, and make recommendations.
6. Communicate effectively in oral and in written form.

Management majors are strongly recommended to take ENC 4264 Managerial Communications early in their major studies.

Prerequisites

State-Mandated Common Prerequisites

Students must complete the following courses (or equivalents) with a grade of C or higher in each course and an overall 2.00 GPA.

State Prerequisite	USFSM Course Offerings	
Course Number	Course Number	Credit Hours
ACG X021 or ACG X022 or ACG X001 and ACG X011	ACG 2021	3
ACG X071 or ACG X301	ACG 2071	3
CGS X100C, CGS X100, CGS X530, CGS X570, CGS X060, CGS X531, CGS X000, ISM X000, or CGS X518	CGS 2100	3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3
MAC X233 or MAC X230	MAC 2233	3
STA X023, STA X122, or QMB X100	STA 2023	3

Required Communication Courses

Students must complete two (2) of the following for a total of six (6) credit hours.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPC 2608	Public Speaking	3	None	SMEL
or				
COM 3110	Communication for Business and the Professions		None	
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
or				

ENC 3310	Expository Writing or equivalent	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122
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Business Foundation Required Courses (21 credit hours)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.00 GPA.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BUL 3320	Law and Business I	3	None	
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
ISM 3011	Information Systems in Organizations	3	PR: CGS 2100 or equivalent	
QMB 3200	Business and Economic Statistics II	3	PR: MAC 2233 or MAC 2241, QMB 2100	For USFSM students, STA 2023 can serve as equivalent to QMB 2100
MAN 3025	Principles of Management	3	None	SMLE
MAR 3023	Basic Marketing	3	None	
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC; This course should be taken in the final semester of the program

Additionally, 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.

Requirements (18 credit hours)

Students must complete eighteen (18) hours of management and organization beyond MAN 3025. At least twelve (12) hours must be taken in residence at USFSM. A grade point average of 2.00 or higher must be achieved in all major coursework at USFSM. Students are required to earn a “C” or higher in all Management courses that are counted toward the major requirements.

Required Courses (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
MAN 3240	Organizational Behavior Analysis	3	PR: MAN 3025 with a grade of "C" or better	
MAN 3301	Human Resource Management	3	None	
MAN 4600	International Management	3	PR: MAN 3025 with a grade of "C" or better; CI; Senior Standing	
MAN 4802	Entrepreneurship and Small Business Management	3	PR: ACG 2021, ACG 2071, MAR 3023; CI	

Elective Courses (6 credit hours)

Choose two (2) of the following courses.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
GEB 3016	Business Enterprise Management	3	None	
ISM 3232	Business Application Development	3	CP: ISM 3011 with a grade of "C" or better (not C-)	
ISM 3431	Operations and Supply Chain Processes	3	PR: QMB 2100 or STA 2023 or STA 2122 or ACG 2071 with a grade of "C-" or better	
MAN 4930	Managing Diversity (Selected Topic)	3	None	
MAN 4430	Seminar in Negotiations and Administration of Labor Agreements	3	PR: MAN 3025 with a grade of "C" or better	
MAN 4804	Small Business Management Counseling	3	PR: MAN 4802; CI	

Marketing

Degree Type:	B.A., B.S.
CIP Code	52.1401
Major Code	MKT
Department Code	MKT
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/marketing/

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.

Prerequisites

State-Mandated Common Prerequisites

Students must complete the following courses (or equivalents) with a grade of C or higher in each course and an overall 2.00 GPA.

State Prerequisite	USFSM Course Offerings	
Course Number	Course Number	Credit Hours
ACG X021 or ACG X022 or ACG X001 and ACG X011	ACG 2021	3
ACG X071 or ACG X301	ACG 2071	3
CGS X100C, CGS X100, CGS X530, CGS X570, CGS X060, CGS X531, CGS X000, ISM X000, or CGS X518	CGS 2100	3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3
MAC X233 or MAC X230	MAC 2233	3
STA X023, STA X122, or QMB X100	STA 2023	3

Required Communication Courses

Students must complete two (2) of the following for a total of six (6) credit hours.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPC 2608	Public Speaking	3	None	SMEL
or				
COM 3110	Communication for Business and the Professions		None	
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	

or

ENC 3310	Expository Writing or equivalent	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
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Business Foundation Required Courses (21 credit hours)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.00 GPA.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BUL 3320	Law and Business I	3	None	
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
ISM 3011	Information Systems in Organizations	3	PR: CGS 2100 or equivalent	
QMB 3200	Business & Economic Statistics II	3	PR: MAC 2233 or MAC 2241, QMB 2100	USFSM considers STA 2023 as equivalent to QMB 2100
MAN 3025	Principles of Management	3	None	SMLE
MAR 3023	Basic Marketing	3	None	
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC; This course should be taken in the final semester of the program

Additionally, 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.

Requirements (18 credit hours)

Students must complete a minimum of eighteen (18) hours in marketing beyond MAR 3023. At least twelve (12) hours must be taken in residence at USFSM. A grade point average of 2.00 or higher must be achieved in all major coursework including Basic Marketing (MAR 3023) at USFSM. Students are required to earn a "C" or higher in all Marketing courses that are counted toward the major requirements.

Required Courses (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
MAR 3823	Marketing Management	3	PR: MAR 3023	
MAR 3613	Marketing Research	3	PR: QMB 2100 or QMB 2150 or STA 2014, or STA 2023 with a grade of “C-” or better and MAR 3023 with a grade of “C” or better	For USFSM students, STA 2023 can serve as equivalent to QMB 2100
MAR 3400	Professional Selling	3	PR: MAR 3023; CI	
MAR 4333	Promotion Management	3	PR: MAR 3023; CI	
MAR 4824	Marketing Management Problems	3	PR: MAR 3823 and MAR 3613 with a grade of “C-” or better; Senior Standing	
MAR xxxx		3		Choose any additional upper-level MAR course

Risk Management and Insurance

Degree Type:	B.A., B.S.
CIP Code	52.1701
Major Code	RMN
Department Code	RMI
Degree Website	www.usfsm.edu/academics/programs-and-majors/undergraduate/risk-management-insurance/

The Risk Management/Insurance major prepares individuals to plan, manage, and analyze the financial and monetary aspects of the insurance industry. It provides a broad based, analytical program for students anticipating a career in either the property casualty insurance or life/health insurance fields. The curriculum in risk management/insurance provides students with the knowledge necessary to analyze the impact of risk and uncertainty upon people, businesses and society. Graduates in risk management and insurance find a variety of career opportunities open to them as risk analysts within the business community and government; as brokers/agents providing professional risk management counseling and market placement services for clients; as consultants and personal financial planners; and in the underwriting, marketing, claims adjusting, planning, governmental relations, and financial management activities of insurers.

The major is designed to ensure that graduates are familiar with the tools of risk management and insurance decision making and that they possess the skills to stay abreast of the developments in the field. It includes preparation in principles of accounting, financial instruments, capital planning, asset and debt management, budgeting, financial analysis, and investment portfolio management. Risk Management/Insurance graduates will understand the functions and operations of insurance providers. 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 Risk Management/Insurance Major develops the ability to do the following:

- The evaluation of insurance products by identifying key economic and environmental issues to determine appropriate strategies.
- In-depth knowledge of Risk Management/Insurance management; the underlying principles and the analytical techniques involved in financial planning and decision-making.
- A comprehensive understanding of the various functions and operations of insurance providers 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.

Prerequisites

State-Mandated Common Prerequisites

Students must complete the following courses (or equivalents) with a grade of C or higher in each course and an overall 2.00 GPA.

State Prerequisite	USFSM Course Offerings	
Course Number	Course Number	Credit Hours
ACG X021 or ACG X022 or ACG X001 & ACG X011	ACG 2021	3
ACG X071 or ACG X301	ACG 2071	3
CGS X100C, CGS X100, CGS X530, CGS X570, CGS X060, CGS X531, CGS X000, ISM X000, or CGS X518	CGS 2100	3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3
MAC X233 or MAC X230	MAC 2233	3
STA X023, STA X122, or QMB X100	STA 2023	3

Required Communication Courses

Students must complete two (2) of the following for a total of six (6) credit hours.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPC 2608	Public Speaking	3	None	SMEL
or				
COM 3110	Communication for Business and the Professions	3	None	
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	

or

ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
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Business Foundation Required Courses (21 credit hours)

Foundation Courses in business require a minimum grade of C in each foundation course with an overall 2.00 GPA.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BUL 3320	Law and Business I	3	None	
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
ISM 3011	Information Systems in Organizations	3	PR: CGS 2100 or equivalent	
QMB 3200	Business and Economic Statistics II	3	PR: MAC 2233 or MAC 2241, QMB 2100	For USFSM students, STA 2023 can serve as equivalent to QMB 2100
MAN 3025	Principles of Management	3	None	SMLE
MAR 3023	Basic Marketing	3	Junior Standing	
GEB 4890	Strategic Management and Decision Making	3	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC; This course should be taken in the final semester of the program.

Additionally, 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.

Requirements

Students must complete a minimum of twenty one (21) credit hours of upper-level courses beyond FIN 3403. At least twelve (12) credit hours must be taken in residence at USFSM. A grade point average of 2.00 or higher must be achieved in all major coursework at USFSM. Students are required to earn a “C” or higher in all finance courses that are counted toward the major requirements.

Courses taken as part of the major, minor, or concentration, cannot be used on other majors, minors or concentrations within the College of Business.

Required Courses (15 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 4303	Financial Institutions and Markets	3	PR: FIN 3403	
MAR 4841	Services Marketing	3	PR: MAR3023 with grade of "C" or better	
RMI 3011	Principles of Insurance	3	None	
RMI 4115	Life and Health Insurance Products	3	PR: RMI 3011 with a grade of "C" or better	
RMI 4292	Property & Casualty Insurance Operations	3	PR: RMI 3011	

Electives (6 credit hours)

Students must complete two (2) of the following for a total of six (6) credit hours.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 4504	Principles of Investments	3	PR: FIN 3403 with a grade of "C" or better	
MAN 3240	Organizational Behavior Analysis	3	PR: MAN 3025 with a grade of "C" or better	
MAN 4802	Entrepreneurship & Small Business Management	3	PR: ACG 2021, ACG 2071, MAR 3023	
MAR 3400	Professional Selling	3	PR: MAR 3023	
RMI 4930	Special Topics in Risk Management/Insurance	3	PR: RMI 3011 with a grade of "C" or better	
RMI 4941	Risk Management/Insurance Internship	3	PR: RMI 3011	

Minors

Students are required to apply for a College of Business minor on their graduation application.

In this section...

- Accounting
 - Business Analytics
 - Business Informatics
 - Business Operations and Quality Management
 - Finance
 - General Business
 - Information Technology
 - International Business
 - Management
 - Marketing
 - Risk Management/Insurance
-

Accounting

The minor in Accounting (ACCM) is available to Finance, General Business, Management, and Marketing majors only.

A grade of “C” or better must be earned in each of the four upper-level accounting courses taken at USFSM. A grade point average of 2.00 or higher must be achieved in all minor coursework 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 nine (9) of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ACG 3103	Intermediate Financial Accounting I	3	PR: ACG 2071 , ACG 2021 with a grade of “C” or better (not C-); CR: ACG 3341 or ACG 3401 or TAX 4001 with a grade of “C” or better (not C-)	
ACG 3341	Cost Accounting and Control I	3	PR: ACG 2021, ACG 2071 with a grade of “C” or better, not C-; CR: ACG 3103 with a grade of “C” or better, not C-	
ACG 3401	Accounting Information Systems	3	PR: ACG 3103, ACG 3341 with a grade of “C” or better, not C-	
TAX 4001	Concepts of Federal Income Taxation	3	PR: ACG 3103, ACG 3341 with a grade of “C” or better, not C-	

Business Analytics

The minor in Business Analytics (GBLM) is available to Accounting, Finance, General Business, Management, and Marketing majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework and in all minor courses completed at other institutions.

At least nine (9) of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
QMB 4250	Business Analytics	3	PR: QMB 3200	
QMB 4700	Business Decision Modeling	3	PR:QMB 2100, ISM 343 I	For USFSM students, STA 2023 can serve as equivalent to QMB 2100
ISM xxxx or QMB xxxx	TBD	6		Choose any two additional upper-level ISM or QMB courses

Total 12 credit hours

Business Informatics

The minor in Business Informatics (GBIM) is available to Accounting, Finance, General Business, Management, and Marketing majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework and in all minor courses completed at other institutions.

At least nine (9) hours of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ISM 3115	Business Informatics	3	PR: ISM 301 I	
ISM 3232	Business Application Development	3	PR: ISM 301 I with a grade of "C" or better, not C-	
ISM 4212	Database Design and Administration	3	PR: ISM 3113 with a grade of "C" or better, not C-	
ISM xxxx or QMB xxxx	TBD	3		Choose any one additional upper-level ISM or QMB course

Business Operations and Quality Management

The minor in Business Operations and Quality Management (GBOM) is available to Accounting, Finance, General Business, Management, and Marketing majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework and in all minor courses completed at other institutions.

At least nine (9) hours of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ISM 343I	Operations and Supply Chain Processes	3	PR: QMB 2100 or STA 2023 or STA 2122 or ACG 2071 with a grade of "C-"	
QMB 4690	Lean Operations and Six Sigma	3	PR: QMB 2100, QMB 3200, ISM 343I	USFSM considers STA 2023 as equivalent to QMB 2100
QMB 4700	Business Decision Modeling	3	PR: QMB 2100, ISM 343I	USFSM considers STA 2023 as equivalent to QMB 2100
ISM xxxx or QMB xxxx	TBD	3		Choose one additional upper-level ISM or QMB course

Finance

The minor in Finance (FINM) is available to Accounting, General Business, Management, and Marketing majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework 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 nine (9) of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 4504	Principles of Investments	3	PR: FIN 3403 with a grade of “C” or better	
FIN 4303	Financial Institutions and Markets	3	PR: FIN 3403 with a grade of “C” or better	
FIN 4414	Advanced Corporation Finance	3	PR: FIN 3403 with a grade of “C” or better	
FIN xxxx	TBD	3		Choose one additional upper-level FIN course

General Business

The minor in General Business (GBAM) is **not** available to Accounting, Finance, General Business, Management, and Marketing majors.

A grade point average of 2.00 or better must be achieved in the minor coursework 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 twelve (12) hours of the required eighteen (18) credit hours must be taken in residence at USFSM.

Requirements (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ACG 3074	Managerial Accounting for Non-Business Majors	3	Does not count towards major or CPA requirements; Not available for credit for Business majors	ACG 2021 and ACG 2071 can be substituted
ECO 1000	Basic Economics	3	No credit after completing either ECO 2023 or ECO 2013	ECO 2013 and ECO 2023 can be substituted
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
MAN 3025	Principles of Management	3	None	SMLE
MAR 3023	Basic Marketing	3	None	
MAN 4802	Entrepreneurship and Small Business Management	3	PR: ACG 2021, ACG 2071, MAR 3023; CI	

Information Technology

The minor in Information Technology (ITCM) is not available to Cyber Security & Information Technology majors (B.S.Cy.S.I.T. or B.S.A.S.Cy.S.I.T).

This minor will strengthen the non-IT student's resume by increasing and differentiating the student's effectiveness in the workplace. It provides the framework for students to be more productive in keeping with their individual strengths, needs, and goals.

Requirements:

Students will need to complete at least twelve (12) credit hours from the courses listed below with at least a C- in each course (ex. ISM 4212 requires a C). Please be aware some courses may have prerequisites which will have to be completed outside of the twelve (12) credits required for the minor.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
COP 2030	Programming Concepts I	3	None	
GEB 3016	Business Enterprise Management	3	None	
CGS 4858	Web Design and Development (HTML5)	3	PR: COP 3718 with a minimum grade of C-	
CIS 3360	Principles of Information Security	3	None	
CIS 4510	IT Project Management	3	CI	
ISM 4212	Database Design and Administration	3	PR: ISM 3113 with a grade of "C" or better, not C-	
COP 4663	Mobile Applications Development	3	PR: COP 2030, COP 2250, COP 3375	

International Business

The minor in International Business (ITBM) is available to Accounting, Finance, General Business, Management, and Marketing majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework 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.

At least nine (9) of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

At least nine (9) semester credit hours in the minor must be selected from a set of approved upper-level international business courses. 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 of Business.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 3604	International Finance	3	PR: FIN 3403 with a grade of “C” or better, not C-	
ISM 4382	Global Information Systems	3	PR: ISM 301 I with a grade of “C” or better, not C-	
MAN 4600	International Management	3	PR: MAN 3025 with a grade of “C” or better, not C-; CI; Senior Standing	
MAR 4156	International Marketing	3	PR: MAR 3023	

Management

The minor in Management (MANM) is available to Accounting, Finance, General Business, and Marketing majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework and in all minor courses completed at other institutions. Students are required to earn a “C” or higher in Management courses that are counted toward the minor requirements.

At least nine (9) hours of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
MAN 3240	Organizational Behavior Analysis	3	PR: MAN 3025 with a grade of “C” or better	
MAN 3301	Human Resource Management	3	PR: MAN 3025 with a grade of “C” or better	
MAN 4802	Entrepreneurship and Small Business Management	3	PR: ACG 2021, ACG 2071, MAR 3023; CI	
MAN 4600	International Management	3	PR: MAN 3025 with a grade of “C” or better; CI; Senior Standing	

Marketing

A minor in Marketing (MKTM) is available to Accounting, Finance, General Business, and Management majors only.

A grade point average of 2.00 or better must be achieved in the minor coursework and in all minor courses completed at other institutions. Students are required to earn a “C” or higher in MAR 3023 and all marketing courses that are counted toward the minor requirements.

At least nine (9) of the required twelve (12) credit hours must be taken in residence at USFSM.

Requirements (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
MAR 3823	Marketing Management	3	PR: MAR 3023	
MAR xxxx	TBD	9		Choose any three (3) upper-level MAR courses (excluding MAR 4824)

Risk Management/Insurance

The minor in Risk Management/Insurance is available to all majors.

A grade point average of 2.00 or better must be achieved in the minor coursework at USFSM and in all minor courses completed at other institutions. Students are required to earn a “C” or higher in risk management courses that are counted toward the minor requirements.

At least nine (9) of the required twelve (12) credit hours must be taken in residence at USFSM.

Please note, courses used in a major, may not apply to the minor.

Requirements (12 credit hours)

Required Courses (9 credit hours)

RMI 3011 and RMI 4292 can be applied toward the Chartered Property and Casualty Underwriter (CPCU) designation, a prominent industry credential.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
RMI 3011	Principles of Insurance	3	None	
RMI 4292	Property and Casualty Insurance Operations	3	CP: RMI 3011	
RMI 4941	Risk Management/Insurance Internship	3	PR: RMI 3011	

Electives (3 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 4303	Financial Institutions and Markets	3	PR: FIN 3403 with a grade of “C” or better	
MAN 4802	Entrepreneurship and Small Business Management	3	PR: ACG 2021, ACG 2071, MAR 3023; CI	
MAR 3823	Marketing Management	3	PR: MAR 3023	

Certificates

In this section...

- [Information Technology \(Various Specializations\)](#)
-

Information Technology (Various Specializations)

Students may choose four (4) undergraduate technology related certificates. Students do not need to be enrolled in a degree program to obtain the certificate. Certificates are available to all majors including B.S.A.S. Cyber Security & IT and B.S. Cyber Security & IT-degree seeking students. For students enrolled in an IT certificate program, the courses will count toward a B.S.A.S. Cyber Security & IT or a B.S. Cyber Security & IT degree if students decide to pursue a degree at a later date.

Students must achieve a B- in each course for it to count toward the certificate. Certificate courses can be completed in one full year if the student takes all courses available each semester. Course equivalencies need approval from the college dean.

In this section...

- [Application Development](#)
- [Cyber Security](#)
- [Mobile Application Development](#)
- [Web Design and Development](#)

Application Development

Required Courses (15 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
COP 3515	Program Design for Information Technology	3	PR: COP 2512 or equivalent, CI	
COP 3259	Advanced Programming in JAVA	3	PR: COP 2250	
COP 3718	Database Systems Design	3	PR: COP 2700	
CIS 3615	Secure Software Development	3	PR: COP 3515 with a grade of "C-" or better	

Required Courses – Choose one (1) of the following courses (3 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CIS 4510	IT Project Management	3	CI	
CEN 3722	Human Computer Interfaces for Information Technology	3	PR: COP 3515	

Total 15 credit hours

Cyber Security

Required Course (3 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CIS 3360	Principles of Information Security	3	None	

Students may choose any four (4) of the following courses (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CNT 4403	Network Security and Firewalls	3	PR: CNT 4104	Strongly recommend CGS 3373C & CGS 3374C. See advisor to request permit for waiver of prerequisite
CIS 4365	Computer Security Policies and Disaster Preparedness	3	PR: CIS 3360	
CIS 4368	Database Security and Audits	3	PR: COP 3718	
CIS 4203	Cyber Forensics and Investigations	3	PR: COP 2030, MAD 2104, CIS 3360	
CIS 4204	Ethical Hacking	3	PR: COP 2030, MAD 2104	
CIS 4216	Aggressive Hacking: What Hackers Do	3	PR: CGS 3373C, CGS 3374C, and COP 2250 or COP 2030 all with a grade of "C-" or better	
CIS 4369	Web Application Security	3	PR: COP 3718 and CGS 3853	
CIS 4387	Mobile and Wireless Security	3	PR: CGS 3373C, CGS 3374C, and COP 2250 or COP 2030 all with a grade of "C-" or better	

Total 15 credit hours

Mobile Application Development

Required Courses (15 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CGS 3853	Web Systems for IT	3	PR: CEN 3722	
CIS 4387	Mobile and Wireless Security	3	PR: CGS 3373C, CGS 3374C, and COP 2250 or COP 2030 all with a grade of "C-" or better	
COP 3515	Program Design for Information Technology	3	PR: COP 2512 or equivalent; CI	
COP 3259	Advanced Programming in JAVA	3	PR: COP 2250	
COP 4663	Mobile Applications Development	3	PR: COP 2030, COP 2250, COP 3375C	
Total 15 credit hours				

Web Design and Development

Required Courses (15 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CGS 3853	Web Systems for IT	3	PR: CEN 3722	
CIS 4369	Web Application Security	3	PR: COP 3718 and CGS 3853	
COP 3718	Database Systems Design	3	PR: COP 2700	
COP 4663	Mobile Applications Development	3	PR: COP 2030, COP 2250, COP 3375	
COP 4834	Data-Driven Web Sites	3	Junior or Senior Standing; CI	Strongly Recommend CGS 3850 and COP 3718

Total 15 credit hours

College of Hospitality & Tourism Leadership

Email hospitality@sar.usf.edu

Location SMC-A319

Website usfsm.edu/academics/college-of-hospitality-and-tourism-leadership/

Advising Student Services, SMC-C107, (941) 359-4330

Mission

The College of Hospitality and Tourism Leadership (CHTL) at USFSM provides an intellectual, collaborative, ethical, inclusive learning environment for students pursuing leadership positions in hospitality management and graduate leaders to serve citizens of Florida, the U.S., and the world.

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. 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. CHTL offers one hospitality undergraduate major and one graduate program.

The Hospitality Management program utilizes an Advisory Board which is composed of leaders from major hospitality related corporations and organizations. Periodic reviews of course curriculum and enhancements prepare students for future career challenges.

In this section...

- [Rules & Requirements](#)
- [Majors](#)
- [International Certificate](#)

Rules & Requirements

Admission Requirements

Admission to CHTL is open to all students who have been accepted to USFSM and declare the (HMA) hospitality major. 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 major requirements at USFSM.

Graduation Requirements

Unless otherwise stipulated below, students in CHTL majors must meet all graduation requirements of USFSM. In addition, CHTL majors must meet the following requirements of the college.

1. All transfer work will be reviewed by the advising office and the Dean of CHTL.
 2. Students must earn at least a 2.00 overall GPA, USFSM GPA, and in the major to be certified for graduation.
 3. At least 50% of the major coursework must be completed at USFSM.
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Majors

In this section...

- [Hospitality Management](#)
 - [Hospitality Management, BS+MS Accelerated Program](#)
-

Hospitality Management

Degree Type:	B.S.
CIP Code	52.0901
Major Code	HMA
Department Code	DEA
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/hospitality-management/

Mission Statement

The Bachelor of Science in Hospitality Management, in CHTL at the USFSM, prepares graduates for global leadership positions in the hospitality industry through foundational knowledge of hospitality operations and experiences that develop critical thinkers who promote diversity, ethical responsibility, lifelong learning, and community engagement.

Intended Learning Outcomes

Bachelor of Science in Hospitality Management Student Learning Outcomes: Upon graduation, students in the Hospitality Management Program will be able to do the following:

1. Identify and apply business concepts and skills relevant to the operational areas of hospitality management.
2. Describe and apply the fundamental principles of leadership and model the behavior of effective leaders.
3. Demonstrate effective communication skills.
4. Analyze information and make decisions using critical thinking and problem solving skills.
5. Evaluate diversity and ethical considerations relevant to the hospitality industry.

Industry Experience

Students must complete a total of 1000 hours of industry experience.

- 700 hours prior, concurrent or subsequent to taking HFT 4945
- 300 hours while enrolled in HFT 4945

State-Mandated Common Prerequisites

State Prerequisite Course	USFSM Course Offering	
	Course Number	Credit Hours
ACG X021 or ACG X022 or (ACF X001 and ACF X011)	ACG 2021	3
ACG X071	ACG 2071	3
ECO X013	ECO 2013	3
ECO X023	ECO 2023	3

Program of Study

Upper-Level Pillar Requirements (3 courses*)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
Community Engagement & Diversity:				
HFT 3894	International Food & Culture	3	None	SMCD
or				
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
Communication & Critical Thinking:				
HFT 4295*	Hospitality Leadership & Strategic Management	3	PR: HFT 3503, HFT 4221	SMCC
Leadership & Ethics:				
HFT 3603	Hospitality Industry Law & Leadership Ethics	3	None	SMLE
or				

MAN 3025*	Principles of Management	3	None	SMLE
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*MAN 3025 and HFT 4295 are core courses in the major.

Required Communications Courses (6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
COM 3110	Communication for Business and the Professions	3	None	
or				
SPC 2608	Public Speaking	3	None	SMEL
or				
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
or				
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	

Required Core Courses (49 credit hours) no grade lower than “C-“ and 2.00 GPA

**Students accepted in the [Accelerated BS+MS Hospitality Management](#) program will take the graduate versions of the courses notated and must earn an “A”.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
FIN 3403	Principles of Finance	3	PR: ACG 2071, ECO 2013, ECO 2023	
MAN 3025	Principles of Management	3	None	SMLE
FSS 3231	Introduction to Food Production Management	3	None	

HFT 3003	Introduction to Hospitality and Tourism	3	None	
HFT 3263**	Restaurant Management	3	PR: HFT 3003, FSS 3231	
HFT 3423**	Hospitality Information Systems	3	PR: HFT 3003	
HFT 3424	Cost Control in Hospitality Operations	3	PR: HFT 3003	
HFT 3503**	Hospitality Marketing and Sales	3	PR: HFT 3003	
HFT 3603	Hospitality Industry Law & Leadership Ethics	3	None	SMLE
HFT 3803C	Restaurant Operations: Advanced Food & Beverage Management	3	FSS 3231 and HFT 3003 with a grade of "C" or better	
HFT 4221	Human Resources Management	3	PR: HFT 3003, MAN 3025	
HFT 4253**	Lodging Management	3	PR: HFT 3003	
HFT 4295	Hospitality Leadership & Strategic Management	3	PR: HFT 3503, HFT 4221	SMCC, 6ACM
HFT 4323	Facilities Management in Hospitality Operations	3	PR: HFT 3003	
HFT 4471	Management Accounting & Finance in the Hospitality Industry	3	PR: HFT 3003, ACG 2071, ACG 2021	
HFT 4937	Hospitality Speaker Series	1	None	Course may be repeated twice as an elective, to total 3 credits.
HFT 4945	Hospitality Advanced Internship	3	Senior Standing; S/U	300 required internship hours must be completed during HFT 4945 within the Hospitality Industry. Departmental

approval needed and must be in senior standing.

Approved Electives (5 credit hours)

Student may choose any upper level HFT courses from the following.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
HFT 3700	Tourism Management	3	None	
HFT 3770	Cruise Line Operations and Management	3	None	
HFT 3861	Beverage Management	3	None	
HFT 3864	Introduction to Beer Science	3	None	
HFT 3894	International Food & Culture	3	None	SMCD
HFT 4277	Club Management	3	None	
HFT 4243	Issues in Hospitality Management	3	None	
HFT 4468	Hospitality Revenue Management	3	None	
HFT 4757	Event Management	3	None	
HFT 4930	Special Topics in Hospitality	1-3	None	
HFT 4937	Hospitality Speaker Series	1	None	Course repeatable twice, to total 3 credits.

Lower-Level Electives

HFT 2930, Special Topics in Hospitality, may be used to satisfy any outstanding lower-level electives. *Must see academic advisor regarding this course.*

Hospitality Management, BS+MS Accelerated Program

Qualified undergraduate hospitality majors who want to pursue a master's degree in Hospitality Management may apply to participate in an accelerated program. The BS+MS program allows undergraduates to take 12 graduate level credits that will count toward both their BS and MS in Hospitality Management.

Qualifications for Admission to the BS+MS

- Hospitality Management Major
- Experience in Hospitality Industry (At least 1000 working hours)
- Senior year status (completed at least 90 credits)
- Overall GPA of 3.33; GPA of 3.50 in Hospitality Major
- Unofficial transcript (degree audit is acceptable)
- 2 letters of recommendations from faculty members
- Successful interview with Hospitality faculty

Qualifications for Progressing from the BS to the MS

- Students must obtain a minimum grade of "A" (4.00) in each graduate course that will also count toward the undergraduate degree.
 - HMG 6596, Marketing Leadership for Hospitality and Tourism
 - HMG 6507, Hospitality and Tourism Information Systems and Technology
 - HMG 6259, Lodging Management
 - HMG 6267, Restaurant and Foodservice Management
- Upon satisfactory completion of all requirements for the undergraduate degree, students will be automatically admitted into the graduate program with 12 graduate credits already accomplished.
- Students will require a permit from the Graduate Advisor to enroll for graduate credit.
- Undergraduate students in the BS+MS program will pay the graduate per-credit rate for any graduate courses they take.

Application Process

1. Students must apply to the accelerated BS+MS program when they have completed at least 90 credits in the Hospitality BS program.
 2. Students need to complete the **Accelerated Program Application Form** to be accepted into the program. This form requires that students meet with undergraduate and graduate advisors to establish a plan of study, which includes the graduate courses that they will take.
 3. The completed form is then submitted to the College of Hospitality and Tourism Leadership along with the supporting documents.
 4. An interview is scheduled to meet with the Hospitality faculty.
 5. The College will make the decision on whether or not to admit the student into the accelerated program.
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International Certificate

In this section...

- [Hospitality Management with Internship](#)

Hospitality Management with Internship

This international certificate is only available to universities that have executed an agreement with USFSM.

Four of the following courses (12 credits):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
HFT 3003	Introduction to Hospitality and Tourism	3	None	
HFT 3263	Restaurant Management	3	PR: HFT 3003, FSS 323 I	See advisor to request permit for waiver of prerequisite.
HFT 3423	Hospitality Information Systems	3	PR: HFT 3003	
HFT 3424	Cost Control in Hospitality Operations	3	PR: HFT 3003	
HFT 3503	Hospitality Marketing and Sales	3	PR: HFT 3003	
HFT 3603	Hospitality Industry Law & Leadership Ethics	3	None	SMLE
HFT 4221	Human Resources Management	3	PR: HFT 3003, MAN 3025	
HFT 4253	Lodging Management	3	PR: HFT 3003	
HFT 4323	Facilities Management in Hospitality Operations	3	PR: HFT 3003	
HFT 4471	Management Accounting and Finance in the Hospitality Industry	3	PR: HFT 3003, ACG 2071, ACG 2021	

Mandatory Internship

Students shall complete a hospitality internship of their own choice. USFSM CHTL shall assist students in the acquisition of an internship program but cannot guarantee that every student will secure an internship opportunity. After securing an internship, the student must register for HFT 4945 and comply with all of the course's mandates.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
HFT 4945	Hospitality Advanced Internship	3		

**Note: This certificate will not be offered in 2018/19.*

College of Liberal Arts & Social Sciences

Location: SMC C263

Telephone: 941-359-4454

Website: usfsm.edu/academics/college-of-liberal-arts-and-social-sciences/

Advising: Student Services, SMC-C107, 941-359-4330

Mission

The College of Liberal Arts and Social Sciences (CLASS) is an interdisciplinary community of scholars bound by a shared commitment to the study of human ideas and experience, critical inquiry, creative expression, and open discourse. As researchers, our individual inquiries result in scholarly publications that advance the body of knowledge in our particular fields. As teachers, we instill these scholarly skills, values, and knowledge in our students. As faculty, we lend our skills to meet the needs of the various communities in which we live. Graduates of programs in the CLASS Department of Liberal Arts, the Department of Social Sciences and the School of Education are well prepared for employment or further academic study.

In this section...

- [Rules & Requirements](#)
- [General Studies, B.A., B.S.](#)
- [Department of Liberal Arts](#)
- [Department of Social Sciences](#)
- [School of Education](#)

Rules & Requirements

Admission Requirements

Students who have been accepted to USFSM may be admitted to pursue any majors in the Department of Liberal Arts or in the Department of Social Sciences of the College of Liberal Arts and Social Sciences (CLASS); however, they must apply for admittance to the CLASS School of Education. At New-student Orientation, students submit a “declaration of major” form for degrees of Liberal Arts and Social Sciences, or they submit an “application to major” form for a degree in Education (See Elementary Education).

General Requirements

All CLASS majors must meet the following requirements of the college.

- 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.
 - 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.
 - No S/U credit can be applied to the major, unless S/U is the only grading option for the course. In Liberal Arts and Social Sciences, a maximum of 20 S/U credits are allowed; in School of Education, a maximum of 21 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. All work for S/U credit is graded.
 - Students should take all "core" courses in the major at USFSM unless they have been accepted as transfer credit by the department faculty upon admittance.
 - If the degree requirements allow 5-6 general elective courses outside the major, students are encouraged to use those credits to pursue a minor in another subject area that will be recorded on the transcript. In most cases, minors are composed of 15-18 credits.
-

Graduation Requirements

Unless otherwise stipulated below, students in CLASS majors must meet all graduation requirements of USFSM. In addition, CLASS majors must meet the following requirements of the college.

- Unless otherwise stipulated below, students must earn at least a C (not C-) in all required courses and prerequisites of the major or concentration within a major, minors and certificates.
 - At least 50% of the major coursework must be completed at USFSM.
 - For B.A. degrees, students must complete the Foreign Language Exit Requirement by passing or exempting the first two 4-credit courses of a foreign language.
-

General Studies, B.A., B.S.

Degree Type:	B.A., B.S.
CIP Code	24.0102
Major Code	GNS
Department Code	DEA
Degree Website	www.usfsm.edu/academics/college-of-liberal-arts-and-social-sciences/

Recognizing that many prospective students have relocated to the Sarasota-Manatee region, USFSM hopes to serve those who have accrued college credit elsewhere and now seek to complete an undergraduate degree in a timely and economical manner. The B.A. or B.S. degree in General Studies is designed to accommodate as much transferred credit as possible while developing a broad base of knowledge and skills for a variety of career applications.

Mission

The mission for the Bachelor of General Studies major (GNS) is to develop college-level generalized knowledge and competency. Therefore, students pursue three content areas of concentration; competency in effective writing and critical thinking; and conversance in concepts of leadership, ethics, diversity, and civic engagement.

This is a “degree completion” major intended to serve students who, for a variety of reasons, might not seek or be eligible for any of the other major options at USFSM. The GNS is *not intended for currently enrolled USFSM students making satisfactory progress toward degree completion.*

Intended Learning Outcomes

The curriculum for the B.A. or B.S. degree in General Studies develops the ability to do the following:

- Demonstrate conversance in the essential facts and/or skills of a concentration area, as determined by the discipline faculty.
- Demonstrate conversance in the essential principles, theories, and/or problems of a concentration area, as determined by the discipline faculty.
- Think critically in analysis of problems related to the concentration areas.
- Write analytic argument effectively and correctly.

Admissions Requirements

In order to be admitted into the Bachelor of General Studies (GNS) program at USFSM, applicants must:

- Have satisfactorily completed at least 60 credits at a regionally accredited college or university

- Be in good standing with the most recent former educational institution
- Meet USFSM general admissions standards for transfer students
- Be approved for admittance to the GNS program by the dean of the College of Liberal Arts and Social Sciences (CLASS)

Admissions Process

- After admission to USFSM, meet with the CLASS academic advisor
- With the advisor, complete the GNS Curriculum Audit
- Fill out and submit to the advisor a GNS Applicant Profile
- If currently a USFSM student, submit a letter from your current dean supporting your request to change your major to GNS

Policies

Students majoring in General Studies must meet all degree requirements of USFSM and CLASS.

GNS majors must earn at least a C (not C-) in all concentration courses and the capstone course.

State-Mandated Common Prerequisites

There are no State-Mandated Common Prerequisites for the General Studies degree program.

Program of Study

The General Studies degree is not intended for students who enter USFSM with fewer than 60 credits.

A minimum of 37 semester hours of major coursework is required of all undergraduate majors in General Studies.

- Students must meet with an advisor to declare three (3) areas of concentration when they declare the General Studies major. Each concentration must have at least three upper-level courses (9 credits).
- One (1) concentration may be entirely transfer credit.
- Two of the three concentrations, which may include transfer credit, will be examined in the last semester and the two selected will be those with the most USFSM credit.
- Either within their concentrations or as electives, students must take upper-level courses with the following emphases:
 - writing
 - critical thinking
 - leadership and ethics
 - diversity and engagement
- In the final semester, students must take a capstone course (SLS 3113, 1 credit), in which they will take essay exams in two of their areas of concentration.

Degree Requirements

LOWER-LEVEL CURRICULUM – 60 credits

Required:

- General Education Curriculum – 36 credit (exempt for transfers with completed Florida Gen. Ed.)
- USFSM Foundation Sequence – 3 credits (exempt for transfers with 60 credits)

For B.A. only: Foreign Language Requirement (0-2 courses / 0-8 credits)

- Satisfactory completion of SPN 1121 or tested competency at that level
- Satisfactory completion of ASL 2150 or tested competency at that level

Electives: upper- or lower-level to bring credits to 60

UPPER-LEVEL CURRICULUM – 60 credits

Concentrations: (at least 12 upper-level courses, 36 credits)

Students choose three (3) concentrations. Coursework done at another institution may be counted for concentration credit. Only one concentration may be fully transfer credit; however, this concentration is limited to three (3) courses (9 credits), and may not be considered for examination. At least two concentrations must be curricula offered at USFSM and include courses taken at USFSM.

- Concentration A (4-5 upper-level courses, 12-15 credits) – Subject to examination
- Concentration B (4-5 upper-level courses, 12-15 credits) – Subject to examination
- Concentration C (3-4 upper-level courses, 9-12 credits)

Pillars: (can be satisfied through concentrations or electives)

- Ethics and Leadership Pillars Course (1 course)
- Community Engagement and Diversity Pillars Course (1 course)

Writing course: (1 upper-level course / 3 credits) (can be satisfied through concentrations or electives)

Course must be approved by the Dean of the College of Liberal Arts and Social Sciences.

Critical Thinking course: (1 upper-level course) (can be satisfied through concentrations or electives)

Students should select an approved critical thinking course as listed on the IBCT website, usfsm.edu/ibct/ibct-certificate.

Capstone Course, SLS 3113. (1 credit, must be taken at USFSM): Students take an essay exam in each of two concentrations. The exam average must be 70 or above for the student to pass this required course.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SLS 3113	Critical Thought for Academic Transitions	1		Permit required Should be taken in the final semester of the major, except will not be offered in summer. Students planning to complete in summer should try to complete concentrations before taking the capstone in spring, or they should plan to enroll in the capstone in fall.

Electives: Upper-level electives as needed to reach minimum of 42 upper-level credits.

If additional credits are needed to reach 120, students may choose upper or lower level electives.

Department of Liberal Arts

Mission

The faculty of the Department of Liberal Arts are innovative scholars and teachers who are dedicated to fostering a life-long commitment to learning, knowledge, and inquiry. We achieve this goal by developing critical thinking skills in our students, connecting lived experience to social issues, both historical and contemporary. Through our research, we contribute to knowledge creation in our fields of study as well as the betterment of our various societies. In our classes, we facilitate learning communities where students explore the broad, diverse, and interdisciplinary tapestry of the liberal arts, cultivating the analytical framework necessary to thrive in an ever-changing global landscape. The programs offered by the Department of Liberal Arts emphasize the analytical, community-engagement, and communication skills called for by many professions and graduate programs.

In this section...

- [Majors](#)
 - [Minors](#)
 - [Certificates](#)
-

Majors

In this section...

- [Applied Science, Leadership Studies](#)
 - [English](#)
 - [History](#)
 - [Professional & Technical Communication](#)
-

Applied Science, Leadership Studies

Degree Type:	B.S.A.S.
CIP Code	24.0102
Major Code	APS
Department Code	DEA
Degree Website	www.usfsm.edu/academics/programs-and-majors/undergraduate/applied-science/

The Bachelor of Science in Applied Science (B.S.A.S.) was developed under provisions from Florida legislation to recognize Associate in Science (A.S.) degree holders to pursue and acquire a bachelor's degree. At USFSM, concentrations for the B.S.A.S. are available in CLASS, CHTL, and COB. In CLASS, a B.S.A.S. degree can be pursued in Leadership Studies.

Mission

The curriculum for the B.S.A.S. degree concentration in Leadership Studies at USF Sarasota-Manatee provides students with a solid foundation in leadership theory and technique, applied both personally and professionally and understood from the perspective of the leader and the follower in diverse organizational contexts.

B.S.A.S. Intended Learning Outcomes

- Students will be able to demonstrate knowledge of the significant facts, principles, concepts, and/or theories comprising 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.

Leadership Studies Concentration (ALS)

Intended Learning Outcomes

The curriculum of the B.S.A.S. Leadership Studies Concentration develops the ability to do the following:

1. Leadership: Apply theoretical concepts of leadership to personal and organizational situations.
2. Ethics: Apply ethical principles to decision making and practice in a variety of leadership situations.
3. Critical Thinking: Demonstrate critical thinking skills in the consideration of problems related to leadership.
4. Communication: Present written arguments on issues related to leadership using citations to support ideas.

5. **Diversity:** Express self-awareness and behaviors that support effective and appropriate interaction in a variety of cultural contexts.
6. **Community Engagement:** Actively engage in activities of personal or public concern that enrich the community and their leadership growth.

Policies

Students majoring in B.S.A.S. must meet all degree requirements of USFSM. The following policies also apply:

- This degree program is available **ONLY** to A.S. graduates from Florida public institutions who have an overall “C” average (2.00) in all college-level courses accepted for transfer credit to USFSM.

State-Mandated Common Prerequisites

There are no State-Mandated Common Prerequisites for this degree program.

Degree Requirements

Credits transferred in from completed A.S. degree

Requirements	Credit Hours
General education	18
Lower-level credits from A.S. degree	42

Credits to be completed at USFSM

Requirements	Credit Hours	Notes
General education	18	
Area of concentration	24-30	Three (3) credits of upper-level area of concentration may satisfy upper-level pillar requirement with approval from the college dean
Upper-level elective credits to meet degree requirements	Variable	
Upper-level pillar requirements	Variable	
Sequential foreign language courses if foreign B.S. language requirement is not fulfilled	0-8	

Program of Study (8 courses, 24 credit hours)

Concentration Core (6 courses, 18 credit hours)

Personal Systems Courses (2 courses, 6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 3003	Introduction to Leadership Studies	3	None	Should be taken first semester of the program
LDR 3263	Community Leadership Practicum	3	PR: LDR 2010 or LDR 3331 with a minimum grade of C-	6ACM, SMCC; Capstone course, should be taken last semester of the program. For USFSM students, LDR 3003 can serve as equivalent to LDR 2010; See advisor

Organizational Systems Courses (2 courses, 6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 3331	Leading in the Workplace	3	None	
LDR 4104	Theories of Leadership	3	PR: LDR 2010 or LDR 3331 with a minimum grade of C-	For USFSM students, LDR 3003 can serve as equivalent to LDR 2010; See advisor

Global Systems Courses (2 courses, 6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 4114	Survey of Leadership Readings	3	None	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE

Concentration Electives Students should choose (2 courses, 6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BSC 4057	Environmental Issues	3	None	SMCD
BUL 3320	Law and Business I	3	None	
COM 3110	Communication for Business and the Professions	3	None	
EDF 3802	The Dynamics of Unity	3	None	SMLE
EDF 3604	Schools and Society	3	None	SMCD
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
EVR 2861	Introduction to Environmental Policy	3	None	
HFT 3603	Hospitality Industry Law and Leadership Ethics	3	None	SMLE
MAN 3025	Principles of Management	3	None	SMLE
POS 3697	Environmental Law	3	None	
SOW 3210	The American Social Welfare System	3	None	
SYD 3700	Racial and Ethnic Relations	3	None	
POS 4614	Constitutional Law I	3	PR: POS 2041	

Students can elect to take a maximum of two (2) of their leadership concentration courses at other USF System Institutions.

Upper-Level B.S.A.S. Electives (variable credit hours)

- For optimal career preparation, students are encouraged to take more Leadership courses as their BSAS electives.
- They can also elect to take courses in related fields, such as Social Work, Psychology, or Sociology.
- If needed, foreign language courses will need to be taken as electives.

Upper-Level Pillar Courses (3 courses)

English

Degree Type:	B.A.
CIP Code	23.0101
Major Code	ENG
Department Code	ENG
Degree Website	www.usfsm.edu/academics/programs-and-majors/undergraduate/english/

In small seminar-style classes, students majoring in English develop deep appreciation of the literary texts and traditions of Britain and America as they learn to be thoughtful critics of various literary genres. Many professions value the skills developed by this degree, such as reflective reading, critical thinking, effective writing, and articulate oral expression.

Mission

The B.A. degree in English with a concentration in British and American texts provides a solid foundation in the literary traditions of the English language, through the practice of informed literary criticism. By the time English majors graduate, they are able to understand and analyze complex texts, write about and discuss them in meaningful, thoughtful terms, and critically evaluate them. Students demonstrate their achievement of the degree's intended outcomes in the Senior Seminar. The program prepares students to argue productively and communicate effectively.

Intended Learning Outcomes

The curriculum for the B.A. degree in English develops the ability to do the following:

- Analyze and evaluate literary texts in light of various cultural contextual issues that may impact their creation and/or reception.
- Analyze and evaluate literature as an art form, evidencing certain aesthetic principles that are relative and dynamic.
- Analyze and evaluate the diversity of human experience reflected in the canon of British and American literature.
- 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 must meet all degree requirements of USFSM and the CLASS, as well as the following:

- A 2.50 GPA in the major is required for graduation
- American 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:

State Prerequisite		USFSM Course Offering	
Course Number		Course Number	Credit Hours
ENC X101 or ENC XXXX ⁽¹⁾		ENC 1101	3
ENC X102 or ENC XXXX ⁽¹⁾		ENC 1102	3

⁽¹⁾Six semester hours of English coursework in which the student is required to demonstrate college-level English skills through multiple assignments. Note: C or better is required for all coursework.

British and American Literature (LIT) Concentration Program of Study

A minimum of 39 semester hours is required of all undergraduate majors in English Literature, although students may elect to take more.

Degree Core (9 credits, should be taken at USFSM)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LIT 2000	Introduction to Literature	3	None	6ACM, SMHU; If not taken before, must be taken in first semester of upper-level work
ENG 3014	Introduction to Literary Methodology	3	PR: ENC 1101, ENC 1102	Should be taken in first semester of upper-level work or immediately after LIT 2000 is completed; must be taken within first 30 upper-level hours
ENG 4934	Senior Literature Seminar	3	PR: ENG 3014; Senior Standing	6ACM, SMCC; Should be taken in last semester; must be taken within last 30 upper-level hours

Degree Distribution Categories

Ten (10) courses (30 credits), at least two (2) of which must cover literature written prior to 1860, distributed as follows: Courses that cover literature written prior to 1860 include AML 3031, AML 4111, ENL 3015, ENL 3230, ENL 3251, ENL 3331, ENL 3332, ENL 4122, ENL 4311, ENL 4338, ENL 4341, ENL 4501, LIT 3101, LIT 3202, and LIT 3374. Some Selected Topics, Selected Authors, and Studies courses may also count toward this degree requirement; speak with an advisor.

1. One (1) of the following:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AML 3031	American Literature From the Beginnings to 1860	3	None	Pre-1860
AML 3032	American Literature From 1860 to 1912	3	None	
AML 3051	American Literature From 1912-1945	3	None	

2. Two (2) of the following:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENL 3015	British Literature to 1616	3	None	Pre-1860
ENL 3230	British Literature 1616-1780	3	None	Pre-1860
ENL 3251	British Literature 1780-1900	3	None	Pre-1860
ENL 3273	British Literature 1900-1945	3	None	

3. Seven (7) of the following, at least two (2) of which must be 4000-level courses:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AML 3031	American Literature From the Beginnings to 1860	3	None	Pre-1860
AML 3032	American Literature 1860 to 1912	3	None	

AML 3051	American Literature 1912-1945	3	None	
AML 3604	African American Literature	3	None	SMCD
AML 3630	U.S. Latino/Latina Literature in English	3	PR: ENC 1101, ENC 1102	SMCD
AML 4111	Nineteenth-Century American Novel	3	None	Pre-1860
AML 4121	Twentieth-Century American Novel	3	None	
AML 4261	Literature of the South	3	None	
AML 4300	Selected American Authors	3	None	May cover Pre-1860; check with an advisor; may be taken twice for credit with different topics
AML 4931	American Literary Movements and Genres	3	PR: ENC 1102 with a grade of C- or better	May cover Pre-1860; check with an advisor
AML 4933	Studies in American Literature and Culture	3	PR: ENC 1102 with a grade of C- or better	May cover Pre-1860; check with an advisor
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
ENC 4311	Advanced Composition	3	PR: ENC 3310; CI	
ENG 3014	Introduction to Literary Methodology	3	PR: ENC 1101, ENC 1102	
ENG 4013	Literary Criticism	3	None	
ENG 4060	History of the English Language	3	None	
ENG 4906	Individual Research	1-4	None	
ENG 4940	Internship in English	1-4	English Majors only	
ENL 3015	British Literature to 1616	3	None	Pre-1860

ENL 3230	British Literature 1616-1780	3	None	Pre-1860
ENL 3251	British Literature 1780-1900	3	None	Pre-1860
ENL 3273	British Literature 1900-1945	3	None	
ENL 3331	Early Shakespeare	3	None	Pre-1860
ENL 3332	Late Shakespeare	3	None	Pre-1860
ENL 4122	19th Century British Novel	3	None	Pre-1860
ENL 4132	British Novel: Conrad to the Present	3	None	
ENL 4303	Selected British Authors	3	None	May cover pre-1860; check with an advisor; may be taken twice for credit with different topics
ENL 4311	Chaucer	3	None	Pre-1860
ENL 4338	Advanced Studies in Shakespeare	3	PR: ENL 3331 or ENL 3332	Pre-1860
ENL 4341	Milton	3	None	Pre-1860
ENL 4501	Studies in Medieval and Early Modern Literature	3	None	Pre-1860
ENL 4930	Selected Topics	3	PR: ENC 1102 with a grade of C- or better	May cover Pre-1860; check with an advisor
ENL 4931	Studies in British Literature and Culture	3	PR: ENC 1102	May cover Pre-1860; check with an advisor
LIN 4671	Traditional English Grammar	3	None	
LIN 4680	Structure of American English	3	None	
LIT 3022	Modern Short Prose	3	PR: ENC 1101, ENC 1102	
LIT 3031	Survey of Poetry	3	None	SMCD

LIT 3043	Modern Drama	3	None	SMCD
LIT 3093	Contemporary Literature	3	None	SMCD
LIT 3101	Literature of the Western World Through the Renaissance	3	None	Pre-1860
LIT 3102	Literature of the Western World Since the Renaissance	3	None	Pre-1860
LIT 3144	Modern European Novel	3	None	
LIT 3374	The Bible as Literature	3	None	Pre-1860
LIT 3410	Religious and Philosophical Themes	3	None	May cover Pre-1860; check with an advisor
LIT 3353	Literature, Race, and Ethnicity	3	PR: ENC 1102 with a grade of C- or better	
LIT 3513	Literature, Gender, and Sexuality	3	PR: ENC 1102 with a grade of C- or better	
LIT 3621	Literature of Climate Change: Climate Fiction	3	None	SMLE
LIT 3930	Special Topics in English Studies	3	None	May cover Pre-1860; check with an advisor; may be taken twice for credit with different topics
LIT 4386	British and American Literature by Women	3	None	May cover Pre-1860; check with an advisor
LIT 4930	Selected Topics in English Studies	3	None	May cover Pre-1860; check with an advisor; may be taken twice for credit with different topics
LIT 4931	Studies in World Literature and Culture	3	PR: ENC 1102 with a grade of C- or better	May cover Pre-1860; check with an advisor

Electives and Minors

The requirements for the English 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 USFSM would well complement an English degree: Education, History, Leadership Studies, Political Science, Professional & Technical Communication, Sociology, or Spanish and Latin American Studies.

History

Degree Type:	B.A.
CIP Code	54.0101
Major Code	HTY
Department Code	HTY
Degree Website	www.usfsm.edu/academics/programs-and-majors/undergraduate/history/

The B.A. 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 USFSM 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 professions that require solid research, writing, and analytical skills and value a perspective informed by history. 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 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.
- Demonstrate an understanding of 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 USFSM and the CLASS, as well as the following:

- Students must have a USFSM GPA within the major of at least 2.25 before taking HIS 3930 (Research Methods in History), HIS 4104 and HIS 4936.

State-Mandated Common Prerequisites

Students are required to take six (6) credit hours of introductory history courses in the following prefixes.

State Prerequisite		USFSM Course Offering	
Course Number	Course Number	Credit Hours	
AFH XXXX			
AMH XXXX	AMH 2010, AMH 2020	3	
EUH XXXX	EUH 201 I, EUH 2012, EUH 2030, EUH 203 I	3	
LAH XXXX			
ASH XXXX			
HIS XXXX			
WOH XXXX			

Program of Study

A minimum of 33 credit hours in history.

Required Degree Core

Choose One (1) additional course (3 credits) from the following list selected so that, when combined with those taken as State-Mandated Common Prerequisites, create a two-course sequence: AMH 2010/2020, EUH 2011/2012, or EUH 2030/2031. The course cannot be counted if taken as a state mandated prerequisite. The course may be taken before beginning the major, but if not, should be taken in first semester of work in the major, and must be taken within first 30 hours of the program.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AMH 2010	American History I	3	None	SMSS
AMH 2020	American History II	3	None	SMSS
EUH 2011	Ancient History I	3	None	
EUH 2012	Ancient History II	3	None	
EUH 2030	Modern European History I	3	None	
EUH 2031	Modern European History II	3	None	

Student must take the following courses (9 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
HIS 3930	Special Topics: Research Methods in History	3	History major status; at least 6 credits in History and 2.25 History GPA	Taken when junior status is achieved and before HIS 4936
HIS 4104	Theory and Methods of History	3	History Majors only with major GPA of 2.25	Taken when junior status is achieved and before HIS 4936
HIS 4936	Pro-Seminar in History	3	PR: HIS 4104; History Majors only	6ACM, SMCC; Taken when senior status is

with 2.25 major
GPA; DPR

achieved and after HIS
4104

Required Degree Electives

The remaining seven (7) courses (21 credit hours) may be chosen from any upper-level History course. Below is a sample listing of courses offered at USFSM, but this list is not conclusive:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AMH 3130	The American Revolutionary Era	3	None	
AMH 3140	The Age of Jefferson	3	None	
AMH 3201	The United States, 1877-1914	3	None	
AMH 3231	The United States, 1914-1945	3	None	
AMH 3423	Modern Florida	3	None	
AMH 3562	American Women II	3	None	
AMH 3571	African American History to 1865	3	None	
AMH 3572	African American History since 1865	3	None	
EUH 3142	Renaissance and Reformation	3	None	
EUH 3181	Medieval Culture	3	None	
EUH 3401	Classical Greece	3	None	
EUH 3402	Age of Alexander	3	None	
EUH 3412	Roman Republic	3	None	

EUH 3413	Roman Empire	3	None
EUH 3501	British History to 1688	3	None
HIS 3930	Special Topics: Fascism in 20 th Century Europe	3	None
HIS 3930	Special Topics: Hitler and the Nazis	3	None
HIS 3930	Special Topics: World War II in Literature and Film	3	None
HIS 3930	Special Topics: Ancient World in Film	3	None
HIS 3930	Special Topics: Sport and Society in Ancient Greece	3	None

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 USFSM would well complement a History degree: Education, English Literature, Political Science, Sociology, or Spanish and Latin American Studies.

Professional & Technical Communication

Degree Type:	B.A.
CIP Code	23.1303
Major Code	PTC
Department Code	ENG
Degree Website	www.usfsm.edu/academics/programs-and-majors/undergraduate/professional-and-technical-communication/

The Bachelor of Arts degree in Professional and Technical Communication develops the competencies sought by those who employ professional and technical communicators in a rapidly shifting workplace.

Mission

The B.A. in Professional and Technical Communication (PTC) from USF Sarasota-Manatee attests to the achievement of skills necessary for a successful career in professional and technical communication. Before graduating, PTC 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.

Intended Learning Outcomes

- Create clear, concise, and complete messages that meet needs of intended users and readers.
- Consistently manage project deadlines.
- Create and transmit messages in such diverse media as print, audio, video, in-person presentations, and internet.
- Apply knowledge and sound judgment to effectively communication concepts, theories, tactics, and strategies appropriate for intended project results.
- Interpret and edit messages from advanced Subject Matter Experts (SME's) and transmit said messages effectively to non-expert users.

Policies

Students majoring in Professional and Technical Communication must meet all degree requirements of USFSM and the CLASS, as well as the following:

- A 2.50 GPA in the major is required for graduation
- American Sign Language is not accepted to meet the foreign language requirement

State-Mandated Common Prerequisites

State Prerequisite	USFSM Course Offering	
Course Number	Course Number	Credit Hours
ENC 1101 or ENC XXXX (equivalent to English Composition I)	ENC 1101	3
ENC 1102 or ENC XXXX (equivalent to English Composition II)	ENC 1102	3
ENC 2210	ENC 2210	3
SPC 2608	SPC 2608	3

Program of Study

A minimum of 36 semester hours is required of all undergraduate majors in Professional and Technical Communication. This consists of twelve (12) credit hours from the PTC electives, twelve (12) credit hours from the business electives or twelve (12) credit hours from the IT electives, or a combination of both Business and IT electives.

Required Degree Core (12 credit hours — must be taken at USFSM)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENC 3242	Technical Communication for Majors	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMLE; Usually taken in first upper-level term
COM 3110	Communication for Business and the Professions	3	None	
ENC 4946	Professional & Technical Writing Internship	3	PR: ENC 3242 with a minimum grade of C; PTC majors, minors, or certificate seekers only; Approved application and formal internship agreement	Usually taken in penultimate term

ENC 4268	Senior Seminar in Professional & Technical Writing	3	PR: ENC 4946; Senior Standing. (Note: Seek approval for ENC 4946 Co-requisite if necessary to meet graduation schedule.)	6ACM, SMCC; Usually taken in final term
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PTC Electives – Students must choose at least twelve (12) credit hours (4 courses) from the list below

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
ENC 3416	New Media for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 4212	Professional & Technical Editing	3	PR: At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4268, ENC 4311; CI	
ENC 4218	Visual Rhetoric for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 4260	Advanced Technical Writing	3	PR: ENC 2210 or ENC 3310; CI	
ENC 4264	Managerial Communications	3	PR: Any one of the following: ENC 3250, ENC 3310, ENC 4311, ENC 4260, ENC 2210	
ENC 4906	Professional & Technical Writing Independent Study	3	PR: Any two of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4209, ENC 4212, ENC	

			4260, ENC 4264, ENC 4311; CI
ENC 4931	Selected Topics in Professional and Technical Writing	3	PR: ENC 3250, ENC 2210, or ENC 3310; CI

Information Technology Electives – Students may choose up to twelve (12) credits (4 courses) from the list below.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CGS 2100	Computers in Business	3	None	
CEN 3722	Human Computer Interfaces for Information Technology	3	PR: COP 3515 and (COP 2513 or COP 2250)	
COP 2030	Programming Concepts I	3	None	
COP 2700	Database Systems Basics	3	PR: COP 2030	
CIS 3360	Principles of Information Security	3	Applied Science (BSAS) Majors only	
CIS 4510	IT Project Management	3	CI	
CIS 4412	Information Technology Resource Management	3	Junior, Senior or Graduate Standing	

Business Electives – Students may choose up to twelve (12) credits (4 courses) from the list below.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ACG 2021	Principles of Financial Accounting	3	None	
ACG 2071	Principles of Managerial Accounting	3	PR: ACG 2021 with a grade of C- or better	

ECO 2013	Economic Principles (Macroeconomics)	3	None	SMSS
ECO 2023	Economic Principles (Microeconomics)	3	None	SMSS
BUL 3320	Law and Business I	3	None	
MAN 3025	Principles of Management	3	None	SMLE
MAR 3023	Basic Marketing	3	None	

Electives and Minors

The requirements for the PTC 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 USFSM would well complement a PTC degree: English Literature, Political Science, Sociology, or Spanish and Latin American Studies.

Minors

In this section...

- [English](#)
 - [History](#)
 - [Professional and Technical Communication](#)
 - [Spanish and Latin American Studies](#)
-

English

The minor in English (LITM) consists of a minimum of five (5) courses (15 credit hours).

One of the following (3 credits):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AML 3031	American Literature From the Beginnings to 1860	3	None	
AML 3032	American Literature From 1860-1912	3	None	
AML 3051	American Literature From 1912-1945	3	None	

One of the following (3 credits):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENL 3015	British Literature to 1616	3	None	
ENL 3230	British Literature 1616-1780	3	None	
ENL 3251	British Literature 1780-1900	3	None	
ENL 3273	British Literature 1900-1945	3	None	

Any two upper-level courses (6 credits) with the following prefixes:

- AML, ENG, ENL, LIN, or LIT; one must be at the 4000 level

An additional course at the 2000 level or higher (3 credits) with one of the following prefixes:

- AML, ENG, ENL, or LIT

History

The minor in History (HTYM) consists of a minimum of eighteen (18) credit hours:

- Six (6) credit hours of any two-course, lower-level EUH or AMH sequence **AND**
 - Twelve (12) credit hours of upper-level courses included in the History major with the following prefixes: AMH, EUH, LAH, AFH, ASH, WHO, or HIS
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Professional and Technical Communication

The minor in Professional and Technical Communication (PTCM) consists of a minimum of five (5) courses (15 credit hours). Any five (5) of the following courses (15 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
COM 3110	Communication for Business and the Professions	3	None	
ENC 3242	Technical Communication for Majors	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMLE
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
ENC 3416	New Media for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 4212	Professional & Technical Editing	3	PR: At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4268, ENC 4311; CI	
ENC 4218	Visual Rhetoric for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 4260	Advanced Technical Writing	3	PR: ENC 2210 or ENC 3310; CI	
ENC 4264	Managerial Communications	3	PR: Any one of the following: ENC 3250, ENC 3310, ENC 4311, ENC 4260, ENC 2210	
ENC 4906	Professional & Technical Writing Independent Study	3	PR: Any two of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4209, ENC 4212, ENC	

			4260, ENC 4264, ENC 4311; CI
ENC 4931	Selected Topics in Professional and Technical Writing	3	PR: ENC 3250, ENC 2210, or ENC 3310; CI
ENC 4946	Professional & Technical Writing Internship	3	PR: ENC 3242 with a minimum grade of C; Student must have an approved application and approved formal internship agreement; may not be repeated for credit

Spanish and Latin American Studies

The minor in Spanish and Latin American Studies (SLAM) consists of a minimum of five (5) courses (15 credit hours). The following three (3) required courses (9 credit hours) build language competency beyond the introductory level. Additionally, two (2) upper-level elective courses (6 credit hours) in prefixes SPN or LAS develop cultural understanding.

Requirements

Required Courses (9 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPN 2200	Spanish III	3	PR: SPN 1121 or equivalent	
SPN 2201	Spanish IV	3	PR: SPN 2200 or equivalent	
SPN 2240	Conversation I	3	PR: SPN 2201	

Elective Courses (6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPN 3391	Latin American Cinema	3	PR: SPN 2240 with a minimum grade of C- or better	Also accepted as PR: SPN 2200 with a minimum grade of C+
SPN 3520	Spanish-American Civilization	3	PR: SPN 2201 or equivalent	Also accepted as PR: SPN 2200 with a minimum grade of C+
SPN 4470	Advanced Overseas Study	1-6	PR: SPN 2270; DPR	Equivalent course substitutions may be used

Certificates

In this section...

- [Leadership Studies](#)
 - [Professional and Technical Communication](#)
-

Leadership Studies

The non-degree Certificate in Leadership Studies is designed for those individuals working in any professional field who seek a greater understanding of the characteristics of being a leader in their given career. 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 five (5) courses are required and consist of fifteen (15) credit hours. A minimum grade of a “B” (3.00) (not a B-) is required in each course. With permission of the College Dean, students can elect to take a maximum of two (2) of their courses at another USF System campus.

Required Courses

Personal

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 3003	Introduction to Leadership Studies	3	None	

Organizational

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 3331	Leading in the Workplace	3	None	
LDR 4104	Theories of Leadership	3	PR: LDR 2010 or LDR 3331 with a minimum grade of C-	USFSM considers LDR 3003 as equivalent to LDR 2010; See advisor

Global

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 4114	Survey of Leadership Readings	3	None	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE

Professional and Technical Communication

The Certificate in Professional and Technical Communication (PTC) 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 PTC while pursuing another degree or as a non-degree-seeking student.
- Students wishing to apply for the PTC Certificate should contact their academic advisor or an instructor in the PTC program.
- Admission will require an interview by email, phone or in person, and submission of a writing sample on a topic assigned by faculty.
- Students must earn a B or higher (not B-) or higher in each course taken for the certificate.

Program of Study

A certificate in Professional and Technical Communication consists of five (5) ENC or COM courses, any of those listed below (15 credit hours).

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
COM 3110	Communication for Business and the Professions	3	None	
ENC 3242	Technical Communication for Majors	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMLE
ENC 3250	Professional Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
ENC 3310	Expository Writing	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
ENC 3416	New Media for Technical Communication	3	PR: ENC 1101 and ENC 1102 or ENC 1121 and ENC 1122	
ENC 4212	Professional & Technical Editing	3	PR: At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906,	

			ENC 4946, ENC 4268, ENC 4311; CI
ENC 4218	Visual Rhetoric for Technical Communication	3	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122
ENC 4260	Advanced Technical Writing	3	PR: ENC 2210 or ENC 3310; CI
ENC 4264	Managerial Communications	3	PR: Any one of the following: ENC 3250, ENC 3310, ENC 4311, ENC 4260, ENC 2210
ENC 4906	Professional & Technical Writing Independent Study	3	PR: Any two of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4209, ENC 4212, ENC 4260, ENC 4264, ENC 4311; CI
ENC 4931	Selected Topics in Professional and Technical Writing	3	PR: ENC 3250, ENC 2210, or ENC 3310; CI
ENC 4946	Professional & Technical Writing Internship	3	PR: ENC 3242 with a minimum grade of C; Majors only; Student must have an approved application and approved formal internship agreement; this course may not be repeated for credit

Department of Social Sciences

Mission

The faculty of the Department of Social Sciences are engaged scholars and teachers who are dedicated to rigorous investigation and analysis of our social world and to developing critical thinking skills in our students that can be used to understand and address pressing social issues. Through our research, we contribute to knowledge creation in our fields of study as well as the betterment of our communities. Through our teaching, we educate students in the principles, theories, and methodologies informing the social sciences and encourage students to apply these skills in the communities in which they live. The programs offered by the Department of Social Sciences emphasize research interpretation, application, and communication skills called for by many professions and graduate programs.

In this section...

- [Majors](#)
 - [Minors](#)
 - [Certificates](#)
-

Majors

In this section...

- [Criminology](#)
 - [Criminology, BA+MA Accelerated Program](#)
 - [Interdisciplinary Social Sciences](#)
-

Criminology

Degree Type:	B.A.
CIP Code	45.0401
Major Code	CCJ
Department Code	CJP
Degree Website	www.usfsm.edu/academics/programs-and-majors/undergraduate/criminology/

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, 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 introduces 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. An [Accelerated BA+MA Criminal Justice Program](#) is available to students who meet specific requirements.

Intended Learning Outcomes

The curriculum for the B.A. degree in Criminology develops the ability to do the following:

1. Summarize, apply and evaluate the structure of the U.S. system of criminal justice.
2. Summarize and critique the theoretical explanations of crime and delinquency.
3. Research Methods: Summarize, evaluate and critique research methods used in the fields of criminology and criminal justice.
4. Critical Thinking: (a) Formulate vital questions and problems clearly; (b) Gather and assess relevant information; (c) Identify assumptions, alternatives and implications; (d) Develop well-reasoned conclusions and solutions.
5. Communication: Communicate reasoning effectively; produce clear, concise, correct and convincing writing appropriate to the discipline.

Policies

Students majoring in Criminology must meet all degree requirements of USFSM and the CLASS, 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 may elect to take more.

Required Degree Core (15 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
STA 2023	Introductory Statistics I	3	PR: C (2.0) or better in High School Algebra or Elementary Algebra CPT score of 72 or better	6AMM, SMMA
CCJ 3024	Survey of the Criminal Justice System	3	None	
CCJ 3117	Theories of Criminal Behavior	3	PR: CCJ 3024; Junior Standing	
CCJ 3701	Research Methods in Criminal Justice I	3	PR: CCJ 3117 with a grade of "C" or better, not C-; Junior Standing	
CCJ 4939	Senior Capstone Seminar (Variable Topics)	3	PR: CCJ 3024, CCJ 3117, CCJ 3701	6ACM, SMCC; Should be taken in the last semester at USFSM

Required Degree Electives*

The remaining seven (7) courses (21 credit hours) may be chosen from any upper-level Criminology courses. Below is a sample listing of courses offered at USFSM, but this list is not conclusive.

*Students accepted in the [Accelerated BA + MA Criminal Justice](#) program may take up to 12 credits of graduate level electives to meet this undergraduate requirement.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CCJ 3621	Patterns of Criminal Behavior	3	Junior Standing	
CCJ 3336	Prisoner Reentry and Recidivism: When Inmates Come Home	3	None	SMCD
CCJ 3644	White Collar Crime	3	None	
CCJ 4604	Abnormal Behavior & Criminality	3	PR: CCJ 3117; Junior Standing; CI	
CCJ 4900	Directed Readings	1-3	PR: CCJ 3024, CCJ 3117, CCJ 3621; Junior Standing; CI; S/U	
CCJ 4910	Directed Research	1-3	PR: CCJ 3024, CCJ 3117, CCJ 3621; Junior Standing; CI; S/U	
CCJ 4930	Critical Issues in Policing	3	PR: CCJ 3024 or CJE 4114; Junior Standing; CI	
CCJ 4933	Selected Topics in Criminology	3	PR: CCJ 3024, CCJ 3621, CCJ 3117; Junior Standing; CI	May be taken multiple times, as long as topics differ.
CCJ 4934	Seminar in Criminology	3	PR: CCJ 3701 with a grade of "C" or better, not C-; Senior Standing	Cannot be used for core capstone credit.
CCJ 4940	Internship For Criminal Justice Majors	3	PR: CCJ 3024, CCJ 3117, CCJ 3621; No more than 9 hours of CCJ 4940 will be accepted toward the elective hours required for the major; Senior Standing; S/U	
CJC 4010	American Correctional System	3	PR: CCJ 3024 or CCJ 3117; Junior Standing; CI	

CJC 4166	Alternatives to Incarceration	3	PR: CCJ 3024 or CCJ 3117; Junior Standing; CI
CJE 4010	Juvenile Justice System	3	PR: CCJ 3024 or CCJ 3117; Junior Standing; CI
CJE 4610	Criminal Investigation	3	PR: CCJ 3024 or CCJ 3117; CI
CJL 3110	Substantive Criminal Law	3	PR: CCJ 3024, CCJ 3117; Junior Standing; CI
CJL 3502	Introduction to Courts	3	None
CJL 4410	Criminal Rights and Procedures	3	PR: CCJ 3024; Junior Standing; CI
DSC 3013	Terrorism & Homeland Security	3	None
DSC 3594	Introduction to Intelligence Analysis	3	None

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 USFSM would well complement a Criminology degree: Biology, Political Science, Psychology, History, Sociology or Spanish and Latin American Studies.

Criminology, BA+MA Accelerated Program

Qualified undergraduate criminology majors who want to pursue a master's degree in Criminal Justice may apply to participate in an accelerated program. The BA+MA program allows undergraduates to take up to 12 graduate level credits that will count toward their BA in Criminology and a MA in Criminal Justice.

Qualifications for Admission to the BA+MA

- 72 undergraduate credits that include 12 upper-level Criminology credits
- Overall GPA of 3.33 or higher
- Upper-level GPA of 3.5 or higher in the Criminology major
- Endorsement of the BA+MA Admissions Committee

Qualifications for Progressing from the BA to the MA

- Students must obtain a minimum grade of "B" (3.00) in each graduate course that will also count toward the undergraduate degree.
- Upon satisfactory completion of all requirements for the undergraduate degree, students will be automatically admitted into the graduate program with up to 12 elective graduate elective credits already accomplished.
- The BA+MA program is unique to USFSM; therefore, undergraduates in the program will be restricted to USFSM course sections and will require a permit to enroll for graduate credit.
- Undergraduate students in the BA+MA program will pay the graduate per-credit rate for any graduate courses they take.

Application Process

1. Students may apply to the accelerated BA+MA program after they have completed 12 upper-level credits of their BA degree requirements, but before they have fewer than 12 elective credits (4 courses) remaining.
2. Before applying to the accelerated BA+MA program, students should confer with the criminology program coordinator, their academic advisor, and the financial aid officer if appropriate.
3. If encouraged to apply, student should submit an electronic [USFSM graduate application](#). And then proceed to submit the other required documents:
 - A sealed official undergraduate transcript(s);
 - Two letters of recommendation, addressing issues relating to past academic performance or work experience
 - A 1-2 page Statement of Purpose, indicating your reasons for seeking a master's degree in Criminal Justice and the particular areas of criminology or criminal justice that interest you.

Send the required documents to:

USF Sarasota-Manatee
Office of Admissions
8350 N. Tamiami Trail, C107
Sarasota, FL 34243

Students will be charged graduate tuition for a full-time course load when taking graduate courses while working toward their BA.

Interdisciplinary Social Sciences

Degree Type: B.A.

CIP Code 45.0101

Major Code ISS

Department Code IDS

Degree Website www.usfsm.edu/academics/programs-and-majors/undergraduate/interdisciplinary-social-sciences/

The B.A. degree in Interdisciplinary Social Sciences (ISS) is designed to provide an interdisciplinary integration of the social sciences for students who are interested in a holistic educational experience. ISS students design a program of study according to their interest by selecting a concentration in Applied Aging and Wellbeing; Crime, Law, and Justice; Environmental Studies; Governmental and Global Affairs; or Social Relations and Policy in addition to their core ISS coursework. ISS students complete an internship course intended to provide work experience in their chosen concentration as well as an opportunity to apply the program's emphasis on critical thinking and real-world problem solving.

Mission

The curriculum for the ISS degree at USFSM educates students in research methodology and statistics, critical observation, analysis of society, awareness of diversity, and the creative synthesis of disciplinary knowledge to address current social issues. It encourages students to integrate diverse perspectives and develop the type of comprehensive understanding necessary to deal with the complexity of real-world problems. In doing so, the ISS program aims to foster critical thinking skills that can be applied across countless job contexts, which are in demand by employers from a diverse range of occupations.

Intended Learning Outcomes

1. Demonstrate understanding of the principles, methods, and theories informing an interdisciplinary analysis of the social sciences.
2. Demonstrate conversance with the important principles, methods, and theories of at least two social science disciplines.
3. Analyze, synthesize, and evaluate research from at least two social science disciplines.
4. Demonstrate appropriate techniques of analysis, qualitative, and/or quantitative, by synthesizing and evaluating published research and making recommendations for future research.
5. Develop an effective written research paper.

Policies

Students majoring in ISS must meet all degree requirements of USFSM and the CLASS.

State-Mandated Common Prerequisites

There are no State-Mandated Common Prerequisites for the ISS degree program.

Program of Study

A minimum of 36 semester hours is required of all undergraduate majors in ISS, although students may elect to take more.

- Students must declare one (1) area of concentration when they declare the ISS major.
- The ISS core courses are sequenced and must be spread over a minimum of **four (4) terms**; therefore students should begin taking core courses in the first semester of upper-level work.
- While students are required to take a minimum of fifteen (15) credit hours in their concentration, they may 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)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ISS 331 I	Applied Statistics for the Social Sciences	3	PR: STA 2023	Should be taken in the first semester of the major
ISS 3010	Introduction to the Social Sciences	3	None	Should be taken in the first semester of the major
ISS 3300	Research Methods in Social Sciences	3	PR: ISS 3010 with a grade of "C" or better; CP: ISS 331 I with a grade of "C" or better	
ISS 3937	Interdisciplinary Inquiry	3	PR: ISS 3300	
ISS 4939	Senior Capstone Seminar in ISS	3	PR: ISS 3937	6ACM, SMCC

Theoretical Foundations Requirements (6 credits)

Take two (2) of the following courses:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CCJ 3117	Theories of Criminal Behavior	3	PR: CCJ 3024; Junior Standing; CI	
LDR 4104	Theories of Leadership	3	PR: LDR 2010 or 3331 with a minimum grade of C-. For USFSM students, LDR 3003 can serve as equivalent to LDR 2010. See Advisor.	
POT 3003	Introduction to Political Theory	3	None	
SYA 3110	Classical Theory	3	PR: SYG 2000; CI	

Concentrations (15 credits)

Take five (5) courses from one concentration below. A maximum of three (3) courses may be taken from a single department.

Environmental Studies (EVS)

The concentration in Environmental Studies provides students with a greater understanding of environmental conditions as well as the policies that are both causes and effects of current environmental realities.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BSC 4057	Environmental Issues	3	None	SMCD
EVR 2001	Introduction to Environmental Science	3	None	SMNS
EVR 2861	Introduction to Environmental Policy	3	None	
INR 3011	Globalization	3	None	

INR 3038	International Wealth and Power	3	None	SMLE
ISS 3931	Selected Topics in the Social Sciences	3	ISS 3300	For concentration credit with ISS Coordinator approval
LDR 3331	Leading in the Workplace	3	Junior Standing	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE
PHI 3640	Environmental Ethics	3	None	
POS 3697	Environmental Law	3	None	
PUP 4203	Environmental Politics and Policy	3	None	
SYA 4910	Individual Research	3	CI	
SYA 4930	Topics in Sociology	3	None	For concentration credit with ISS Coordinator approval

Government & Global Affairs (GGA)

The concentration in Government & Global Affairs explores the philosophical, institutional, administrative, and behavioral forces that shape global, national, state, and local governments and politics.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AMH 3130	The American Revolutionary Era	3	None	
AMH 3140	The Age of Jefferson	3	None	
AMH 3201	The United States, 1877-1914	3	None	
AMH 3231	The United States, 1914-1945	3	None	
AMH 3423	Modern Florida	3	None	
CPO 2002	Introduction to Comparative Politics	3	None	
CPO 4034	Politics of the Developing Areas	3	None	Topic: Latin America
ECO 2013	Economic Principles (Macroeconomics)	3	None	SMSS
ECO 2023	Economic Principles (Microeconomics)	3	None	SMSS
ECO 3703	International Economics	3	PR: ECO 2013, ECO 2023	
INR 3102	American Foreign Policy	3	None	
INR 3202	International Human Rights	3	None	SMLE
INR 4083	Conflict in the World	3	Junior or Senior Standing	
INR 4403	International Law	3	None	
INR 4931	Selected Topics	3	None	

ISS 3931	Selected Topics in the Social Sciences	3	ISS 3300	For concentration credit with ISS Coordinator approval
LDR 4114	Survey of Leadership Readings	3	None	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE
POS 2041	American National Government	3	None	SMSS
POS 2080	The American Political Tradition	3	None	SMSS
POS 3182	Florida Politics and Government	3	None	
POS 3078	Veterans' Reintegration and Resilience	3	None	SMCD
POS 3931	Selected Topics	3	None	
POS 4624	Constitutional Law II	3	PR: POS 2041	
POS 4693	Women and Law I	3	None	
POS 4910	Individual Research	3	CI	
REL 2300	Introduction to World Religions	3	None	SMSS
REL 3613	Modern Judaism	3	None	
SYA 4910	Individual Research	3	CI	

Crime, Law, & Justice (CLJ)

The concentration in Crime, Law, & Justice encourages a global perspective in an analysis of the interrelationships among the social, political, and psychological factors that contribute to our understanding of criminal behavior, social justice, and the legal system.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AMH 3130	The American Revolutionary Era	3	None	
AMH 3140	The Age of Jefferson	3	None	
AMH 3201	The United States, 1877-1914	3	None	
AMH 3231	The United States, 1914-1945	3	None	
AMH 3423	Modern Florida	3	None	
AMH 3562	American Women II	3	None	
CJE 4010	Juvenile Justice System	3	PR: CCJ 3024 or CCJ 3117; Junior Standing; CI	
CJL 3110	Substantive Criminal Law	3	PR: CCJ 3024, CCJ 3117; Junior Standing; CI	
CJL 3502	Introduction to Courts	3	None	
CJL 4410	Criminal Rights and Procedures	3	PR: CCJ 3024; Junior Standing; CI	
EUH 3412	The Roman Republic	3	None	
GEY 4647	Ethical and Legal Issues of Aging	3	None	SMLE

INR 3202	International Human Rights	3	None	SMLE
INR 4403	International Law	3	None	
ISS 3931	Selected Topics in the Social Sciences	3	ISS 3300	For concentration credit with ISS Coordinator approval
LDR 4204	Ethics and Power in Leadership	3	None	SMLE
POS 3697	Environmental Law	3	None	
POS 4624	Constitutional Law II	3	PR: POS 204 I	
POS 4693	Women and Law I	3	None	
PSB 3444	Drugs and Behavior	3	None	
REL 4171	Contemporary Christian Ethics	3	Junior Standing or CI	SMLE
SOP 4751	Psychology Applied to Law	3	PR: PSY 3213	
SYP 3562	Family Violence	3	None	

Applied Aging & Wellbeing (AAW)

The Applied Aging & Wellbeing concentration is designed to provide students with a holistic understanding of issues related to health and wellbeing across the life course, with particular attention to our aging population.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ANT 4462	Health, Illness, and Culture	3	PR: ANT 2410; CI	
CLP 4143	Abnormal Psychology	3	PR: PSY 3213 with a grade of "C" or better; CI	
DEP 2004	The Life Cycle	3	None	SMSS
DEP 4053	Developmental Psychology	3	PR: PSY 3213 with a grade of "C" or better; CI	
EDF 3802	The Dynamics of Unity	3	None	SMLE
EXP 4304	Motivation	3	PR: PSY 3213 with a grade of "C" or better; CI	
EXP 4680C	Cognitive Psychology	3	PR: PSY 3213 with a grade of "C" or better; CI	
GEY 3323	Community Resources for the Older Adult	3	None	SMCD
GEY 3601	Physical Changes and Aging	3	None	
GEY 3625	Sociological Aspects of Aging	3	None	
GEY 4322	Care Management for Older Adults	3	None	
GEY 4360	Counseling for Older Adults	3	None	
GEY 4612	Psychology of Aging	3	None	
GEY 4641	Death and Dying	3	None	

GEY 4647	Ethical and Legal Issues of Aging	3	None	SMLE
GEY 4692	Professional Development and Engagement in Aging	3	PR: GEY 3601, GEY 3625, GEY 4612	6ACM, SMCC
GEY 4900	Directed Readings in Aging	1-3	CI	
GEY 4917	Directed Research in Aging	1-4	CI	
GEY 4935	Special Topics in Gerontology	3	None	
ISS 3931	Selected Topics in the Social Sciences	3	ISS 3300	For concentration credit with ISS Coordinator approval
LDR 4114	Survey of Leadership Readings	3	None	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE
PSB 3444	Drugs and Behavior	3	None	
PSB 4004C	Physiological Psychology	3	PR: PSY 3213 with a grade of "C" or better; CI	
SOP 4777	Psychology of Human Sexuality	3	PR: PSY 2012, PSY 3024, STA 2122 and a General Biology course	
SYA 4930	Topics in Sociology	3	None	For concentration credit with ISS Coordinator approval
SYP 3562	Family Violence	3	None	

Social Relations & Policy (SRP)

The concentration in Social Relations & Policy provides an examination of the causes and consequences of human behavior, relations among groups, and social policy, with particular attention to issues related to human diversity.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
AMH 3562	American Women II	3	None	
AMH 3572	African American History since 1865	3	None	
ANT 4302	Gender in Cross-Cultural Perspective	3	PR: an anthropology course or a women's studies class	
CLP 4143	Abnormal Psychology	3	PR: PSY 3213 with a grade of "C" or better; CI	
ECP 3203	Labor Economics	3	PR: ECO 3101 or ECP 3703 with a grade of "C" or better	SMLE
EDF 3802	The Dynamics of Unity	3	None	SMLE
GEY 3625	Sociological Aspects of Aging	3	None	
GEY 4322	Care Management for Older Adults	3	None	
GEY 4647	Ethical and Legal Issues of Aging	3	None	SMLE
INR 3202	International Human Rights	3	None	SMLE
ISS 3931	Selected Topics in the Social Sciences	3	ISS 3300	For concentration credit with ISS Coordinator approval

LDR 3331	Leading in the Workplace	3	Junior Standing	
LDR 4114	Survey of Leadership Readings	3	None	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE
POS 3078	Veterans' Reintegration and Resilience	3	None	SMCD
POS 4693	Women and Law I	3	PR: None	
REL 4215	Ancient Israel and the Development of the Hebrew Bible	3	None	
REL 4291	Women and the Bible	3	None	
SOP 4004	Social Psychology	3	PR: PSY 3213 with a grade of "C" or better; CI	
SOP 4777	Psychology of Human Sexuality	3	PR: PSY 2012, PSY 3024, STA 2122 and a General Biology course	
SOW 3101	Human Behavior and the Social Environment I	3	None	
SOW 3102	Human Behavior and the Social Environment II	3	PR: SOW 3101, SOW 4341, SOW 4522	
SOW 3203	Introduction to Social Work	3	None	

SOW 3210	The American Social Welfare System	3	None	
SOW 4522	Multicultural America in a Global Society	3	None	
SSE 4380	Global and Multicultural Perspectives in Education	3	PR: EDG 3604, EDG 4620	SMCD
SYA 4910	Individual Research	3	CI	
SYA 4930	Topics in Sociology	3	None	For concentration credit with ISS Coordinator approval
SYD 3700	Racial and Ethnic Relations	3	None	
SYD 4410	Urban Sociology	3	None	
SYD 4601	Community Building and Social Change	3	None	SMCD
SYD 4800	Gender and Society	3	PR: SYG 2000 or SYG 2010	
SYG 3235	Latina/Latino Lives	3	PR: SYG 2000 or SYG 2010	SMCD
SYO 3120	Sociology of Families	3	None	
SYP 3060	Sociology of Sexualities	3	None	
SYP 3562	Family Violence	3	None	

Electives and Minors

The requirements for the ISS 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 an area of expertise in addition to their ISS concentration. Students may elect to pursue any of the following minors that is not included in their ISS concentration: Biology, Criminology, English Literature, Business and Technical Writing, History, Political Science, Psychology, Sociology, Leadership Studies, or Spanish and Latin American Studies.

Minors

In this section...

- [Criminology](#)
 - [Economics](#)
 - [Environmental Science and Policy](#)
 - [Gerontology](#)
 - [Leadership Studies](#)
 - [Political Science](#)
 - [Sociology](#)
-

Criminology

The minor in Criminology (CCJM) consists of a minimum of six (6) courses (18 credit hours).

The following two (2) required courses (6 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CCJ 3024	Survey of the Criminal Justice System	3	None	
CCJ 3117	Theories of Criminal Behavior	3	PR: CCJ 3024	
Any four additional courses with the following prefixes: CCJ, CJC, CJE, CJL, CJT		at least 12		

Economics

All students, regardless of college, can earn a minor in Economics (ECOM) by satisfactorily completing 15 credit hours in Economics: two principle courses and three upper-division courses of the student's choosing. It is possible to complete the minor entirely online; the principle courses will be offered both online and in a traditional face-to-face setting.

Required Courses (6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ECO 2013	Economic Principles (Macroeconomics)	3	None	SMSS
ECO 2023	Economic Principles (Microeconomics)	3	None	SMSS

Electives (9 credit hours)

Choose any three additional courses from the list below:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ECO xxxx	Upper Division Economics	3-9	Vary by course	
ECP xxxx	Upper Division Economics	3-9	Vary by course	
ECS xxxx	Upper Division Economics	3-9	Vary by course	

- Students may select any 3000-level or above course with an ECO, ECP, or ECS heading for the minor, so long as the total number of upper-division hours is 9.

Environmental Science and Policy

The minor in Environmental Science and Policy (ESPM) consists of the following six (6) courses (18 credit hours).

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EVR 2001	Introduction to Environmental Science	3	None	SMNS
EVR 2861	Introduction to Environmental Policy	3	None	
PHI 3640	Environmental Ethics	3	None	
POS 3697	Environmental Law	3	None	
PUP 4203	Environmental Politics and Policy	3	None	
BSC 4057	Environmental Issues	3	None	SMCD

Gerontology

The minor in Gerontology (GEYM) consists of a minimum of five (5) courses (15 credit hours). The following three (3) required courses (9 credit hours) plus two additional GEY courses at the upper level (6 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
GEY 3601	Physical Changes and Aging	3	None	
GEY 3625	Sociological Aspects of Aging	3	None	
GEY 4612	Psychology of Aging	3	None	

Leadership Studies

The Leadership Studies minor is recommended for those majoring in Interdisciplinary Social Sciences, History, Criminology, Psychology and English. The minor consists of five courses, 15 credit hours. A minimum grade of a "C" (2.00) is required in each course. With permission of the College Dean, students can elect to take a maximum of 2 of their courses at other USF System Institutions. Please meet with your advisor if you're able to acquire the minor.

Personal Systems

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 3003	Introduction to Leadership Studies	3	None	

Organizational Systems

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 3331	Leading in the Workplace	3	None	
LDR 4104	Theories of Leadership	3	PR: LDR 2010 or LDR 3331 with a minimum grade of C-	USFSM considers LDR 3003 as equivalent to LDR 2010; See advisor

Global Systems

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LDR 4114	Survey of Leadership Readings	3	None	
LDR 4204	Ethics and Power in Leadership	3	None	SMLE

Political Science

A minor in Political Science (POLM) consists of a minimum of six (6) courses (18 credit hours).

Any two (2) of the following courses (6 credit hours) plus any four (4) upper-level courses with the following prefixes: CPO, POS, POT, INR (at least 12 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CPO 2002	Introduction to Comparative Politics	3	None	
INR 2002	Introduction to International Relations	3	None	
POS 2041	American National Government	3	None	SMSS
POT 3003	Introduction to Political Theory	3	None	

Sociology

A minor in Sociology (SOCM) consists of a minimum of six (6) courses (18 credit hours).

The following two (2) required courses (6 credit hours) plus any four (4) upper-level Sociology courses with the following prefixes: SYA, SYD, SYG, SYO, SYP (at least 12 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SYG 2000	Introduction to Sociology	3	None	SMSS
SYA 3110	Classical Theory	3	PR: SYG 2000; CI	

Certificates

In this section...

- [Environmental Science and Policy](#)
-

Environmental Science and Policy

The Certificate in Environmental Science and Policy (ESP) 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.

Program of Study

A certificate in Environmental Science and Policy consists of six (6) courses (18 credit hours).

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EVR 200I	Introduction to Environmental Science	3	None	SMNS
EVR 286I	Introduction to Environmental Policy	3	None	
PHI 3640	Environmental Ethics	3	None	
POS 3697	Environmental Law	3	None	
PUP 4203	Environmental Politics and Policy	3	None	
BSC 4057	Environmental Issues	3	None	SMCD

School of Education

Location:

Telephone: 941-359-4531

Website: usfsm.edu/school-of-education/

Advising: Student Services
SMC C107
941-359-4330

As an institution accredited by the National Council for Accreditation of Teacher Education (NCATE), the University of South Florida Sarasota-Manatee (USFSM) meets the highest standards of professional educator preparation in the United States of America. The Continuous Improvement Commission of the Council for Accreditation of Educator Preparation (CAEP) granted USFSM NCATE accreditation for both its initial and advanced educator preparation programs. Accreditation affirms we meet the rigorous standards of the professional education community. Our programs have been examined by the best in the field and have passed this test of excellence. NCATE's performance-based accreditation system for educator preparation ensures that education candidates are prepared to make a difference in P-12 student learning. Providers accredited under NCATE standards are now served by the single specialized accreditation system for educator preparation in the United States, the Council for the Accreditation of Educator Preparation (CAEP). More than 900 educator preparation providers participate in the CAEP accreditation system.

Vision

The vision of the School of Education (SOE) is to lead in transforming the educational endeavors of our region and to be recognized nationally for excellence in our work. We admit applicants who are highly qualified, developed 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.

Mission

The School of Education's (SOE) mission is to prepare effective educators who will learn, lead, inspire, and transform their schools and communities through critical and imaginative literacies. We see the process of *learn, lead, inspire and transform* as recursive and not linear. Our mission guides the SOE to prepare educators poised to positively engage in and positively impact individuals and their communities, locally, nationally, and globally. We meet our mission through programs grounded in researched-based practices, critical perspectives, and clinical experiences. Our school and community partnerships form a solid basis for program assessment and continuous improvement.

Goals

Goal areas of the SOE are in Content Knowledge, Reflective and Ethical Practice, Evaluation and Decision-making, Educational Design, and Learner as an Individual in Community. Faculty, students, staff and members of our community developed the seven candidate proficiencies expected of each of our graduates, which are:

1. Content Knowledge
 - Candidates demonstrate depth and breadth of content knowledge for their respective roles.
2. Reflective and Ethical Practice
 - Candidates engage in reflective and ethical practice as educators.
3. Evaluation and Decision-making
 - Candidates make professional educational decisions drawing on analysis of data and research from a variety of sources
4. Educational Design
 - Candidates design educational experiences that result in successful learning.
 - Candidates demonstrate proficiency in educational technology aligned to the NETS-T standards.
5. Learner as an Individual in the Community
 - Candidates construct learning environments that reflect the diversity of experiences, perspectives, and cultures of their students and the larger world.
 - Candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students

There are additional specific program proficiencies for candidates seeking state certification delineated by the Florida Department of Education.

Rules & Requirements

Admission Requirements

The Bachelor's in Elementary Education degree program is a limited access program. The SOE may accept professional education and specialization coursework completed at USFSM or at other accredited institutions as follows:

1. Courses completed within the last five (5) years may be accepted.
2. Courses completed over five (5) years but less than ten (10) years ago must have the approval of the Director from the School.
3. Courses completed ten (10) years ago or longer will count as elective credit only.

Admission to the Bachelor's in Elementary Education degree is contingent upon meeting the following preliminary requirements:

1. Completion of a SOE application form. The admission process to the SOE is separate and in addition to admission to USFSM. Education majors must meet with an academic advisor to apply for admission into the School. During the New Student Orientation, students receive information about their degree program and register for courses for their first semester.
2. Completion of General Education requirements.
3. Passing scores on a general knowledge exam specified for the major:
 - a. For the major in Elementary Education, which leads to certification to teach in Florida, submission of passing scores on all portions of the General Knowledge Test of the Florida Teacher Certification Exams, within 10 years of application for certification. GRE test administrations conducted on or after July 1, 2015, may be used as an acceptable means of demonstrating a mastery of general knowledge. Passing scores must be in accordance with Rule 6A-4.0021 (12) FAC.
 - b. For the major in Interdisciplinary Education, which does not lead to state certification, EITHER submission of passing scores on all portions of the General Knowledge Test of Florida Teacher Certification Exams OR all portions of the Praxis Core Academic Skills for Educators exam.
4. An overall minimum GPA of 2.50 on all attempted hours.
5. Completion of State-Mandated Common Prerequisites.

Note: A subscription to [Taskstream](#) is required for candidates in the SOE.

International Students

The program requires field experience or clinical experiences. 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.

Graduation Requirements

To graduate with a Bachelor's degree from the School of Education, candidates must meet all General Requirements and Graduation Requirements of CLASS majors as well as the following:

1. Earned a combined grade point average of 2.50 in professional education and specialization as well as an overall USFSM GPA of 2.50
2. Completed all assignments and/or requirements that are required to be uploaded into [Taskstream](#)

3. Successful completion of all courses and requirements on the Program of Study
4. Submitted all documents for graduation (i.e., test scores, final grades, final transcripts) to Academic Advising (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.

Elementary Education majors must also have:

1. Successfully completed all program requirements for ESOL including the ESOL Field Experience Documentation form.
2. Passed the appropriate Florida Teacher Certification Examinations (FTCE): Subject Area Exams and Professional Education Exam.

Students of Concern Policies and Processes

The SOE 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 SOE 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 SOE 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.

Taskstream

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Formative Task, Summative Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www.taskstream.com/>.

Taskstream is a web-based electronic portfolio required of candidates in School of Education (SOE) programs. It provides a way to submit documents, including Formative Tasks, Summative Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and required documentation for Field-work and Diversity tracking to instructors for feedback and evaluation.

Formative Tasks (FT) are assessments used to demonstrate *progress toward mastery* of required knowledge, skills, or dispositions. Summative Critical Tasks (SCT) and Transition Point Projects are assessments used to demonstrate *mastery* of required knowledge, skills, or dispositions. Candidates must add SCTs and FTs to their electronic portfolio on Taskstream in accordance to their instructor's directions before the course ends. Once a FT or SCT is in the portfolio on Taskstream, it will be evaluated by the instructor using a rubric that has a 5-point scale. To show mastery on a SCT, candidates must earn a mean score of 3.0 or above. If the candidate does not, the candidate is not allowed to pass the course. The FTs provide feedback on progress and identify areas in need of growth; there is no required minimum mean score for FTs.

These assessments and documents used to evaluate candidate progress toward meeting standards set by the faculty, Florida Department of Education where applicable and pertinent progression organizations. The SOE faculty analyze data from the assessments and uses the data for program planning in order to ensure continuous improvement.

Majors

In this section...

- [Elementary Education](#)
 - [Interdisciplinary Education](#)
-

Elementary Education

Degree Type: B.A., B.S.

CIP Code 13.1202

Major Code BEE

Department Code EDE

Degree Website www.usfsm.edu/academics/programs-and-majors/undergraduate/elementary-education/

The School of Education (SOE) 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.

Elementary Education majors will be assigned to a specified sequence of courses to be followed throughout the program enrollment. Coursework will include clinical requirements and field experiences. Candidates who withdraw from or who have unsatisfactory grades during a field experience or internships clinical requirement may be terminated from the program.

Part-time students in Elementary Education (those planning to take 9 credit hours or less per semester) must meet program and clinical requirements associated with the programs. These requirements include being available to participate in the clinical requirement during the regular school hours of operation.

Candidates who successfully complete this state-approved program will be eligible for certification in Elementary Education (K-6/ESOL). The current program of study includes both coursework and extensive clinical experience in elementary school settings to enable candidates to integrate theory with teaching practice. All elementary education candidates are required to demonstrate the Florida Educator Accomplished Practices (FEAPs) through core assignments in courses and clinical requirements.

The School of Education offers a full ESOL Endorsement for all Elementary Education major graduates. There are special requirements for ESOL endorsement infused in coursework. Candidates must successfully complete the following:

1. Three (3) courses with specific focus in instruction for English Language Learners (TSL 4240, TSL 4344, and TSL 4349), with a minimum score of 'Satisfactory' or meets standard on all summative Critical Tasks and tests.
2. Final ESOL documentation including the Field Experience documentation providing evidence of satisfactory demonstration of the Florida Teacher Standards for ESOL Endorsement, 2010.

Intended Learning Outcomes

- I. Content Knowledge

- Elementary Education candidates demonstrate depth and breadth of content knowledge and content pedagogical knowledge across subject areas.
2. Reflective and Ethical Practice
 - Elementary Education candidates demonstrate self-reflection, professional growth, and ethical practice.
 3. Evaluation and Decision Making
 - Elementary Education candidates use research-based practices and data to make instructional decisions.
 4. Educational Design
 - Elementary Education candidates design educational experiences that result in positive impact on student academic achievement.
 - Elementary Education candidates are proficient in integrating technology to enhance academic achievement.
 5. Learner as an Individual in the Community
 - Elementary Education candidates enhance learning environments to meet needs of the diverse experiences, perspectives, and cultures of their students.
 - Elementary Education candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students.

Prerequisites

State-Mandated Common Prerequisites

These prerequisites must be met by all USFSM students with a grade of “C-” as the minimum acceptable grade.

State Prerequisite		USFSM Course Offering	
Course Number	Course Number	Course Title	Credit Hours
EDF X005	EDF 2005	Introduction to the Teaching Profession	3

Degree Requirements

LOWER-LEVEL CURRICULUM

Required:

- General Education Curriculum – 36 credit (exempt for transfers with completed General Education)
- USFSM Foundation Sequence – 3 credits (exempt for transfers with 60 credits)
- Education Prerequisite – 3 credits
 - EDF 2005 Introduction to Teaching Profession
- For BA degree: Foreign language requirement (0-2 courses/0-8 credits)
 - Satisfactory completing SPN 1121 or tested competency at that level
 - Satisfactory completing ASL 2150 or tested competency at that level

Recommended:

- International or Diversity Courses (can be taken within General Education)
- Arts Appreciation Courses (can be taken within General Education)

ADMITTANCE to the BACHELOR in ELEMENTARY EDUCATION PROGRAM.

The program is designed to start upper level courses in summer semester for a spring graduation in senior year.

UPPER-LEVEL COURSES***Block One Courses***

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
RED 4333	Content Area Reading	3		May take prior to GKT
EDF 3604	Schools and Society	3	Junior or Senior Standing	SMCD; may take prior to GKT
EDF 3122	Learning and the Developing Child	3	PR: General Psychology; School of Education majors only	
EDE 4223	Creative Experiences for the Child	3	School of Education majors only	
EDE 4323	Planning for Instruction of Diverse Learners	3	PR: EDE 4223, EDF 3604, EDF 3122, TSL 4240	
RED 4310	Reading and Learning to Read	3	School of Education majors only	
TSL 4240	Applied Linguistics in Teaching Diverse Students	3	School of Education majors only	

Block Two Courses

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EEX 4084	Instruction for Exceptional and Diverse Students	3	PR: EDE 4223; CR: EDE 4947	School of Education major only
EDE 4947	Clinical Education I	3	PR: EDF 3122, TSL 4240; CR: EEX 4084	Must apply for and be approved by Coordinator of Clinical Education
SCE 4310	Teaching Elementary School Science	3	School of Education majors only; Admission to School of Education and completion of General Distribution Requirements in the Natural Science area	
SSE 4313	Teaching Elementary (K-6) Social Studies	3	School of Education majors only; CI	
MAE 4310	Teaching Elementary School (K-6) Mathematics I	3	PR: Two college level mathematics courses; School of Education majors only	
RED 4511	Linking Literacy Assessment to Instruction	3	PR: RED 4310	
TSL 4344	Foundations of Teaching ESOL in Mainstream Classes	3	CP: TSL 4240	

Block Three Courses

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDE 4948	Clinical Education II	6	PR: EDE 4947, EDE 4323, MAE 4310, RED 4511; CR: EDE 4302; CP: RED 4310	Must apply for and be approved by Coordinator of Clinical Education
MAE 4326	Teaching Elementary School (K-6) Mathematics II	3	PR: MAE 4310	
LAE 4314	Teaching Writing in the Elementary School, Grade K-6	3	Elementary Education majors only; CI	
EDE 4430	Measurement for Teachers	3	School of Education majors only	
EDE 4302	The Learning Environment	3	PR: EDE 4947, RED 4310, EEX 4084, MAE 4310; CR: EDE 4948	
TSL 4349	Teaching Multilingual Students	3	PR: TSL 4240; CP: TSL 4344	

Block Four Courses (FINAL SEMESTER)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDE 4949	Clinical Education III	9-12	PR: EDE 4948; DPR; S/U	Must have all state tests and applicable programmatic requirements completed. Must apply for Clinical III and be approved by the Coordinator of Clinical Education.

Clinical Education

Candidates will be required to complete field experiences and Clinical Education experiences throughout the teacher preparation program. It is the policy of the SOE that a candidate unable to complete clinical education successfully may change majors to Interdisciplinary Education.

The Clinical Education experience involves observing and teaching in a classroom. Clinical Education sites are available in the counties served by USFSM. Candidates should meet with an advisor to discuss eligibility for Clinical Education I and II internships.

Special requirements to qualify for enrollment in Clinical Education III:

1. Admission to the SOE.
 2. Completion of General Education, State Communication and Computation Requirements (formerly known as Gordon Rule), and all other program prerequisites.
 3. Passing scores on all sections of the General Knowledge Test or GRE.
 4. Completion of fingerprinting and background check as required by the school district in which the student is placed.
 5. Successful completion of Clinical Education I and II.
 6. Completion of an application for Clinical Education III.
 7. Completion of all professional education and specialization coursework, including the ESOL documentation.
 8. A combined grade point average of 2.50 in professional education and specialization coursework as well as an overall USF GPA of 2.50.
 9. A minimum "C-" grade or "S" in required major courses.
 10. Passing scores on all sections of the FTCE exams. Evidence of passing scores is due by the date established by the Coordinator of Clinical Education, normally 45 days prior to the end of the semester prior to Clinical Education III.
-

Interdisciplinary Education

Degree Type:	B.A.
CIP Code	13.1202
Major Code	IED
Department Code	EDR
Degree Website	usfsm.edu/academics/college-of-liberal-arts-and-social-sciences/school-of-education/

The Interdisciplinary Education degree leads to a Bachelor of Arts designed for those not seeking positions as classroom teachers, which would require certification through the Elementary Education degree. The Interdisciplinary Education degree shares common courses with the Elementary Education degree; therefore, it is possible to transfer from Elementary Education into Interdisciplinary Education without losing time toward completion.

Intended Learning Outcomes

1. Content Knowledge
 - Interdisciplinary Education graduates demonstrate depth and breadth of content knowledge for their roles.
2. Reflective and Ethical Practice
 - Interdisciplinary Education graduates demonstrate self-reflection, professional growth, and ethical practice.
3. Evaluation and Decision Making
 - Interdisciplinary Education graduates make professional decisions drawing on analysis of data and research from a variety of sources.
4. Educational Design
 - Interdisciplinary Education graduates design educational experiences that result in successful student learning.
 - Interdisciplinary Education graduates are proficient in integrating technology to enhance learning.
5. Learner as an Individual in the Community
 - Interdisciplinary Education graduates enhance learning environments to meet needs of the diverse experiences, perspectives, and cultures of their students and the larger world.
 - Interdisciplinary Education graduates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students.

Prerequisites

State-Mandated Common Prerequisites

These prerequisites must be met by all USFSM students with a grade of “C-” as the minimum acceptable grade.

State Prerequisite	USFSM Course Offering	
Course Number	Course Number	Credit Hours
EDF X005	EDF 2005	3

Degree Requirements

LOWER-LEVEL CURRICULUM – 60 credits

Required:

- General Education Curriculum – 36 credit (exempt for transfers with completed Gen. Ed.)
- USFSM Foundation Sequence – 3 credits (exempt for transfers with 60 credits)
- Education Prerequisite – 3 credits
 - EDF 2005 Introduction to Teaching Profession

Foreign Language Requirement: (0-2 courses / 0-8 credits)

- Satisfactory completion of SPN 1121 or tested competency at that level
- Satisfactory completion of ASL 2150C or tested competency at that level

Recommended:

- International or Diversity Courses – 3 credits (can be taken within Gen Ed)
- An additional Humanities Course– 3 credits (can satisfy Gen Ed elective)

Totals at least 42 credits

Electives may be lower or upper level

ADMITTANCE to the BACHELOR in EDUCATION PROGRAM

The program is designed to start upper-level courses in summer semester for a spring graduation in senior year

UPPER-LEVEL CURRICULUM– 60 credits

Required Courses (9 courses / 27 credits)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDE 4223	Creative Experiences for the Child	3		School of Education Majors only
EDF 3604	Schools and Society	3	Junior or Senior Standing	SMCD
EDF 3122	Learning and the Developing Child	3	PR: General Psychology	School of Education Majors only
RED 4310	Reading and Learning to Read	3		School of Education Majors only
TSL 4240	Applied Linguistics in Teaching Diverse Students	3		School of Education Majors only
EEX 4084	Instruction for Exceptional and Diverse Students	3	PR: EDE 4223; CR: EDE 4947	School of Education Majors only
RED 4333	Content Area Reading	3	None	
EDE 4323	Planning for Instruction of Diverse Learners	3	PR: EDE 4223, EDF 3604, EDF 3122, TSL 4240	
EDE 4947	Clinical Education I	3	PR: EDF 3122, TSL 4240 both with a grade of "C-" or better; CR: EEX 4084	Must apply for and be approved by Coordinator of Clinical Education application process)

Interdisciplinary Concentration (3 upper-level courses + lower prerequisite if needed)

Select **one** concentration area (9-12 credits):

Concentration	Code	Prerequisites	Requirements
English	ELG	LIT 2000 (3 credits)	AML 3xxx (3 credits) ENL 3xxx (3 credits) discipline elective (3 credits)

Gerontology	GTY		GEY 3601 (3 credits) GEY 3625 (3 credits) GEY 4612 (3 credits)
History	HIS	AMH 2xxx (3 credits)	discipline electives (9 credits)
Political Science	PLT	POT 2041 (3 credits)	POT 3003 (3 credits) discipline electives (6 credits)
Professional & Technical Communication	PFT	ENC 1102 (3 credits)	ENC 3250 discipline electives (6 credits)
Psychology	PCY	PSY 2012 (3 credits)	PSY 3213 (3 credits) discipline electives (6 credits)
Sociology	SCY	SYG 2000 (3 credits)	SYA 3110 discipline electives (6 credits)
Criminology	CMY		CCJ 3024 (3 credits) CCJ 3117 (3 credits) discipline elective (3 credits)
Leadership	LDR		LDR 3003 (3 credits) discipline electives (6 credits)
Education	EDN		any upper-level education courses (9 credits)

Electives (2 courses / 6 credits)

- Any 2 upper-level courses from the Education curriculum or the chosen concentration

Pillars Requirements

- Ethics and Leadership Pillars Course (1 course)
- Diversity and Community Engagement course (1 course)(satisfied by EDF 3604 Schools and Society)
- Communication and Critical Thinking Pillars Course (1 course)(satisfied by EDG 4909 Directed Studies: Capstone)

Capstone Course for Interdisciplinary Education (1 course / 3 credits)

- EDG 4909 Directed Studies
As the capstone this course, while taught individually, follows a common syllabus focused on demonstration of degree competencies.

The upper-level curriculum provides 51 upper-level credits and less than 60 required credits after admittance.

If additional credits are needed to reach 120, they may be open electives: any level, any subject.

Minors

In this section...

- [Education](#)

Education

This minor in Education is approved by the Florida Department of Education to provide professional preparation according to Rule 6A-5.066, F.A.C., for those who seek an approved alternative route to Florida Certification. The minor builds understanding of learners and learning for those earning a baccalaureate degree in a discipline other than education. The program complements discipline expertise by building knowledge and skills of effective teaching. The minor provides rigorous instruction in creating a safe learning environment in P-12 classrooms, effective instructional planning and teaching strategies for diverse learners, and using assessment data to inform instruction with field experiences incorporated into coursework. The course work will build understanding of learning and learners in the prekindergarten- grade 12 environment. Thus, participants in this minor will develop understanding and skill in how to teach their discipline. The minor does need to be declared. A student wishing to receive a minor in Education should complete the course requirements described under “Required Courses.” Successful completion of the Minor in Education results in the following endorsement on the student’s transcript: “Completed State-Approved Professional Training Option.”

Learning Outcomes

Program Learning Outcomes

1. Candidates demonstrate knowledge of effective management of the learning environment such that the environment is safe and that student learning is demonstrated
2. Candidates apply knowledge of human development and learning to prepare effective learning environments and provide effective instruction for diverse student populations
3. Candidates demonstrate accurate use of multiple sources of data to inform planning and instruction to improve student achievement
4. Candidates demonstrate effective instructional strategies for diverse learners, including students with disabilities
5. Candidates effectively apply research-based instructional practices of reading to instruction in their discipline
6. Candidates demonstrate effective instruction for teaching English Language Learners

Required Courses

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ESE 4322	Classroom Management for a Diverse School & Society	3	None	Learning Outcome 1 Subsequent credit for ESE 5433 is not permitted.
EDF 3122	Learning and the Developing Child	3	PR: General psychology; Education majors or minors only	Learning Outcome 2
EDF 4430	Measurement for Teachers	3	Education majors or minors only	Learning Outcome 3; See advisor to waive prerequisites

EDE 4323	Planning for Instruction of Diverse Learners	3	PR: EDE 4223, EDF 3604, EDF 3122, TSL 4240	Learning Outcome 4; See advisor to waive prerequisites
RED 4333	Content Area Reading	3	None	Learning Outcome 5
TSL 4344	Foundations of Teaching ESOL in Mainstream Classroom	3	CP: TSL 4240	Learning Outcome 6 TSL 4240 can be taken as a prerequisite or co-requisite

Certificate

In this section...

- [Post-Baccalaureate Certificate in Teacher Preparation](#)

Post-Baccalaureate Certificate in Teacher Preparation

This post-baccalaureate certificate program (EDUM) is approved by the Florida Department of Education to provide professional preparation according to Rule 6A-5.066, F.A.C., for those who seek an approved alternative route to Florida Certification. Individuals who hold a baccalaureate degree from an accredited or approved institution who are pursuing professional teaching certification from FLDOE are eligible. The certificate program provides rigorous instruction in creating a safe learning environment in P-12 classrooms, effective instructional planning and strategies for teaching diverse learners including those with disabilities, applying research-based instructional practices to reading in disciplines, instruction of English Language Learners, and using assessment data to inform instruction. Successful completion of this certificate results in the following endorsement on the student transcript: “Completed State-Approved Professional Training Option.”

Those electing the graduate level course work may apply some coursework as appropriate to one of the following degree programs: Master’s in Teaching, Master’s in Education, Master’s in Educational Leadership. Additional requirements must be met to be eligible for admission into these graduate degree programs. Please speak to an advisor for more information.

Mission

The School of Education’s mission is the mission for this certificate program: to prepare effective educators who will learn, lead, inspire, and transform their schools and communities.

There is a need in our community for educators in content specific areas, particularly in math and science for middle and high school. Students with a bachelor’s degree in a content area, who have a Statement of Eligibility or Temporary Teaching Certificate from FLDOE need specific coursework to meet the requirements specified in 6A-4.006, General and Professional Preparation in order to pursue a Professional Teaching Certificate. The Florida Department of Education forecasts a continuing need of teachers in all areas.

Learning Outcomes

Program Learning Outcomes

1. Candidates demonstrate knowledge of effective management of the learning environment such that the environment is safe and that student learning is demonstrated.
2. Candidates apply knowledge of human development and learning to prepare effective learning environments and provide effective instruction for diverse student populations.
3. Candidates demonstrate accurate use of multiple sources of data to inform planning and instruction to improve student achievement.
4. Candidates demonstrate effective instructional strategies for diverse learners, including students with disabilities.
5. Candidates effectively apply research-based instructional practices of reading to instruction in their discipline.
6. Candidates demonstrate effective instruction for teaching English Language Learners.

Admission Requirements

- Applicants must meet University requirements (see Undergraduate or Graduate Admissions) as well as requirements below.

- Bachelor's degree or equivalent from a regionally accredited university, and have earned a "C" or a 2.50 on a 4.00 scale average or higher in all work attempted cumulatively or as an upper division student, or
- A graduate degree from a regionally accredited institution with at least a 2.50 GPA for the preceding baccalaureate, or a 2.50 GPA for the graduate degree.
- Applicants must have a Statement of Status of Eligibility.
- A personal statement (500 words) that addresses the applicant's experiences (including any prior experience working with children) and what prompted the decision to become a teacher.
- Current resume
- Interview, if applicable

Required Courses (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ESE 4322	Classroom Management for Diverse School and Society	3	None	
OR				
ESE 5344	Classroom Management for a Diverse School and Society	3	None	Learning Outcome a
OR				
EDF 3122	Learning and the Developing Child	3	PR: General psychology; School of Education Majors only	Learning Outcome b; See advisor to waive prerequisites
OR				
EDF 6133	Child & Adolescent Development and Learning	3	None	Learning Outcome b
OR				
EDF 4430	Measurement for Teachers	3	School of Education Majors only	Learning Outcome c
OR				
EDF 6432	Foundations of Measurement	3	None	Learning Outcome c

EDE 4323	Planning for Instruction of Diverse Learners	3	PR: EDE 4223, EDF 3604, EDF 3122, TSL 4240;	Learning Outcome d
OR				
EDE 6326	Instructional Planning for Diverse Learners	3	None	Learning Outcome d
OR				
RED 4333	Content Area Reading	3		Learning Outcome f
OR				
RED 6544	Cognition, Comprehension, and Content Area Reading: Remediation of Reading	3	None	Learning Outcome f
OR				
TSL 4344	Foundations of Teaching ESOL in Mainstream Classes	3	CP: TSL 4240	Learning Outcome f; See advisor to waive prerequisite
OR				
TSL 5085	ESOL I – Theory and Practice of Teaching English Language Learners	3	None	Learning Outcome f

College of Science & Mathematics

Location: SMC B322

Telephone:

Website: usfsm.edu/academics/college-of-science-and-mathematics/

Advising: Student Services, SMC-C107, 941-359-4330

Mission

The College of Science and Mathematics at USF Sarasota-Manatee provides an innovative, student-centered educational environment through inquiry-based learning and collaborative research focused on basic and applied sciences and mathematics. We cultivate a dynamic culture by encouraging free discussion, fostering critical thinking, developing strong communication skills, and actively engaging students in research and evidence-based practices under the mentorship of faculty.

Goals

Our students will be well prepared for careers in diverse fields, as well as graduate or professional schools. They will have the critical skills and broad outlook that will empower them to be engaged and productive leaders in their communities.

1. Promote an intellectual and interdisciplinary community amongst faculty and students.
 2. Initiate and expand undergraduate and graduate programs.
 3. Cultivate a vigorous research culture that incorporates student researchers under the mentorship of faculty.
 4. Practice effective pedagogy that facilitates student-centered environments and critical thinking.
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Rules & Requirements

Admission Requirements

Admission to the CSM is open to students who have been accepted to the USFSM and who declare a major in one of its disciplines. Undergraduate students must submit a formal declaration of major to the college. This occurs during orientation and advising for new students.

General Requirements

Unless otherwise stipulated below, students in CSM majors must meet all graduation requirements of USFSM. In addition, CSM majors must meet the following requirements of the college.

1. 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.
2. 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 approval.
3. No S/U credit can be applied to the major, unless S/U is the only grading option. A maximum of twenty (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. All work for S/U credit is graded.
4. Students should take all "core" courses in the major at USFSM unless they have been accepted as transfer credit upon admittance.
5. 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 credit hours).
6. The CSM will accept major coursework completed at USFSM or at other accredited institutions as follows:
 - a. Courses completed in the past five (5) years are accepted.
 - b. Courses completed over five (5), but less than ten (10), years ago must have approval of the Dean of the College of Science and Mathematics or designee.
 - c. Courses completed ten (10) years ago or longer may only be counted towards general elective credit and only with approval of the Dean of the College of Science and Mathematics or designee.

Graduation Requirements

Unless otherwise stipulated below, students in CSM majors must meet all graduation requirements of USFSM. In addition, CSM 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 of the major or concentration within a major, minors and certificates.
2. At least 50% of the major coursework must be completed at USFSM.
3. For B.A. degrees, students must complete the Foreign Language Exit Requirement by passing or exempting the first two (2) 4 or 5-credit hour courses of a foreign language.

Minor Policies

Majors in the CSM Department of Science and Mathematics 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 USFSM and the CSM.
 2. A minimum of three (3) three-credit courses or two (2) four-credit courses (8-9 credits) of the minor must be completed at USFSM.
 3. Only graded credit 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.
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Articulated Pre-Majors

In this section...

- [A.A., Pre-Engineering, Mechanical](#)
 - [A.A., Pre-Nursing](#)
-

A.A., Pre-Engineering, Mechanical

USF Sarasota-Manatee (USFSM) and the USF College of Engineering have an articulation agreement that enables students to take their first two years toward a B.S. degree in Mechanical Engineering at USFSM and progress to completing the degree at USF in Tampa. The A.A. in Pre-Mechanical Engineering (PEM) is designed to ensure students are well prepared, taking the required state mandated prerequisites and introductory courses for the major while completing the general education curriculum.

Fulltime students who follow the curriculum plan earn credit in required prerequisite courses in math, science and engineering while earning an Associate in Arts (A.A.) certificate at USFSM within two years. If they meet the GPA required of all USF students to pursue the major, they are able to move seamlessly into the upper-level curriculum in the College of Engineering, completing the degree in four years.

Students must meet all USFSM Associate in Arts minimum requirements in compliance with [USFSM Lower-Level Core Curriculum](#), [USF Regulation 3.019 Associate in Arts Certificate](#), [Florida Statute 1007.25 General Education Courses; Common Prerequisites; Other Degree Requirements](#), and [Florida Statute 1007.262 Foreign Language Competence](#). Satisfactory completion of the USFSM Pre-Mechanical Engineering A.A. guarantees admission to the USF College of Engineering. To be admitted into the Bachelor of Science in Mechanical Engineering program, students must meet the admission requirements of the program as specified in the USF Tampa Undergraduate Catalog, pertaining to the academic year they enter the 2+2 program including minimum grades identified below.

GPA and Grading Requirement

The minimum admission requirements for department of mechanical engineering include minimum overall GPA of 2.00, minimum USF GPA of 2.00, and a cumulative 3.00 GPA based on best attempt and a minimum grade of C in MAC 2311 (or MAC2281), MAC 2312 (or MAC 2282), PHY 2048, and PHY 2048L. All math, science, engineering, and specialization courses required for the degree must be completed successfully within two attempts (grades of W, I, IF, U, R, and M are considered attempts).

The minimum acceptable grade in all degree required math and science courses is a C or higher (C- is insufficient). The minimum acceptable grade in engineering and specialization courses which are prerequisites to other degree required courses is a C-, excepted as stated in the Department Continuation Requirements. The passing grade for terminal engineering and specialization courses is a D-. Students must have and maintain a minimum 2.00 Math and Science GPA, 2.00 Engineering GPA, 2.00 Specialization GPA, 2.00 USF GPA, and 2.00 Overall GPA.

Curriculum Progression Plan

(60 credit hours)

As math, science, and engineering course offerings are limited and sequenced, it is strongly recommended that students begin this program in the fall semester. Students who start in spring or summer may take general education, foreign language, or remedial courses as needed.

Year 1 – Fall (12 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
ENC 1101	Composition I	3	None	6ACM, SMCO	
MAC 2311	Calculus I	4	PR: MAC 1114, MAC 1140 each with a “C” or better OR MAC 1147 with a “C” or better OR qualified test scores, see notes	MAC 1147 Precalculus Algebra and Trigonometry may need to be taken first; PR test scores: 650 or better SAT Math score, or 29 or better ACT Math score, or 90 or better College-Level Math CPT score; SMMA	minimum grade of C (not a C-)
CHM 2045	General Chemistry I	3	PR: MAC 1105 with a “C” or better and one (1) year of high school chemistry OR CHM 2023 with a grade of “C” or better, or qualified test score, see notes	PR test scores: 550 SAT Quantitative score; SMNS	minimum grade of C (not a C-)
CHM 2045L	General Chemistry I Laboratory	1	CP: CHM 2045		minimum grade of C (not a C-)
SLS 1107	Foundations of University Success	1	None	SMFS	

Year 1 – Spring (14 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
EGN 3000L	Foundations of Engineering Lab	1	None		
ENC 1102	Composition II	3	PR: ENC 1101	6ACM, SMCO	
MAC 2312	Calculus II	4	PR: MAC 2311 with a “C” or better	or take MAC 2311 if needed	minimum grade of C (not a C-)

General Education – Humanities	3	SMSS
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General Education – Social Sciences	3	SMSS
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Year 1 – Summer

Whatever needs to be taken to have 26 satisfactorily completed credits in the first year, including all course requirements listed so far. Students starting at a lower math level should finish MAC 2312.

Year 2 – Fall (15 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
EGN 3615	Engineering Economics with Social and Global Implications	3	None	Online USF Tampa; counts toward the upper-level technical elective requirement	
MAC 2313	Calculus III	4	PR: MAC 2312 with a “C” or better	or take MAC 2312 if needed	minimum grade of C (not a C-)
PHY 2048	General Physics I – Calculus Based	3	PR: MAC 2281 or MAC 2311	SMNS	minimum grade of C (not a C-)
PHY 2048L	General Physics I Laboratory	1	PR: MAC 2281 or MAC 2311; CR: PHY 2048		minimum grade of C (not a C-)
PHZ 2102	Problems in General Physics I	1	CR: PHY 2048		
	General Education – Humanities	3		SMHU	

Year 2 – Spring (13 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
EGN 3000	Foundations of Engineering	0	None		
MAP 2302	Differential Equations	3	PR: MAC 2313		minimum grade of C (not a C-)
PHY 2049	General Physics II – Calculus Based	3	PR: MAC 2282 or MAC 2312, PHY 2048, PHY 2048L		minimum grade of C (not a C-)
PHY 2049L	General Physics II Laboratory	1	PR: MAC 2282 or MAC 2312, PHY 2048, PHY 2048L; CP: PHY 2049		minimum grade of C (not a C-)
PHZ 2103	Problems in General Physics II	1	CR: PHY 2049		
SLS 2122	Foundations of Professional Success	2	PR: SLS 1107	SMFS	
	General Education – Social Sciences	3		SMSS	

Year 2 – Summer (6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
EGN 3311	Statics	3	PR: PHY 2048	Taken at USF Tampa	Minimum grade of C-
EGN 3343	Thermodynamics I	3	PR: PHY 2048, PHY 2049, MAC 2283 or Mac 2313 all with a grade of “C” or better, not C-	Taken at USF Tampa	

In summer term, students begin taking engineering courses in Tampa, plus whatever is needed to complete lower-level requirement. With successful completion of their pre-engineering A.A. Certificate and meeting the departmental grade and GPA requirements, they are transferred to USF Tampa to complete their USF degree in Mechanical Engineering.

A.A., Pre-Nursing

USF Sarasota-Manatee (USFSM) and the USF College of Nursing have an articulation agreement that enables students to take their first two years toward a B.S. degree in Nursing in the College of Science & Mathematics at USFSM and progress to completing the degree in the USF College of Nursing. The A.A. in Pre-Nursing (PNS) is designed to ensure students are well prepared, taking the required state mandated prerequisites and introductory courses for the major while completing the general education curriculum. During the spring semester of the second year, students will have the opportunity to interview for admission to the College of Nursing the following fall.

Fulltime students who follow the curriculum plan earn credit in required prerequisite courses while earning an Associate in Arts (A.A.) certificate at USFSM within two years. If they meet the GPA required of all USF students to pursue the nursing major, they are eligible to interview for admission into the upper-level curriculum in the College of Nursing, completing the degree in four years.

Students must meet all USFSM Associate in Arts minimum requirements in compliance with [USFSM Lower-Level Core Curriculum](#), [USF Regulation 3.019 Associate in Arts Certificate](#), [Florida Statute 1007.25 General Education Courses; Common Prerequisites; Other Degree Requirements](#), and [Florida Statute 1007.262 Foreign Language Competence](#). Satisfactory completion of the USFSM Pre-Nursing curriculum in the first three semesters qualifies a student to interview for admission into the upper-level nursing program. Students must meet the admission requirements of the program as specified in the USF Tampa Undergraduate Catalog, pertaining to the academic year they enter the program including minimum grades identified below.

GPA and Grading Requirement

The minimum admission requirements for entry to the College of Nursing include a minimum overall GPA of 3.20, and a minimum grade of C in state-mandated nursing prerequisites, all of which must be completed prior to entry into the College of Nursing in the fall of year three.

Curriculum Progression Plan

(60 credit hours)

It is strongly recommended that students begin this program in the fall semester. Students who start in spring or summer may take general education, foreign language, or remedial courses as needed.

Year 1 – Fall (13 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
ENC 1101	Composition I	3	None	6ACM, SMCO	

MAC 1105	College Algebra	3	PR: MAT 1033	SMMA	
PSY 2012	Introduction to Psychological Science	3	None	SMSS	minimum grade of C (not a C-)
or					
SYG 2000	Introduction to Sociology	3	None	SMSS	minimum grade of C (not a C-)
	General Studies – Natural Science*	3	None	SMNS	minimum grade of C (not a C-)
SLS 1107	Foundations of University Success	1	None	SMFS	

*Recommended: Biochemistry for Health Professionals

Year 1 – Spring (16 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
STA 2023	Introductory Statistics	3		SMMA	minimum grade of C (not a C-)
ENC 1102	Composition II	3	PR: ENC 1101	6ACM, SMCO	
BSC 2093C	Human Anatomy & Physiology I	4	PR: Biochemistry for Health Professionals		minimum grade of C (not a C-)
HUN 2210	Human Nutrition	3			minimum grade of C (not a C-)
DEP 2004	The Life Cycle	3		SMSS	minimum grade of C (not a C-)

Year 1 – Summer (if credits are needed to bring total to 60)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
	General Elective				

Year 2 – Fall (16 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
MCB 2000	Microbiology	3	None	SMNS	minimum grade of C (not a C-)
MCB 2000L	Microbiology Lab	1	None	SMNS	minimum grade of C (not a C-)
BSC 2094C	Human Anatomy & Physiology II	4	PR: BSC 2093C		minimum grade of C (not a C-)
	General Education – Elective	3		SMEL	
SLS 2122	Foundations of Professional Success	2	PR: SLS 1107	SMFS	
	General Education – Humanities	3		SMHU	

Year 2 – Spring (14 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)	Minimum Grade Required
NUR 3125	Pathophysiology	3	PR: BSC 2093C, BSC 2094C		minimum grade of C (not a C-)
NUR 3825	Intro to the Profession of Nursing	2			minimum grade of C (not a C-)
NUR 4937	Nursing Seminar (Digital Health)	3			minimum grade of C (not a C-)
	General Education Elective	3		SMEL	
	General Education – Humanities	3		SMHU	

With successfully completing the Pre-Nursing A.A. Certificate and meeting departmental grade and GPA requirements, students will interview in the spring semester for entry and matriculation into the College of Nursing where they will complete the B.S. in Nursing degree.

Majors

In this section...

- [Biology](#)
 - [Biology: Suncoast Nursing Accelerated Pathway \(SNAP\)](#)
 - [Communication Sciences and Disorders](#)
 - [Psychology](#)
-

Biology

Degree Type:	B.S.
CIP Code	26.0101
Major Code	BIO
Department Code	BIO
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/biology/

Mission

The curriculum of the Bachelor of Science degree in Biology at USF Sarasota-Manatee prepares students for careers in a broad range of scientific fields. It emphasizes critical thinking and communication using an inquiry-based curriculum that directly involves students in the scientific process. Biology majors gain essential background knowledge and skills necessary to understand the conceptual framework of molecular biology, cell biology, organismal biology, ecology, and evolution. The curriculum provides experience in undergraduate research and community engaged learning to ensure the success of our students beyond graduation. As a result, it prepares students well for admission to graduate programs and professional schools.

Intended Learning Outcomes

1. Demonstrate knowledge in three major sub-disciplines of biology: cellular and molecular biology, organismal biology, and ecology and evolution.
2. Demonstrate an understanding of the ways in which biology interrelates with other sciences, disciplines, and society.
3. Demonstrate the ability to engage in the scientific process through the planning, execution, and interpretation of laboratory or field studies.
4. Demonstrate understanding of the ethical challenges and practices in the biological sciences.
5. Demonstrate critical thinking in both qualitative and quantitative analysis and evaluation of scientific information.
6. Demonstrate oral and written skills in the assembly and presentation of scientific reports on biological investigations.

Policies

Students pursuing this degree must meet all degree requirements of USFSM and the CSM. The following policies also apply:

1. To continue in the program, students must earn at least a “C” in all course requirements and prerequisites.
2. A 2.50 GPA in the major is required for graduation.
3. A minimum of thirty (30) credit hours in the major coursework taken at USF Sarasota-Manatee.

State-Mandated Common Prerequisites

State Prerequisite		USFSM Course Offering	
Course	Course Number	Credit Hours	
BSC X010/X010L or BSC X010C or BSC X040/X040L	BSC 2010/2010L	4	
BSC X011/X011L or BSC X011C or BSC X041/X041L or ZOO X010/X010L or BOT X010/X010L or BOT X013/X013L	BSC 2011/2011L	4	
CHM X045/X045L or CHM X045C or (CHM X040 and CHM X041)	CHM 2045/2045L	4	
CHM X046/X046L or CHM X046C	CHM 2046/2046L	4	
(CHM X210/X210L and CHM X211/X211L) or (CHM X210C and CHM X211C) or (PHY X053/X053L and PHY X054/X054L) or (PHY X048/X048L and PHY X049/X049L)	CHM 2210/2210L and CHM 2211/2211L	8	
MAC X311 or MAC X233 or MAC X253 or MAC X281 or MAC X241	MAC 2311	4	
MAC X312 or MAC X282 or MAC X234 or STA X023 or STA X024 or STA X321	STA 2023	3	

Program of Study

Biology Core Requirements (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ENC 3241	Scientific Writing and Presentation	3	PR: ENC 1101, ENC 1102	
OR				
BSC 3453	Research Methods in Biology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, STA 2023	
BSC 3848	Scientific Communication	1	To be taken as a co-requisite with first elective lab. May be repeated for credit.	
BSC 4938	Biology Capstone	3	Biology Majors must have Senior Standing	6ACM, SMCC
PCB 3063	General Genetics	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023; CP: CHM 2210	
PHY 2053	General Physics I	3	PR: MAC 1140, MAC 1114 OR MAC 1147; CR: PHY 2053L: 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	SMNS
PHY 2053L	General Physics I Laboratory	1	CR: PHY 2053; 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	
PHY 2054	General Physics II	3	PR: PHY 2053, PHY 2053L; CR: PHY 2054L; Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2054 and PHY 2049 courses	SMNS
PHY 2054L	General Physics II Laboratory	1	PR: PHY 2053, PHY 2053L; CR: PHY 2054; Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2054 and PHY 2049 courses	

Biology Electives (minimum 20 credit hours)

- Two (2) **Ecological/Organismal Biology Electives** from the Ecological/Organismal Biology Electives list below (6 credits)
- Two (2) **Molecular/Cellular Biology** electives from the Molecular/Cellular Biology Electives list below (6 credits)
- Two (2) **Labs** connected to any two (2) Ecology/Organismal or Molecular/Cellular biology electives (2 credits)
- Two (2) **More Biology Electives** (Molecular/Cellular, Ecology/Organismal, or Additional Biology) (6 credits)

Molecular/Cellular Biology Electives

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BCH 4033	Advanced Biochemistry I	3	PR: CHM 2211, BSC 2010	
CHS 4411	Chemistry and Microbiology of Beer	3	PR: CHM 2045	
MCB 3020	General Microbiology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712	
MCB 3020L	General Microbiology Laboratory	1	CR: MCB 3020	
MCB 4503	Virology	3	PR: MCB 3020/L or PCB 3063 or PCB 3023	
PCB 3063L	General Genetics Laboratory	1	CP: PCB 3063	
PCB 4024	Molecular Biology of the Cell	3	PR: PCB 3023, PCB 3063, MCB 3410 or CI	
PCB 4026	Molecular Biology of the Gene	3	PR: PCB 3023, PCB 3063, MCB 3410 or CI	
PCB 4234	Principles of Immunology	3	PR: PCB 3023 or PCB 3063 or MCB 3020 AND CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 and CHM 2211	
PCB 3023	Cell Biology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023, CR: CHM 2210	
PCB 3023L	Cell Biology Laboratory	1	PR: PCB 3023	

ZOO 4694	Developmental Biology	4	PR: PCB 3023 with at least a grade of "C-", PCB 3063 with at least a grade of "C-", CHM 2046 with at least a grade of "C-" or Chemistry with a minimum score of 5
ZOO 4753	Human Histology & Molecular Pathology of Disease	3	PR: PCB 3023, PCB 3063, CHM2210, MAC1105 or higher level MAC or STA2023; CP: CHM 2211
ZOO 4753L	Human Histology & Molecular Pathology of Disease Laboratory	1	CR: ZOO 4753

Ecological/Organismal Biology Electives

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BOT 3152C	Field Botany	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher level MAC course or STA 2023	
BSC 3312	Marine Biology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course, or STA 2023	
BSC 4052	Conservation Biology	3	PR: PCB 3043, BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, Calculus (MAC 2241/2281/2311).	
BSC 4937	Seminar in Marine Biology	2	PR: BSC 3312C, CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 and CHM 2211	
MCB 4202	Ecology of Infectious Diseases	3	PR: MCB 3020 or PCB 3043	

MCB 4277	Insect-Borne Diseases and Global Health	3	PR: BSC 2010, BSC 2011	SMCD
PCB 3043	Principles of Ecology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023	
PCB 3043L	Principles of Ecology Laboratory	1	CP: PCB 3043	
PCB 3404	Medicines of the Rainforest	3	PR: CHM 2211 with a grade of C or higher, BSC 2010 with a grade of C or higher	SMCD
PCB 3712	General Physiology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023	
PCB 3713L	General Physiology Laboratory	1	CP: PCB 3712	
PCB 4674	Organic Evolution	3	PR: PCB 3063	
ZOO 2303	Vertebrate Zoology	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L	
ZOO 4454	Fish Biology	3	PR: ZOO 3713C or PCB 3712 or BSC 2094C or ZOO 2303; Senior standing	
ZOO 4513	Animal Behavior	3	PR: PCB 3023 or PCB 3043 or PCB 3063 AND CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: CHM 2211	

Additional Biology Electives**

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BOT 3850	Medical Botany	3	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712	
BSC 2093C	Human Anatomy and Physiology I	4	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045	
BSC 2094C	Human Anatomy and Physiology II	4	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, BSC 2093C, CHM 2045	
BSC 4905	Independent Study	1-3	May be taken by majors for free elective credit; S/U	May be used for internship
BSC 4910	Undergraduate Research	1-4	PR: CHM 2210, MAC 1105 or higher MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 or CHM 2211	
BSC 4933	Selected Topics in Biology	1-4	None	
CHM 4292	Introduction to Medicinal Chemistry	3	PR: CHM 2211, BCH 3023	
CHM 4932	Selected Topics in Chemistry	1-3	None	
PCB 3346C	Field Research Experience Abroad-Costa Rica	3	PR: BSC 3453 with a grade of C or higher	SMCD

Biology: Suncoast Nursing Accelerated Pathway (SNAP)

The Suncoast Nursing Accelerated Pathway (SNAP) is a limited access program for biology majors. Applications are accepted in the fall of the second year. Students accepted to the SNAP program have provisional acceptance to the USF College of Nursing. They will be admitted to the USF College of Nursing upon completion of their biology degree at USFSM. Participants must begin at the College of Nursing in the spring semester of their 4th year. The following elective courses must be taken as part of the biology degree:

General Education Electives

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
PSY 2012	Introduction to Psychological Science	3	None	SMSS
or				
SYG 2000	Introduction to Sociology	3	None	SMSS
DEP 2004	The Life Cycle	3	None	SMSS

Biology Electives

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
BSC 2093C	Human Anatomy & Physiology I	4	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045	Additional elective
BSC 2094C	Human Anatomy & Physiology II	4	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, BSC 2093C, CHM 2045	Additional elective
MCB 3020	General Microbiology	3	BSC 2011, BSC 2011L, CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712	Molecular/Cellular elective

MCB 3020L	General Microbiology Lab	1	CR: MCB 3020	Molecular/Cellular lab
HUN 2201	Nutrition	3	None	As a substitute for one Molecular/Cellular or Ecological/Organismal elective

Additional Coursework

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
NUR 3825	Introduction to the Profession of Nursing	2	None	

Communication Sciences and Disorders

Degree Type:	B.S.
CIP Code	51.0201
Major Code	CSM
Department Code	DEA
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/communication-sciences-and-disorders/

Speech-Language Sciences Concentration (SLS)

The B.S. in Communication Sciences & Disorders (CSD) with a concentration in Speech-Language Sciences (SLS) prepares students for employment as a Speech-Language Pathology Assistant or Audiology Assistant in educational or healthcare settings. More importantly, it prepares students for graduate study and professional certification in Speech-Language Pathology (SLP) or Audiology. Nationwide, acceptance in SLP or Audiology graduate programs is so competitive that students need to have an undergraduate degree in SLS with a high GPA if they wish to pursue these rewarding careers.

Mission

The mission of the CSD/SLS program is to prepare the student for eventual careers in Speech-Language Pathology (SLP) or Audiology. 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 SLP Assistant or Audiology Assistant.

Intended Learning Outcomes

- Demonstrate familiarity with the methods used in the evaluation of communication disorders and differences: 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: 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.
- Demonstrate critical thinking skills.

- Demonstrate written communication skills by writing clear and persuasive texts that include correctly applied professional language.

Program Description

- Twelve (12) courses (36 upper-level credit hours) are required for the SLS concentration in CSD
- The upper-level CSD-SLS curriculum is delivered completely online. Students are responsible for having technology that meets program specifications, and for completing online orientation and advising prior to registration for classes.
- Students must earn a C or better (not C-) in all CSD-SLS coursework or co-requisite courses taken at USFSM, and they must have an overall 2.50 GPA to graduate.
- Transfer students who lack all degree prerequisites, may begin the program, taking needed prerequisites in the first term. Second degree seekers may treat prerequisites as graduation requirements.
- CSD students are allowed only one upper-level grade forgiveness.
- Students are encouraged to utilize available electives and consider a minor in an area such as Biology, Gerontology, Psychology or General Business.

State-Mandated Common Prerequisites

State Prerequisite	USFSM Course Offering	
Course	Course Number	Credit Hours
STA XXXX	STA 2023	3
BSC XXXX or APK XXXX or ANT 2511	BSC 1005, BSC 2010/L, or BSC 2011/L	3-4
PHY XXXX or CHM XXXX or PSC XXXX	CHM 2045/L, PHY 2053/L or PHY 2020	3-4
PSY XXXX or CLP XXXX or DEP XXXX or EXP XXXX or SYG XXXX or SYD XXXX or SYO XXXX or SYP XXXX or FYC XXXX or FAD XXXX	PSY 2012, DEP 2004, or INP 2101	3

Program of Study

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
SPA 3004	Introduction to Language Development and Disorders	3	Junior Standing	
SPA 3011	Introduction to Speech Science	3	PR: SPA 3030, SPA 3112; Junior Standing	
SPA 3030	Introduction to Hearing Science	3	Junior Standing	
SPA 3101	Anatomy and Physiology of the Speech and Hearing Mechanism	3	Junior Standing	
SPA 3112	Applied Phonetics in Communication Disorders	3	None	
SPA 3310	Introduction to Disorders of Hearing	3	PR: SPA 3030; Junior Standing	
SPA 4050	Introduction to the Clinical Process	3	PR: SPA 3004, SPA 3310	6ACM, SMCC
SPA 4104	Neuroanatomy for Speech, Language and Hearing	3	PR: SPA 3101 (highly recommended)	
SPA 4510	Intro. to Clinical Methods and Counseling in CSD	3	PR: SPA 3004, SPA 3310	
SPA 4321	Introduction to Audiologic Rehabilitation	3	PR: SPA 3310 with a grade of C- or better	
SPA 4250	Introduction to Speech Disorders	3	PR: SPA 3101	
SPA 4257	Adult Communication Disorders	3	PR: SPA 4104; Junior Standing	

Psychology

Degree Type:	B.A.
CIP Code	42.0101
Major Code	PSY
Department Code	PSY
Degree Website	usfsm.edu/academics/programs-and-majors/undergraduate/psychology/

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 USFSM 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 physiological processes to socio-cultural influences. Second, our majors have developed the critical thinking skills necessary for the consumption, production, and application of psychological research. These skills include writing and familiarity with how ethics apply to psychological research and practice. Our majors will have the opportunity to take a capstone course that allows them to demonstrate these competencies.

Intended Learning Outcomes

- **Knowledge and Application:** Understand and apply concepts and theories in multiple areas of psychology (e.g. cognitive, perception, physiological, learning, motivation, developmental, abnormal, industrial, social, and personality).
- **Diversity:** Recognize the impact of human diversity (gender, race, ethnicity, socio-economic status, sexual orientation, culture, age, religion, disabilities) on behavior and mental processes.
- **Ethics:** Demonstrate knowledge of professional ethics in the use of research subjects.
- **Critical Thinking:** Ability to critically evaluate various research methods and designs by formulating vital questions; gathering relevant articles; identifying their strengths, weaknesses, and implications for psychological inquiry; and developing an integrative conclusion.
- **Communication:** Write effectively by producing work in the APA style and standards.

Policies

Students majoring in Psychology must meet all degree requirements of USFSM and the CSM, as well as the following:

- To continue in the program, students must have a **GPA** of at least 2.00 in PSY 2012, PSY 3204, and PSY 3213.
- Consistent with USF system policy, a total of 42 upper-level credit hours are required of all undergraduate psychology majors.

State-Mandated Common Prerequisites

The following courses are prerequisites for the major in Psychology:

State Prerequisite		USFSM Course Offering	
Course Number		Course Number	Credit Hours
PSY XXXX Or any other lower level Psychology class within the Psychology Inventory (i.e., CLP, DEP, EAB, EXP, INP, PCO, PPE, and PSB prefixes)		DEP 2004, INP 2101	3
PSY X012		PSY 2012	3
STA XXXX		STA 2023	3
BSC X0XX or BSC X20X or ZOO X010		Biology BSC 1005, BSC 2010/L, or BSC 2011/L	3 or 4

Program of Study

The following 34 upper-level semester hours are required of all undergraduate majors in Psychology although students can elect to take more.

Required Degree Core (13 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
<i>3000-Level Core Courses</i>				
PSY 3204	Psychological Statistics	3	PR: PSY 2012	Should be taken in the first term of upper-level course work. Students are strongly encouraged to take STA

				2023 prior to enrolling in PSY 3204.
PSY 3213	Research Methods in Psychology	4	PR: PSY 3204 or STA 2023 or STA 2122 or QMB 2100, with a grade of “C” or better	Should be taken in the first term of upper-level coursework,
<i>4000-Level Core Courses</i>				
CLP 4433	Psychological Tests and Measurement	3	PR: PSY 3213 with a grade of “C” or better	
OR				
PSY 4205	Experimental Design and Analysis	3	PR: PSY 3213 with grade of “C” or better	
PSY 4938	Pro Seminar	3	PR: PSY 3213; Area I and Area II requirements complete; Senior Standing	6ACM, SMCC; Should be taken as late in program as possible, ideally in the final term.

Courses in Cognitive/Neural Sciences – Students must choose at least two (2) courses from the following (6 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EXP 4204C	Perception	3	PR: PSY 3213 with a grade of “C” or better	
EXP 4404	Psychology of Learning	3	PR: PSY 3213 with a grade of “C” or better	
PSB 4004C	Physiological Psychology	3	PR: PSY 3213 with a grade of “C” or better	
EXP 4304	Motivation	3	PR: PSY 3213 with a grade of “C” or better	
EXP 4680C	Cognitive Psychology	3	PR: PSY 3213 with a grade of “C” or better	

Courses in Social/Applied Psychology – Students should choose at least two (2) courses from the following (6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CLP 4143	Abnormal Psychology	3	PR: PSY 3213 with a grade of “C” or better	
INP 4004	Industrial Psychology	3	PR: PSY 3213 with a grade of “C” or better	SMLE
SOP 4004	Social Psychology	3	PR: PSY 3213 with a grade of “C” or better	
DEP 4053	Developmental Psychology	3	PR: PSY 3213 with a grade of “C” or better	
PPE 4003	Personality	3	PR: PSY 3213 with a grade of “C” or better	

Required Electives (9 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
DEP 4135	Psychology of Language Development	3	PR: PSY 3213 with a grade of “C” or better	
PSB 3444	Drugs and Behavior	3	None	
GEY 4612	Psychology of Aging	3	None	
SOP 4751	Psychology Applied to Law	3	PR: PSY 3213	
PSB 3842	Sleep and Dreams	3	None	
EXP 4640	Psychology of Language	3	PR: PSY 3213	
SOP 4777	Psychology of Human Sexuality	3	PR: PSY 2012, PSY 3204, STA 2122 and a General Biology course	USFSM considers STA 2023 to be equivalent to STA 2122
PSY 4931	Selected Topics: Seminar	3	PR: PSY 3213 with a grade of “C” or better; Junior or	May be repeated with different titles

			Senior Standing, Psychology Majors only	
PSY 4913	Directed Study	1-3	PR: PSY 3213	No more than three (3) credits may be applied toward the major

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 USFSM would well complement a Psychology degree: Applied Statistics, Biology, Criminology, Gerontology, Leadership Studies, or Sociology.

Minors

In this section...

- [Applied Statistics](#)
 - [Biology](#)
 - [Psychology](#)
-

Applied Statistics

The minor in Applied Statistics (APSM) consists of a minimum of 6 courses (20 credit hours). The four required core courses (14 credits) will establish the foundation for statistical learning and knowledge of discrete and continuous distributions. This will lead to the implementation of the two elective courses (6 credits from the list of elective courses) which will further strengthen the ability to apply statistical knowledge to various disciplines. This minor requires admission as an undergraduate student to the University of South Florida Sarasota-Manatee. Students who enroll in this minor program will be required to take 6 hours of the elective courses at the University of South Florida Sarasota-Manatee campus. The required GPA is at least a 2.0 average across all University level coursework.

Requirements (20 credit hours)

Required Courses (14 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
MAC 2311	Calculus I or approved equivalency	4	C (2.0) or better in MAC 1114 and C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or SAT Math score of 650 or better, or ACT Math score of 29 or better, or College-Level Math CPT score of 90 or better, and knowledge of trigonometry or approved equivalency	6AMM
MAC 2312	Calculus II or approved equivalency	4	C (2.0) or better in MAC 2311 or approved equivalency	6AMM
STA 2023	Introductory Statistics I	3	C (2.0) or better in MAT 1033, or SAT Math score of 440 or better, or ACT Math score of 19 or better, or Elementary Algebra CPT score of 72 or better	6AMM, SMMA
QMB 3200	Business & Economic Statistics II	3	MAC 2233 Minimum Grade: C-, or MAC 2241 Minimum Grade: C-, or MAC 2311 Minimum Grade: C-, or Calculus AB Minimum Score: 3, or Calculus BC Minimum Score: 3, or Calculus AB	

Subscore Minimum Score:
4, or MAC 2281 Minimum
Grade: C- and QMB 2100
Minimum Grade: C-, or
STA 2023 Minimum
Grade: C-, or STA 2122
Minimum Grade: C-

or

STA 3024	Introductory Statistics II	3	STA 2023 or approved equivalency
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Electives Courses (6 credit hours)

Choose two courses from the list below.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ISS 331 I	Applied Statistics for the Social Sciences	3	STA 2023 (or approved equivalency)	
MAT 4906	Independent Study	3	None or CI; S/U only	Note: this course requires that the student will use statistical software and programming packages to analyze data and determine statistical problems.
PSY 4205	Experimental Design and Analysis	3	PSY 3213 with minimum grade of C (or approved equivalency)	
STA 4930	Selected Topics in Statistics	3	STA 2023 (or approved equivalency)	This course will be offered in the fall and spring terms.

Biology

The minor in Biology (BIOM) consists of a minimum of 24 credit hours.

The following six (6) courses are required (12 credit hours) plus 12 credits of any upper-level courses with the prefixes BOT, BSC, MCB, PCB, or ZOO:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CHM 2045	General Chemistry I	3	PR: 550 SAT Quantitative score or completion of MAC 1105 College Algebra with a C or better AND one year of high school chemistry or completion of CHM 2023 with a grade of C or better	SMNS
CHM 2045L	General Chemistry I Laboratory	1	CP: CHM 2045 with a grade of "C" or better or equivalent	
BSC 2010	Cellular Processes	3	CR: BSC 2010L	SMNS
BSC 2010L	Cellular Processes Laboratory	1	CR: BSC 2010	
BSC 2011	Biodiversity	3	CR: BSC 2011L	SMNS
BSC 2011L	Biodiversity Laboratory	1	CR: BSC 2011	

Psychology

A minor in Psychology (PSYM) consists of a minimum of six (6) courses (19 credit hours)

The following three (3) required courses (10 credit hours) plus any three (3) upper-level psychology courses, except PSY 4913, with the following prefixes: PSY, PPE, PSB, INP, SOP, DEP, EXP, CLP (9 credit hours) *Statistics and Research Methods are prerequisites for all electives:*

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
PSY 2012	Introduction to Psychological Science	3	None	SMSS
PSY 3204	Psychological Statistics	3	PR: PSY 2012	

OR

STA 2122	Social Science Statistics	3	None	
PSY 3213	Research Methods in Psychology	4	PR: PSY 3204 or STA 2023 or STA 2122 or QMB 2100, with a grade of "C" or better	Should be taken before upper-level electives; may be taken after or with Statistics

Undergraduate Course Descriptions

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.

S U B J	N U M	FULL TITLE	CR	C O L	D E P T	DESCRIPTION	REQUISITES Key	CODES Key
ACG	2021	Principles of Financial Accounting	3	BA	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	BA	ACC	A study of the accountant's role in assisting management in the planning and controlling of business activities.	PR: ACG 2021 with a grade of C- or better	
ACG	3006	Professional Topics in Accounting	2-3	BM	ACC	The course will develop an in-depth understanding of the theoretical frameworks used in financial reporting and use this understanding to analyze and solve complex analytical problems in financial reporting.	PR: ACG 2021, ACG 2071 with a grade of C or better	
ACG	3074	Managerial Accounting for Non-Business Majors	3	BA	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	BA	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 2021, ACG 2071 with a grade of "C" or better, not C-; CP: ACG 3341 or ACG 3401 or TAX 4001 with a grade of "C" or better, not C-. ACG 3341 or ACG 3401 or TAX 4001 can be taken concurrently with ACG 3103.	

ACG	3113	Intermediate Financial Accounting II	3	BA	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 and ACG 3341 or ACG 3401 or TAX 4001 with a grade of C or better, not C-
ACG	3341	Cost Accounting and Control I	3	BA	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.	PR: ACG 2021, ACG 2071 with a grade of "C" or better, not C-; CP: ACG 3103 with a grade of "C" or better, not C-. ACG 3103 can be taken concurrently with ACG 3341.
ACG	3401	Accounting Information Systems	3	BA	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.	PR: ACG 2021, ACG 2071 with a grade of C or better, not C-; CP: ACG 3103 with a grade of C or better, not C-. ACG 3103 can be taken concurrently with ACG 3401.
ACG	4123	Intermediate Financial Accounting III	3	BA	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.	PR: ACG 3113 with a grade of C or better, not C-.
ACG	4351	Cost Accounting And Control II	3	BA	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).	PR: ACG 3103, 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.	PR: ACG 3113 with a grad of "C" or better
ACG	4632	Auditing I	3	BA	ACC	This course provides a sound conceptual foundation of basic auditing process from the perspective of the public	PR: ACG 3113, ACG 3401

						accounting profession. Professional standards, ethics, legal responsibilities, and the utilization of technology are addressed.	
ACG	4642	Auditing II	3	BA	ACC	Further development of material covered in ACG 4632, with special emphasis on additional reporting topics and audit techniques not previously addressed.	PR: ACG 4632 with a grade of "C" or better, not C-
ACG	4931	Selected Topics In Accounting	1-3	BA	ACC	The course content will depend on student demand and instructor's interest.	None
ACG	5205	Advanced Financial Accounting	3	BA	ACC	Accounting for business combinations, preparation of consolidated financial statements, home office/branch relationships, foreign operations and transactions, partnerships.	PR: ACG 3113 with a grade of "C" or better, not C-
ACG	5375	Valuation of Closely Held Businesses	3	BA	ACC	Prepares students to assess how a firm can increase its value. Students develop an understanding of the principles behind business valuation and learn how to use these principles to assess a company's value through a case study	PR: ACG 2021
ACG	5505	Governmental/Not-For-Profit Accounting	3	BA	ACC	Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.	PR: ACG 3113 CR: ACG 4632
ACG	5675	Internal and Operational Auditing	3	BA	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.	PR: ACG 3113, 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;	None

Contemporary Economic Problems in Africa.

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	SMSS, 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	SMSS, HP
AMH	3130	The American Revolutionary Era	3	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	3	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	3	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	3	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	3	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	None	

						Florida within the regional setting.		
AMH	3423	Modern Florida	3	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	3	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
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	None	

						Pound, Stein, Fitzgerald, Hemingway, Faulkner, Porter, Toomer, Cummings, Williams, Anderson, Steinbeck, Wright, West, Stevens, Henry Miller, and others.		
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	SMCD
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 Valdéz, Tomás Rivera, Oscar Hijuelos, etc.	PR: ENC 1101, ENC 1102	SMCD
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	None	

Lowell, etc. Specific topics will vary. May be taken twice for credit with different topics.

AML	4931	American Literary Movements and Genres	3	AS	ENG	Looks at a movement or genre in American literature (19th-century novel, Harlem Renaissance, Puritan sermons, etc.). Building on skills from survey courses, class requires heavy but focused reading, familiarity with literary scholarship, and writing.	PR: ENC 1102 with a grade of C- or better	
AML	4933	Studies in American Literature and Culture	3	AS	ENG	This course examines a particular topic or theme, varying with individual selection, in the American literary tradition.	PR: ENC 1102 with a grade of C- or better	
AML	3604	African American Literature	3	LM	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	SMCD
ANT	2000	Introduction to Anthropology	3	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	SMSS, SS, AP
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	SMSS, SS
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.	AP

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.	PR: ANT 2000, ANT 2410.	
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.	PR: ANT 2410; 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.	PR: ANT 2410; DPR	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.	PR: ANT 2410; 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.	PR: ANT 2511; DPR	
ANT	4905	Individual Research	2-4	AS	ANT	Individual guidance in a selected research project. Contract required prior to registration.	DPR; S/U	
ANT	4930	Special Topics in Anthropology	1-3	AS	ANT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	Variable depending on topic; DPR	
ARH	2000	Art and Culture	3	LM	ART	This course offers students an enhanced appreciation and understanding of art. Student will critically evaluate a broad range of imagery, media, artists, movements and historical periods in the visual arts.	None	SMHU, 6ACM
ARH	2050	History of Visual Arts I	3	FA	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	FA	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	1-3	FA	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 coursework 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 coursework is included.	PR: ASL 2140C; DPR	
AST	2002	Descriptive Astronomy	3	AS	AST	An introductory and overview of astronomy course. It is designed to introduce a broad range of topics in astronomy that will be discussed in greater detail in more advanced classes.	None	SMNS
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; CI	NS
BCH	4033	Advanced Biochemistry I	3	AS	CHM	Introduction to the chemistry and intermediary metabolism of biologically important substances.	PR: CHM 2211, BSC 2010	
BOT	3152C	Field Botany	3	AS	BIN	A field course emphasizing identification and classification of native and naturalized flowering plants of Florida including historical, climatic, and floristic aspects of plant communities. Fieldwork required. Lecture and Laboratory.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046 and MAC 1105 or higher level MAC course or STA 2023	
BOT	3850	Medical Botany	3	AS	BIO	Study of agents that are produced by plants and that are toxic or psychoactive in human beings or are useful as remedies. Lecture only.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2210, and MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712	

BSC	1005	Biological Principles for Non Majors	3	AS	BCM	A comprehensive introduction to living systems, including the scientific basis of biology, cell structure and function, genetic mechanisms, human anatomy and physiology, and ecological and evolutionary processes	None	SMNS
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.	CR: BSC 2010L	SMNS, NS
BSC	2010L	Cellular Processes Laboratory	1	AS	BCM	Laboratory portion of Biology I Cellular Processes relating to cellular and subcellular structure and function. Mitosis, meiosis, and Mendelian genetics will be stressed	CR: BSC 2010	
BSC	2011	Biodiversity	3	AS	BCM	Biodiversity is an analysis of biological systems at the organismal level: evolution, speciation, history of life, and ecology	CR: BSC 2011L	SMNS
BSC	2011L	Biodiversity Laboratory	1	AS	BIN	Laboratory portion of Biology II Diversity relating to organismal structure and function. Microscopy, as well as, plant and animal development will be stressed.	CR: BSC 2011	
BSC	2093C	Human Anatomy and Physiology I	4	AS	BIN	Basic biochemistry, cell structure and function, tissues, anatomical terminology, anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems. Lecture and Laboratory.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045	
BSC	2094C	Human Anatomy and Physiology II	4	AS	BIN	Anatomy and physiology of the autonomic nervous, endocrine, circulatory, lymphatic, immune, respiratory, digestive, excretory, and reproductive systems. Lecture and Laboratory.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, BSC 2093C, CHM 2045	
BSC	3312	Marine Biology	3	AS	BIN	A survey of the marine environment, the types of organisms found inhabiting a variety of marine habitats, and	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM	

						the adaptations of the organisms to those habitats. Emphasis is placed on shallow water Florida environments. Lecture only.	2046, MAC 1105 or higher-level MAC course or STA 2023	
BSC	3453	Research Methods in Biology	3	LM	BIO	This course utilizes a hands-on, application-oriented approach to enhance student understanding of: framing scientific questions based on scientific literature; experimental design; data analysis; writing technical reports; and presenting seminars.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, STA 2023	
BSC	3848	Scientific Communication	1	MM	BIO	This course will be taken in conjunction with an upper level biology lab course. Students will work on developing and communication research questions and experimental designs with peers in both written and oral formats. Requires an upper-level lab co-req.	PR: ENC 1101 with at least a grade of "C", ENC 1102 with at least a grade of "C"	
BSC	4052	Conservation Biology	3	AS	BIN	This course provides an extensive introduction to current models and empirical study in conservation biology, including substantial hands-on experience with programming methods for study of data and models.	PR: PCB 3043, BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, Calculus (MAC 2241/2281/2311)	
BSC	4057	Environmental Issues	3	AS	BIO	Study of biological, economic, ethical, legal, political, and social issues relating to current environmental problems.	None	SMCD
BSC	4905	Independent Study	1-3	AS	BIO	Specialized independent study determined by the student's needs and interests. The written contract required by the Department of Biology specifies the regulations governing independent study.	May be taken by majors for free elective credit; S/U	
BSC	4910	Undergraduate Research	1-4	AS	BIO	Individual investigation with faculty supervision. Written contract by Department is necessary prior to registration. S/U only. Junior standing and 3.0 GPA required.	PR: CHM 2210, MAC 1105 or higher MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 or CHM 2211	

BSC	4933	Selected Topics in Biology	1-4	AS	BIO	The course content will depend on student demand and instructor's interest.	None	
BSC	4937	Seminar in Marine Biology	2	AS	BIN	Course focuses on developing the student's understanding of contemporary research in the field of Marine. Background information presented and assigned reading will vary according to instructor.	PR: BSC 3312C, CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 and CHM 2211	
BSC	4938	Biology Capstone	3	MM	BIO	This course is intended to provide advanced undergraduates with a "capstone" experience in biology and provides the opportunity to synthesize and apply learning from other courses as they explore a specific topic, which will vary.	Senior Standing in Biology	SMCC, 6ACM
BUL	3320	Law and Business I	3	BA	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	BA	ACC	A comprehensive study of commercial law as it affects the practice of accounting.	PR: BUL 3320	
CAP	4790	Data & Security Analytics	3	BM	EIT	The course provides a detailed understanding of Data as a valuable asset of the organization and the need to secure it. Data also requires analytics to provide insights into trends and context of technical, economic, and social and environments.	None	
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.	PR: CCJ 3024; Junior Standing; CI	

CCJ	3336	Prisoner Reentry and Recidivism: When Inmates Come Home	3	BC	CJP	Students will study prisoner reentry and recidivism in the U.S. by working with local organizations to understand the challenges facing ex-inmates and assist those attempting to combat these challenges and ease an ex-inmate's reintegration into society.	None	SMCD
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	3644	White Collar Crime	3	BC	CJP	This course is designed to introduce you to the topic of white-collar crime, including crime that is committed in or by corporate and other types of organizational entities.	None	
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.	PR: CCJ 3117 with a grade of "C" or better, not a C-; Junior Standing	
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.	PR: CJE 4114 or CJT 4100; Junior Standing	
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.	PR: CCJ 3117; Junior Standing; 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	PR: CCJ 3024, CCJ 3117, CCJ 3621; Junior Standing; CI; S/U	

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.

CCJ	4910	Directed Research	I-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.	PR: CCJ 3024, CCJ 3117, CCJ 3621; Junior Standing; CI; S/U
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.	PR: CCJ 3024 or CJE 4114; Junior Standing; 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.	PR: CCJ 3024, CCJ 3621, CCJ 3117; Junior Standing; 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.	PR: CCJ 3701 with a grade of "C" or better, not C-; Senior Standing	MW
CCJ	4939	Senior Capstone Seminar	3	LM	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.	PR: CCJ 3024, CCJ 3117, CCJ 3701	SMCC, 6ACM
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.	PR: CCJ 3024, CCJ 3621, CCJ 3117; Senior Standing; S/U; 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	EN	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.	PR: CGS 3303; CI	

CEN	3040	Integrated Development Environments (Eclipse)	3	BM	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.	PR: COP 2250
CEN	3722	Human Computer Interfaces for Information Technology	3	EN	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.	PR: COP 3515
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.	PR: COP 4530
CEN	4031	Software Engineering Concepts for Information Technology	3	EN	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.	PR: EEL 4854; CI
CGS	2100	Computers in Business	3	BA	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	EN	EIT	An introduction to the various facets of the field of Information Technology. Topics such as operating systems, networking, programming, hardware, and computation theory will be overviewed.	PR: CGS 1540
CGS	3373C	Data Networking & Communications	3	BM	EIT	The course is a breadth-first view of computing technology fundamentals & networking concepts. Major concepts are presented so as to make clear the "big picture" of the discipline. Course is one of several that form the foundation of the BSCyS&IT degree.	CyS&IT Majors Only

CGS	3374C	Architecture & Operating Systems	3	BM	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.	PR: CGS 3373 with a grade of "C-" or better
CGS	3845	Electronic Commerce	3	EN	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.	PR: COP 2510 or equivalent
CGS	3847	Portal Development and E-Commerce	3	BM	EIT	This course familiarizes students with challenges associated with e-commerce and its business models, by exploring underlying technologies used to implement e-commerce systems and web portals. Includes portal management and SAP portals development.	PR: GEB 3016; CP: COP 4834
CGS	3850	Web Development: JavaScript & jQuery	3	BM	EIT	JavaScript is used to develop interactive Web pages/sites. OO language, with its dynamic functionality, is quickly inserted into a Web page. Used on WWW it is the most popular programming language worldwide & is the basis for the jQuery Library.	PR: CGS 3853
CGS	3853	Web Systems for IT	3	EN	EIT	Examines how web sites are developed. Focus on client-side and server-side scripting including HTML, JavaScript, and CSS. A substantial project requiring the design and implementation of an online web site is required.	PR: CEN 3722
CGS	4858	Web Design and Development	3	BM	EIT	The course covers using HTML (HyperText Markup Language), CSS (Cascading Style Sheets), and JavaScript to produce powerful interactive Web content.	PR: COP 3817 with at least a grade of "C-"
CGS	4855	Intermediate Web Development (jQuery)	3	BM	EIT	This course provides more practical and professional tools	PR: CGS 3850

for working with Cascading Style Sheets (CSS) and JavaScript using the jQuery and the jQuery UI (User Interface) libraries.

CGS	4856	Intermediate Web Design (HTML5)	3	BM	EIT	This course continues from the first courses in Web Design and Web Development to add the new concepts and capabilities of HTML5.	PR: COP 2030, COP 2250, CGS 3853, CGS 3850	
CGS	4857	Android Web Applications (w/HTML5, CSS3, JavaScript)	3	BM	EIT	A mobile web application is one built with core client web technologies. Students will learn to develop designs for mobile devices; these will also work as desktop web apps if the browser uses the same versions of technologies (HTML5, CSS3, JavaScript).	PR: CGS 3853, CGS 3850, CGS 4856	
CHM	2020	Chemistry for Liberal Studies I	3	AS	CHM	This course is designed for liberal arts students to learn basic chemical principles. Students will learn about reactions, energy and the scientific method. The course will have an emphasis on the chemistry of global climate change.	None	SMNS
CHM	2045	General Chemistry I	3	AS	CHM	Principles and applications of chemistry including properties of substances and reactions, thermochemistry, atomic-molecular structure and bonding, periodic properties of elements and compounds	PR: 550 SAT Quantitative score or completion of MAC 1105 College Algebra with a C or better AND one year of high school chemistry or completion of CHM 2023 with a grade of C or better.	SMNS
CHM	2045L	General Chemistry I Laboratory	1	AS	CHM	Laboratory portion of General Chemistry I. Introduction to laboratory techniques; study of properties of elements and compounds; synthesis and analysis of natural and commercial materials.	CP: CHM 2045 with a grade of "C" or better or equivalent	
CHM	2046	General Chemistry II	3	AS	CHM	Principles and applications of chemistry including solutions, chemical thermodynamics, kinetics, equilibria, aqueous chemistry, electrochemistry,	PR: CHS 2045 or CHM 2440 with a "C" or better or Chemistry with a	SMNS

						and nuclear chemistry.	minimum score of 4	
CHM	2046L	General Chemistry II Laboratory	1	AS	CHM	Laboratory portion of General Chemistry II. Continuation of chemistry laboratory.	PR: CHM 2045L or CHS 2440L with a "C" or better or Chemistry with a minimum score of 4	
CHM	2210	Organic Chemistry I	3	AS	CHM	Fundamental principles of organic chemistry. Lecture.	PR: CHM 2046, CHM 2046L with a C or better	
CHM	2210L	Organic Chemistry Laboratory I	2	AS	CHM	Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques. Lec.-lab.	CP: CHM 2200 or CHM 2210	
CHM	2211	Organic Chemistry II	3	AS	CHM	Continuation of organic chemistry.	PR: CHM 2210 with a C or better	
CHM	2211L	Organic Chemistry Laboratory II	2	AS	CHM	Continuation of organic chemistry laboratory.	PR: CHM 2210L CR: CHM 2211	SMLE
CHM	2414C	Science of Cooking	3	MM	CHM	An active, experiential-learning environment of interdisciplinary explorations of science as a process, information, and techniques underlying contextually interesting topics pertaining to delicious substances.	None	SMNS
CHM	4932	Selected Topics in Chemistry	1-3	AS	CHM	The course content will depend on the interest of faculty members and student demand.	None	
CHS	4411	Chemistry and Microbiology of Beer	3	MM		A series of investigations into the chemistry and microbiology underlying the various aspects of beer, its brewing process, and its pairings with food.	PR: CHM 2045	
CIS	3201	Laws and Legal Aspects of IT	3	BM	EIT	The course provides an overview of rights, responsibilities, and liabilities associated with IT systems today. Statutes, case histories, regulations, etc. will be discussed, to understand and control risk. Research topics will be assigned to students.	PR: CIS 3360 with a grade of B- or better	

CIS	3303	Unified Modeling Language	3	BM	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.	None
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.	PR: MAD 2104; CI
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.	PR: CIS 3360; CI
CIS	3615	Secure Software Development	3	BM	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.	PR: COP 3515 with a grade of "C-" or better
CIS	3932	Special Topics for Information Technology	1-3	AS	EIT	Topics to be chosen by students and instructor permitting newly developing subdisciplinary special interests to be explored.	None
CIS	4203	Cyber Forensics & Investigations	3	BM	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	PR: COP 2030, MAD 2104

proceedings. Focus on MS Windows systems.

CIS	4204	Ethical Hacking	3	BM	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.	PR: COP 2030, MAD 2104	
CIS	4216	Aggressive Hacking: What Hackers Do	3	BM	EIT	Commonly known as Red Teaming, the course provides an understanding of computing, networking, programming concepts, and exploitation techniques, related to computer security. Focus of the course is to legally break-test into systems to improve security.	PR: CGS 3373, CGS 3374, and COP 2250 or COP 2030 all with a grade of "C-" or better	
CIS	4253	Ethics for Information Technology	3	EN	EIT	This course covers the professional code of ethics and a survey of ethical issues in computing such as intellectual property, security, privacy, and copyright. Class discussions cover ethical responsibilities of IT professionals and issues that are shaping our society.	Senior Standing; Basic computer skills	SMLE, MW
CIS	4342	NoSQL Databases	3	BM	EIT	This course covers various types of unstructured data management technologies, also known as NoSQL databases, such as Columnar, Key-Value, Graphic and Document databases; their schema-free characteristics (ACID) for storage, retrieval and data quality.	PR: COP 2250	
CIS	4344	Big Data Architecture with Hadoop	3	BM	EIT	This course provides students with necessary skills and knowledge to develop practical Big data solutions based on the Hadoop eco-system. Topics include fundamentals of Hadoop 2.x, the HDFS, MapReduce, Spark, Data Analytics using Pig, Hive and YARN.	PR: COP 2250	
CIS	4361	Information Assurance and Security Management for IT	3	EN	EIT	The CIANA model, information security management techniques, and security concerns are presented. Topics include access control systems,	PR: COP 3515; Junior or Senior Standing	

						network security, security management practices, cryptography, disaster recovery planning, and others.	
CIS	4365	Computer Security Policies and Disaster Preparedness	3	EN	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.	PR: CIS 3360
CIS	4368	Database Security and Audits	3	BM	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.	PR: COP 3718
CIS	4369	Web Application Security	3	BM	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.	PR: COP 3718 and CGS 3853 both with a grade of "C-" or better
CIS	4387	Mobile and Wireless Security	3	BM	EIT	Mobile/wireless systems provide untethered network connectivity anywhere/anytime. Securing these systems have unique challenges due to travels outside physically protected spaces and limited battery & processing power. This course addresses these issues.	PR: CGS 3373, CGS 3374, and COP 2250 or COP 2030 all with a grade of "C-" or better
CIS	4412	Information Technology Resource Management	3	EN	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, Senior, or Graduate Standing
CIS	4510	IT Project Management	3	AS	EIT	This course covers the general aspects of project management	CI

and emphasizes the important, special considerations which apply to information technology projects. Supporting software is used extensively

CIS	4512	Agile Risk Management	3	BM	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.	PR: CIS 4510
CIS	4514	Requirements-Led PM/PM Software Tools	3	BM	EIT	This course focuses on an innovative approach to using project requirements to manage the project development life cycle.	PR: CIS 4510
CIS	4515	Managing Global Teams w/Agile	3	BM	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.	PR: CIS 4510
CIS	4518	Quality & Testing w/Agile in Project Management	3	BM	EIT	This course explains concepts & principles of tenets of quality management & practical methodologies to implement them. It covers little q & big Q; addresses thinking, misconceptions & alternative theories, focusing on big Q to build a case for change.	PR: CIS 4510
CIS	4524	IT Project Schedule & Cost Control	3	BM	EIT	Students will develop fundamental skills in estimating, scheduling, cost control, and reporting, essential for successful information technology projects.	PR: CIS 4510
CIS	4525	Contract Management & Negotiations	3	BM	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	PR: 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.	PR: COP 4530, CDA 3201; CI; S/U	
CIS	4916	Cyber Security and IT Capstone Project	2	BM	EIT	This course introduces students to the process of research and systematic inquiry and facilitates the mastery of research skills needed to complete projects where an understanding of research methods is critical.	Senior in BSAS CyS&IT	SMCC, 6ACM
CIS	4930	Special Topics in Computer Science I	1-3	EN	ESB	Special topics in computer science and computer engineering.	PR: COP 4530, CDA 3201; CI;	
CIS	4932	Special Topics for Information Technology	1-3	EN	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	EN	EIT	This course is the capstone project for IT majors. Students are required to design, implement, and deliver a complete IT solution to a problem leveraging discipline-specific, critical thinking, and communication skills acquired in this major.	Senior Standing in CyS&IT	SMCC, 6ACM
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.	PR: CCJ 3024 or CCJ 3117; Junior Standing; 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.	PR: CCJ 3024 or CCJ 3117; Junior Standing; 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.	PR: CCJ 3024 or CCJ 3117; Junior Standing; 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.	PR: CCJ 3024 or CCJ 3117; 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.	PR: CCJ 3024, CCJ 3117; Junior Standing; 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.	PR: CCJ 3024; Junior Standing; 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.	PR: CCJ 3024; Junior Standing; CI
CLP	4143	Abnormal Psychology	3	AS	PSY	Descriptions, theoretical explanations, research evidence, and treatment of maladaptive behavior.	PR: PSY 3213 with a grade of "C" or better
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.	PR: PSY 3213 with a grade of "C" or better
CLP	4433	Psychological Tests and Measurement	3	AS	PSY	A consideration of the instruments for intellectual and personality assessment including their applications,	PR: PSY 3213 with a grade of "C" or better

						development, and potential abuses.		
CNT	4403	Network Security and Firewalls	3	EN	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.	PR: CNT 4104	
COM	3014	Communication, Gender, and Identity	3	AS	SPE	Examines the communicative origins and implications of gender roles.	None	
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.	None	
COM	4022	Health Communication	3	AS	SPE	Application of communication theory and research to the health context including provider-patient communication, health information campaigns, and health beliefs and behavior. Special attention to the value issues in health communication.	None	SMCD
COP	2030	Programming Concepts I	3	BM	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	BM	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	BM	EIT	Database systems are described with particular emphasis on Relational Database Management Systems (RDBMS). SQLite is the target	PR: COP 2030	

						RDBMS. It is programmatically driven with the Python language and OpenOffice base.	
COP	2930	Special Topics for Information Technology	1-3	EN	EIT	Special topics course.	None
COP	2931	Special Topics for Information Technology	1-3	EN	EIT	Special topics course.	None
COP	3259	Advanced Programming in JAVA	3	BM	EIT	The focus of this course is the comprehensive Java 6 SE specification which defines the advanced Java language features and capabilities.	PR: COP 2250
COP	3375C	Data Structures and Algorithms w/Python	3	BM	EIT	The course provides a comprehensive understanding of the various data structures used to store and retrieve data, and which structures to use when. It integrates theoretical study with hands-on programming to enhance students' problem solving skills.	PR: COP 2030 with a grade of "C-" or better
COP	3415	Data Structures and Algorithms	3	BM	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.	PR: COP 3375
COP	3515	Advanced Program Design for Information Technology	3	EN	EIT	Covers problem solving with an emphasis on the creation of programs to be developed and maintained in a variety of environments from small to large IT organizations. Concepts relating to program efficiency are studied.	PR: COP 2512 or equivalent; CI
COP	3718	Database Systems Design	3	BM	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.	PR: COP 2700
COP	3722	Database Systems Design	3	BM	EIT	This course presents contemporary data modeling and database design techniques in a vendor-neutral manner. Students will learn to create conceptual, logical, and physical	PR: COP 2700

data models, specialized techniques for handling temporal and analytical data.

COP	3931	Special Topics for Information Technology	I-3	EN	EIT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	None
COP	4260	Systems Programming: Java EE	3	BM	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.	PR: COP 2250
COP	4376	Java-Based Python (Jython)	3	BM	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.	PR: COP 3259, COP 3375
COP	4610	Operating Systems for Information Technology	3	EN	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.	PR: EEL 4854; CI
COP	4610L	Operating Systems Laboratory for Information Technology	I	EN	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.	PR: EEL 4854; CI
COP	4663	Mobile Applications Development	3	BM	EIT	This course provides the beginning programmer with a strong foundation necessary to build mobile applications for Android devices.	PR: COP 2030, COP 2250, COP 3375

COP	4703	Database Systems for Information Technology	3	EN	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.	PR: EEL 4854; CI
COP	4710	Database Design	3	EN	ESB	This course covers the fundamentals and applications of database management systems, including data models, relational database design, query languages, and web-based database applications	PR:COP 3331; CP: COP 4530
COP	4814	Web Services	3	EN	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	EN	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.	Completion of prerequisites for admission to CyS&IT program; CI
COP	4834	Data-Driven Web Sites	3	EN	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.	Completion of prerequisites for admission to CyS&IT program; Junior or Senior Standing; CI
COP	4854	Rich Internet Applications	3	BM	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.	PR: CGS 3850, CGS 3853, COP 4816
COP	4930	Information Technology Seminar	I-3	EN	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	Senior CyS&IT Majors Only

						will give seminars to senior IT students.		
COP	4931	Special Topics for Information Technology	1-3	EN	EIT	Topics to be chosen by students and instructor permitting newly developing subdisciplinary special interests to be explored.	None	
CPO	2002	Introduction to Comparative Politics	3	AS	POL	Comparison and analysis of representative European and non-Western political systems.	None	SS
CPO	4034	Politics of the Developing Areas	3	AS	POL	An analysis of the ideologies, governmental structures, and political processes of selected nations of the non-Western world.	None	
CTS	3165	Linux Essentials	3	BM	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	BM	EIT	The course provides the breadth and depth of material necessary to effectively implement and manage Linux servers in real-world business environments.	PR: CTS 3165	Request permit for waiver of prerequisite
CTS	4805	Web Development Tools	3	EN	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	
DEP	2004	The Life Cycle	3	BC	GEY	An examination of individuals and the physical, cognitive, personality, and social changes which occur throughout the entire life span.	None	SMSS
DEP	4053	Developmental Psychology	3	AS	PSY	Survey of methods, empirical findings, and theoretical interpretations in the study of human development.	CP: PSY 3213 with a grade of "C" or better	

DEP	4135	Psychology of Language Development	3	MM	PSY	This course explores the course of and the processes that underlie language acquisition. Theories and current research surrounding the development of phonological, semantic, syntactic, and pragmatic skills will be presented.	PR: PSY 3213 with a grade of C or higher	
DSC	3013	Terrorism & Homeland Security	3	BC	CJP	This course will introduce you to the phenomena of contemporary terrorism and extremism. Emphasis will be placed on extremism as a foundation for terrorist behavior, types of terrorism, and how governments and law enforcement agencies respond to terrorism.	None	
DSC	3594	Introduction to Intelligence Analysis	3	BC	CJP	This course is designed for understanding how the intelligence community's history, structure, procedures, and functions affect policy decisions. It will explore challenges facing the intelligence community by examining NSA and CIA programs.	None	
ECO	1000	Basic Economics	3	AS	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	AS	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	SMSS, SS
ECO	2023	Economic Principles (Microeconomics)	3	AS	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	SMSS, SS
ECO	3101	Intermediate Price Theory	3	AS	ECN	The price system and allocation of scarce resources between competing uses. May not receive credit for both ECP 3703 and ECO 3101.	PR: ECO 2023, MAC 2233 or MAC 2311 or equivalent	

ECO	3203	Intermediate Macroeconomics	3	AS	ECN	Determination of income, employment, prices, and interest rates. Aggregate demand and aggregate supply.	PR: ECO 2013, ECO 3101 or ECP 3703 with a grade of "C" or better	
ECO	3703	International Economics	3	AS	ECN	Role of international trade in the U.S. economy. Gains from trade, balance of payments, exchange rate determination, balance of payments stability, and international commercial policy.	PR: ECO 2013, ECO 2023	
ECO	4400	Game Theory and Economic Applications	3	AS	ECN	This course is an introduction to game theory, the study of strategic behavior among parties having opposed, mixed or similar interests.	PR: ECO 2013, ECO 2023	
ECP	3203	Labor Economics	3	AS	ECN	Determinants of wage and employment levels; occupational, industrial and geographical wage differentials; union and public policy effects on labor markets; the economics of discrimination; inflation, and unemployment.	PR: ECO 3101 or ECP 3703 with a grade of "C" or better	SMLE
ECP	4006	Economics of Sports	3	AS	ECN	This course teaches economics using sports as a backdrop. Topics covered include the economics of labor markets, exploitation, discrimination, monopoly, monopsony, game theory, bargaining, and cartels. No particular knowledge of sports is required.	PR: ECO 3101 or ECP 3703	
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.	School of Education Majors Only	
EDE	4302	The Learning Environment	3	LM	EDE	This course covers the practical, theoretical, and ethical aspects of the learning environment, including the current knowledge of best practices of a variety of management strategies and methods appropriate for a diverse elementary classroom setting.	PR: EDE 4947, RED 4310, EEX 4084, MAE 4310; CR: EDE 4948	

EDE	4323	Planning for Instruction of Diverse Learners	3	LM	EDE	This course will explore various theoretical and philosophical beliefs regarding effective instruction. Students will plan rigorous, integrated lessons inclusive of national & state standards & benchmarks while meeting diverse learners' needs.	PR: EDE 4223, EDF 3604, EDF 3122, TSL 4240, all with a minimum grade of C-	
EDE	4947	Clinical Education I	3	LM	EDE	Students will work in an elementary classroom for 3 hours per day of student contact time throughout the semester, learning to plan and instruct pupils and begin to understand the structure and operation of the school.	PR: EDF 3122, TSL 4240, both with minimum grade of C-; CR: EEX 4084	Must apply for and be approved by Coordinator of Clinical Education
EDE	4948	Clinical Education II	6	LM	EDE	Students will teach in an assigned elementary school for 14 weeks. Candidates/mentors assess their teaching abilities and personal attributes necessary to the profession through a process of dialogue and reflection.	PR: EDE 4947, EDE 4323, MAE 4310, RED 4511; CR: EDE 4302; CP: RED 4310; DPR	Field Experiences are to be approved by the Dean or designee
EDE	4949	Clinical Education III	9-12	LM	EDE	The teacher candidate is required to demonstrate professional competencies during one semester of full day internship in a public elementary school. Candidates are expected to perform all teaching duties and responsibilities including a weekly seminar.	PR: EDE 4948; DPR; S/U	Must have all required state tests and applicable programmatic requirements completed
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	SMEL
EDF	2085	Education, Diversity, and Global Society	3	ED	EDC	The course explores the role of formal and informal education within an increasingly diverse and global society. The course covers sociocultural approaches to education with a focus on immigration, race, gender, language, sexuality, and ability.	None	SMEL

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.	PR: General psychology; School of Education Majors Only	
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.	Junior or Senior Standing	SMCD, MW
EDF	3802	Dynamics of Unity	3	LM	EAP	The conflicts of our time call for individuals who know how to foster authentic unity at all levels of experience. Students will examine multidisciplinary research on the dynamics of unity building and explore their role as leaders in this process.	None	SMLE
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.	School of Education Majors only	
EDG	4909	Directed Studies	1-4	ED	EDC	To extend competency in teaching field.	Senior Standing; DPR	Offered only as a scheduled class
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.	PR: COP 4610; CI	

EEL	4854	Data Structures and Algorithms for Information Technology	3	EN	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.	PR: COP 3515; CI	
EEX	4084	Instruction for Exceptional and Diverse Students	3	LM	EDE	Teacher candidates will review the concepts of differentiated instruction, universal design for learning, and inclusionary classroom practices for exceptional and diverse students with an emphasis on using arts integration.	PR: EDE 4223 with a minimum grade of C-; CR: EDE 4947	School of Education Majors only
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	SMEL
EML	3022	Computer Aided Design and Engineering	3	EN	EGR	This course is intended for developing graphics design concepts in undergraduate students. Learning engineering drawing fundamentals, design views, design and analysis of mechanical engineering power transmission components using computer aided software.	None	
EML	3035	Programming Concepts for Mechanical Engineers	1	EN	EGR	Solution of engineering and science problems using programming language such as Visual Basic or Maple. Topics include fundamentals of programming, controlling program flow and arrays. Restricted to majors; not repeatable for credit.	PR: MAC 2281, PHY 2048	
ENC	1101	Composition I	3	AS	ENG	This course 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	6ACM, SMCO, EC
ENC	1102	Composition II	3	AS	ENG	This course emphasizes argument, research, and style. As students engage in creative and critical thinking, they learn	PR: ENC 1101 or the equivalent, i.e. passing the CLEP exam	6ACM, SMCO, EC

						to support assertions based on audience and purpose; students apply library research, strategies for revision, and peer response.		
ENC	2210	Technical Writing	3	AS	ENG	Effective presentation of technical and semi-technical information. Will not count toward the English major	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMEL
ENC	3241	Scientific Writing and Presentation	3	MM	BIO	A course designed to give students the skills necessary to prepare professional materials for science writing assignments, presentations, or publication.	PR: ENC 1101 with a grade of C or higher, ENC 1102 with a grade of C or higher; Bio majors only	
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.	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMLE
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	
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.	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	
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.	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	SMCD
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.	PR: ENC 1101 and ENC 1102 OR ENC 1121 and ENC 1122	

ENC	4212	Professional & Technical Editing	3	LM	ENG	This course helps students meet professional 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.	PR: At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4268, ENC 4311; 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.	PR: ENC 1101 and ENC 1102 OR ENC 1121 and 1122	
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.	PR: ENC 2210, or ENC 3310; CI	
ENC	4264	Managerial Communications	3	LM	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.	PR: Any one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4311, ENC 4260	
ENC	4268	Senior Seminar in Professional & Technical Writing	3	LM	ENG	This course helps students consolidate learning from previous Professional and Technical Writing courses to prepare for professional employment by performing advanced assignments guided by professional mentors and instructor.	PR: ENC 4946; Senior Standing	6ACM, SMCC
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.	PR: ENC 3310; CI	
ENC	4906	Professional & Technical Writing Independent	3	LM	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	PR: Any two of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4209, ENC 4212, ENC 4260,	

						restricted to majors; may be repeated for credit.	ENC 4264, ENC 4311; 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.	PR: ENC 3250, ENC 2210, or ENC 3310; CI
ENC	4946	Professional & Technical Writing Internship	3	LM	ENG	This course is a custom-designed internship for those students enrolled in the Professional and Technical Writing major. Students work with a company or organization on real-world communications assignments under the guidance of a supervisor.	PR: ENC 3242 with a grade of C or higher; Approved application and formal internship agreement; PTC majors only
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.	PR: ENC 1101, ENG 1102
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	4060	History of the English Language	3	AS	ENG	The evolution of language from Anglo-Saxon through Middle English to Modern English. Development of the English lexicon. Changes in the pronunciation, syntactic, and semantic systems; discussion of the forms which influenced them.	None
ENG	4906	Individual Research	1-4	AS	ENG	Directed study in special projects.	None

ENG	4907	Directed Reading	3	AS	ENG	Readings in special topics.	None	
ENG	4934	Senior Literature Seminar	3	LM	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.	PR: ENG 3014; Senior Standing	6ACM, SMCC
ENG	4940	Internship in English	1-4	AS	ENG	Supervised field experience in a writing and/or reading oriented position relevant to the English major. Restricted to majors. Non-repeatable.	English Majors only	
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,	None	

						Joyce, Lawrence, Huxley, Woolf, Forster, Waugh, Owen, Auden, O'Casey, and others.	
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
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.	PR: ENL 3331 or ENL 3332; CI
ENL	4341	Milton	3	AS	ENG	Study of the poetry and major prose of John Milton, with	None

						special emphasis on “Paradise Lost.”		
ENL	4501	Studies in Medieval and Early Modern Literature	3	AS	ENG	This course will examine specific eras, genres, and authors within medieval and early modern literature.	None	
ENL	4930	Selected Topics	3	AS	ENG	This course examines a specific literary movement or genre in British literature (ie, Shakespearean genre, Romanticism).	PR: ENC 1102 with a grade of C- or better	
ENL	4931	Studies in British Literature and Culture	3	AS	ENG	This course examines a particular topic or theme, varying with individual selection, in the British literary tradition.	PR: ENC 1102	
ESE	4322	Classroom Management for Diverse School & Society	3	ED	ESE	Focuses on classroom management in secondary schools including classroom climate, specific strategies to address management issues, school safety, violence, diversity, ethics, and educational law.	None	
ETG	4930	Special Topics in Information Technology	1-3	EN	EIT	Topics to be chosen by students and instructor permitting newly developing interdisciplinary special interests to be explored.	None	
ETG	4931	Special Topics in Technology I	1-3	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	2012	Ancient History II	3	AS	HTY	An introductory survey of ancient history. EUH 2012 deals with Rome through the Regal, Republican, and Imperial periods, from the beginnings of civilization in Italy to the division of the Roman Empire, A.D. 285.	None	SMSS, HP
EUH	2022	The Medieval West	3	AS	HTY	An introductory survey of medieval history. EUH 2022 examines the European and	None	HP

						Mediterranean worlds, exploring the evolution and transformation of beliefs, institutions and social structures, ca. 500-1500.		
EUH	2030	Modern European History I	3	AS	HTY	A thematic survey of Europe in the modern age. EUH 2030 treats the period from the Renaissance to the French Revolution.	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	3	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	3	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	3	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	3	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	3	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	3	AS	HTY	A comparative study of economic, political, social, and intellectual developments in nineteenth century Europe.	None	
EUH	3401	Classical Greece	3	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	3	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	3	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	3	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	3	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, AP

EVR	200I	Introduction to Environmental Science	3	AP	ESP	An introductory lecture course linking the human and physical/biological world. The course will develop an understanding of population and resource interactions.	None	SMNS, NS
EVR	200IL	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	286I	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.	PR: PSY 3213 with a grade of "C" or better	
EXP	4304	Motivation	3	AS	PSY	A survey of motivational processes and mechanisms from physiological and psychological viewpoints.	PR: PSY 3213 with a grade of "C" or better	
EXP	4404	Psychology of Learning	3	AS	PSY	Survey of methods, empirical findings, and theoretical interpretations in conditioning and instrumental learning.	PR: PSY 3213 with a grade of "C" or better	
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.	PR: 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.	PR: PSY 3213 with a grade of "C" or better	

FIL	1002	Introduction to Film Studies	3	AS	HCS	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.	None	SMHU, 6ACM
FIN	2100	Personal Finance	3	BA	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.	
FIN	3233	Money and Banking	3	BA	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.	PR: ECO 2013	
FIN	3403	Principles of Finance	3	BA	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.	PR: ACG 2071, ECO 2013, ECO 2023	
FIN	3604	International Finance	3	BA	FIN	Study of factors affecting international business, assessment of risks, international managerial finance, institutions and instruments of international business finance.	PR: FIN 3403 with a grade of C or better	
FIN	4303	Financial Institutions and Markets	3	BA	FIN	A study of financial institutions and their roles in the capital markets; includes the savings allocation, investment, and financial decision making processes.	PR: FIN 3403 with a grade of C or better	
FIN	4414	Advanced Corporation Finance	3	BA	FIN	An examination of the financial policies of corporations, with special reference to dividend	PR: FIN 3403 with a grade of C or better	

						policy, financial structure, capital expenditures, acquisitions, mergers, and reorganizations.		
FIN	4443	Financial Policies and Strategies	3	BA	FIN	A senior seminar for majors in Finance. Primarily a case course examining financial policies and the application of financial analysis to alternative strategies.	PR: FIN 4414 or FIN 4504 with a grade of C- or better	
FIN	4453	Finance Modeling and Analytics	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.	PR: FIN 3403	
FIN	4461	Financial Statement Analysis	3	BA	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.	PR: FIN 3403 with a grade of C or better	
FIN	4504	Principles of Investments	3	BA	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.	PR: FIN 3403 with a grade of C or better	
FIN	4514	Advanced Investment Analysis and Management	3	BA	FIN	A comprehensive study of security analysis and portfolio management. The course will utilize a quantitative approach to investment selection and management.	PR: FIN 4504	
FIN	4915	Independent Research	I-3	BA	FIN	The research project will be mutually determined by the student and instructor.	CI	Individual study contract with instructor and department

								t chairperso n
FIN	4934	Selected Topics in Finance	1-3	BA	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.	None	
FRE	1121	Beginning French II	4	AS	WLE	A continuation of FRE 1120.	PR: FRE 1120 or equivalent.	
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, AP
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.	ENC 1101, ENC 1102 or their equivalent; Junior or Senior Standing	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	2011	Introduction to Business	3	BM		An introductory course on business, is a class designed to help students develop a basic understanding of business principles, processes, practices, and strategies. The course will enable students to use business theories and concepts.	None	SMSS
GEB	3016	Business Enterprise Management	3	BM	EIT	This course provides an overview of various business aspects of an enterprise, including Accounting, Finance, Marketing, Management, Production and IS, and how they are integrated and	None	

						implemented through an Enterprise Resource Management System.		
GEB	4890	Strategic Management and Decision Making	3	BA	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.	PR: FIN 3403, MAN 3025, MAR 3023; Senior Standing	6ACM, SMCC, MW
GEB	4905	Independent Study	1-3	BA	GBA	Specialized independent study determined by the student's needs and interests.	CI; S/U	
GEB	4941	Internship	1-3	BP	GBA	The business internship class is designed to oversee and guide students internship experience. The course is a practical application in a clinical setting of knowledge acquired in the classroom.	Junior Standing, DPR, S/U	
GEO	3602	Urban Geography	3	AS	GPY	Spatial analysis of urban areas; growth, location, spacing, and size. Development, site, situation, internal structure, and hinterland are considered.	PR: GEO 2400; CI	
GEO	4340	Natural Hazards	3	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, tsunami, and volcanoes.	Junior or Senior Standing	
GEY	2000	Introduction to Aging Sciences	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	SMSS, SS, AP
GEY	3323	Community Resources for the Older Adult	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	None	SMCD

opportunities for service and employment.

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	
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, AP
GEY	4322	Care Management for Older Adults	3	BC	GEY	This course examines the role and function of case management in meeting the needs of older adults. All aspects of care management practice are covered, including the elements of the case management process as well as ethical and legal issues.	None	
GEY	4360	Counseling for Older Adults	3	BC	GEY	An introduction to the study of the major mental health problems of older adults. Current approaches to counseling older adults 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.	PR: GEY 2000 or GEY 3326; CI	
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,	None	SS

						cognition, and personality, as well as application to late-life psychopathology.		
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	SMLE, SS, MW
GEY	4692	Professional Development and Engagement in Aging	3	LM	GEY	The intent of the capstone course is threefold: (1) to enhance professional development in gerontology; (2) pragmatically engage students in the field of practice; and (3) demonstrate mastery of core knowledge/skills gained in the gerontological courses.	PR: GEY 3601, GEY 3625, GEY 4612	6ACM, SMCC
GEY	4900	Directed Readings in Aging	1-3	BC	GEY	A reading program with topics in aging conducted under the supervision of a faculty member.	CI	
GEY	4917	Directed Research in Aging	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.	CI	
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	
GIS	3006	Computer Cartography	3	AS	GPY	An introduction to the concepts underlying modern, computer-based mapping and to the collection and storage of digital spatial data.	None	
HFT	2930	Special Topics in Hospitality	3	HM	HRM	Topics to be selected by instructor and department chairperson for pertinent	None	

						Hospitality Management issues. Focus is especially on introductory professional hospitality topics.		
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 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.	PR: HFT 3003, 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.	PR: HFT 3003	
HFT	3424	Cost Control in Hospitality Operations	3	HM	HRM	The objective of this course is to learn basic cost control techniques and apply them to a foodservice industry.	PR: HFT 3003	
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; market targeting and target communication.	PR: HFT 3003	
HFT	3603	Hospitality Industry Law & Leadership Ethics	3	HM	HRM	The course will integrate ethics and ethical decision making with law and legal doctrine in the hospitality industry.	None	SMLE
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	None	

						components and supply, tourism development, the economic role of tourism demand, and the marketing of tourism.		
HFT	3770	Cruise Line Operations and Management	3	HM	HRM	Overview of the cruise industry: its history and evolution, operating and marketing procedures, career opportunities, ship profiles, itineraries, and ports of call.	None	
HFT	3803C	Restaurant Operations: Advanced Food & Beverage Management	3	HM	HRM	Operations of food & beverage establishments as they relate to production, supervision, & cost control in restaurants & catering food svcs, with emphasis on hands-on planning, real time creative thinking, post-event analysis & understanding of financials.	FSS 323 I and HFT 3003 with a grade of "C" or better	
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	3864	Introduction to Beer Science	3	HM	HRM	The Introduction to Beer Science is a series of investigations into the science underlying various aspects of beer, its brewing process, its pairings with food, and brew pub operations.	None	
HFT	3894	International Food & Culture	3	HM	HRM	This course explores cuisines with a focus on the geographic, historic, cultural, religious, and economic influences that shape food availability and consumption. Students will examine how diversity shapes cultural food patterns.	None	SMCD
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.	PR: HFT 3003, MAN 3025	

HFT	4243	Issues in Hospitality Management	3	HM	HRM	The objective of this course is to discuss how hospitality managers should deal with a variety of situation that include interactions with clients, coworkers and managers.	None	
HFT	4253	Lodging Management	3	HM	HRM	Principles, practices, procedures of managerial functions; operating procedures & competencies in the lodging industry. Students gain knowledge on ownership, franchise, revenue mgmt., front office, housekeeping, & other major depts. in hotel properties.	PR: HFT 3003	
HFT	4277	Club Management	3	HM	HRM	This course surveys the operation and management of private city, country and athletic clubs.	None	
HFT	4295	Hospitality Leadership & Strategic Management	3	HM		This course serves as the capstone course and upper level critical thinking/communication pillar course. Students use prior knowledge combined with new leadership & strategic management techniques to analyze a hospitality company.	PR: HFT 3503, HFT 4221 with grades of "C" or better	6ACM, SMCC
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.	PR: HFT 3003	
HFT	4468	Hospitality Revenue Management	3	HM	HRM	This course is a survey of revenue management related tactics, issues, and trends in the hospitality industry. The course will be taught as a seminar that will include: lectures, class discussions, online sessions and field work time.	None	
HFT	4471	Management Accounting and Finance in Hospitality	3	HM	HRM	The objective of this course is to learn management accounting and finance techniques applicable to the hospitality industry.	PR: HFT 3003, ACG 2071,ACG 2021	

HFT	4757	Event Management	3	HM	HRM	This course will concentrate on established standards, techniques, and practices of event management. The focus will be on social and business functions, and the management of large scale, independent events, such as catering events.	None	
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	
HFT	4930	Special Topics in Hospitality	1-3	HM	HRM	Topics to be selected by instructor and department chairperson for pertinent Hospitality Management issues.	None	
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	4937	Hospitality Speaker Series	1	HM	HRM	Hospitality industry professionals deliver lectures on various topics related to the hospitality industry. Students prepare questions, engage in interactive discussions with each presenter, and complete detailed substantive reflections.		Repeatable up to 3 times
HFT	4945	Hospitality 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.	Senior Standing; S/U	Students must complete 650 documented working hours in the hospitality industry before taking HFT 4945
HIS	3930	Special Topics	3	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 and Methods of History	3	AS	HTY	Introduces history majors to the theories, methods, approaches, and key debates that are central to the modern historical profession. Develop skills in historical research, reading, writing, and oral communication. Restricted to majors.	History Majors Only; 2.25 History 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	3	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.	PR: HIS 4104; History Majors Only with 2.25 Major GPA required	6ACM, SMCC, MW
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	1020	Introduction to Humanities	3	AS	HCS	Analysis of selected works of literature, music, film, and visual art, representing artists of diverse periods, cultures, genders, and races. Especially recommended for students who later take 4000-level Humanities courses.	None	6ACM, SMHU

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
HUN	2201	Nutrition	3	NR	NUR	The study of fundamental principles of normal nutrition as they relate to human life and growth from conception through senescence, interpretation of current nutrition information, and application of nutrition knowledge in the establishment of good eating habits.	None	
IDH	2930	Selected Topics	0-3	HC	HON	This course is designed to emphasize a selected problem or issue that is meaningful and challenging to University Honors students and special populations. A variety of instructional approaches will be used. Topics will vary each semester. Repeatable for a total of 8 credits.	PR: IDH 2010	SMEL
IDH	4000	Honors Program Seminar: Major Works/Major Issues	3	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.	PR: IDH 2010	
IDH	4910	Undergraduate Research	0-3	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	

IDS	3947	Cooperative Internship	0-6	US	DEA	Learning objectives determined by faculty and aligned with experiences in the workplace setting related to student's career aspiration and/or academic program. May be repeated for a maximum of 6 credit hours. The internship course is open to all majors.	None	
INP	2101	Applied Psychology	3	AS	PSY	The application of psychological principles and the functions of psychologists in education, government, industry, and clinical practice	None	
INP	4004	Industrial Psychology	3	AS	PSY	Applications of psychological principles to industry. Topics include: selection, training, motivation, job satisfaction, supervision, decision-making.	PR: PSY 3213 with a grade of "C" or better	SMLE
INR	1015	World Perspective	3	AS	PSY	An interdisciplinary study of the international system, major world regions and problems.	None	SMSS, SS, AF
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	3011	Globalization	3	AS	INT	Influence of globalization on political-economic and social systems around the world. International organizations involved with globalization processes are studied along with nations benefiting and suffering from the consequences of globalization.	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	3038	International Wealth and Power	3	AS	INT	Introduction to the relationship between politics and economics, emphasizing the analysis of government policies in response to both domestic and international economic problems.	None	SMLE
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, SMLE
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 or Senior Standing	MW; SMLE
INR	4403	International Law	3	AS	POL	Examines essential components of the international legal system; recognition; succession; sea, air and space law, treaties, diplomats, International Court of Justice; laws of war, etc. Introduces the student to legal reasoning as employed in the international context.	None	
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	I-3	AS	INT	A supervised program of interdisciplinary research in areas of specific interest.	CI
INR	4931	Selected Topics	I-3	AS	INT	Interdisciplinary studies with course content dependent on student demand and instructor's interest.	None
ISM	3011	Information Systems in Organizations	3	BA	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.	PR: CGS 2100 or equivalent
ISM	3113	Systems Analysis and Design	3	BA	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.	PR: ISM 3011 with a grade of "C" or better, not C-; CP: ISM 3232 with a grade of C or better. ISM 3232 can be taken concurrently with ISM 3113.
ISM	3115	Business Informatics	3	BM	QMB	Business informatics is concerned with the use of information technology to solve business problems. The course will present the methods and technical tools required to design systems to support managerial decision making.	PR: ISM 3011
ISM	3232	Business Application Development	3	BA	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	BA	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.	PR: QMB 2100 or STA 2023 or STA 2122 or ACG 2071 with a grade of "C-" or better

ISM	4212	Database Design and Administration	3	BA	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.	PR: ISM 3113 with a grade of "C" or better, not C-
ISM	4220	Business Data Communications	3	BA	QMB	Fundamentals of data communication, including network architectures, communication protocols, transmission standards, and internetworking. Basic concepts in distributed computing will also be covered.	PR: ISM 3011 with a grade of "C" or better, not C-
ISM	4233	Information System Interface Design	3	BA	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.	PR: ISM 3232 with a grade of "C" or better, not C-
ISM	4234	Object-Oriented Design and Development	3	BA	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.	PR: ISM 3232 with a grade of "B" or better
ISM	4300	Managing Information Resources	3	BA	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.	PR: ISM 4212 with grade of "C" or better, not C- and ISM 4220 or ISM 4402 with a grade of C or better, not C-
ISM	4382	Global Information Systems	3	BA	QMB	Role of information technology in global business organizations and challenges in building information systems to enable global operations.	PR: ISM 3011 with a grade of "C" or better, not C-
ISM	4400	Decision Support Systems	3	BA	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	PR: QMB 3200 with grade of "C-" or better and ISM 3113 or ISM 3011 with a grad of "C" or better, not C-

						other management science techniques.	
ISM	4480	Electronic Commerce Systems	3	BA	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.	PR: ISM 3011 with a grade of "C" or better, not C-; MIS Majors Only
ISM	4545	Big Data Processing with R	3	BM	EIT	This course covers how to process Big Data using an open-source computing platform called R. Fundamental, intermediate and advanced concepts of R are covered. The course also covers some other computing tools that are currently popular, e.g. SAS, Python.	PR: STA 2122
ISM	4930	Selected Topics in MIS	1-3	BA	QMB	Selected topics in MIS.	PR: ISM 3011 with a grade of "C" or better, not C-
ISM	4950	Independent Research	1-6	BA	QMB	Individual study contract with instructor and department chairperson required. The research project will be mutually determined by the student and instructor.	CI
ISS	3010	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.	None
ISS	3300	Research Methods in Social Sciences	3	LM	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.	PR: ISS 3010 with a grade of "C" or better; CP: ISS 3311 with a grade of "C" or better
ISS	3311	Applied Statistics for the Social Sciences	3	LM	ISS	This course builds on a basic knowledge of descriptive and inferential statistics and demonstrates the application of statistics in the social scientific research. Students test hypotheses using	PR: STA 2023

						statistical software and interpret statistical output.		
ISS	3930	Selected Topics in the Social Sciences	1-3	AS	ISS	Interdisciplinary studies of varying topics, with course content dependent on student demand and instructor's interest.	None	
ISS	3931	Selected Topics in the Social Sciences	3	LM	ISS	Interdisciplinary studies of varying topics, with course content dependent on student demand and instructor's interest. The course builds on the knowledge attained from the Research Methods in Social Sciences course.	PR: ISS 3300	
ISS	3937	Interdisciplinary Inquiry	3	LM	ISS	An in-depth interdisciplinary analysis of students ISS concentration areas combined with a 100 hour internship experience. Students will integrate social scientific research and insights in the completion of an internship project.	PR: ISS 3300	
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.	PR: ISS 3010; CI; Senior Standing	MW
ISS	4939	Senior Capstone Seminar in ISS	3	LM	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.	PR: ISS 3937	6ACM, SMCC
ISS	4940	Internship in Interdisciplinary Social Sciences	1-4	AP	ISS	Individual guidance in a selected internship. Restricted to majors. Non-repeatable.	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	Elementary Education Majors Only; CI	

						instructional strategies for teaching composition in an integrated Language Arts curriculum.		
LAH	2020	Latin American Civilization	3	AS	HTY	This course introduces the principle historical events, trends, conflicts and outcomes that have shaped the Spanish and Portuguese Americas from the Pre-Columbian period (prior to 1492) to the present.	None	SMEL
LAS	3116	Latin America Through Film	3	AS	INT	This course will use film, video, selected readings, and lectures to teach the interested student about Latin America.	None	
LDR	3003	Introduction to Leadership Studies	3	LM	LDR	This course focus is understanding self and personal leadership. It covers a broad range of leadership topics from understanding self, group behavior, teamwork, organizational design, ethics, and change	None	
LDR	3263	Community Leadership Practicum	3	US	LDR	This course involves the transference of leadership theories into practice. It provides a practical forum for students to examine and develop personal leadership skills.	PR: LDR 2010 or LDR 3331 with a minimum grade of C-	6ACM, SMCC; USFSM considers LDR 3003 as equivalent to LDR 2010; See Advisor
LDR	3331	Leading in the Workplace	3	US	LDR	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	0-3	US	LDR	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	LDR	Focuses on historical and modern views of leadership. It is designed to assist students analyzing and understanding the historical, social, political	PR: LDR 2010 or LDR 3331 with a minimum grade of C-	For USFSM students LDR 3003 can serve

						aspects of leadership theories and styles as well as the application of leadership theories in settings.		as equivalent to LDR 2010; See Advisor
LDR	4114	Survey of Leadership Readings	3	US	LDR	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	LDR	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	SMLE
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	
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	
LIT	2000	Introduction to Literature	3	AS	ENG	This course will introduce students to the three major literary forms of prose, poetry and drama as well as to various "schools" of literary criticism. Will not count toward the English major.	None	6ACM, SMHU
LIT	2010	Introduction to Fiction	3	AS	ENG	A study of the short story and novel as literary forms; approached from an historical	None	HP

						perspective though not restricted to any historical period. Will not count toward the English major.		
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	SMHU, 6ACM, 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	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.	PR: ENC 1101, 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	SMCD
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	SMCD
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	SMCD
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	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	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	MW, LW
LIT	3353	Literature, Race, and Ethnicity	3	AS	ENG	Course examines the intersections of race, ethnicity & literature. Focusing on one or multiple groups, provides a conceptual grounding in how written identities are formed from within marginalized communities & how groups use writing to define themselves.	PR: ENC 1102 with a grade of C- or better	
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	None	MW

						and writing skills. May be taken twice for credit with different subject matter. May count once toward the major.		
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	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	MW, LW
LIT	3513	Literature, Gender, and Sexuality	3	AS	ENG	Surveys literature from the perspective of gender & sexuality; studying a variety of genres/forms, familiar as well as lesser-known figures; analyze texts aesthetically & rhetorically within various historical, cultural, & theoretical contexts.	PR: ENC 1102 with a grade of C- or better	
LIT	3621	Literature of Climate Change: Climate Fiction	3	LM	ENG	A study of literature about climate change in the new genre of Climate Fiction, including works by Margaret Atwood, T.C. Boyle, Kim Stanley Robinson and the like.	None	SMLE
LIT	3930	Special Topics in English Studies	3	AS	ENG	The study of variable specialized areas of literary interest, suitable for junior and senior English majors. Topics will vary according to student interest and instructor expertise. May be taken twice for credit with different topics.	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	SMCD
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	
LIT	4930	Selected Topics in English Studies	1-3	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	
LIT	4931	Studies in World Literature and Culture	3	AS	ENG	Course examines how social, political, cultural, economic, and intellectual issues intersect with one particular theme or issue from a global perspective; requires intense reading, a grasp of current literary scholarship, and rigorous written exercises.	PR: ENC 1102 with a grade of C- or better	
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.	PR: MAT 1033 with a "C" or better, or SAT Math Score of 490 or better; or ACT Math Score of 21 or better; or Elementary Algebra CPT score of 90 or better, or College-Level Math CPT score of 40 or better; No credit for students with prior credit for MAC 1140 or MAC 1147	6AMM, SMMA, 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	PR: MAC 1105 with a "C" or better, or SAT Math Score of 550 or better, or ACT	

						determinants, sequences and series including Binomial Theorem.	Math Score of 24 or better; CP: MAC 1114	
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.	PR: MAC 1105 with a grade of "C" or better, SAT Math Score with a score of 550 or better, ACT Math Score with a score of 24 or better, College-Level Math CPT with a score of 60 or better; No credit for students with credit for either MAC 1140 or MAC 1114	6AMM, SMMA, QM
MAC	2233	Business Calculus	3	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.	PR: MAC 1105 or MAC 1140 or MAC 1147 with a grade of "C" or better, SAT Math score of 590 or better, ACT Math score of 26 or better, College-Level Math CPT score of 78 or better; No credit for Mathematics majors	6AMM, SMMA, QM
MAC	2241	Life Sciences Calculus I	3	AS	MTH	No credit for math majors. Differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions with applications to life sciences.	PR: MAC 1114 or MAC 1147 with a grade of "C" or better, or SAT Math score of 650 or better, or ACT Math score of 29 or better, or College-Level Math CPT score of 90 or better; knowledge of Trigonometry	6AMM, SMMA
MAC	2311	Calculus I	4	AS	MTH	Differentiation, limits, differentials, extremes, indefinite integral.	PR: MAC 1114 or MAC 1140 or MAC 1147 with a grade of "C" or better, or SAT Math score of 650 or better, or ACT Math score of 29 or better, or College-Level Math CPT score of 90 or better;	QM

							knowledge of Trigonometry	
MAC	2312	Calculus II	4	AS	MTH	Antiderivatives, the definite integral, applications, series, log, exponential and trig functions.	PR: MAC 2311 with a grade of "C" or better	
MAC	2313	Calculus III	4	AS	MTH	Integration, polar coordinates, conic sections, vectors, indeterminate forms and proper integrals.	PR: MAC 2312 with a grade of "C" or better	6AMM
MAD	2104	Discrete Mathematics	3	BM	EIT	This course covers set theory, logic, proofs, counting techniques, and graph theory.	None	SMEL
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.	PR: two college level mathematics courses; School of Education Majors Only	
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.	PR: MAE 4310	
MAN	3025	Principles of Management	3	BA	MAN	Examines intrapersonal, interpersonal, group/team, organizational, and environmental (both stakeholder and societal) factors influencing the management task.	None	SMLE
MAN	3240	Organizational Behavior Analysis	3	BA	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.	PR: MAN 3025 with a grade of "C" or better	
MAN	3301	Human Resource Management	3	BA	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.	PR: MAN 3025 with a grade of "C" or better	

MAN	4282	Organizational Assessment	3	BA	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.	PR: MAN 3240
MAN	4402	Employment Laws	3	BA	MAN	This course covers Federal and state laws and regulations such as wage and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers' compensation, safety, health, employee's personal rights and collective bargaining.	PR: MAN 3025 with a grade of "C" or better
MAN	4430	Seminar in Negotiations and Administration of Labor Agreements	3	BA	MAN	Case studies in contract negotiation, administration, grievance settlement, and arbitration. Assumes familiarity with industrial relations system.	PR: MAN 3025 with a grade of "C" or better
MAN	4504	Operations Management: A Systems Approach	3	BA	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.	PR: QMB 2100 or STA 2023 or STA 2122 with a grade of "C-" or better
MAN	4600	International Management	3	BA	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.	PR: MAN 3025 with a grade of "C" or better; CI; Senior Standing
MAN	4802	Entrepreneurship and Small Business Management	3	BA	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.	PR: ACG 2021, ACG 2071, MAR 3023; CI
MAN	4804	Small Business Management Counseling	3	BA	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	PR: MAN 4802; CI

						for a new enterprise and developing a strategy for implementation if favorable.	
MAN	4905	Independent Study	1-3	BA	MAN	Specialized independent study determined by the students needs and interests.	CI; S/U
MAN	4930	Selected Topics in Management	1-3	BA	MAN	Topics to be selected by instructor and department chairperson for pertinent Management issues.	None
MAN	4931	Independent Research	1-4	BA	MAN	Individual study contract with instructor and department chairperson required. The research project will be mutually determined by the student and instructor.	CI
MAP	2302	Differential Equations	3	AS	MTH	First order linear and nonlinear differential equations, higher order linear equations, applications.	PR: MAC 2283 or MAC 2313
MAR	3023	Basic Marketing	3	BA	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	BA	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.	PR: MAR 3023; CI
MAR	3613	Marketing Research	3	BA	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.	PR: QMB 2100 or QMB 2150 or STA 2014, or STA 2023 with a grade of "C-" or better and MAR 3023 with a grade of "C" or better
MAR	3823	Marketing Management	3	BA	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,	PR: MAR 3023

and provides a strong foundation for the remaining courses in the marketing curriculum.

MAR	4156	International Marketing	3	BA	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.	PR: MAR 3023
MAR	4333	Promotion Management	3	BA	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.	PR: MAR 3023; CI
MAR	4503	Buyer Behavior	3	BA	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.	PR: MAR 3023
MAR	4824	Marketing Management Problems	3	BA	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. Restricted to Marketing majors.	PR: MAR 3823 and MAR 3613 with a grade of "C-" or better; Senior Standing
MAR	4841	Services Marketing	3	BM	FIN	The course focuses on challenges of designing, promoting, and managing services while delivering quality service to customers across industry sectors.	PR: MAR 3023 with a grade of "C" or better
MAR	4903	Independent Research	I-3	BA	MKT	Individual study contract with instructor and department chairperson required. The research project will be	CI

						mutually determined by the student and instructor.		
MAR	4905	Independent Study	1-3	BA	MKT	Specialized independent study determined by the students' needs and interests.	CI; S/U	
MAR	4933	Selected Topics In Marketing	1-3	BA	MKT	Topics to be selected by instructor and department chairperson.	PR: MAR 3023 with a grade of "C" or better	
MAT	1033	Intermediate Algebra	3	ED	EDO	This course provides students with an opportunity to develop algebraic knowledge needed for further study in several fields such as engineering, business, science, computer technology, and mathematics.	PR: MAT 0024 with a grade of "C" or better or appropriate score on the Scholastic Aptitude Test, Mathematics (SATM)	
MAT	4906	Independent Study	1-4	AS	MTH	Specialized independent study determined by the student's needs and interests. The written contract required by the College of Arts and Sciences specifies the regulations governing independent study.	CI; S/U	Note: this course requires that the student will use statistical software and programming packages to analyze data and determine statistical problems.
MCB	3020	General Microbiology	3	AS	BCM	Structure and function of bacteria, archaea, viruses, and eukaryotic microbes.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2210, MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712	
MCB	3020L	General Microbiology Laboratory	1	AS	BCM	The laboratory involves preparation of culture media, staining, pure culture methodology, isolation of microbes from nature, enumeration techniques, resistance to infectious disease.	CR: MCB 3020	
MCB	4202	Ecology of Infectious Diseases	3	AS	BIN	The ecology of pathogenic microorganisms. Topics include host-parasite interactions,	PR: MCB 3020 or PCB 3043	

						microbial survival strategies, microbial virulence, and environmental influences on the maintenance and spread of disease.		
MCB	4277	Insect-Borne Diseases and Global Health	3	MM	BIO	This course examines the biology of medically important insects and the pathogens they transmit to humans. We also discuss important socio-cultural-political factors in disease-endemic countries that maintain disease.	PR: BSC 2010, BSC 2011	SMCD
MCB	4503	Virology	3	AS	BIO	The biology of viruses associated with plants, animals, and bacteria will be considered; the nature of viruses, mechanisms of viral pathogenesis, and interactions with host cells.	PR: MCB 3020, MCB 3020L	
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.	PR: MAT 1033 with a "C" or better, or SAT Math score of 440 or better, or ACT Math score of 19 or better, or Elementary Algebra CPT score of 72 or better	6AMM, SMMA, QM
MUH	2051	Folk And Traditional Music Of World Cultures	3	FA	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, AP
MUL	2010	Music and Culture	3	LM	MUS	This course is intended to expose students to a variety of music and musical experiences through lecture, discussion, and direct experience involving critical listening. Students will enhance their awareness of the various elements, origins, and developments in music, as well as enrich critical thinking skills related to evaluating music. Students will prepare critiques of music performances in writing. By the end of the course, the student should have the background for appreciating	None	6ACM, SMHU

						the major genres of music, as well as having an enhanced ability to appreciate the various primary elements of any musical creation and/or performance.		
MUL	2111	Introduction To Music Literature	3	FA	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.	PR: MUT 1112; DPR	HP, FA
MUL	3001	Issues In Music	2-3	FA	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.	Non Music Majors Only	FA, AP
MUL	3011	Western Art Music in Your Life	3	FA	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.	Non Music Majors Only	FA
NUR	3066	Physical Examination and Assessment	2	NR	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.	CR: NUR 3026, NUR 3026L	
NUR	3066L	Clinical Experience in Health Assessment – RN	1	NR	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.	CR: NUR 3066	
NUR	3125	Pathophysiology for Nursing Practice	4	NR	NUR	Central concepts of pathophysiology: cells, tissues, organs and systems. Provides essential knowledge base in pathophysiology across the lifespan for professional nursing practice.	Nursing Majors Only; CI	
NUR	3145	Pharmacology in Nursing Practice	3	NR	NUR	Focus on the basic and clinical concepts of pharmacology in nursing practice. Examines	Nursing Majors Only	

						pharmacotherapeutics; pharmacodynamics; pharmacokinetics; adverse reactions and contraindications; therapeutic indications and nursing implications.		
NUR	3805	Nursing as a Profession	2	NR	NUR	Focus is on transition to the nursing professional role. Use of self-reflection through personal and professional experiences. Exploration of patient-centered care through quality health care. Concept of life-long learning is explored.	CR: NUR 3078, NUR 4895; Nursing Majors Only	
NUR	3826	Ethical Legal Aspects in Nursing and Health Care	2	NR	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.	Nursing Majors Only; CI	MW
NUR	3843	Problem Solving and Critical Thinking in Professional Nursing I	I	NR	NUR	The course is 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.	Nursing Majors Only	
NUR	3844	Problem Solving and Critical Thinking in Professional Nursing II	I	NR	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.	PR: NUR 3843	
NUR	4165	Nursing Inquiry	3	NR	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.	Nursing Majors Only; CI; an introductory statistics course is recommended	
NUR	4636	Community/Public Health: Population-Focused Nursing	3	NR	NUR	In-depth examination of community health nursing, public health, epidemiology, culture, and environment essential to preventing illness and injury and promoting and	PR: NUR 3215, NUR 3525 or NUR 3535, NUR 4216, NUR 3215L, NUR 4216L, NUR 3525L or NUR	

						preserving health among diverse populations at risk.	3535L or NUR 5580L	
NUR	4636L	Community/Public Health Nursing Clinical	3	NR	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.	PR: NUR 3215, NUR 3525 or NUR 3535, NUR 4216, NUR 3215L, NUR 4216L, NUR 3525L or NUR 3535L; CR: NUR 4636; CP: NUR 4636 or NUR 4286	
NUR	4807C	Leadership & Education Transitions for RNs	3	NR	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.	Nursing Majors Only; RN-MS Sequence (NAS/NBM)	
NUR	4827C	Leadership and Management in Professional Nursing Practice	3	NR	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.	PR: NUR 4216, NUR 4216L, NUR 4636, NUR 4636L; CI	
OCE	2001	Introduction to Oceanography	3	MS	MSC	This is a class in basic oceanography covering chemical (what is the sea made of), physical (tides, currents, waves), geological (ocean floor and coasts) and biological (all life in the oceans) aspects, and their interactions.	None	SMNS, NS
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 Diverse 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	
PCB	3023	Cell Biology	3	AS	BIO	Cell Biology is the study of living properties of cells and encompasses a broad area of the life sciences that includes cellular physiology and life cycle, organelle structure and function, and biomolecular structure and function.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023; CR: CHM 2210	
PCB	3023L	Cell Biology Laboratory	1	AS	BIO	Laboratory portion of Cell Biology. Metabolic processes within the cell.	CP: PCB 3023	
PCB	3043	Principles of Ecology	3	AS	BIO	An introduction to the basic principles and concepts of ecology at the ecosystem, community, and population level of organization. Lecture only.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023	
PCB	3043L	Principles of Ecology Laboratory	1	AS	BIO	Laboratory portion of PCB 3043, Principles of Ecology.	CP: PCB 3043	
PCB	3063	General Genetics	3	AS	BIO	Introduction to genetics including the fundamental concepts of Mendelian, molecular and population genetics. Lecture only.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023; CP: CHM 2210	
PCB	3063L	General Genetics Laboratory	1	AS	BIO	Laboratory investigation techniques in general genetics including Mendelian and non-Mendelian relationships, and gene interactions.	PR: PCB 3063	
PCB	3346C	Field Research Experience Abroad-Costa Rica	3	MM	BIO	This course is a field research experience that takes place at biological research stations and preserves in Costa Rica.	PR: BSC 3453 with a grade of C or higher	SMCD

PCB	3404	Medicines of the Rainforest	3	MM	BIO	This course examines the natural sources of medicinal compounds and their traditional use throughout history. It also provides a review of the approaches utilized in the development of therapeutic agents based upon these natural resources.	PR: CHM 2211 with a grade of C or higher, BSC 2010 with a grade of C or higher	SMCD
PCB	3712	General Physiology	3	AS	BIO	Comparative analysis of animal structure and function: organ systems and activities of body tissue and organs. Functional responses of plants to both internal and environmental signals lecture only.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2046, MAC 1105 or higher-level MAC course or STA 2023	
PCB	3713L	General Physiology Laboratory	1	AS	BIO	Laboratory portion of General Physiology.	CP: PCB 3712	
PCB	4024	Molecular Biology of the Cell	3	AS	BIO	This lecture-based course will focus on advanced principles of molecular cell biology with emphasis on protein structure and function in key cellular pathways. The course is suitable for majors/non-majors.	PR: PCB 3023, PCB 3063, MCB 3410	
PCB	4026	Molecular Biology of the Gene	3	AS	BIO	This lecture-based course will provide fundamental knowledge of scientific concepts and principles of the molecular aspects of DNA metabolism in pro- and eukaryotes for majors/non-majors.	PR: PCB 3023, PCB 3063, MCB 3410	
PCB	4234	Principles of Immunology	3	AS	BIO	Emphasis is on organization and functions of vertebrate immune system. Basic cellular and molecular mechanisms of immune responses in health and disease are addressed as well as the principles and applications of immunological methods. Lecture only.	PR: PCB 3023 or PCB 3063 or MCB 3020 and CHM 2210 and MAC 1105 or higher-level MAC course or STA 2023; CP: PCB 3023 or PCB 3043 or PCB 3063 or PCB 3712 and CHM 2211	
PCB	4674	Organic Evolution	3	AS	BIO	An introduction to modern evolutionary theory. Lecture on population genetics, adaptations, speciation theory, phylogeny, human evolution and related areas.	PR: PCB 3063	
PCB	4679	Biology Capstone Course: Evolution	3	MM	BIO	Principles of evolutionary theory are examined in the	PR: BSC 2010, BSC 2010L, BSC	6ACM, SMCC

						context of biological systems at all organizational levels. Required capstone course for Biology majors.	2011, BSC 2011L; Biology majors must have Senior Standing	
PHI	2010	Introduction to Philosophy	3	AS	PHI	An introduction to several major themes in philosophy, as well as central philosophical concepts, texts, and methods.	None	SMHU
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	2020	Conceptual Physics	3	AS	PHY	A qualitative investigation of physics concepts. Emphasis is placed on using physics to describe how common things work. No previous physics knowledge required.	None	SMNS
PHY	2048	General Physics I – Calculus Based	3	AS	PHY	First semester of a two-semester sequence of calculus-based General Physics which includes a study of mechanics, wave motion, sound, thermodynamics, geometrical and physical optics, electricity and magnetism) for students majoring in Physics, Chemistry and Engineering general physics which includes a study of mechanics, heat, and fluids.	PR: MAC 2281 or MAC 2311	
PHY	2048L	General Physics I Laboratory	1	AS	PHY	First semester of a two-semester sequence of general physics (mechanics, wave motion, sound, thermodynamics, geometrical and physical optics, electricity, and magnetism) and laboratory for physics majors and engineering students	PR: MAC 2281 or MAC 2311; CR: PHY 2048	
PHY	2049	General Physics II – Calculus Based	3	AS	PHY	Second semester of calculus based general physics. Topics studied include wave	PR: MAC 2282 or MAC 2312, PHY 2048, PHY 2048L	

						mechanics, electricity and magnetism, and optics.		
PHY	2049L	General Physics II Laboratory	3	AS	PHY	Second semester of general physics and laboratory for physics majors and engineering students.	PR: MAC 2282 or MAC 2312, PHY 2048, PHY 2048L; CR: PHY 2049	
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.	PR: MAC 1140, MAC 1114 or MAC 1147; CR: PHY 2053L; 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	SMNS, NS
PHY	2053L	General Physics I Laboratory	1	AS	PHY	First semester of a two semester sequence of general physics (mechanics, heat, wave motion, sound, electricity, magnetism, optics, modern physics) laboratory for science students.	CR: PHY 2053; Must be taken concurrently with lecture and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2053L and PHY 2048L courses	
PHY	2054	General Physics II	3	AS	PHY	Second semester of non-calculus based general physics. Topics studied include electricity and magnetism, optics and modern physics	PR: PHY 2053, PHY 2053L; CR: PHY 2054L; Must be taken concurrently with lab and, if dropped, then dropped simultaneously. May not receive credit for both the PHY 2054 and PHY 2049 courses	SMNS, NS
PHY	2054L	General Physics II Laboratory	1	AS	PHY	Second semester of general physics lab for science students.	PR: PHY 2053, PHY 2053L; CR: PHY 2054	
PHZ	2102	Problems in General Physics I	1	AS	PHY	First semester of a two-semester sequence on solving problems in General Physics I. A course designed to be taken with the lecture course and to	CR: PHY 2048 or PHY 2053	

						help students with developing problem-solving skills.		
POS	2041	American National Government	3	AS	POL	This course is intended to introduce students to the theory, institutions, and processes of American government and politics. In addition to learning fundamental information about the American political system, this course is designed to help students think critically about American government and politics.	None	SMSS
POS	2080	The American Political Tradition	3	AS	POL	This course is an introductory survey of the historical developments and changes in American political institutions, processes, and thought.	None	SMSS, SS, HP
POS	3078	Veterans' Reintegration and Resilience	3	LM	POL	This course seeks to better understand the socio-political challenges and opportunities encountered by military veterans as they attempt to rejoin American society.	None	SMCD
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	None	

						based upon student demand and instructor's interest.	
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.	PR: POS 2041
POS	4624	Constitutional Law II	3	AS	POL	Analysis of Supreme Court decisions and scholarly commentaries on the constitutional rights of individuals.	PR: POS 2041
POS	4693	Women and Law I	3	AS	POL	Introduction to issues concerning the legal aspects of sex and sex-based discrimination as embodied in statutory and case law, focusing on constitutional and family law and reproductive freedom issues.	None
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.	PR: POS 4693; CI 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; CI; S/U
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; 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.	PR: PSY 3213 with a grade of "C" or better

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	MM	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.	PR: PSY 3213 with a grade of "C" or better	
PSY	2012	Introduction to Psychological Science	3	AS	PSY	This course is an introduction to psychology for majors and non-majors. It presents psychological theory and methods in a survey of various areas of psychology including clinical, cognitive, developmental, health, industrial, social and biopsychology.	None	SMSS, 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.	PR: PSY 2012	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.	PR: PSY 3204 or STA 2023 or STA 2122 or QMB 2100, with grade of "C" or better	
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.	PR: PSY 3213 with grade of "C" or better	

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.	PR: PSY 3213; S/U; 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.	PR: PSY 3213 with grade of "C" or better; Junior or Senior Standing; Psychology Majors only	
PSY	4938	Pro Seminar	3	LM	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.	PR: PSY 3213; Senior Standing; Area I and Area II requirements complete; Students should take this course close to the end of the psychology program	6ACM, SMCC
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	BA	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.	PR: MAC 1105	QM
QMB	3200	Business and Economic Statistics II	3	BA	QMB	Simple linear regression and correlation; multiple regression and model building; forecasting models; analysis of variance; chi-square tests; nonparametric methods.	PR: MAC 2233 or MAC 2241, QMB 2100	
QMB	4250	Business Analytics	3	BM	QMB	This course covers the concepts and methods in the field of business analytics. It involves the analysis of large quantities of data found in businesses, for supporting business decisions. Data Mining and multivariate statistical techniques are covered.	PR: QMB 3200	
QMB	4690	Lean Operations and Six Sigma	3	BM	QMB	Focuses on concepts and principles of Lean Six Sigma, methods/tools/techniques	PR: QMB 2100, QMB 3200, ISM 3431	

						utilized to optimize operational efficiencies, designing and improving product/process/service quality as applicable for manufacturing, service, and healthcare organizations.	
QMB	4700	Business Decision Modeling	3	BM	QMB	Formulate and solve optimization and simulation models to assist in business decision-making on a variety of manufacturing, healthcare, and service systems problems such as: scheduling, routing, logistics, financials, and manpower planning.	PR: QMB 2100, ISM 343 I
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
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.	School of Education Majors Only
RED	4333	Content Area Reading	3	LM		In-depth study of reading comprehension, cognition and learning, metacognition, reading and writing in the content areas. Candidates learn research supported comprehension strategies and procedures applicable to content area reading.	None
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.	PR: RED 4310
REE	3043	Real Estate Decision Making	3	BA	FIN	Acquaints students with the range of knowledge required to engage in real estate	PR: FIN 3403 with a grade of "C" or better

						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.		
REL	2300	Introduction to World Religions	3	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	SMSS, HP, SS
REL	3040	Introduction to Religious Studies	3	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	3043	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	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	HP
REL	3363	Introduction to Islam	3	AS	REL	This course introduces the basic elements of Islamic belief	None	HP, AP

						and practice, placing the rise of Islam in its historical context in the Middle East, and stressing issues of diversity (including ethnicity and gender).		
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	MW, LW
REL	4171	Contemporary Christian Ethics	3	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.	Junior Standing; CI	SMLE, 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	HP, MW, LW, AP
REL	4216	Who Wrote the Bible (Genesis-Kings)	3	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	MW, LW
RMI	3011	Principles of Insurance	3	BM	FIN	Identification of various types of risks; principles underlying selection of appropriate means of handling risks; introduction to life, health, property, liability and other area of insurance.	None	
RMI	4115	Life & Health Insurance Products	3	BA	FIN	This course provides an introduction to products and services related to life and health insurance.	PR: RMI 3011 with a grade of at least a "C"	
RMI	4292	Property and Casualty Insurance Operations	3	BM	FIN	Analysis of insurer operations and the issues facing managers of such operations. Topics covered include regulation,	CP: RMI 3011	

						accounting, finance, marketing, underwriting, reinsurance, ratemaking, and claims.		
RMI	4930	Special Topics in Risk Management/Insurance	3	BM	FIN	Special Topics related to Risk Management/Insurance.	RMI 3011 with a grade of at least a "C"	
RMI	4941	Risk Management/Insurance Internship	3	BM	FIN	This course is for those students who desire a career in Risk Management and Insurance. It will provide practical experience in the area.	PR: RMI 3011	
RUS	3500	Russian Civilization	3	AS	WLE	A survey of the cultural history of Russia.	None	MW
RUT	3110	Nineteenth Century Russian Literature in English	3	AS	WLE	Masterpieces of 19th Century Russian Literature in English. Works by Pushkin, Gogol, Lermontov, Turgenev, Dostoevsky, Tolstoy, Chekhov.	Junior Standing	MW, LW
SCE	4310	Teaching Elementary School Science	3	ED	EDE	Techniques and materials for teaching science in the elementary school.	School of Education Majors Only; Admission to School of Education and completion of General Distribution Requirements in the Natural Science area	
SLS	1107	Foundations for University Success	1-3	LM	SLS	This course is designed to develop skills required for success in university courses & campus life such as: effective use of campus resources, community engagement, critical thinking & writing skills, academic & career planning.	None	SMFS
SLS	2122	Foundations of Professional Success	2	LM	SLS	This lower-level required course is designed to continue developing the skills required for success in university courses and the workplace. The course seeks to guide students toward self-discovery and enable the mapping of appropriate career and academic paths.	PR: SLS 1107	SMFS
SLS	2401	Career Development for Today	1-3	US	DEA	Students will study vocational choice theories and participate in career decision processes. Development of self-awareness	None	

and knowledge of career opportunities and requirements necessary for decision making. Available to lower level majors or non-majors.

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.	PR: PSY 3213 with a grade of "C" or better
SOP	4751	Psychology Applied to Law	3	MM	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.	PR: PSY 3213
SOP	4777	Psychology of Human Sexuality	3	MM	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.	PR: PSY 2012, PSY 3024, STA 2122 and a General Biology course
SOW	3101	Human Behavior and the Social Environment I	3	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.	Social Work Majors Only
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.	PR: SOW 3101, SOW 4341, SOW 4522; Social Work Majors Only
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.	PR: SOW 3101, SOW 4343, SOW 4522; Social Work Majors Only; DPR	
SOW	4341	Multi-Methods of Social Work Practice I: Micro-System Intervention	3	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.	CP: SOW 3101, SOW 4522; Social Work Majors Only; All provisional major courses	
SOW	4522	Multicultural America in a Global Society	3	BC	SOK	This course is an introduction to the study of diverse cultures, abilities, and norms which comprise our global society. The content centers on the diverse client systems that practitioners will be called upon to interface within their different roles.	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.	PR: Completion of four social work courses including SOW 3401; Junior or Senior Standing; DPR	
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.	Social Work Majors Only; DPR	
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.	PR: SPA 3030, SPA 3112; Junior Standing	
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	3112	Applied Phonetics in Communication Disorders	3	BC	CSD	Introduction to phonetic analysis of normal and disordered speech, including extensive training in transcription using the International Phonetic Alphabet.	CR: SPA 3112L	
SPA	3112L	Applied Phonetics Laboratory	1	BC	CSD	Laboratory experience offering extensive practice in phonetic transcription of normal and disordered speech using the International Phonetic Alphabet.	CR: SPA 3112	
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, retro-cochlear, and central auditory systems.	PR: SPA 3030; Junior Standing	
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.	PR: SPA 3004, SPA 3310	6ACM, SMCC
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	PR: SPA 3101 (highly recommended)	

						understanding of behavioral manifestations of neuropathologies.		
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.	PR: SPA 3101	
SPA	4257	Adult Communication Disorders	3	BC	CSD		PR: SPA 4104; Junior Standing	
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) speech reading and auditory training; c) communication intervention.	PR: SPA 3310 with a grade of C- or better	
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.	PR: SPA 3004, SPA 3310	SMLE
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	1-3	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	None	SMEL, SS

						variety of experiences in public discourse.		
SPC	3425	Group Communication	3	AS	SPE	A survey of theory and research in group communication. Group discussions and communication exercises to increase awareness of the dynamics of human communication in small group settings.	PR: SPC 2608 and COM 2000 each with C- or above	SMCD
SPC	4701	Intercultural Communication	3	AS	SPE	Explores issues of culture, power, and politics inherent in the ways we practice intercultural communication.	None	SMLE
SPM	3012	Issues in Sport	3	ED	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	
SPN	1110	Introductory Spanish for High Beginners	3	LM		This course is for students who have had prior development in Spanish language either through high school education or through informal experiences, but who still need a refresher course before taking Beginning Spanish. The focus of the course is the continued development of communicative abilities in speaking, reading, writing, and comprehension of Spanish at the Novice-Mid+ level and an introduction to the cultural practices of the Spanish-speaking world.	CI; DPR	
SPN	1120	Beginning Spanish I	4	AS	WLE	Development of basic skills in listening and reading comprehension, speaking and writing of Spanish.	Not open to native or near-native speakers of Spanish	
SPN	1121	Beginning Spanish II	4	AS	WLE	Continued development of basic skills in listening and reading comprehension, speaking and writing of Spanish.	PR: SPN 1120 or equivalent; Not open to native or near-native speakers of Spanish	
SPN	2200	Spanish III	3	AS	WLE	Continued development of basic skills in listening and	PR: SPN 1121 or equivalent	

						reading comprehension, speaking and writing of Spanish.		
SPN	2201	Spanish IV	3	AS	WLE	Continued development of basic skills in listening and reading comprehension, speaking and writing of Spanish.	PR: SPN 2200 or equivalent	
SPN	2240	Conversation I	3	AS	WLE	For development of basic conversational skills.	PR: SPN 2201	
SPN	3391	Latin American Cinema	3	AP	SCL	Interdisciplinary & cross-cultural survey of Latin American Cinema from the 1960's and 1970's to the present. Cover many of the principle countries. Discuss films as cultural, historical, political, & economic products. The course is taught in Spanish.	PR: SPN 2240 with a minimum grade of C- or better	
SPN	3520	Spanish American Civilization	3	AS	WLE	Readings and discussions on the culture and civilization of Spanish America. For majors and non-majors.	PR: SPN 2201 or equivalent	
SPN	4470	Advanced Overseas Study	1-6	AS	WLE	Intensive language study in Spain.	PR: SPN 2270	
SPW	4900	Directed Study	1-3	AS	WLE		DPR	
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.	School of Education Majors Only; 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.	PR: EDG 3604, EDG 4620; DPR	SMCD, MW
STA	2023	Introductory Statistics I	3	AS	MTH	Descriptive and Inferential Statistics; Principles of Probability Theory, Discrete and Continuous Probability Distributions: Binomial Probability Distribution, Poisson Probability Distribution, Uniform Probability Distribution, Normal Dist and more	C (2.0) or better in High School Algebra or Elementary Algebra; CPT score of 72 or better	6AMM, SMMA, QM

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	QM
STA	3024	Introductory Statistics II	3	AS	MTH	Factorials, ANCOV; multiple curvilinear regression; response surfaces; Latin squares, Split Plots, incomplete designs; distribution free methods.	PR: STA 3023 or approved equivalency	
STA	4930	Selected Topics in Statistics	1-3	AS	MTH	Rotating topics designed to meet the need and interests of students.	None	
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.	PR: SYG 2000; CI	LW
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.	PR: STA 2122 or equivalent	
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.	PR: Four courses in sociology, including SYA 3300; Junior or Senior Standing; 3.0 overall GPA; 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	None	SS, HP

						understanding of race and ethnic relations. Students will analyze sociological theories on race and stratification through readings, lectures, discussion, multimedia, and group research projects.		
SYD	4410	Urban Sociology	3	AS	SOC	The social structure of the community in modern industrial societies. Analysis of community change.	None	
SYD	4601	Community Building and Social Change	3	LM		This course will introduce students to the community building paradigm (i.e., how to address collective problems in diverse communities) as well as guide students as they become actively involved in various comprehensive community building initiatives.	None	SMCD
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.	PR: SYG 2000 or SYG 2010	
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	SMSS, SS
SYG	3235	Latina/Latino Lives	3	AS	SOC	An exploration of the experiences of Latinas and Latinos in the United States. Examines such sociological themes as oppression, migration, work, family, activism, spirituality, and sexuality through short stories, poetry, and scholarly research.	PR: SYG 2000 or SYG 2010	SMCD, LW, AP
SYO	3120	Sociology of Families	3	AS	SOC	With a goal to understand American families in the present, this course will examine variations in family types by social class, race, ethnicity, and historical era. Exploration of current controversies about how families should be organized	None	

and about what they should do for their members as well as social policies related to families.

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 non-majors.	None	
TAX	4001	Concepts of Federal Income Taxation	3	BA	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.	PR: ACG 2021, ACG 2071 with a grade of "C" or better, not C-; CP: ACG 3103 with a grade of "C" or better. ACG 3103 can be taken concurrently with TAX 4001.	
TAX	4011	Federal Tax Accounting II	3	BM	ACC	Concepts and methods of determining income for corporations, partnerships, estates and trusts for tax purposes: interpretation of the Internal Revenue Code, related regulations, and tax Advisory Services. Subsequent credit for Tax 5015 is NOT permitted.	PR: TAX 4001 with a grade of "C" or better	
THE	2000	Theater and Culture	3	LM	TAR	This course explores the contributions of theatre practitioners and audiences to the performance experience, aspects of theater making and an overview of theater history.	None	6ACM, SMHU
THE	4180	Theatre Origins	3	FA	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.	PR: THE 3110 or THE 3111 and one of the following: THE 4320, THE 4330, THE 4360,	MW, LW

						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 4401, THE 4434, THE 4435, THE 4442, THE 4480; Open to Senior Non-Majors with CI	
TSL	4240	Applied Linguistics in Teaching Diverse Students	3	LM	EDX	Instructional applications of teachers' knowledge about language (phonology, morphology, syntax, pragmatics, discourse) and language acquisition in linguistically diverse classrooms.	School of Education Majors only	
TSL	4344	Foundations of Teaching ESOL in Mainstream Classes	3	LM	EDX	Candidates apply knowledge of theories, policies, and methods of ESOL teaching to content area instruction in English immersion programs. Candidates complete 15 hours of field experience tutoring English learners.	CP: TSL 4240 (TSL 4240 can be taken as a prerequisite or corequisite	
TSL	4349	Teaching Multilingual Students	3	LM		This course is the final TSL course in the ESOL Endorsement program in Elementary Education. Candidates will plan differentiated instruction for English learners at all levels of bilingual language proficiencies.	PR: TSL 4240; CP: TSL 4344	
TSL	4942	TESOL Practicum	3	LM	EDX	This course is designed to provide candidates with guided practice in planning and delivering instruction in a linguistically diverse classroom.	PR: TSL 4240; CP: TSL 4344; Elementary Education Majors only	
URP	4052	Urban and Regional Planning	3	AS	GPY	Examination of current urban planning and policy issues and debates, such as metropolitan organization and governance, economic development and growth management, edge cities, planning for environmental sustainability.	None	
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, AP

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	HP
WST	3311	Issues in Feminism	3	AS	WST	Survey of major issues relevant to the female experience: marriage and the family, sexuality, work, creativity.	PR: 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.	PR: 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	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	I-3	AS	WST	Study in special areas such as Women and Work, Reproductive Law, Women and Health.	None
ZOO	2303	Vertebrate Zoology	3	AS	BIN	The origin, diversity, and adaptations of the vertebrates. Phylogenetic systematics (cladistics) will be used as the basis for determining evolutionary relationships of organisms. Monophyletic groupings provide a framework for examining behavior, physiology, and ecology in an explicit evolutionary context. Vertebrates common to Florida and the southeastern United States will be emphasized.	PR: BSC 2010, BSC 2010L, BSC 2011, BSC 2011L
ZOO	4454	Fish Biology	3	AS	BIN	Covers the systematics, anatomy, physiology, reproductive biology, behavior and ecology of fish.	PR: ZOO 3713C or PCB 3712 or BSC 2094C or ZOO 2303
ZOO	4454L	Fish Biology Lab	I	AS	BIN	This is a lab course in fish biology designed to familiarize undergraduate students with the anatomy, ecology, behavior, and classification of fishes.	PR: 4454
ZOO	4513	Animal Behavior	3	AS	BIN	An introduction to comparative animal behavior, with analysis of types of animal behavior, their function and evolutionary origin. Lecture only.	PR: PCB 3023 or PCB 3043 or PCB 3063 and CHM 2210 and MAC 1105 or higher-level MAC course or STA 2023; CP: CHM 2211
ZOO	4694	Developmental Biology	3	AS	BCM	This course will use a problem solving approach to provide fundamental knowledge of scientific concepts and principles involved in the mechanisms underlying patterns of embryonic development for majors/non-majors.	PR: PCB 3023 with at least a grade of "C-", PCB 3063 with at least a grade of "C-", CHM 2046 with at least a grade of "C-" or Chemistry with a minimum score of 5
ZOO	4753	Human Histology & Molecular Pathology of Disease	3	AS	BCM	The study of cellular and molecular mechanisms underlying various disease states of the human body present in the context of traditional pathology.	PR: PCB 3023, PCB 3063, CHM 2210, MAC 1105 or higher level MAC or STA 2023; CP: CHM 2211

ZOO	4753L	Human Histology and Molecular Pathology of Disease Laboratory	I	AS	BCM	Laboratory associated with Human Histology and Molecular Pathology of Disease.	CR: ZOO 4753
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Graduate Information

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 (USFSM) 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.

In this section...

- [Degree Programs](#)
 - [Graduate Admissions](#)
 - [Graduate Degrees Offered](#)
 - [College of Business](#)
 - [College of Hospitality & Tourism Leadership](#)
 - [College of Liberal Arts & Social Sciences](#)
 - [Graduate Course Descriptions](#)
-

Degree Programs

Master's Degrees

Master of Education (M.Ed.), Educational Leadership

Master of Arts in Education (M.A.), General

Master of Arts (M.A.), Elementary Education (inactive)

Master of Arts in Teaching (M.A.T.), Secondary Education, English Education

Master of Arts in Teaching (M.A.T.), Elementary Education

Master of Arts (M.A.), Reading Education (inactive)

Master of Arts (M.A.), English Education

Master of Science (M.S.), Hospitality Management

Master of Arts (M.A.), Criminal Justice

Master of Social Work (M.S.W.)

Masters of Business Administration (M.B.A.)

Graduate Admissions

Location	SMC C107
Phone	941-359-4331
Fax	941-359-4236
Website	usfsm.edu/welcome/graduate/
E-mail	admissions@sar.usf.edu

[USF System Regulation USF3.008: Admission of Graduate and Post-Baccalaureate Professional Students](#)

Statement of Principles

In graduate admission decisions, multiple sources of information are used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate program to select admissions' criteria that best predict success in their specific field and to determine the weight given to each measure.

None of the sources of information, particularly standardized test scores, are used in isolation nor are such scores used in combination or separately to establish minimum or "cut off" scores. Program specific guidelines for the use of standardized test scores are developed based on the experience of a given college with its pool of applicants.

The Office of Admissions and Financial Aid, located in C107, work together with the Office of [Student Services](#) to support the overall mission of USFSM.

Admission Criteria

Each applicant to a graduate program at USFSM is required to meet the following minimum requirements:

- I. An applicant must have one of the following:
 - a. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
 - i. "B" average or better in all work attempted while registered as an undergraduate student working for a degree, or
 - ii. "B" or better average in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
 - b. A bachelor's degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution. In cases where an applicant has a bachelor's and a graduate degree at the time of admission, the credentials and GPA of the graduate degree will be the determining factor for admission.
 - c. The equivalent bachelor's and/or graduate degrees from a foreign institution. Bachelor's degrees from institutions in the European Higher Education Area (EHEA) are considered equivalent based on the Bologna Accord. For applicants with a 3-year Bachelor's Degree with less than 120 hours, from Non-Bologna Accord Institutions, a transcript evaluation from a NACES member is required to confirm equivalency.
2. Submission of standardized test scores is at the discretion of the graduate program. Applicants from countries where English is not the official language must also demonstrate proficiency in English by providing acceptable scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).
3. All specific and additional requirements of the graduate program to which admission is sought (including requirements to submit standardized test scores) consistent with the Statement of Principle.

The College Dean must approve any exceptions to these requirements.

In this section...

- [Additional Requirements of Programs](#)
 - [Conditional Admission Criteria](#)
 - [Deferment of Admission Request](#)
 - [Denial of Admission / Appeal for Reconsideration Criteria](#)
 - [Exception Admission Criteria](#)
 - [Final Admission Criteria](#)
 - [Provisional Admission Criteria](#)
 - [Readmission Policy](#)
 - [Re-admission Following Non-enrollment](#)
 - [Update of Admission Request](#)
-

Additional Requirements of Programs

Colleges/programs may require additional application materials, such as resumes, writing samples, or letters of recommendation. These items may be sent as part of the overall graduate application packet. These materials will be forwarded to the appropriate program if sent with the application packet but they do not become part of the applicant's permanent file.

Conditional Admission Criteria

A college may admit applicants conditionally pending satisfaction of remedial or program requirements. These conditions may include receipt of satisfactory scores on standardized tests, attendance in and satisfactory grade in specific core or remedial courses, etc. It is the responsibility of the college to track the student's satisfactory completion of the conditions and notify Admissions when conditions are met. Failure to satisfy those conditions by the deadline established by the program will result in academic dismissal from the program. The College will coordinate with the Admissions Office.

Deferment of Admission Request

An applicant's acceptance is granted for the semester and the particular program specified in the official acceptance notification. The applicant must validate that acceptance by enrolling for that semester. Applicants who fail to validate their admission may contact Admissions and request a [Deferment of Admission](#). This request must be made in writing within 12 months of the initial requested entry date. If a request for Deferment of Admission is not received in the specified time, a new application and fee must be submitted. Deferment requests must also be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applicants who were admitted provisionally upon receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by Admissions. International students must also provide a new financial statement dated no earlier than 6 months before the requested date of entry.

Denial of Admission / Appeal for Reconsideration Criteria

Applicants denied admission will be given timely notice by email or in writing. Denied applicants who meet the minimum standards may write the College to which they applied within 30 days of the date of denial to request reconsideration. The [Appeal for Reconsideration Form](#) request should present additional evidence of potential for academic success at USFSM and contain reasons why reconsideration is warranted. Applicants denied admission to degree programs are eligible to enroll as special (non-degree seeking) students. Non-degree seeking applications can be found on the USFSM website.

Exception Admission Criteria

The University may admit up to 10% of new enrollees as exceptions to the Board of Trustees minimum requirements. To be considered for an exception, applicants should present evidence that might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in the discipline for a period of time, etc. Each request for a 10% exception must include a statement describing the special circumstances of the applicant. It is the discretion of the College to accept exception application requests.

Final Admission Criteria

Applicants accepted for admission whose official documents (transcripts and/or test scores) have been received by the Office of Admissions are admitted as "Final."

Provisional Admission Criteria

Applicants accepted for admission whose official documents (transcripts and/or test scores) have not been received by Admissions are admitted provisionally pending receipt of these missing items. The required transcripts and/or test scores must be received before a third semester registration is permitted. If the missing documents are not provided by the end of the second semester of attendance, Admissions may place a registration hold on the student's file.

Readmission Policy

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Re-admission is at the discretion of the program and is not guaranteed.

Eligibility for Readmission

- Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate program at USF System Institutions.
- Deadlines: The readmission application and all supporting materials must be submitted by the application deadline.

Additional Requirements for Readmission

Graduate Application:

In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials.

Test Scores:

The College may require new test scores (GRE/GMAT/TOEFL) and transcripts.

Catalog Year:

Students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at the time of readmission.

Prior Coursework taken at a USF System Institution:

Coursework taken at a USF System Institution prior to readmission may be accepted toward the degree requirements at the discretion of the College. However, all coursework taken when previously enrolled as a graduate student is included in the overall GPA. Refer to the [Time Limitation Policy](#) for time limits on coursework applied toward the degree. Students who completed the required coursework and were previously in doctoral candidacy do not have to retake courses older than eight years unless determined by the program. Students may be required to take new coursework at the program's discretion. The decision to accept courses previously transferred to USFSM and applied toward the degree is at the discretion of the program.

Enrollment:

Students must enroll for the semester in which their readmission is effective.

The readmission policy does NOT apply to inactive students wishing to enroll in a program other than the original admitting program. These students must submit an application for the new program of interest. Transcripts of any work completed while not attending a USF System Institution may be required.

Re-admission Following Non-enrollment

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree program to continue their studies. Re-admission is at the discretion of the program and is not guaranteed. Refer to the Re-admission Policy in the Graduate Admissions Section for more information.

Update of Admission Request

If admission has not been granted because of a late application or missing credentials, the student must request that Admissions update the application for a future semester and specify the new enrollment date. The [Update of Admission request](#) must be made in writing within 12 months of the initial requested entry date and must be received no later than the program or University application deadline for the semester desired, whichever is earlier. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, a new application and fee must be submitted.

Application Process

All graduate applications to USFSM must be submitted [online](#). Graduate applicants are urged to submit accurate and complete information as early as possible. Applications and supporting documents received after the application deadline will be processed for the next available term.

Applications are reviewed by USFSM Admissions and the College. Once the Office of Admissions determines the application is complete, it will be forwarded to the college for review. The faculty (if applicable) will make a recommendation to the College Dean and Regional Vice Chancellor for Academic and Student Affairs, which in turn, will issue the official decision. The student will receive an official decision letter from the USFSM Admissions.

If you are a foreign graduate applicant, the graduate admission's advisor will coordinate with the Global Engagement Office who will evaluate the financial statement after the student is admitted to determine eligibility for a student visa. Refer to the website for the Global Engagement Office for more information. Each of these offices may request additional documents from you to make a decision.

For a complete list of graduate programs and deadline dates please visit the [Graduate Admissions](#) website.

In this section...

- [Application Checklist](#)
 - [Application Fee](#)
 - [Conduct Clearance Policy \(Legal Disclosure Statement\)](#)
 - [GKT \(General Knowledge Test\)](#)
 - [GMAT \(Graduate Management Admission Test\)](#)
 - [GRE \(Graduate Record Examination\)](#)
 - [Transcripts and Other Documents](#)
-

Application Checklist

To assist in the admissions process, the following is your Application Checklist

1. Complete the [Graduate Application](#)
 2. Pay the non-refundable application fee (\$30)
 3. Submit an official transcript showing the bachelor's or significant progress toward completion of the bachelor's degree. *Applicants who received a degree from a USF System institution are not required to submit a transcript. It is the applicant's responsibility to have the transcripts(s) translated before submitting them as part of their admission credentials. All foreign post-secondary transcripts must be evaluated by one of the credential evaluation services identified on the USFSM website and published by the appropriate international admissions office. Transcripts not originally issued in English must be accompanied by a translation from one of the approved evaluation services. Documents signed by a notary or other public official with no educational affiliation will not be accepted.*
 4. Submit the Student Immunization and Medical History Form
 5. Request that the testing agency for the GRE or GMAT send scores directly to the USFSM Office of Admissions
 6. Complete Conduct Clearance Policy questions (if necessary)
 7. Review Florida Residence Policy for tuition purposes
 8. Sign-in to [OASIS](#) to monitor your admission status
-

Application Fee

[USF System Regulation USF4.0107: Fees, Fines and Penalties](#)

All applicants are required to submit an application fee of \$30.00 for each graduate program to which they seek admission.

If applicants attended a USF System institution as a former degree-seeking student or non-degree-seeking student those applicants will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Discover, MasterCard, or Visa) or by E-Check (personal checking/savings account) through [Graduate Online Application](#) or [OASIS](#). All application fees submitted are non-refundable.

Conduct Clearance Policy (Legal Disclosure Statement)

[USF System Policy 30-018: Admission of Students with Prior Conduct Issues](#)

All graduate applicants are required to answer the Conduct Clearance questions on the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received and cleared by the Assistant Vice-President for Student Success and Engagement or designee, if warranted.

GKT (General Knowledge Test)

<http://www.fl.nesinc.com/>

The Florida General Knowledge Test (GKT) is one the Florida Teacher Certification Examinations for K-6 certification. Basic skills are evaluated through the General Knowledge Test that has 4 subtests: Essay (50 minutes), English Language Skills (40 minutes), Reading (40 minutes), Mathematics (100 minutes). Candidates must pass all four sections of this exam to be eligible for admission. Applicants for the Master in Arts, Elementary Education program should submit official test scores to the USFSM Office of Admissions.

GMAT (Graduate Management Admission Test)

Applicants to programs requiring the [GMAT](#) must submit to USFSM GMAT scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USFSM directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USFSM:

- X9R-MQ-01 M.B.A., USFSM
- X9R-MQ-41 Hospitality Management, USFSM

Applicants who have taken the GRE may not have to submit a GMAT. The GMAT requirement may be waived at the discretion of individual graduate programs. Please contact the USFSM Office of Admissions directly for additional information.

GRE (Graduate Record Examination)

All applicants to programs requiring the [GRE](#) must submit to USFSM GRE test scores earned within five (5) years of the desired term of entry. Official scores must be submitted to USFSM directly from the Educational Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores will not be finalized until official scores from ETS are received. The institution code for the USF System (including USFSM) is 5828 and applies to all tests administered by ETS. The GRE requirement may be waived at the discretion of individual graduate programs. Please contact the USFSM Office of Admissions directly for additional information.

Transcripts and Other Documents

One (1) official transcript from all institutions of higher learning where the applicant has earned a degree is required. Former USF System institution students should not submit their USF transcript because it is already on file. Applicants may provide unofficial copies of transcripts to expedite the processing of their applications. Any offer of admission granted based on unofficial transcripts will not be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar where the applicant attended. All transcripts must be in English; it is the applicant's responsibility to have all foreign post-secondary transcripts translated and evaluated before submitting them as part of the graduate application packet. Students applying while still completing an undergraduate degree must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor's degree will be required if an applicant is admitted and enrolls.

Graduate Degrees Offered

Master's Degrees

Program	College	Degree Type
Business Administration	COB	M.B.A.
Criminal Justice*	CLASS	M.A.
Education, General*	CLASS	M.A.
Educational Leadership	CLASS	M.Ed.
Elementary Education	CLASS	M.A.
Hospitality Management	CHTL	M.S.
Education, English Education	CLASS	M.A.
Secondary Education, English Education	CLASS	M.A.T.
Teaching, Elementary Education	CLASS	M.A.T.
Social Work (Hosted)	CLASS	M.S.W.

* Curriculum is 100% online.

Graduate Certificates

Program	College
Business Analytics (inactive)	COB
Healthcare Quality Management (inactive)	COB
Lean Operations and Six Sigma (inactive)	COB
Online Teaching and Learning*	CLASS
Post-Master's in Educational Leadership	CLASS
Reading Education (inactive)	CLASS
Teacher Preparation	CLASS

* Curriculum is 100% online.

College of Business

In this section...

- [Business Administration](#)
 - [Certificate Programs](#)
-

Business Administration

Degree Type:	M.B.A.
CIP Code	52.0201
Major Code	BAS
Department Code	SRB
Minimum Total Hours	40
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/business-administration/

Program Information

The USF Sarasota-Manatee Professional Master of Business Administration (MBA) is a 40-credit hour program intended for but not limited to working professionals. Classes are held on Saturdays and the program can be completed either on a full or part-time basis. The program offers working or non-working students in the Sarasota and Manatee County area geographical convenience, flexibility, quality, and affordability. A variety of instructional methods are used to engage students, depending upon the nature of the course material. These include case studies, experiential learning, group projects, presentations, and educational technology, as well as the more traditional lecture discussion approach. The focus of our approach to education is to help students develop the insights and skills necessary to reach integrative and innovative solutions to today's complex business challenges.

Accreditation

The program is accredited through the University of South Florida's College of Business, which is accredited by the Association to Advance Collegiate Schools of Business ([AACSB](https://www.aacsb.edu/)) International. In addition, the University is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Assurance of Learning Goals and Objectives

Goal 1: Our graduates are ethical leaders of organizations.

Objective 1a: Our students will successfully influence and motivate others.

Objective 1b: Our students will interact and communicate effectively with diverse people.

Objective 1c: Our students will make ethical decisions.

Goal 2: Our graduates are strategic thinkers.

Objective 2a: Our students will apply and integrate knowledge of functional business areas.

Objective 2b: Our students will think critically to make effective business decisions.

Objective 2c: Our students will strategically analyze and plan in competitive environments.

Goal 3: Our graduates are innovative.

Objective 3a: Our students will develop creative and feasible solutions to business problems.

Goal 4: Our graduates are effective communicators.

Objective 4a: Our students will deliver oral presentations.

Objective 4b: Our students will write professional documents.

Admission

Applicants must meet the University requirements (see Graduate Admissions) as well as the requirements listed below.

Program Admission Requirements

- Upper-Level GPA of 3.00
- 500 or higher GMAT score or 1,050 or higher score if GRE taken before August 1, 2011 or 300 or higher if GRE taken after August 1, 2011.
- International applicants from non-English-speaking countries must also have a TOEFL score of 550 or higher on the written version, a minimum score of 213 on the computer-based test or a 79 on the internet-based test
- Two (2) years of full-time work experience preferred, but not required prior to enrollment.
- A resume
- Two (2) letters of recommendation
- Statement of purpose

Student must be formally admitted or conditionally admitted into the MBA Program before being allowed to take courses.

Conditional Admission Requirements

An applicant who has not taken the GMAT/GRE may be conditionally admitted provided that s/he has

- 1) at least one (1) year of full-time work experience,
- 2) an undergraduate upper-level GPA of 3.00 and above, and
- 3) an undergraduate degree from an institution having an AACSB-accredited business school (EQUIS accreditation also accepted for international applicants) or membership in Beta Gamma Sigma.

Conditionally admitted applicants who earn a GPA of 3.20 or above in three (3) of the following courses within a year shall be admitted to the MBA program.

- Six (6) credit hours from any two (2) of the following three (3) credit hour courses: ACG 6026, ECO 6005, QMB 6303, FIN 6406
- Three (3) credit hours from the following three (3) credit hour courses: MAN 6055, MAR 6815, ISM 6405

Total Hours 40 credit hours

- I. **Required Managerial Tool Courses – (24 credit hours):** Students are required to take eight (8) managerial tool courses (3 credit hours each). These courses provide the basic skills in business administration. The techniques, theories, concepts, and tools learned in these courses provide the student with a strong foundation for the more advanced application courses to follow. Students who graduated with an undergraduate degree in Accounting from an AACSB accredited program within the last five (5) years may apply to waive the managerial tool accounting course (ACG 6026). In place of the waived course, students will take a three (3) credit hour application course in an accounting related area to earn the minimum 40 credit hours in the MBA program.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ACG 6026	Accounting Concepts for Managers	3	None	
ECO 6005	Introduction to Economic Concepts for Managers	3	None	
FIN 6406	Financial Management	3	PR: ACG 6025, ECP 6702	
ISM 6405	Informatics and Business Intelligence	3	None	
ISM 6436	Operations & Supply Chain Processes	3	PR: Basic Statistics	
MAN 6055	Organizational Behavior and Leadership	3	Graduate Standing	
MAR 6815	Marketing Management	3	None	
QMB 6303	Applied Business Analytics	3	None	

2. **Required Application Courses (12 credit hours):** In addition to the tool courses, students are required to take four (4) application courses (3 credit hours each) for a total of twelve (12) credit hours. Students can pursue either a General Business track or an Accounting track. The requirements for the two tracks are as follows:

General Business Track	Accounting Track
One (1) 3-credit hour Finance application course (FIN 6XXX) or Business Valuations (ACG 5375) and three (3) other 3-credit hour application	Four (4) 3-credit hour application courses in Accounting, Law or Tax (ACG 5XXX, BUL 5XXX, TAX 5XXX). If a student is waived out of the

courses from any of these courses: FIN 6XXX, MAN 6XXX, ISM 6XXX, MAR 6XXX, QMB 6XXX, ACG 5XXX, BUL 5XXX, TAX 5XXX

accounting tool course, he/she will take a 5th 3-credit hour application course from ACG 5XXX, BUL 5XXX or TAX 5XXX and a one-hour directed study course

3. **Required Integrated Business Application Courses (4 credit hours):** In the final semester, students must take the 4-hour capstone course.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
GEB 6895	Integrated Business Applications	4	PR: ACG 6026, ECO 6005, MAN 6147, MAR 6815, ISM 6021, FIN 6406, QMB 6305, FIN 6466, MAN 6726	

Certificate Programs

The areas of study for the graduate certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific coursework. The graduate certificate is not defined as a degree rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not considered a prerequisite.

Admission Requirements

1. Students must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate.
2. Minimum requirements for admission are an earned baccalaureate degree or its equivalent from a regionally accredited college or university.
3. Each graduate certificate area of study sets the requirements for admission, including minimum grade-point average, standardized test scores, and other similar criteria as part of the application.
4. Prospective non-degree-seeking graduate certificate students must meet University graduate admissions grade point average requirements.
5. Students are encouraged to contact the appropriate advisor prior to applying.
6. All students who wish to pursue approved graduate certificates must be admitted to prior to completion of their second graduate certificate course.
7. Certificate-seeking students not currently enrolled in a degree-granting graduate program, will be admitted into a separate classification within the University, and will be classified as "Graduate Certificate Students."
8. The College will note successful completion of a certificate on the student's transcript upon completion.
9. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing."
10. All graduate certificate students may apply one graduate course to two graduate certificates.
11. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.
12. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF System credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program.
13. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the [Transfer of Credit Policy](#) for more information.

Completion Requirements

To receive a graduate certificate:

1. Students must successfully complete certificate requirements as established by the university.
 2. Students must submit a completion form.
 3. Degree-seeking students must submit the completion form before graduating from their degree program.
 4. Non-degree-seeking students must submit the completion form no later than one semester after completing their certificate coursework.
 5. Students must have been awarded a bachelor's or higher degree.
-

Business Analytics Certificate

Certificate Information

Program Admission Deadlines: **This program is not currently accepting applications.**

Certificate Code: XBA

Program Information

A graduate professional certificate in Business Analytics is designed to equip the student with a set of skills necessary for business data analysis using modern analytics tools and techniques. Judicious use of sound analytics techniques can give organizations a competitive edge, much needed in today's competitive business environments. Both statistical tools and operations research tools are covered in this professional certificate.

Healthcare Quality Management Certificate

Certificate Information

Program Admission Deadlines: **Applications are not currently being accepted for this certificate.**

Minimum Total Hours: 15

Certificate Code: XHM

Lean Operations and Six Sigma Certificate

Certificate Information

Program Admission Deadlines: **This program is not currently accepting applications.**

Certificate Code: XLO

Program Information

The graduate professional certificate in Lean Operations and Six Sigma is designed to equip the student with a set of skills necessary for analyzing, designing, and implementing Lean and efficient processes and operations within the context of an organization. The concepts of Six Sigma are also covered. At the end of the certificate program, the student should be able to attempt Lean and Six Sigma related certificate exams. Six Sigma is a quality management philosophy that is gaining widespread acceptance across all areas of business operations – both in manufacturing and in service industries.

College of Hospitality & Tourism Leadership

In this section...

- [Hospitality Management](#)
-

Hospitality Management

Degree Type:	M.S.
CIP Code	52.0901
Major Code	HMA
Department Code	DEA
Minimum Total Hours	30
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/hospitality-management/

Program Information

The Master of Science in Hospitality Management is a 30-credit hour program offered through USFSM's CHTL. The program will educate students to use strategic development techniques in a variety of private, public and institutional sectors of hospitality environments. Graduates of this program will go on to play a vital role in addressing the changes and challenges in the hospitality industry within our region, state, nation and world. An effective hospitality leader must possess a wide range of strategic and conceptual skills. Our program is designed to foster strong analytical skills, technological abilities, effective communication and logical ethical approaches to the hospitality industry and academia. Case studies, experiential learning, research projects, and presentations are utilized, along with the more traditional lecture-discussion approach.

All hospitality graduate courses are taught on the USFSM campus during the week, as well as being offered via distance live, through "zoom" technology, for those who live outside the area. Distance live students will attend class via "zoom" technology at the same time and day as the live on-campus students. For students interested in distance live via "zoom", students must inform the graduate advisor at the time of enrolling into the Master of Science in Hospitality Management program. Students are also responsible for informing the professor if they will be attending class via "zoom".

Students graduating with this degree will be attractive to corporate offices of hospitality businesses. They will focus on strategic decision-making in the development of hospitality models within the areas of organizational effectiveness, finance, marketing, technology of hospitality ventures and the expanded use of the Internet to improve and expand customer service.

Intended Learning Outcomes

Upon completion of the Hospitality Management Program, students will be able to:

- Strategic Management: Apply analytical and interpretive skills using strategic management principles and practices in a hospitality and tourism business setting.
- Marketing: Apply advanced marketing strategies and tactics in the hospitality industry for developing sustainable competitive advantage in the hospitality industry such as strategic pricing, revenue management, customer loyalty programs, and proven communication mixes.
- Finance: Apply financial management concepts in the hospitality industry.
- Organizational Effectiveness: Apply organizational effectiveness methodologies in the hospitality industry.
- Information Systems and Technology: Manage information systems and technology within the hospitality industry.
- Research Methods: Apply the appropriate statistical procedures and research methodologies within the hospitality industry.
- Lodging Management: Plan, organize, lead and evaluate hotel and lodging operations.
- Restaurant and Foodservice Management: Plan, organize, lead and evaluate restaurant and food service operations.
- Hospitality Law and Hotel Management Contracts: Negotiate a hotel management contract and compare/contrast the varying strengths from an owner's and operator's perspective.
- Communication: Demonstrate oral and written communication competencies that support and enhance managerial effectiveness.

Program Admission Requirements

- Bachelor's degree or equivalent from a regionally accredited university.
- Plus one (1) of the following:
 - 3.00 (out of 4.00 scale) or higher overall or upper division (last 60 hours) GPA in the baccalaureate degree. **OR**
 - A satisfactory score on the Graduate Record Exam (GRE) OR (GMAT) Graduate Management Admissions Test. (See admission advisor for recommended score range)

Include the following:

- \$30.00 application fee. This fee is required of all applicants including USF System graduates.
- GRE or GMAT test scores taken within the last five (5) years if GPA (overall or upper division) is less than 3.00 (out of 4.00 scale). You may submit your application without your GRE/GMAT scores, but please include the date you plan to take the test.
- A current resume with employer references which includes at least one of the following: one year of full-time experience in a management capacity in the hospitality industry or in a related industry, a minimum of one year of full-time teaching experience in a hospitality management program, or two years of full-time entry level experience in hospitality or in a related industry.
- A brief essay of approximately 1000 words describing
 - The applicant's background
 - Future career goals
 - Reasons for pursuing a hospitality graduate degree
 - How a USFSM MS degree can help the candidate reach their career goals.
- Three letters of recommendation: at least one from a college faculty member and the others may be from a former employer or a person able to evaluate the applicant's potential for success in a graduate degree program.

International Students

- TOEFL score of at least 79 on the Internet based test OR A score of at least 6.5 on IELTS with at least 6 on all three components.
- One (1) official transcript from all institutions of higher learning where the applicant has earned a degree. It is not necessary to send USF transcripts. (All foreign transcripts require a course by course evaluation and cumulative and upper-level GPA calculations from an approved foreign transcript evaluation service.)
- [Foreign Transcript Evaluation Services website](#)

Requirements (Total minimum Hours 30)

Required Courses (27 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
HMG 6467	Managerial Accounting and Finance for the Hospitality Industry	3	None	
HMG 6296	Strategic Mgmt & Competitive Strategy for Hospitality & Tourism	3	PR: HMG 6246	Waiver may be approved by the college dean
HMG 6596	Marketing Leadership for Hospitality & Tourism	3	None	
HMG 6246	Organizational Effectiveness in Hospitality	3	None	
HMG 6507	Hospitality & Tourism Information Systems & Technology	3	None	
HMG 6586	Research Methods & Statistics for Hospitality	3	None	
HMG 6259	Lodging Management	3	None	
HMG 6267	Restaurant and Foodservice Management	3	None	
HMG 6606	Hospitality Law & Hotel Management Contracts	3	None	

Research Thesis or Graduate Internship Option Courses (3 credit hours)

Student must consult with graduate advisor to choose their master's option during their first year.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
HMG 6972	Master's Thesis	3	PR: All MS in Hospitality Courses; Advanced Graduate Level	
OR				
HMG 6946	Graduate Internship	3	None	

College of Liberal Arts & Social Sciences

In this section...

- [Department of Social Sciences](#)
 - [School of Education](#)
-

Department of Social Sciences

In this section...

- [Criminal Justice](#)
 - [Social Work](#)
-

Criminal Justice

Degree Type:	M.A.
CIP Code	43.0103
Major Code	CRJ
Department Code	CJP
Minimum Total Hours	33
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/criminal-justice/

Mission

The Master of Arts (M.A.) in Criminal Justice online program develops in qualified students the skills to apply principles, theories, and research in the field of criminal justice to “real world” issues.

Learning Outcomes

Upon completion of the M.A. in Criminal Justice, the students will be able to:

1. Demonstrate a critical understanding of classical and contemporary criminological theories.
2. Critically assess current issues related to crime and criminal justice using sound research tools.
3. Produce clear, concise, and convincing theoretically informed evidenced-based solutions to problems related to crime and the criminal justice system.
4. Critically evaluate the extent and causes of crime.

Each of these learning outcomes will prepare graduates for careers within the criminal justice field and related industries.

Program Overview

The program consists of ten (10) graduate courses, 33 credits.

- Five (5) core courses, which must be taken in sequence
- Five (5) variable topics courses
- For optimal progression through the program, students should take at least one course of the sequenced core each fall and spring; core courses may not be offered in the summer.

Curriculum

Courses cover major ideas, issues, theories, and research in the field of crime and criminal justice, intended to develop theoretical reasoning and research skills, as well as the application of theory to practice. Students will develop the competencies needed for successful careers in criminal justice-related fields and industries.

CURRICULUM PROGRESSION, ELECTIVE COURSES, AND SCHEDULING OPTIONS ARE SUBJECT TO CHANGE.

Required Core (all 5 courses, 18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CCJ 6932	Issues in Criminal Justice Administration	3	None	
CCJ 6705	Research Methods in Criminology	4	CI	
CCJ 6118	Introduction to Criminology Theory	4	CI	
CCJ 6706	Quantitative Analysis in Criminology I	4	PR: CCJ 6705	
CCJ 6935	Topics in Criminology and Criminal Justice	3	CI	This course should be taken after completion of the following courses: CCJ 6932, 6705, 6706, and 6118

Elective Courses

Any five (5) courses from this list (15 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
CCJ 6406	Theory, Practice, and Research in Law Enforcement	3	CI	
CCJ 6930	Current Issues in Corrections	3	Repeatable with different subject matter	
CCJ 6935	Topics in Criminology and Criminal Justice*	3	CI; Repeatable with different subject matter	
CJE 6268	Minorities & Crime	3	None	
DSC 6020	Terrorism & Homeland Security	3	None	

*Special topics vary but typically include: Crime Prevention, Interpersonal Violence, Juvenile Delinquency, Miscarriage of Justice, Race & Crime, White Collar Crime.

Eligibility Requirements

- Students must have a bachelor's degree from a regionally accredited university.
- Students must have a minimum GPA of 3.00 in upper-level courses of the undergraduate degree.
- Students with an undergraduate GPA of below 3.00 in their upper-level course work may still be eligible if they take the GRE and achieve a combined verbal and quantitative score of 1000 or higher if taken before August 1, 2011, OR 300 or higher on new GRE taken after August 1, 2011. The GRE can be taken multiple times to achieve the required score.
- If not admitted, students may take three (3) courses in the program as a non-degree seeker; if they receive a B or better in each course, they may be permitted into the program. (Note: Financial Aid does not apply for courses taken as a non-degree-seeking student.)

Graduate Application Procedure

- Application review and acceptance is ongoing; students may enter the program at any time, but the best time to begin the program is fall semester.
- The first step is to submit an electronic [USFSM graduate application](#).
- Then proceed to submit the other required documents

- A sealed official undergraduate transcript(s);
- Two letters of recommendation, addressing issues relating to past academic performance or work experience
- A 1-2 page Statement of Purpose, indicating your reasons for seeking a master's degree in Criminal Justice Administration and the particular areas of criminology or criminal justice that interest you.

Send the required documents to:

USF Sarasota-Manatee
Office of Admissions
8350 N. Tamiami Trail, C107
Sarasota, FL 34243

Social Work

A part-time cohort of the USF Tampa School of Social Work M.S.W. program, hosted by USF Sarasota-Manatee.

Degree Information

Minimum Total Hours	60
CIP Code	44.0701
Department Code	SOK
Major Code	SOK
Program (Major/College)	Delivered by the USF Tampa School of Social Work and hosted by USF Sarasota-Manatee

Contact Information

USF Tampa School of Social Work Website	www.usf.edu/cbcs/social-work/programs/msw-program/
USF Sarasota-Manatee Social Work Website	usfsm.edu/academics/programs-and-majors/graduate/social-work/

Program Mission

The MSW program is a specialized course of study designed to prepare graduates for clinical practice with individuals, families and groups in agency or organization-based community practice settings. The program is designed to produce graduates who exhibit professional standards, values, and ethics in the practice of social work; who demonstrate a respect for human beings and a commitment to the capacity for growth and change in people; and who demonstrate the application of professional social work principles through professional discipline and self-awareness in the service of all clients. Graduates will be able to engage in a range of practice methodologies appropriate for treatment of individual and family problems and in work with groups.

Accreditation

- The USF Tampa School of Social Work is accredited by the Council on Social Work Education (CSWE)
- For information on institutional regional accreditation, visit the [usfsm.edu_for SACSCOC](http://usfsm.edu_for_SACSCOC) accreditation information for USF Sarasota-Manatee.

Degree Information

- The program runs in cohorts.
- Students currently take 2-4 courses a term for eight (8) consecutive terms.
- The entire program is 24 courses, including field placements (60 credits).
- Students that enter the program with a bachelors in Social Work are exempt from the first three semesters.
- The program is designed for students to pursue part-time—taking courses Monday-Wednesday evenings and some Saturdays.
- Every effort is made to find field placements that can also accommodate the schedules of working students. However, 4 of the 10 hour weekly commitment must be available during the time agencies typically operate (M-F, 8-5PM).
- Each student is assigned one of the USF Sarasota-Manatee Social Work faculty members as a mentor.
- Students are assisted in details of registration and progress toward graduation by a graduate academic advisor in the School of Social Work of USF Tampa.

Admission

- Students must apply and be accepted into the program.
- Students must have completed a bachelor's degree to be eligible to apply.
- The application process includes:
 - 2 personal essays
 - GPA above a 3.00
 - three (3) letters of reference
 - some type of background in social services or 30-40 hours of volunteer work in a social service field

Program

Part-time (Total Hours = 60)

1st Semester–Fall 2017

Course Number	Title	Credit Hours
SOW 6105	Foundations in Human Behavior	3
SOW 6305	Foundations of Social Work Micro Practice	3
SOW 6348	Diversity and Social Justice	3

2nd Semester–Spring 2018

Course Number	Title	Credit Hours
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SOW 6186	Foundations of Social Work Macro Practice	2
SOW 6235	Foundations of Social Welfare and Policy	3
SOW 6534	Field Instruction I	1

3rd Semester–Summer 2018

Course Number	Title	Credit Hours
SOW 6405	Foundations of Social Work Research & Statistics	3
SOW 6553	Field Instruction IA	2
SOW 6931	Elective: India Study Abroad (<i>optional in lieu of electives in semesters 7 & 8</i>)	6

4th Semester–Fall 2018

Advanced Standing (AS) Students Enter Here

Course Number	Title	Credit Hours
SOW 6124	Psychopathology	3
SOW 6342	Social Work Practices with Individuals	3
SOW 6554	Field Instruction IB (<i>AS do not take</i>)	2
SOW 6931	Elective (<i>AS only</i>)	3

5th Semester–Spring 2019

Course Number	Title	Credit Hours
SOW 6438	Evaluations of Clinical Practice in Diverse Settings	3
SOW 6362	Social Work Practice with Couples and Families	3
SOW 6555	Field Instruction IIA	2

6th Semester–Summer 2019

Course Number	Title	Credit Hours
SOW 6126	Health, Illness and Disability	3
SOW 6368	Social Work Practice with Groups	3
SOW 6556	Field Instruction IIB	2

7th Semester–Fall 2019

Course Number	Title	Credit Hours
SOW 6236	Social Welfare Policy Development & Analysis	3
SOW 6557	Field Instruction IIC	2
SOW 6931	Elective	3

8th Semester–Spring 2020

Course Number	Title	Credit Hours
SOW 8907	Capstone Project	1
SOW 6558	Field Instruction IIIA	2
SOW 6931	Elective	3

School of Education

Location:

Telephone: 941-359-4531

Website: usfsm.edu/school-of-education/

As an institution accredited by the National Council for Accreditation of Teacher Education (NCATE), the University of South Florida Sarasota-Manatee (USFSM) meets the highest standards of professional educator preparation in the United States of America. The Continuous Improvement Commission of the Council for Accreditation of Educator Preparation (CAEP) granted USFSM NCATE accreditation for both its initial and advanced educator preparation programs. Accreditation affirms we meet the rigorous standards of the professional education community. Our programs have been examined by the best in the field and have passed this test of excellence. NCATE's performance-based accreditation system for educator preparation ensures that education candidates are prepared to make a difference in P-12 student learning. Providers accredited under NCATE standards are now served by the single specialized accreditation system for educator preparation in the United States, the Council for the Accreditation of Educator Preparation (CAEP). More than 900 educator preparation providers participate in the CAEP accreditation system.

Vision

The **vision** of the School of Education (SOE) is **to lead in transforming the educational endeavors of our region and to be recognized nationally for excellence in our work**. We admit applicants who are highly qualified, developed 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.

Mission

The School of Education's (SOE) mission is to prepare effective educators who will learn, lead, inspire, and transform their schools and communities through critical and imaginative literacies. We see the process of *learn, lead, inspire and transform* as recursive and not linear. Our mission guides the SOE to prepare educators poised to positively engage in and positively impact individuals and their communities, locally, nationally, and globally. We meet our mission through programs grounded in research-based practices, critical perspectives, and clinical experiences. Our school and community partnerships form a solid basis for program assessment and continuous improvement.

Goals

Goal areas of the SOE are in content knowledge, reflective and ethical practice, evaluation and decision making, educational design, and the learner as an individual in the community. Faculty, students, staff and members of our community identified the following seven candidate proficiencies expected of each candidate:

1. Content Knowledge
 - Candidates demonstrate depth and breadth of content knowledge for their respective roles.
2. Reflective and Ethical Practice

- Candidates engage in reflective and ethical practice as educators.
3. Evaluation and Decision Making
 - Candidates make professional educational decisions drawing on analysis of data and research from a variety of sources
 4. Educational Design
 - Candidates design educational experiences that result in successful learning.
 - Candidates demonstrate proficiency in educational technology aligned to the NETS-T standards.
 5. Learner as an Individual in the Community
 - Candidates construct learning environments that reflect the diversity of experiences, perspectives, and cultures of their students and the larger world.
 - Candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students.

Additional specific program-based competencies for candidates seeking Florida certification are delineated by the Florida Department of Education.

Students of Concern Policies and Processes

The SOE 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 SOE 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 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 SOE 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.

In this section...

- [Education General \(M.A.\)](#)
- [Educational Leadership \(M.Ed.\)](#)
- [Education, English Education \(M.A.\)](#)
- [Elementary Education \(M.A.\)](#)
- [Secondary Education, English Education \(M.A.T.\)](#)
- [Teaching, Elementary Education \(M.A.T.\)](#)
- [Certificate Programs](#)

Education General (M.A.)

Degree Type:	M.A.
CIP Code	13.0101
Major Code	EDD
Department Code	LEA
Minimum Total Hours	34
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/education-general/

Program Information

The M.A. in Education is a selective degree program designed for individuals with an undergraduate degree and who seek to advance their career in an educational role in business, non-profit, and educational settings. It is appropriate for working professionals because classes are online. This program of study does not lead to state certification or licensure; therefore, students who seek teaching certification should consider the Master of Arts in Teaching (M.A.T.) Program. This degree program offers students an opportunity to pursue an area of concentration in the following:

- Online Teaching and Learning (34 credit hours) (OTL)

The interdisciplinary sequence of courses enables students to individualize the plan of study consistent with program strengths and personal career goals. Research skills and strategies to improve education are included.

Intended Learning Outcomes

1. Content Knowledge
 - Candidates are knowledgeable about principles in human development and education and instruction.
2. Reflective and Ethical Practice
 - Candidates are reflective, demonstrated through reflection on problems in education and that pertain to ethical issues.
3. Evaluation and Decision Making
 - Candidates are analytical of data, theoretical underpinnings, research, and curriculum & instruction, and use their analyses to evaluate and inform the decision they make for education design and practice.
4. Educational Design
 - Candidates create effective instructional programs.
 - Candidates demonstrate proficiency in educational technology aligned to the NETS-T standards.
5. Learner as an Individual in the Community

- Candidates construct learning environments that reflect the diversity of experiences, perspectives, and cultures of their students and the larger world.
- Candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students

Admission Requirements

- Bachelor's degree from a regionally accredited university with a 3.00 (4.00 scale) or better GPA in upper division coursework; or
- Have earned a graduate degree with a 3.50 GPA from a regionally accredited institution.
- A personal statement (300-500 words) stating educational or professional purpose for pursuing this graduate degree. Because this is a selective graduate program, the personal statement will be closely reviewed in the decision process.
- A current resume

Note: students with an upper level undergraduate degree with a GPA below 3.00 may still be eligible for admission if they take the GRE and achieve a 1000 combined score (old scale) or 300 combined score (new scale).

International Applicants

- All applicants whose native language is other than English or who have earned a degree from an institution outside the United States must meet the University requirements relative to international graduate admission, (e.g. TOEFL scores, etc.). In addition to these university requirements, applicants to the School of Education must provide the following:
 - An external, course-by-course evaluation of the foreign degree by an approved external agency, and based on official transcripts with cumulative and upper-level GPA calculations;
 - A social security number in degree programs requiring practica or clinical education;
 - Other information as required by the program of interest, (e.g. Graduate Record Exam scores, etc.).

Taskstream

TaskStream is a web-based electronic portfolio required of students in the School of Education (SOE) programs. It provides a way to submit documents, including Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and forms such as the Filed-work and Diversity Tracking Forms to instructors for feedback and assessment. These assessments are used to evaluate candidate progress toward meeting standards set by the faculty, Florida Department of Education where applicable and pertinent professional organizations. The SOE faculty analyzes data from the assessments and uses the data for program planning in order to ensure continuous improvement.

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www.l.taskstream.com/>

Graduation Requirements

- A planned program of study should be completed and filed with academic advisor before or during first term of study.
- Successful completion of all courses as listed with a minimum grade point average of 3.0 on 4.0 scale.

- Grades below a 'C' are not acceptable toward degree requirements.
- At the time of graduation, only those courses completed within the previous 5 years will count toward the degree.
- Student must apply for graduation by deadline of the term in which the student wishes to graduate.
- All required assignments in Taskstream are satisfactorily completed.
- Candidates must be enrolled in a minimum of 2 credit hours of graduate study in the semester in which they graduate.

Required Coursework Total Minimum Credit Hours 34

Required Core Requirements (17 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDF 6215	Learning Principles Applied to Instruction	4	CI	
EDF 6481	Foundations of Educational Research	3	PR: EDF 6432; DPR	
EDF 6606	Socio-Economic Foundations of American Education	4	None	
EDG 6627	Foundations of Curriculum and Instruction	3	PR: EDG 4620	
EDF 6809	Intro to Comparative and International Education	3	None	

Required Courses – Concentration in Online Teaching and Learning (OTL) (17 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDF 6284	Problems in Instructional Design for Computers	3	Computer literacy	
EDF 6944	Field Experience	4	CI	Recommend PR: EDG 6935 with a minimum grade of "C" or better and CI. This course is taken in the last semester after the completion

of 27-30 credit hours of core and concentration requirements.

EME 6076	Introduction to Online Teaching and Learning	4	None
EME 6613	Development of Technology-Based Instruction	3	EDF 6284; DPR
EDG 6935	Seminar in Curriculum Research	3	None

Program and/or course requirements are subject to change, per state legislative mandates and Florida State Department of Education program approval standards if applicable to this program. Please contact program academic advisor for more information.

[Course Inventory](#) is a searchable database for all USF courses.

Educational Leadership (M.Ed.)

Admission Deadlines	Fall: June 1 Spring: October 15 Summer: March 1
Degree Type:	M.Ed.
CIP Code	13.0401
Major Code	CAS
Department Code	LEA
Concentration Codes	PSD, NPC, CUL
Minimum Total Hours	36
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/educational-leadership/

Program Information

The Master of Education (M.Ed.) in Educational Leadership is a state-approved program designed to develop outstanding educational leaders and supervisors for Florida and the nation. The M.Ed. Educational Leadership prepares school leaders to perform their designated tasks in an effective, ethical and efficient manner. The degree provides coursework that meets the Florida Principal Leadership Standards for K-12 schools in instructional leadership, operational leadership and school leadership.

M.Ed. in Educational Leadership offers students an opportunity to pursue a concentration in one of three areas: K-12 Public School Leadership, Curriculum Leadership, and Non-Public or Charter School Leadership.

Each concentration has a unique focus in Educational Leadership; students are encouraged to consider their career goals to determine the appropriate concentration.

- **K-12 Public School Leadership (PSD):** Effective school leaders must be focused instructional leaders who are able to lead in diverse school settings. Successful completion of the concentration fulfills degree and core curriculum requirements for **Florida certification in Level I K-12 Educational Leadership – Administrative Class**. 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.

- **Non-Public or Charter School Leadership (NPC):** The face of education is changing nationwide and many private, charter, alternative, or independent schools are emerging. This concentration is designed for educational leadership positions in non-public K-12 settings that do not require Florida administrator certification. The program emphasizes leadership elements related to instruction, decision-making processes, building a strong learning environment, political and social context, and management. Graduates of this concentration are **not eligible** for Florida administrator certification.
- **Curriculum Leadership (CUL):** Graduates of this concentration bring leadership skills to curriculum-focused roles in schools, district offices, and education-related organizations. The concentration is designed to teach and assess the knowledge, skills and dispositions of effective leadership in curriculum, instruction, and professional development for K-12 teachers or other educators. This concentration **does not satisfy** all requirements for administrator certification.

Intended Learning Outcomes

1. Content Knowledge
 - Candidates demonstrate a comprehensive understanding of the knowledge base in the discipline across seven domains of leadership standards.
2. Reflective and Ethical Practice
 - Candidates develop well-reasoned beliefs based on integrity and respect for the rights of others.
3. Evaluation and Decision Making
 - Candidates critically analyze, integrating theory, research, and practice, making decision that set the strategic direction of changes needed.
4. Educational Design
 - Candidates promote a positive learning culture with support for instructional and curricular improvement using practical abilities to facilitate, monitor, and evaluate organizational development.
 - Candidates demonstrate the use and promotion of technology and information systems to monitor, manage, and enrich the learning environment.
5. Learner as an Individual in the Community
 - Candidates embrace diversity and address implications of diversity and exceptionality in policy and practice.
 - Candidates demonstrate ability to engage others in reflective practice, effective communication, and reading.

Admission Requirements

Core Requirements – All Concentrations

- Applicants must meet University requirements (See [Graduate Admissions](#))
- A bachelor's degree from a regionally accredited institution or an international equivalent.
- Minimum 3.00 GPA on a 4.00 scale in upper division undergraduate coursework from a regionally accredited institution. Applicants with GPAs below 3.00 must submit GRE scores from within the last five (5) years. If the upper division GPA is below 3.00, contact the admissions advisor for options prior to completing any courses.
- Three (3) letters of reference addressing the applicant's instructional expertise and leadership potential. At least one of the three (3) letters of reference must be from the applicant's current or recent direct supervisor.

Additional Requirements – Concentration Specific

K-12 Public School Leadership Concentration (PSD)

- Documentation of a valid Florida Professional Educator’s Certificate (please provide a print-out of current certification(s) from FLDOE’s Educator Certification Lookup)
- Teaching under a full-time contract for a minimum of two (2) years. Confirmation may be required.
- Proof of English for Speakers of Other Languages (ESOL) training (3-hour course or 60 hours of district in-service education; applicants who do not possess this training will be required to complete TSL 5085).
- A letter of intent (brief statement outlining experience and goals for the degree).
- Documentation of successful demonstration of the core standards for effective educators outlined in the Florida Educator Accomplished Practices (FEAPs) and a documented track record of achieving student gains. Candidates not employed by a Florida public school district may provide equivalent documentation of two years of effective instruction with a record of learning gains.

Non-Public or Charter School Leadership Concentration (NPC)

- Documentation that candidate is in or seeks an educational leadership position in a private, non-public, charter, or other school setting that does not require Florida State Certification.
- A letter of intent discussing professional experiences and interests.

Curriculum Leadership Concentration (CUL)

- Satisfactory two (2) years post-Bachelor’s teaching or satisfactory curriculum related experience (K-12 preferred) with either a Florida Professional Educator’s Certificate (please provide a print-out of current certification(s) from FLDOE’s Educator Certification Lookup) or a letter of verification from the employing institution.
- Goals statement (1-2 pages) discussing professional experiences and interests in curriculum leadership with adults.

Note: Contact the graduate advisor if you do not meet the above criteria.

Dual Concentration Option

Candidates wishing to pursue 2 concentrations must be eligible for admission to and complete all degree requirements for both concentrations. Contact the graduate advisor for additional details and requirements.

International Applicants

All applicants whose native language is other than English or who have earned a degree from an institution outside the United States must meet the University requirements relative to international graduate admission, (e.g. TOEFL scores, etc.). In addition to these university requirements, applicants to the School of Education must provide the following:

- An external, course by course evaluation of the foreign degree by an approved external agency, and based on official transcripts with cumulative and upper-level GPA calculations;
- A social security number in degree programs requiring practica or clinical education;
- Other information as required by the program of interest, (e.g. Graduate Record Exam scores, etc.).

Portfolio

The electronic portfolio (submitted in Taskstream) is a reflective capstone activity that allows student to synthesize their academic program of study, field experiences and achievements in professional practice as an evaluative assessment. It is completed as a part of EDA 6945 Practicum. This takes the place of the comprehensive exam.

Taskstream

TaskStream is a web-based electronic portfolio required of students in the School of Education (SOE) programs. It provides a way to submit documents, including Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and forms such as the Filed-work and Diversity Tracking Forms to instructors for feedback and assessment. These assessments are used to evaluate candidate progress toward meeting standards set by the faculty, Florida Department of Education where applicable and pertinent professional organizations. The SOE faculty analyzes data from the assessments and uses the data for program planning in order to ensure continuous improvement.

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www.l.taskstream.com/>

Graduation Requirements

Core Requirements – All Concentrations

- A planned program of study should be completed and filed with the academic advisor during the first semester of study.
- Completion of all courses as listed on planned program of study with a minimum grade point average of 3.00 on a 4.00 scale.
- Grades below “C” are not acceptable toward degree requirements.
- At the time of graduation, only those courses completed within the previous five (5) years will count for the degree.
- Student must apply for graduation by deadline of the term student wishes to graduate.
- All required assignments in Taskstream are satisfactorily completed.
- Candidates must be enrolled in a minimum of two (2) hours of graduate study in the semester in which they will graduate.
- Candidates who change concentrations must complete a practicum experience appropriate to the new concentration.

Additional Requirements – *Concentration Specific*

K-12 Public School Leadership Concentration

- Successful completion of the Educational Leadership: K-12 Public School Leadership (M.Ed) program fulfills the requirements for Florida certification in Level I K-12 Educational Leadership – Administrative Class. The Florida Educational Leadership Exam (FELE) must be passed prior to graduation for this concentration. Official score report submission to USFSM SOE graduate advisor is required.

*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.

Coursework Requirement – Total Credit Hours 36-39

Degree Core (21 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDA 6106	Administrative Analysis and Change	3	PR: EDA 6061	
EDA 6192	Educational Leadership	3	PR: EDA 6061	
EDF 6481	Foundations of Educational Research	3	PR: EDF 6432; DPR	Please see advisor regarding prerequisite
EDG 6285	School Curriculum Improvement	3	None. Open only to teachers in service.	Please see advisor regarding waiver
EDS 6050	Principles and Practices of Educational Supervision	3	PR: EDA 6192; Graduate Standing	
EME 6425	Technology for School Management	3	None	
EDA 6945	Administration Practicum	3	PR: EDA 6061; Completion of a significant amount of the student's program	Student should take during their last semester

Concentrations

K-12 Public School Leadership Concentration (PSD) (15-18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDG 6627	Foundations of Curriculum and Instruction	3	PR: EDG 4620	Please see advisor regarding prerequisite
EDA 6061	Principles of Educational Administration	3	None	

EDA 6232	School Law	3	PR: EDA 6061	
EDA 6242	School Finance	3	PR: EDA 6061	
EDA 6503	The Principalsip	3	PR: EDA 6061	
TSL 5085	Theory and Practice for Teaching English Language Learners	3	None	Waived with documentation of 3-hour course or 60 hours of district in-service education

Non-Public or Charter School Leadership Concentration (NPC) (15 credit hours)

The following two (2) courses (6 credit hours) are required:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDA 6061	Principles of Educational Administration	3	None	
EDA 6232	School Law	3	PR: EDA 6061	

Choose three (3) courses (9 credit hours) of the following:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDF 6432	Foundations of Measurement	3	None	
EDF 6606	Socio-Economic Foundations of American Education	4	None	
EDG 6627	Foundations of Curriculum and Instruction	3	PR: EDG 4620	Please see advisor regarding prerequisite
EDA 6242	School Finance	3	PR: EDA 6061	
EDA 6503	The Principalsip	3	PR: EDA 6061	

EDG 6935	Seminar in Curriculum Research	3	None
EDF 6809	Intro to Comparative and International Education	3	None
EEX 6248	Instructional Approaches for Exceptional Populations	3	None
EEC 6205	E.C.: Curriculum and Authentic Assessment	3	None

Curriculum Leadership Concentration (CUL) (15 credit hours)

The following two (2) courses (6 credit hours) are required:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDG 6627	Foundations of Curriculum and Instruction	3	PR: EDG 4620	Please see advisor regarding prerequisite
EDG 6935	Seminar in Curriculum Research	3		Should be taken in semester before EDA 6945

Choose three (3) courses (9-10 credit hours) of the following:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDA 6061	Principles of Educational Administration	3	None	
EDF 6284	Problems in Instructional Design for Computers	3	None	
EDF 6606	Socio-Economic Foundations of Education	4	None	
EDF 6809	Intro to Comparative and International Education	3	None	

EEC 6205	E.C.: Curriculum and Authentic Assessment	3	None
EEX 6248	Instructional Approaches for Exceptional Populations	3	None
RED 6247	District and School Level Supervision in Literacy	3	PR: LAE 6315, RED 6544, RED 6545, RED 6747

Education, English Education (M.A.)

Program Admission Deadline	Summer: March 1 Fall: June 1 Spring: October 15
Degree Type:	M.A.
CIP Code	13.1305
Major Code	ASF
Department Code	EDR
Minimum Total Hours	33
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/english-education/

Program Information

The M.A. in Education, English Education is designed for those with a Bachelor's degree in the field of English and/or a related appropriate initial certification who desire to increase their competency in this subject specialization or to receive additional professional preparation in education. Graduates of their program will have a Master's degree in Education that includes 18 graduate credit hours in English. Thus, they could be hired to teach secondary English in a private school or lower-level college English. This program does **not** require certification **nor** does it lead to certification. The cross disciplinary sequence of courses explores content area as well as technologies for the classroom. Research skills and strategies to improve instruction are included and a field experience/clinical education is required.

Intended Learning Outcomes

1. Content Knowledge
 - Candidates are knowledgeable about English as a content area and of application of English to educational practice
2. Reflective and Ethical Practice
 - Candidates are reflective, demonstrated through reflection on problems in education in general and that pertain to ethical issues
3. Evaluation and Decision Making
 - Candidates are analytical of data, theoretical underpinnings, research, and curriculum & Instruction, and use their analyses to inform educational design and practice
4. Educational Design

- Candidates create effective instructional programs
 - Candidates use technology in teaching and assessment
5. Learner as an Individual in the Community
- Candidates construct learning environments that reflect the diversity of experiences, perspectives, and cultures of their students and the larger world
 - Candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students

Admission Requirements

- Applicants must meet University requirements (see Graduate Admissions) as well as requirements listed below.
- Bachelor's degree in English, or at least 24 upper-level credits in English or related field, from a regionally accredited university.
- Students with fewer than 24 upper-level undergraduate course credits in English may still be accepted in the program, but they will be required to make up the deficiency in undergraduate coursework by taking additional graduate courses in English while in the program.
- Undergraduate upper-level GPA of 3.00 or above. Students with an upper-level GPA score below a 3.00 on a 4.00 scale may still be eligible if they take the GRE and achieve a 300 combined score with a minimum of 156 verbal scale (new scale) or a 1000 combined score with a minimum verbal score of 550 (old scale).
- An essay (300-500 words) stating educational or professional purpose for pursuing this graduate degree study.
- A letter of recommendation from a former professor, assessing the applicant's readiness for graduate study. If that is not possible because the applicant has been out of school for many years, a letter from a work supervisor, addressing the same key issues will be acceptable.

International Applicants

All applicants whose native language is other than English or who have earned a degree from an institution outside the United States must meet the University requirements relative to international graduate admission, (e.g. TOEFL scores, etc.). In addition to these university requirements, applicants to the School of Education must provide the following:

- An external, course by course evaluation of the foreign degree by an approved external agency, and based on official transcripts with cumulative and upper-level GPA calculations;
- A social security number in degree programs requiring practica or clinical education;
- Other information as required by the program of interest (e.g. Graduate Record Exam scores, etc.).

Comprehensive Examination

All candidates must take and successfully pass a Master's Comprehensive Examination in English Education the last semester of their program. Note: This exam is not offered during the summer term.

Taskstream

TaskStream is a web-based electronic portfolio required of students in the School of Education (SOE) programs. It provides a way to submit documents, including Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and forms such as the Filed-work and Diversity Tracking Forms to instructors for feedback and assessment. These assessments are used to evaluate candidate progress toward meeting standards

set by the faculty, Florida Department of Education where applicable and pertinent professional organizations. The SOE faculty analyzes data from the assessments and uses the data for program planning in order to ensure continuous improvement.

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www.l.taskstream.com/>

Graduation Requirements

- A planned program of study should be completed and filed with the academic advisor during the first semester of study.
- Student must complete all courses as listed on planned program of study with a minimum grade point average of 3.00 on a 4.00 scale.
- Grades below “C” are not acceptable toward degree requirements.
- At the time of graduation, only those courses completed within the previous five (5) years will count toward the degree.
- Student must apply for graduation by deadline of term student wishes to graduate.
- All required assignments in Taskstream are satisfactorily completed.
- Candidates must be enrolled in a minimum of two (2) hours of graduate study in the semester in which they graduate.

Coursework Requirements Total Minimum Hours 33

Required Core (18-20 credit hours minimum)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDF 6432	Foundations of Measurement	3	None	
LAE 5362	Methods of Teaching English Language Arts	3	None	
ENC 6700	Studies in Composition Theory	3	None	Must be completed prior to clinical education
TSL 5241	Applied Linguistics in Teaching Diverse Students	3	None	
EDF 6809	Intro to Comparative and International Education	3	None	
or				Students will take either course

EDF 6606	Socio-Economic Foundations of American Education	4	None	
LAE 6389	Practice in Teaching Literature	3	None	Clinical Education: Student should complete in final term (fall or spring only)
or				Students will take either course
ENC 6745	Teaching Practicum	3	None	Clinical Education: Student should complete in final term (fall or spring only)

Approved Electives (15 credit hours)

Students will choose fifteen (15) credit hours of electives (AML, ENC, ENL, ENG, LAE or LIT) at the 5000 level or above in addition to the coursework shown above. At least one (1) elective course must be at the 6000 level.

Program and/or course requirements are subject to change, per state legislative mandates, and Florida State Department of Education program approval standards. Please contact Program for more information.

Candidate must complete a comprehensive examination during the final term (not offered in summer).

Course Inventory – A searchable database for all USF Courses.

Elementary Education (M.A.)

Admission Deadlines	Summer: March 1 Fall: June 1 Spring: October 15
Degree Type:	M.A.
CIP Code	13.1202
Major Code	AEE
Department Code	EDR

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/or accreditation criteria.

Program Information

The M.A. in Elementary Education is a selective degree program designed for individuals with an undergraduate degree and who seek to advance their career in an educational role as a master teacher or teacher leader in a public, private, or non-profit school setting. Graduates bring leadership skills to teaching and curriculum focused teacher leadership roles in schools and education-related organizations. The concentration is designed to teach and assess the knowledge, skills and dispositions of effective teaching and leadership in curriculum, instruction, and professional development for P-6 teachers. This degree does **not** lead to certification.

Intended Learning Outcomes

1. Content Knowledge
 - Candidates are knowledgeable about principles in human development and education and instruction.
2. Reflective and Ethical Practice
 - Candidates are reflective and develop well-reasoned beliefs based on integrity and respect for the rights of others.
3. Evaluation and Decision Making
 - Candidates critically analyze data, integrating theory, research and practice, and use their analyses to evaluate and inform the decisions they make for education design and practice.
4. Educational Design
 - Candidates create effective instructional programs.
 - Candidates demonstrate proficiency in educational design.
5. Learner as an Individual in the Community
 - Candidates construct learning environments that reflect the diversity of experiences, perspectives, and cultures of their students and the larger world.
 - Candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students.

Admission Requirements

Applicants must meet USFSM's university admissions requirements as well as the requirements listed below:

- Earned a bachelor's degree from a regionally accredited university, and have earned a GPA of 3.00 (on a 4.00 scale) or higher in an upper division coursework OR,
- Have earned a graduate degree with a 3.50 GPA from a regionally credited institution.
- A valid professional teaching certificate or be eligible for professional certification through FLDOE.
- A personal statement (300-500 words) stating educational or professional purpose for pursuing this graduate degree. Because this is a selective graduate program, the personal statement will be closely reviewed in the decision process.
- A current resume.
- Two recommendations, at least one of which is from a direct supervisor.

Note: Students with an upper level undergraduate degree with a GPA below 3.00 may still be eligible for admission if they take the GRE and achieve a 1000 combined score (old scale) or 300 combined score (new scale).

International Applicants

All applicants whose native language is other than English or who have earned a degree from an institution outside the United States must meet the University requirements relative to international graduate admission, (e.g. TOEFL scores, etc.). In addition to these university requirements, applicants to the School of Education must provide the following:

- An external, course by course evaluation of the foreign degree by an approved external agency, and based on official transcripts with cumulative and upper-level GPA calculations;
- A social security number in degree programs requiring practica or clinical education;
- Other information as required by the program of interest, (e.g. Graduate Record Exam scores, etc.).

Taskstream

TaskStream is a web-based electronic portfolio required of students in the School of Education (SOE) programs. It provides a way to submit documents, including Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and forms such as the Filed-work and Diversity Tracking Forms to instructors for feedback and assessment. These assessments are used to evaluate candidate progress toward meeting standards set by the faculty, Florida Department of Education where applicable and pertinent professional organizations. The SOE faculty analyzes data from the assessments and uses the data for program planning in order to ensure continuous improvement.

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www.l.taskstream.com/>

Graduation Requirements

- A planned program of study should be completed and filed with academic advisor before or during first term of study.
- Successful completion of all courses as listed with a minimum grade point average of 3.0 on 4.0 scale.

- Grades below “C” are not acceptable toward degree requirements.
- At the time of graduation, only those courses completed within the previous 5 years will count toward the degree.
- Student must apply for graduation by deadline of the term in which the student wishes to graduate.
- All required assignments in Taskstream are satisfactorily completed.
- Candidates must be enrolled in a minimum of two (2) hours of graduate study in the semester in which they graduate.

Coursework Requirements (36 credit hours)

Required Core (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDA 6106	Administrative Analysis and Change	3	PR: EDA 6061	
EDG 6627	Foundations of Curriculum and Instruction	3	PR: EDG 4620	
EDF 6481	Foundations of Educational Research	3	PR: EDF 6432; DPR	See advisor regarding prerequisite
EDG 6285	School Curriculum Improvement	3	Open only to teachers in service	See advisor regarding waiver
EDS 6050	Principles and Practices of Educational Supervision	3	PR: EDA 6192; Graduate Standing	
EDG 6935	Seminar in Curriculum Research	3	PR: TSL 5085	

Teacher Curriculum Leadership Concentration (18 credit hours)

The following four (4) courses (12 credit hours), and Capstone (3 credit hours) are required.

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDE 6365	Culturally Responsive Pedagogy for Elementary Student Learning	3	Graduate standing	

EEC 6205	E.C.: Curriculum and Authentic Assessment	3	None
EEX 6248	Instructional Approaches for Exceptional Populations	3	Graduate standing
RED 6544	Cognition, Comprehension and Content Area Reading	3	None
EDG 6975	Project: Masters/Specialist	3	None

Choose one (1) course from the following:

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EME 6425	Technology for School Management	3		
EME 6613	Development of Technology-Based Instruction	3	PR: EDF 6284	
EDF 6606	Socio-Economic Foundations of American Education	4		
EDF 6809	Intro to Comparative and International Education	3		

Secondary Education, English Education (M.A.T.)

Program Admission Deadline	Summer: March 1 Fall: June 1 Spring: October 15
Degree Type:	M.A.T.
CIP Code	13.1305
Major Code	TSE
Department Code	EDR
Minimum Total Hours	36
Degree Website	

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/or accreditation criteria.

Program Information

The M.A.T. secondary English education program is designed to prepare outstanding secondary teachers. Students enter this program after completing baccalaureate degrees in fields related to English and language arts. The cross-disciplinary sequence of courses and the required fieldwork explore the content areas, classroom technologies, researched skills, and strategies to improve instruction.

a.) Level – Masters of Arts in Teaching

b.) Emphases – The emphasis is in secondary education with a specialization in English education with fieldwork and professional development.

c.) Credit Hours – The program is a total of 36 credit hours.

d.) Purpose – The primary objective of the proposed programs is to produce, on an annual basis, up to 20 program graduates eligible for teaching certification in Florida in secondary teaching. The students will already possess undergraduate degrees in the appropriate certification. Students will submit applications to the program which include all of the elements necessary for admission to a teacher certification program (a personal statement, evidence of experience working with children and young people, letters of reference, etc.). At the completion of the program, students are expected to be seeking teaching positions in middle and high schools throughout the region and state.

Intended Learning Outcomes

1. Content Knowledge
 - English Education candidates demonstrate depth and breadth of content knowledge and content pedagogical knowledge across subject areas.
2. Reflective and Ethical Practice
 - English Education candidates demonstrate self-reflection, professional growth, and ethical practice.
3. Evaluation and Decision Making
 - English Education candidates use research-based practices and data to make instructional decisions.
4. Educational Design
 - English Education candidates design educational experiences that result in positive impact on student academic achievement.
 - English Education candidates are proficient in integrating technology to enhance academic achievement.
5. Learner as an Individual in the Community
 - English Education candidates enhance learning environments to meet needs of the diverse experiences, perspectives, and cultures of their students.
 - English Education candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectation for all students.

Admission Requirements

Applicants must meet USFSM's university admissions requirements as well as the requirements listed below:

- Earned a bachelor's degree in English or related field from a regionally accredited university, and have earned a GPA of 3.00 (on a 4.00 scale) or higher in all work cumulatively or as an upper division student OR,
- A graduate degree from a regionally accredited institution with a 3.50 GPA for the graduate degree.
- Passing scores in all sections of the General Knowledge Test (GKT) of the Florida Teacher Certification Exam (must be within ten (10) years of graduation and application to FLDOE for certification); or a passing score on the GRE (on or after July 1, 2015) may be used as an acceptable means of demonstrating a mastery of general knowledge in accordance with Rule 6A-4.0021 (12) FAC.
- Personal statement (500 words) explaining why a career in English education is being pursued, any prior educational, volunteer, or professional experience working with children or young people, and goals for this degree.
- Three (3) academic references attesting to readiness for graduate study.
- Current resume.
- Writing sample
- Interview, if applicable.

International Applicants

All applicants whose native language is other than English or who have earned a degree from an institution outside the United States must meet the University requirements relative to international graduate admission, (e.g. TOEFL scores, etc.). In addition to these university requirements, applicants to the School of Education must provide the following:

- An external, course by course evaluation of the foreign degree by an approved external agency, and based on official transcripts with cumulative and upper-level GPA calculations;
- A social security number in degree programs requiring practica or internships;

- Other information as required by the program of interest, (e.g. Graduate Record Exam scores, etc.).

Comprehensive Examination

All candidates must take and successfully pass a Master's Comprehensive Examination in English Education the last semester of their program. Note: This exam is not offered during the summer term.

Taskstream

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Formative Task, Summative Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www1.taskstream.com/>

Taskstream is a web-based electronic portfolio required of candidates in School of Education (SOE) programs. It provides a way to submit documents, including Formative Tasks, Summative Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and required documentation for Field-work and Diversity tracking to instructors for feedback and evaluation.

Formative Tasks (FT) are assessments used to demonstrate *progress toward mastery* of required knowledge, skills, or dispositions. Summative Critical Tasks (SCT) and Transition Point Projects are assessments used to demonstrate *mastery* of required knowledge, skills, or dispositions. Candidates must add SCTs and FTs to their electronic portfolio on Taskstream in accordance to their instructor's directions before the course ends. Once a FT or SCT is in the portfolio on Taskstream, it will be evaluated by the instructor using a rubric that has a 5-point scale. To show mastery on a SCT, candidates must earn a mean score of 3.0 or above. If the candidate does not, the candidate is not allowed to pass the course. The FTs provide feedback on progress and identify areas in need of growth; there is no required minimum mean score for FTs.

These assessments and documents are used to evaluate candidate progress toward meeting standards set by the faculty, Florida Department of Education where applicable and pertinent progression organizations. The SOE faculty analyze data from the assessments and uses the data for program planning in order to ensure continuous improvement.

Graduation Requirements

The completion following the following requirements are the responsibility of the student:

- Have a planned Program of Study on file with Program Advisor during first term of study.
- Maintained a 3.00 GPA in all graduate coursework, even outside your program.
- Grades below "C" are not acceptable toward degree requirements.
- Satisfactory performance on the Comprehensive Exam in secondary English education during the last semester of your program.
- Submitted the graduation application by deadline.
- No coursework used to fulfill the requirements of the program are more than five (5) years old.
- Passing score on all sections of the required Florida Teacher Certification Exams (FTCE): the General Knowledge test (GKT – required for admission), the Professional Education Exam, and the Subject Area Exam in English (English 6-12). Submit an original copy of the results to the college prior to the final clinical semester. Only passing exam scores earned no more than ten (10) years prior to the date of application to FLDOE are acceptable

- Candidates must be enrolled in a minimum of two (2) hours of graduate study in the semester in which they graduate.
- Student must apply for graduation in the term the student wishes to graduate.
- All required assignments in Taskstream are satisfactorily completed

Coursework Requirements (36 credit hours)

Required Core (27 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDF 6133	Child & Adolescent Development and Learning	3	None	
EDF 6432	Foundations of Measurement	3	None	
ESE 5344	Classroom Management for a Diverse School and Society	3	None	
TSL 5085	ESOL I – Theory and Practice of Teaching English Language Learners	3	None	
TSL 5241	Applied Linguistics in Teaching Diverse Students	3	None	
TSL 5086	ESOL II – Secondary Language & Literacy Acquisition in Children & Adolescents	3	PR: TSL 5085	
LAE 6637	Current Trends in Secondary English Education	3	PR: LAE 4335 or LAE 4642	Must be completed prior to clinical
LAE 5362	Methods of Teaching English Language Arts	3	None	Must be completed prior to clinical

RED 6544	Cognition, Comprehension, and Content Area Reading: Remediation of Reading	3	None
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Practicum, Clinical, Field Work (6 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
LAE 6947	Internship in Secondary Education for English	6	None	CI; Passing scores on FTCE; must apply to and be approved by the Coordinator of Clinical Education

Approved Electives (3 credit hours)

Students will choose three (3) credit hours of electives (AML, ENL, ENG or LIT) at the 5000 level or above in addition to the coursework shown above.

Comprehensive Examination

All candidates must take and successfully pass a Master’s Comprehensive Examination in English Education the last semester of their program. Note: This exam is not offered during the summer semester.

*Program and/or course requirements are subject to change, per state legislative mandates, and Florida State Department of Education program approval standards. Please contact Program for more information.

Course Inventory – A searchable database for all USF Courses.

Teaching, Elementary Education (M.A.T.)

Degree Type:	M.A.T.
CIP Code	13.1202
Major Code	TEE
Department Code	EDR
Minimum Total Hours	39
Degree Website	usfsm.edu/academics/programs-and-majors/graduate/teaching-elementary-education/

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/or accreditation criteria.

Program Information

The Masters of Arts in Teaching (M.A.T.) Elementary Education is a program designed to prepare outstanding elementary teachers (K-6). Students enter this program after completing baccalaureate degrees in fields other than education. Successful graduates earn Florida teaching certification in elementary education, K-6, with an ESOL (English for Speakers of Other Languages) endorsement. Program graduates learn, lead, inspire, and transform their schools and communities.

Through coursework and supervised field experiences, M.A.T. graduates will demonstrate depth and breadth of content knowledge; self-reflection, professional growth and ethical practice; use of research-based practices and data to make instructional decisions; design educational experiences that result in positive impact on student academic achievement; demonstrate proficiency integrating technology; enhance learning environments to meet the needs of diverse experiences, perspectives, and cultures of students; and communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students.

The University of South Florida Sarasota-Manatee and our partner school districts (Manatee, Sarasota, Charlotte) have entered into partnerships to ensure that candidates have a uniquely focused experience in the public schools. School sites have been selected for onsite instruction and excellent mentoring.

Effective Fall 2018, New College of Florida students may participate in an accelerated 4+1 program to earn the MAT in Elementary Education in one year by taking one MAT graduate course in spring of their senior year while at NCF. Interested students should contact the School of Education for details.

Intended Learning Outcomes

- I. Content Knowledge

- Elementary Education candidates demonstrate depth and breadth of content knowledge and content pedagogical knowledge across subject areas.
2. Reflective and Ethical Practice
 - Elementary Education candidates demonstrate self-reflection, professional growth, and ethical practice.
 3. Evaluation and Decision Making
 - Elementary Education candidates use research-based practices and data to make instructional decisions.
 4. Educational Design
 - Elementary Education candidates design educational experiences that result in positive impact on student academic achievement.
 - Elementary Education candidates are proficient in integrating technology to enhance academic achievement.
 5. Learner as an Individual in the Community
 - Elementary Education candidates enhance learning environments to meet needs of the diverse experiences, perspectives, and cultures of their students.
 - Elementary Education candidates communicate in ways that demonstrate fairness, respect, and sensitivity to diversity, setting high academic expectations for all students.

Admission Requirements

- Applicants must meet University requirements (see Graduate Admissions) as well as requirements listed below.
- All programs require earned degrees from regionally accredited institutions or an international equivalent.
- Applicants must have a bachelor's degree or master's degree from a regionally accredited university, and have earned a "B" (3.00 on a 4.00 scale) average or higher in all work attempted cumulatively or as an upper division student.
- Admission will be determined by a holistic evaluation of undergraduate GPA and/or test scores from either the GKT or the GRE.
- Passing scores in all sections of the General Knowledge Test of the Florida Teacher Certification Exam (GKT) must be within 10 years of application for certification; or a passing score on the GRE sections that equate to the GKT subtests (on or after July 1, 2015). See advisor for required scores.
- Applicants must also submit a personal statement (500 words) that addresses the applicant's experiences (including any prior experience working with children) and what prompted to want to become an elementary education teacher.
- Current resume
- Interview, if applicable

International Applicants

Applicants whose native language is not English or who have not earned a degree in the U.S. must, according to university policy, submit a TOEFL score (minimum of 550 paper-based, 213 computer-based, or 80 internet-based test) with the admissions application. See the [international admissions website](#) for further clarification and exemptions. Please check with the program regarding the policy on evaluation of transcripts.

International students entering this degree program must obtain a social security number for purposes of the practicum, the clinical and certification testing. An external course by course evaluation of the foreign degree is required with the admissions application.

Coursework Requirements Total Minimum Credit Hours 39

Required Core Courses (9 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
RED 6514	The Reading Process in the Elementary Grades	3	None	
EDE 6326	Instructional Planning for Diverse Learners	3	None	
EDF 6432	Foundations of Measurement	3	None	Process Core

Required Concentration Courses (30 credit hours):

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
TSL 5086	ESOL II-Secondary Language & Literacy Acquisition in Children & Adolescents	3	PR: TSL 5085	See advisor for course registration and sequencing; Inclusive of practicum (12-hours per week)
TSL 5241	Applied Linguistics in Teaching Diverse Students	3	None	
MAE 6117	Teaching Elementary Math	3	None	
SCE 4310	Teaching Elementary School Science	3	Admission to School of Education and completion of General Distribution Requirements in the Natural Science area; School of Education Majors only	
SSE 6617	Trends in K-6 Social Science Education	3	School of Education Majors only; Dual Track or MAT Admission	

RED 6540	Assessment in Literacy	3	PR: LAE 6315, RED 6544, RED 6545, RED 6747	See advisor regarding prerequisites
LAE 6315	Writing and Writers: Trends and Issues	3	None	
EDE 6328	Development & Management of Diverse Learners	3	PR: EDE 6326	Inclusive of Clinical Education II Practicum
EDG 6947	MAT Final Internship	1-9	DPR; S/U	Must apply to and be approved by the Coordinator for Clinical Education

Practicum and Clinical Education

Candidates will be required to complete several field experiences and clinical education experiences throughout the teacher preparation program. It is the policy of the SOE that a candidate who does not successfully complete a field experience or clinical education experiences will be terminated from the program.

The final clinical education experience involves observing and teaching in a classroom. Clinical education experience sites are available in the counties served by USFSM. Candidates should meet with an advisor to discuss eligibility for Clinical Education.

Special requirements for enrollment in the final clinical education are:

1. Admission to the SOE.
2. Passing scores on all sections of the General Knowledge Test or GRE.
3. Completion of fingerprinting and background check as required by the school district in which the student is placed.
4. Successful completion of the Practicum/Clinical Education II.
5. Completion of an application for the final Clinical Education III.
6. Completion of all professional education and specialization coursework including the ESOL documentation, prior to Clinical Education III.
7. Passing scores on all sections of the FTCE exams. Evidence of passing scores is due by the date established by the Coordinator of Clinical Education, normally 45 days prior to the end of the semester before final internship.

During the clinical education year, students progress as a cohort. Ordinarily, participation as a full-time student is required. All students are required to complete 12-hours a week (minimum) of practicum during their program and a final full-time Clinical Education in their last semester. Placements are made for students in local school districts.

Transition Point Project

Students are required to complete a Transition Point Project in the fall semester prior to the final clinical requirements. Candidates must pass the Transition Point Project in order to continue the program; if the

candidate fails twice, he or she will be deemed as not making academic progress and will be subject to dismissal from the program. The project requires work independent of courses. A candidate may submit only one Transition Point Project during a semester.

Action Research Project

Students are required to complete an Action Research Project during their final clinical requirement semester. Candidates must pass the Action Research Project in order to graduate from the program. The project requires work independent of courses.

Taskstream

TaskStream is a web-based electronic portfolio required of students in the School of Education (SOE) programs. It provides a way to submit documents, including Critical Tasks, Transition Point Projects, Disposition Self-Assessments, and forms such as the Filed-work and Diversity Tracking Forms to instructors for feedback and assessment. These assessments are used to evaluate candidate progress toward meeting standards set by the faculty, Florida Department of Education where applicable and pertinent professional organizations. The SOE faculty analyzes data from the assessments and uses the data for program planning in order to ensure continuous improvement.

USF Sarasota-Manatee School of Education degree-seeking students enrolled in a course with a Critical Task, Transition Point Project, Dispositions Assessment, Field-work, or Portfolio, are required to have a subscription to Taskstream; please visit the Taskstream homepage to create an account – <https://www.l.taskstream.com/>

Graduation Requirements

- A planned program of study should be completed and filed with academic advisor during first term of study.
- Students must pass all sections of the Florida Teacher Certification Exams (FTCE): the General Knowledge test (GKT) or GRE, the Professional Ed Exam, and the Subject Area Exam in Elementary Ed K-6 and must submit an original copy of the results to the college prior to their final clinical education semester (normally 45 days before the semester prior to final internship).
- Completion of all required coursework having maintained a 3.00 GPA or better.
- Grades below “C” are not acceptable toward degree requirements.
- At the time of graduation, only those courses completed within the previous five (5) years will count for the degree.
- Student must apply for graduation in the term the student wishes to graduate.
- All required assignments in Taskstream are satisfactorily completed.
- Candidates must be enrolled in a minimum of two (2) hours of graduate study in the semester in which they graduate.

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.

Course Inventory – A searchable database for all USF Courses.

Certificate Programs

The areas of study for the graduate certificates are created within the mission of graduate education. Students will be awarded certificates upon completion of specific coursework. The graduate certificate is not defined as a degree; rather, it is a focused collection of courses that, when completed, affords the student some record of distinct academic accomplishment in a given discipline or set of related disciplines. Moreover, the graduate certificate is not viewed as a guaranteed means of entry into a graduate degree program. While the courses comprising a graduate certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not considered a prerequisite.

Admissions Requirements

1. Students must apply and be accepted into the graduate certificate area of study to be eligible to receive a certificate.
2. Minimum requirements for admission are an earned baccalaureate degree or its equivalent from a regionally accredited college or university.
3. Each graduate certificate area of study sets the requirements for admission, including minimum grade-point average, standardized test scores, and other similar criteria as part of the application.
4. Prospective non-degree seeking graduate certificate students must meet University graduate admissions grade point average requirements.
5. Students are encouraged to contact the appropriate advisor prior to applying.
6. All students who wish to pursue approved graduate certificates must be admitted prior to completion of their second graduate certificate course.
7. Certificate-seeking-students not currently enrolled in a degree-granting graduate program will be admitted into a separate classification within the University, and will be classified as "Graduate Certificate Students."
8. The School will note successful completion of a certificate on the student's transcript upon completion.
9. Students pursuing a graduate certificate will be required to meet the same academic requirements as those defined for degree-seeking students to remain in "good standing."
10. All graduate certificate students may apply one graduate course to two graduate certificates.
11. All graduate certificate students must meet all prerequisites for courses in which they wish to enroll.
12. Should a graduate certificate student subsequently apply and be accepted to a degree-granting program, up to twelve (12) hours of USF System credit earned as a graduate certificate student may be applied to satisfy graduate degree requirements. Any application of such credit must be approved by the degree-granting college and must be appropriate to the program.
13. For information on transfer of credit policies pertaining to Graduate Certificates, refer to the [Transfer of Credit Policy](#) for more information.

Completion Requirements

To receive a graduate certificate:

1. Students must successfully complete certificate requirements as established by the university.
 2. Students must submit a completion form.
 3. Degree-seeking students must submit the completion form before graduating from their degree program.
 4. Non-degree-seeking students must submit the completion form no later than one semester after completing their certificate coursework.
 5. Students must have been awarded a bachelor's or higher degree.
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Online Teaching and Learning

Program Information

The Graduate Certificate in Online Teaching and Learning (XOP) is a 14-credit hour non-degree program of graduate level coursework offered by the USF Sarasota-Manatee School of Education for those interested in learning more about virtual instruction. The four (4) courses will provide a strong foundation in curriculum design and instruction so that participants are prepared to design, facilitate, deliver and assess on-line learning.

Admission requirements:

1. A Bachelor's degree in any field from a regionally accredited university with a minimum 3.00 (on a 4.00 scale) GPA,
2. Official (original and sealed) transcripts from all institutions of higher education (degrees earned from USF do not require transcripts),
3. Resume
4. Letter of Interest (250 words) indicating your objectives in pursuing this course of study.

Total Credit Hours Required: 14

Certificate requirements:

This non-degree certificate program is a 14 graduate level credit course of study and should be completed within a three (3) year period of time.

Upon successful completion of the required courses, the student will fill out a Completion of Program form and will be issued a certificate indicating program completion.

Required Core (14 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
EDF 6284	Problems in Instructional Design for Computers	3	Computer literacy	
EDF 6944	Field Experience	4	DPR	
EME 6076	Introduction to Online Teaching and Learning	4	DPR	
EME 6613	Development of Technology-Based Instruction	3	PR: EDF 6284; DPR	

Up to twelve (12) hours of certificate course credits may be applied to a graduate degree with college approval. Non-degree-seeking students and transfer students may apply one course to a graduate certificate with college approval.

Post-Master's Certificate in Educational Leadership

The Post-Master's Certificate in Educational Leadership (EDLD) is for those persons with an earned master's degree in a field other than educational leadership and who wish to add educational leadership to their Florida Professional Educator's Certificate. The modified program is a non-degree program consisting of approximately 30-33 credit hours of coursework that meets Florida Principal Leadership Standards for K-12 schools in instructional leadership, operational leadership and school leadership. Successful completion fulfills program and core curriculum requirements for Florida certification in Level I K-12 Educational Leadership – Administrative Class. The number of courses required will vary, depending upon the student's master's degree coursework.

Admission Requirements

- A Master's degree from a regionally accredited institution with a minimum 3.00 GPA
- Official (original & sealed) Master's and Bachelor's transcripts. (Degrees earned from USF do not require transcripts.)
- A valid Florida Professional Educator's Certificate (please provide a copy clearly showing border and seal).
- Proof of English for Speakers of Other Languages (ESOL) training (3-hour course or 60 hours of district in-service education)
- Three letters of professional recommendation. At least one of the three (3) letters of reference must be from the applicant's current or recent direct supervisor.
- A letter of intent (brief statement outlining experience and goals).
- Evidence of teaching under a full-time contract for a minimum of two (2) years.

Certificate Requirements

Within the minimum total of 30-33 credit hours, students completing the Post-Master's Certificate are required to complete an ESOL training requirement. If the student does not complete a 3-credit-hour course in ESOL or does not have documentation of the completion of sixty (60) hours of ESOL district in-service education, they will be required to complete TSL 5085. Students should include documentation with the application if the requirement has already been met. In addition to coursework, successful completion of the Florida Educational Leadership Exam (FELE) is required for certificate completion.

Upon successful completion of the necessary courses, portfolio (a reflective capstone activity), and tests, a notation is placed on the student's transcript indicating completion of a Post-Master's Certificate in Educational Leadership; however, **the student must apply to the FLDOE for state certification.**

Courses

Please see the Educational Leadership M.Ed. course listing. The number of courses required will vary depending upon the student's master's degree coursework, but at least 18 credit hours must be taken at USFSM. Applicants wanting consideration of previous Master's coursework must supply a university catalog course description and course syllabus for each course they want reviewed and indicate which USF course may be comparable.

Note: Previous coursework cannot be older than five (5) years at the time the student completes the Post-Master's Certificate in Educational Leadership. The faculty program coordinator will evaluate coursework to determine acceptability and applicants will be provided with a list of recommended courses for completion of

the Post-Master's Certificate. Please be advised that certificate and/or course requirements are subject to change, per state legislative mandates, Florida State Department of Education program approval standards, and accreditation criteria.

Course Inventory – A searchable database for all USF Courses

Post-Baccalaureate Certificate in Teacher Preparation

This post-baccalaureate certificate program (EDUM) is approved by the Florida Department of Education to provide professional preparation according to Rule 6A-5.066, F.A.C., for those who seek an approved alternative route to Florida Certification. Individuals who hold a baccalaureate degree from an accredited or approved institution who are pursuing professional teaching certification from FLDOE are eligible. The certificate program provides rigorous instruction in creating a safe learning environment in P-12 classrooms, effective instructional planning and strategies for teaching diverse learners including those with disabilities, applying research-based instructional practices to reading in disciplines, instruction of English Language Learners, and using assessment data to inform instruction. Successful completion of this certificate results in the following endorsement on the student transcript: “Completed State-Approved Professional Training Option.”

Those electing the graduate level course work may apply some coursework as appropriate to one of the following degree programs: Master’s in Teaching, Master’s in Education, Master’s in Educational Leadership. Additional requirements must be met to be eligible for admission into these graduate degree programs. Please speak to an advisor for more information.

Mission

The School of Education’s mission is the mission for this certificate program: to prepare effective educators who will learn, lead, inspire, and transform their schools and communities.

There is a need in our community for educators in content specific areas, particularly in math and science for middle and high school. Students with a bachelor’s degree in a content area, who have a Statement of Eligibility or Temporary Teaching Certificate from FLDOE need specific coursework to meet the requirements specified in 6A-4.006, General and Professional Preparation in order to pursue a Professional Teaching Certificate. The Florida Department of Education forecasts a continuing need of teachers in all areas.

Program Learning Outcomes

1. Candidates demonstrate knowledge of effective management of the learning environment such that the environment is safe and that student learning is demonstrated.
2. Candidates apply knowledge of human development and learning to prepare effective learning environments and provide effective instruction for diverse student populations.
3. Candidates demonstrate accurate use of multiple sources of data to inform planning and instruction to improve student achievement.
4. Candidates demonstrate effective instructional strategies for diverse learners, including students with disabilities.
5. Candidates effectively apply research-based instructional practices of reading to instruction in their discipline.
6. Candidates demonstrate effective instruction for teaching English Language Learners.

Admission Requirements

- Applicants must meet University requirements (see Undergraduate or Graduate Admissions) as well as requirements below.

- Bachelor's degree or equivalent from a regionally accredited university, and have earned a "C" or a 2.50 on a 4.00 scale average or higher in all work attempted cumulatively or as an upper division student, or
- A graduate degree from a regionally accredited institution with at least a 2.50 GPA for the preceding baccalaureate, or a 2.50 GPA for the graduate degree.
- Applicants must have a Statement of Status of Eligibility.
- A personal statement (500 words) that addresses the applicant's experiences (including any prior experience working with children) and what prompted the decision to become a teacher.
- Current resume
- Interview, if applicable

Required Courses (18 credit hours)

Course Number	Title	Credit Hours	Requisites (KEY)	Notes (KEY)
ESE 4322	Classroom Management for Diverse School and Society	3	None	
OR				
ESE 5344	Classroom Management for a Diverse School and Society	3	None	Learning Outcome a
OR				
EDF 3122	Learning and the Developing Child	3	PR: General psychology; School of Education Majors only	Learning Outcome b; See advisor to waive prerequisites
OR				
EDF 6133	Child & Adolescent Development and Learning	3	None	Learning Outcome b
OR				
EDF 4430	Measurement for Teachers	3	School of Education Majors only	Learning Outcome c
OR				
EDF 6432	Foundations of Measurement	3	None	Learning Outcome c

EDE 4323	Planning for Instruction of Diverse Learners	3	PR: EDE 4223, EDF 3604, EDF 3122, TSL 4240;	Learning Outcome d
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OR

EDE 6326	Instructional Planning for Diverse Learners	3	None	Learning Outcome d
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RED 4333	Content Area Reading	3		Learning Outcome f
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OR

RED 6544	Cognition, Comprehension, and Content Area Reading: Remediation of Reading	3	None	Learning Outcome f
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TSL 4344	Foundations of Teaching ESOL in Mainstream Classes	3	CP: TSL 4240	Learning Outcome f; See advisor to waive prerequisite
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OR

TSL 5085	ESOL I – Theory and Practice of Teaching English Language Learners	3	None	Learning Outcome f
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Graduate Course Descriptions

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.

Course Number	Title	Cr	Col	Course Description	Requisites (KEY)
ACG 5205	Advanced Financial Accounting	3	BA	Accounting for business combinations, preparation of consolidated financial statements, home office/branch relationships, foreign operations and transactions, partnerships.	PR: ACG 3113
ACG 5375	Valuation of Closely Held Businesses	3	BM	Prepares students to assess how a firm can increase its value. Students develop an understanding of the principles behind business valuation and learn how to use these principles to assess a company's value through a case study.	PR: ACG 2021
ACG 5505	Governmental/Not-For-Profit Accounting	3	BA	Application of financial and managerial accounting, and auditing, principles and theory to both governmental and not-for-profit entities.	PR: ACG 3113; CR: ACG 4632
ACG 6025	Financial Accounting for Managers	2	BA	Study of (1) accounting concepts and standards applicable to presentation of financial information to interested users, (2) structure and interpretation of financial statements, especially issues of income determination and assessment measurement.	Not available for credit for graduate students in the Master of Accountancy program
ACG 6026	Accounting Concepts for Managers	3	BA	A graduate level introduction to the role of accounting information in the decisions of internal and external users of financial information and statements.	None
ACG 6936	Selected Topics in Accounting	1-4	BA	The course content will depend on student demand and instructor's interest.	None
ADE 6080	Adult Education in the United States	4	ED	A study of the adult education movement in the United States from its beginnings to the present lifelong learning enterprise it has become. Economic and cultural factors of the past are examined with a view toward implications for the future.	None

ADE 6160	Program Management in Adult Education	3	ED	An examination of the methods for establishing a productive adult education program, and the principles and procedures involved in designing, organizing, operating, and evaluating comprehensive adult education programs.	None
ADE 6161	Curriculum Construction in Adult Education	4	ED	Curriculum scope, the process of planning and organizing instructional programs with emphasis on task analysis and process evaluation. Concentrates on basic principles affecting the planning of Adult Education activities, including an overview of the human forces that both impinge on and motivate human behavior in an adult learning environment.	None
ADE 6360	Methods of Teaching Adult Education	3	ED	An exploration of different methods, techniques, and materials available to help adults learn. Concentration on the process of designing effective learning experiences for adults and developing the competencies of self-directed learning.	None
ADE 6370	Human Resource Development	3	ED	A study of learning, training, and education as it is practiced in the public, private and the non-profit sectors. Course covers HRD history, key competencies, and relevant theory.	None
ADE 6385	The Adult Learner	3	ED	An investigation of the physiological and psychological changes in the adult life span and the implications these have for adult learning capabilities. Concentration on the identification of principles of adult learning, differences between adults and youth as learners, and a review of research on adult learning.	None
ADE 6931	Selected Topics in ADE and HRD	1-5	ED	Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.	None
AML 5305	Studies in Individual American Authors	3	LM	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
BUL 5332	Law and the Accountant	3	BA	A comprehensive study of commercial law as it affects the practice of accounting.	PR: BUL 3320; CI

CCJ 6118	Introduction to Criminology Theory	4	BC	An introduction to, and comparison of, major historical and contemporary theories that seek to explain criminal behavior or the existence of crime in society.	None
CCJ 6406	Theory, Practice, and Research in Law Enforcement	3	BC	This issue-oriented course explores the relationships among theory, practice, and research as these are reflected in the problems and challenges that confront law enforcement.	None
CCJ 6459	Grant Writing for Criminal Justice Administration	3	LM	Its purpose is to provide MACJA students with the skills to write a grant proposal that could be submitted to a research agency such as the National Institute of Justice. However, the skills learned will be transferable to other public service agencies.	None
CCJ 6705	Research Methods in Criminology	4	BC	Introduction to the basic methods of criminological research; overviews philosophy of science, research ethics, research design issues such as sampling and measurement, and methods of data collection, including survey, experimental, and evaluation research.	None
CCJ 6706	Quantitative Analysis in Criminology I	4	BC	Introduction to data management utilizing computer statistical packages and elementary statistical techniques used in criminological research: descriptive and inferential statistics, group comparisons, measures of association, linear regression.	PR: CCJ 6705
CCJ 6905	Directed Independent Study	I-12	BC	Independent study in which student must have contract with instructor.	Majors only; S/U
CCJ 6910	Directed Research	I-19	BC		S/U
CCJ 6930	Current Issues in Corrections	3	BC	This course is designed to review and analyze the major issues and dilemmas that confront corrections today, including overcrowding, inmate rights, privatization, control of gangs, control of inmates, and the availability of programs and services. Attention will also focus on the strategies and/or controversies associated with these issues.	Repeatable with different subject matter
CCJ 6932	Issues in Criminal Justice Administration	3	LM	This course will focus on some of the most significant issues facing today's criminal justice administrator.	None

CCJ 6935	Topics in Criminology and Criminal Justice	3	BC	Analysis and discussion of topics of major concern in criminology and criminal justice that are not covered in regular courses.	None
CCJ 6936	Current Issues in Law Enforcement	3	BC	This course will focus on some of the most significant issues facing law enforcement agencies today. Some topics included will be: police use of deadly force; review of police conduct; police unionization; police corruption; media relations; civil liability; and community/problem-oriented policing.	None
CJE 6268	Minorities and Crime	3	BC	This course provides an overview and discussion of issues surrounding the relationship between minority groups and the criminal justice system. It focuses on overt and institutional racism and discrimination and its relationship to the justice system.	None
DSC 6020	Terrorism and Homeland Security	3	BC	This course will introduce you to the phenomena of contemporary terrorism and extremism. Emphasis will be placed on extremism as a foundation for terrorist behavior, types of terrorism, and how governments and law enforcement agencies respond to terrorism.	None
EBD 6215	Advanced Theories and Practices in Emotional Handicaps	3	ED	In-depth study of specific behavioral disorders of children and youth, with an emphasis on educational implications and interventions.	PR: Introductory course in special education
ECO 6005	Introduction to Economic Concepts for Managers	3	AS	A graduate level introduction to the economic foundations of decision making, this course addresses the fundamental tools of micro and macroeconomic analysis and how they can be applied to firms operating in both domestic and global markets.	None
ECO 6936	Selected Topics in Economics	1-4	AS	The course content will depend on student demand and instructor's interest.	Graduate Standing
ECP 6702	Managerial Economics	2	AS	This course presents the microeconomic theory of price determination in an exchange economy with special emphasis on the behavior of firms in various market structures.	None
EDA 6061	Principles of Educational Administration	3	ED	Educational administration as a profession. Consideration of organization, control, and support of the educational system.	None

EDA 6106	Administrative Analysis and Change	3	ED	Change and change strategies in formal and informal organizations are foci. Students will develop change strategies and will apply them to selected situations.	PR: EDA 6061
EDA 6192	Educational Leadership	3	ED	Administration course that addresses change, influences, and planning systems. Also examines personnel functions for administrators.	PR: EDA 6061
EDA 6194	Educational Leadership II: Building Capacity	3	ED	Three major themes to improve schools within a clear/compelling moral purpose: 1) communities of differences; 2) teacher development through professional community building; and 3) learners and learning through capacity building at the school level.	PR: EDA 6192
EDA 6232	School Law	3	ED	Basic essentials of School Law. A review of court decisions affecting American education with emphasis on Florida State statutes.	PR: EDA 6061
EDA 6242	School Finance	3	ED	Financial support of education by local, state, federal sources, with emphasis on Florida; introduction to educational budgeting.	PR: EDA 6061
EDA 6503	The Principalship	3	ED	Organization and administration of the school. Emphasis on the competencies necessary for leadership and management by the principal as the administrator and instructional leader.	PR: EDA 6061
EDA 6910	Directed Research	1-19	ED		PR: EDA 6061; Graduate Standing; S/U
EDA 6945	Administration Practicum	3-8	ED	Field experiences in school systems for identifying and analyzing educational problems and their solutions. Application of concepts developed in the student's program.	PR: EDA 6061; Completion of a significant amount of the student's program; S/U
EDE 6326	Instructional Planning for Diverse Learners	3	ED	Introduction to the theories and practices that support children's learning. Includes accessing resources that support teaching, developing lessons, designing appropriate assessments, and the elements that influence instructional decision-making.	None

EDE 6328	Development & Management of Diverse Learners	3	LM	The course is designed to deepen candidates' understanding of child growth/development in the classroom contexts of learning and behavior management for diverse and exceptional populations. Candidates will participate in a field experience for 12 hrs/wk.	PR: EDE 6326 with a grade of "C" or better
EDE 6365	Culturally Responsive Pedagogy for Elementary Student Learning	3	ED	This course provides the opportunity for the learner to develop the knowledge, skills, process, and understanding of the techniques and methods needed to develop as a culturally responsive teacher.	Graduate Standing
EDE 6458	Reflecting on Instructional Decision Making	1-3	ED	Develops the students' abilities to reflect upon teaching practice and evaluate instructional decisions on K-6 student learning. The first hour is taken with the practicum. The second hour is to be taken in conjunction with final internship.	CR: For first hour: EDE 6946, for second hour EDG 6947
EDE 6506	Managing and Differentiating the Instructional Environment in Elementary Schools	3	ED	Examines the legal issues affecting classroom/school management, school safety and professional ethics. Explores research and knowledge of best practices and a variety of teaching and management strategies for a diverse elementary classroom setting.	None
EDE 6906	Independent Study: Elementary/Early Childhood Education	1-6	ED	Independent study in which students must have a contract.	S/U
EDE 6946	Practicum Field Experience	3	ED	This intensive practicum experience is designed to complement foundational MAT coursework and is completed during the second block of the MAT program. This course is restricted to majors and is not repeatable. S/U only.	PR: RED 6514, FLE 5345, and 9 additional credits in program courses; CR: EDE 6458
EDF 6165	Group Processes for Educational Personnel	1-3	ED	Application of group process research to the needs of professional educators and training officers.	None
EDF 6215	Learning Principles Applied to Instruction	4	ED	Learning principles and their application to classroom instruction.	None
EDF 6133	Child and Adolescent Development and Learning	3	LM	This course examines child and adolescent growth and development with specific emphasis on investigative methods and application to instruction organization/management of learning environments.	None

EDF 6284	Problems in Instructional Design for Computers	3	ED	This course focuses on the systematic design of instructional courseware, including analysis, media selection, and evaluation. Topics include instructional strategies, screen design, response analysis, feedback and interactivity.	Computer literacy
EDF 6432	Foundations Of Measurement	3	ED	Basic measurement concepts, role of measurement in education, construction of teacher-made tests and other classroom assessments, interpretation of standardized tests, and fundamental descriptive statistics for use in test interpretation.	None
EDF 6481	Foundations of Educational Research	3	ED	Analysis of major types of educational research designs, including experimental, correlational, ex post facto and case studies.	PR: EDF 6432; DPR
EDF 6492	Applied Educational Program Evaluation	3	ED	Design, development, implementation, interpretation, and communication of both formative and summative educational program evaluation studies.	PR: EDF 6432, EDF 6446; DPR
EDF 6606	Socio-Economic Foundations of American Education	4	ED	Socio-economic factors as they relate to the work of professional educators and the role of public education in American society.	None
EDF 6736	Education, Communication, and Change	3	ED	Developments in communication as a process of social change as it affects students, teachers, and traditional school arrangements.	None
EDF 6809	Intro to Comparative and International Education	3	LM	This course provides an examination of the major issues surrounding comparative and international perspectives in education.	None
EDF 6906	Independent Study: Educational Foundations	1-6	ED	Independent study in which students must have a contract with an instructor.	S/U
EDF 6938	Selected Topics	1-4	ED	Exploration and demonstration of knowledge in an area of special interest to the student and/or in an area for which the student needs to demonstrate a higher level of competence. Designed to fit the needs of each student.	None
EDF 6944	Field Experience	1-4	ED	Demonstrate skills in the practice of the student's specialty. Objectives will be defined by the needs of the individual student	CI

EDG 6285	School Curriculum Improvement	3	ED	Open only to teachers in service. Complete faculty participation required.	None
EDG 6627	Foundations Of Curriculum And Instruction	3	ED	Open to all graduate students. Introductory course in curriculum and instruction at the graduate level, basic to all specialized courses in the field. Emphasis on foundations, design, basic concepts, theory, and trends of curriculum from early childhood through secondary levels.	PR: EDG 4620
EDG 6931	Selected Topics in Education	1-4	ED	Each topic is a course under the supervision of a faculty member. The title and content will vary according to the topic.	None
EDG 6935	Seminar in Curriculum Research	1-3	ED	Critical evaluation of current research and curriculum literature, design and analysis of individual research topics leading to satisfaction of research requirements.	None
EDG 6947	MAT Final Internship	1-9	ED	Open to graduate degree candidates only. Supervised teaching at the secondary or junior college level as appropriate.	DPR; S/U
EDG 6975	Project: Master's/Specialist	2	ED	Individual scholarly project planned and completed with the approval of the advisor and program committee.	None
EDS 6050	Principles and Practices of Educational Supervision	3	EP	Three major themes to improve schools within a clear/compelling moral purpose: (1) communities of differences; (2) teacher development through professional community building; and (3) learners and learning through capacity building at the school level.	PR: EDA 6192; Graduate Standing
EEC 6205	E.C.: Curriculum and Authentic Assessment	3	ED	This course focuses issues, strategies and research associated with curriculum and authentic assessment. This course is open to graduate non-majors and is repeatable for three hours credit.	None
EEC 6265	Early Childhood Programs and Advanced Curriculum	3	ED	Historical traditions and contemporary programs and curriculum models analyzed with an emphasis on dominant practices, methodologies, and current research that influences curriculum development in programs serving young children. Open non-majors/RTHC.	None

EEX 5752	Working With Families: A Pluralistic Perspective	3	ED	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.	PR: Introductory course in special education; Graduate Standing
EEX 6025	Trends and Issues in Special Education	3	ED	Survey of all exceptionalities including current trends and issues related to the field of special education.	DPR
EEX 6065	Collaborative Transition and Career Planning for Students with Low Incidence Disabilities	3	ED	This course offers an analysis of collaborative, interdisciplinary transition planning strategies and explores issues surrounding the development and use of functional, community-based curriculum for adolescents with severe or profound disabilities.	Graduate Standing
EEX 6222	Advanced Psychoeducational Assessment of Exceptional Students	3	ED	Theory and methodology associated with norm-referenced, criterion-referenced, curriculum-based, ecological, and psychoneurological assessment procedures for exceptional students.	Graduate Standing; Introductory courses in exceptional student education and educational assessment
EEX 6234	Identification and Assessment of Individuals with Low Incidence Disabilities and ASD	3	ED	Critical analysis of the processes in place to identify students with severe/profound intellectual disabilities and/or autism spectrum disorder (ASD). Explores curriculum instruction and assessment in a least restrictive environment.	Graduate Standing
EEX 6245	Transitional Programming for the Adolescent and Young Adult Exceptional Student	3	ED	Procedures for implementing educational programs with exceptional adolescents. Includes educational programming, alternative programs, community resource coordination, career/occupational education, and advocacy.	Graduate Standing; Introductory course in educating exceptional students
EEX 6248	Instructional Approaches for Exceptional Populations	3	ED	In-depth study of instructional strategies that are effective when teaching students with emotional disturbance, mental retardation, and learning disabilities. Content includes techniques for curriculum adaptation, IEP development; direct, data-based and metacognitive strategy instruction; and micro-computer applications.	Graduate Standing; Introductory course in special education

EEX 6476	Curriculum and Instruction for Students with Low Incidence Disabilities	3	ED	Analysis of current issues and best practices in assessment for teaching, curriculum content, and instruction for students with severe disabilities and the provision of educational services within inclusive general education settings and home communities.	Graduate Standing
EEX 6612	Management and Motivation of Exceptional and At-Risk Students	3	ED	Available to non-majors. Focuses on approaches to classroom management and motivational strategies when working with exceptional students. Content includes applied behavior analysis techniques, psychoeducational approaches, and social skills training.	PR: Introductory course in special education; Graduate Standing
EEX 6732	Consultation and Collaboration in Special Education	3	ED	Theories of consultation and collaboration. Overview of service delivery models in special education.	PR: Introductory course in special education; Graduate Standing
EEX 6939	Advanced Seminar: Paradigms, Practices, and Policies in Special Education	3	ED	An advanced graduate seminar stressing cross-categorical relationships. Topics include research that deals with paradigms for providing service, service models, and legal mandates.	DPR; Students should be in the last semester of coursework for master's degree
EEX 6943	Practicum in Exceptional Student Education	1-4	ED	Supervised field work in exceptional student education with children (including preschool handicapped) who have learning disabilities, mental handicaps, emotional and behavioral disabilities, physical disabilities, or multiple disabilities.	Graduate Standing; Admission to Master's Degree Program in Special Education; DPR; S/U
ELD 6015	Advanced Theories and Practices in Specific Learning Disabilities	3	ED	Various conceptual and/or theoretical models are reviewed; current trends and issues related to education of children with specific learning disabilities.	PR: Introductory course in exceptional child education; Graduate Standing
EME 6076	Introduction to Online Teaching and Learning	4	LM	The course will explore the principles of the online teaching and learning community and instructor competencies used in facilitating online courses.	None
EME 6425	Technology For School Management	3	ED	This course provides information and skills necessary for administrators and teachers to effectively use the computer and application software to manage information. Students use programs such as word processors, database managers, and spreadsheets to facilitate management tasks at the school and classroom level. In addition, general computer education topics are covered which provide for the computer literacy of school administrators.	None

EME 6613	Development of Technology-Based Instruction	3	ED	Application of computer-based instructional design principles to the development of technology-based instruction. This course also incorporates state-of-the-art materials and methods involving digital technologies.	PR: EDF 6284; DPR
EME 6936	Applications of Computers as Educational Tools	3	ED	Selected topics in the application of computing and related technology to the teaching and learning processes. Separate sections will focus on topics such as telecommunications, image and sound processing, interactive media, artificial intelligence, data acquisition, and information systems.	Computer literacy
EME 6972	Online Teaching and Learning Master's Project	2	LM	Students work to design and create an online course in the Learning Management System of the university synthesizing theoretical work completed in the program.	PR: EDF 6944 with a grade of "C" or better
EMR 6052	Advanced Theories and Practices in Mental Retardation	3	ED	In-depth study of the complex social and biological aspects of mental retardation with particular reference to effects on education.	PR: Introductory course in exceptional student education; Graduate Standing
ENC 6745	Teaching Practicum	3	ED	To supplement and deepen theoretical and practical experiences during the first teaching semester. To combine and apply different theoretical approaches to teaching writing in actual classroom practice.	None
ENG 6916	Directed Research	1-19	AS	Varies.	M.A. Level Graduate Standing: S/U
ENL 5137	British Novel 1900 to the Present	3	LM	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
ESE 5342	Teaching the Adolescent Learner	3	ED	Emphasis is placed on adolescent developmental and learning needs linking them to practices in the classroom appropriate to the diverse secondary education population (ESOL, special education, multicultural, at-risk, etc.) in preparation for planning responsive standards-based instruction.	None

ESE 5344	Classroom Management for a Diverse School and Society	3	ED	This course covers practical, theoretical, philosophical and ethical aspects of school and society, the education profession, and secondary schools with particular focus on classroom management, school violence, school safety, educational law and other critical social issues.	None
FIN 6406	Financial Management	2-3	BA	The study of processes, decision structures, and institutional arrangements concerned with the acquisition and utilization of funds by a firm. The course includes the management of the asset and liability structures of the firm under both certainty and uncertainty.	PR: ACG 6025, ECP 6702
FIN 6416	Advanced Financial Management	3	BA	A synthesis of the theory and the practice of corporate finance. Particular attention is given to the role of the agency problems and agency cost in explaining why the observed consequences of financial decisions often deviate from those predicted by traditional theory.	PR: FIN 6406 or equivalent
FIN 6427	Corporate Financial Planning	3	BA	This course is an introduction to financial planning methods. It will provide techniques to forecast the financial statements of a company, capital budgeting, cash flow analysis and valuation. It is a Finance application class for MBA students.	PR: FIN 6406 with a minimum grade of B
FIN 6465	Financial Statement Analysis	3	BA	This course provides an understanding of the relationship between financial statements produced in accordance with generally accepted accounting principles (GAAP) and the information such statements contain that is useful to stakeholders.	PR: FIN 6406
FIN 6515	Investments	3	BA	An examination of the risks and returns of alternative investment media within the framework of various valuation models. Special attention is given to the investment process and the criteria for investment decisions.	PR: FIN 6406
FIN 6595	The Efficiency of Financial Markets	3	BM	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	PR: FIN 6406

FIN 6605	International Financial Management	3	BA	The course provides a foundation for the understanding of financial management of international business. The subjects covered relate to: international finance, multinational business finance, and financial market theory.	PR: FIN 6406 or equivalent
FIN 6915	Directed Research	Var.	BA		Master's Level Graduate Standing; S/U
FIN 6934	Selected Topics in Finance	1-4	BA	Depending upon the scope and magnitude of the work required. Includes special lecture series.	Graduate Standing
GEB 6895	Integrated Business Applications	3-4	BA	Part I of advanced study of business decision-making processes under conditions of risk and uncertainty, including integrating analysis and policy formation at the general management level.	PR: ACG 6026; ECO 6005; MAN 6147; MAR 6815; ISM 6021; FIN 6406; QMB 6305; FIN 6466, MAN 6726
GEB 6930	Selected Topics	1-3	BA	The content and organization of this course will vary depending on student demand and faculty interest.	Graduate Standing
GEO 6119	Geographical Techniques and Methodology	3	AS	Analytic study of a technique or investigation into an aspect of methodology.	Graduate Standing; Geography Majors Only
GEY 7911	Directed Research in Aging Studies	1-19	BC	Research on selected topics in aging studies under the direct supervision of a member of the graduate faculty in aging studies.	S/U
GIS 5049	GIS for Non-Majors	3	AS	An introduction to the concepts underlying digital thematic mapping and geographical information systems (GIS) for non-geography majors and non-geography graduate students.	None
GIS 6100	Advanced Geographic Information Systems	3	AS	Spatial problem solving utilizing GIS mapping and statistical methods. The course is designed to give students hands-on experience in using computerized techniques for geographic analysis.	Graduate Standing; Geography Majors only
HMG 6246	Organizational Effectiveness in Hospitality	3	HM	Examine organizational effectiveness methodologies including Continuous Quality Improvement, Six Sigma, Geri, Hospitality Leadership and Sustainability as they relate to human resources leadership and effectiveness in the hospitality industry.	None

HMG 6257	Graduate Seminar in Hospitality Management	3	HM	Examine the technical & managerial aspects in hospitality mgmt. Review & examine business departments of enterprises in assessing mgmt's goal of effective & efficient control. Discussions include energy conservation, waste mgmt & pollution control.	None
HMG 6259	Lodging Management	3	HM	This course examines research, critical issues, trends in the lodging industry from a strategic perspective. This course is the application of research to practical and theoretical issues in the lodging industry.	None
HMG 6267	Restaurant and Foodservice Management	3	HM	This course allows students to apply the principles of management, analysis, and planning that they have learned in their prior required coursework to issues in multi-unit restaurant and foodservice operations.	None
HMG 6296	Strategic Management & Competitive Strategy for Hospitality & Tourism	3	HM	The course is designed to provide students with an opportunity to develop and hone their analytical and interpretive skills using strategic management principles and practices in a hospitality & tourism business setting.	PR: HMG 6246
HMG 6335	Graduate Seminar in Club Management	3	HM	This seminar course allows students to apply the principles of management, analysis, and planning that they have learned in their prior required coursework to issues in club operations.	None
HMG 6446	Hospitality Information Systems	3	HM	The course focuses on managing information systems as a strategic asset to mold competitive strategies and change organizational management processes.	None
HMG 6467	Managerial Accounting and Finance for the Hospitality Industry	3	HM	Managerial accounting & financial management as practiced in the hospitality industry is covered. It applies principles of finance & accounting to decision-making that can be applied to the hospitality industry.	None
HMG 6477	Financial Management for the Hospitality Industry	3	HM	Managerial accounting & financial management as practiced in the hospitality industry is covered. It applies principles of finance & accounting to decision-making that can be applied to the hospitality industry.	None

HMG 6507	Hospitality & Tourism Information Systems & Technology	3	HM	Diverse facets of hospitality/tourism information systems and technology will be discussed. The role of Chief Information Officer (CIO), concept of open system, planning & managing e-commerce, global distribution systems, resources appl. software, etc.	None
HMG 6555	Electronic Marketing for Hospitality & Tourism	3	HM	Focusing on advanced electronic marketing theory, strategy, & techniques for the hospitality industry. Highlighting critical issues facing e-marketers in the industry, legal/ethical implications, database, consumer information & corporate e-responsibility.	PR: HMG 6596
HMG 6586	Research Methods & Statistics for Hospitality	3	HM	The objective of this course is to learn development of hospitality research projects and application of statistical data analysis tools.	None
HMG 6596	Marketing Leadership for Hospitality & Tourism	3	HM	Advanced marketing strategies and tactics known to be effective in the hospitality and tourism industry for developing sustainable competitive advantage such as strategic pricing, revenue management, customer loyalty programs, proven communication mixes.	None
HMG 6606	Hospitality Law & Hotel Management Contracts	3	HM	Functions of the law, legal environment, legal reasoning, and contract negotiation at a high level will be presented. Students will represent "Owners" or "Operators" in teams of two and conduct mock hotel management contract negotiations.	None
HMG 6756	Graduate Seminar in Convention and Exhibition Mgmt.	3	HM	This seminar course allows students to apply the principles of management, analysis, and planning that they have learned in their prior required coursework to issues in convention and exhibition management.	None
HMG 6908	Independent Study	1-6	HM	The Independent Study course in the School of Hotel & Restaurant Management permits a graduate student to enrich his/her interest in a particular area of specialized hospitality knowledge, research, and/or practice.	None
HMG 6916	Masters Professional Project	3-6	HM	This course is an independent study under the direction of a faculty supervisor. The project is designed to demonstrate analytical skills that students have acquired during their graduate education.	PR: HMG 6477; HMG 6296; HMG 6596; HMG 6246; HMG 6507; HMG 6586

HMG 6938	Special Topics in Hospitality	1-6	HM	Special Topics course to be used for new courses to be taught as a trial basis or until approved, etc. All topics are to be selected by instructor and department Dean. This is a graduate level Special Topics course.	None
HMG 6946	Graduate Internship	1-6	HM	Coordinated hospitality training combines practical experience with integrated academic analysis of principles, theory, and standard practices applied to operational situations. Approval from Advisor/Dean to take graduate internship.	None
HMG 6972	Masters Thesis	1-6	HM	Independent Study under the direction of the thesis advisor. Individual discussion format & comprehensive review of the thought process, hypothesis, development, research methodology, data collection, data analysis, etc. Restricted to Majors/repeatable.	PR: Must Complete all MS in Hospitality Courses
ISM 6123	Systems Analysis and Design	3	BA	This course includes the foundations and methodologies for analysis of existing systems; the design, development, and implementation of new systems.	PR: ISM 6021 or equivalent
ISM 6217	Database Administration	3	BA	Advanced principles of Database Administration. Database Organization Models. Disaster Planning for Database Files.	PR: ISM 6123 or equivalent
ISM 6404	Business Analytics and Big Data	3	BM	This course provides an overview of the tools and techniques used for business analytics and big data. It covers descriptive, predictive and prescriptive analytics and essential technologies for managing and processing big data, such as Hadoop, R, NoSQL.	PR: QMB 6358 with a minimum grade of B, ISM 6305 with a minimum grade of B
ISM 6405	Informatics and Business Intelligence	3	BM	Organizations use information systems to support the collection and analysis of information in order to strengthen their competitive positions. This course focuses on the technologies, methods and information used to promote IT-enabled decision making.	None
ISM 6436	Operations and Supply Chain Processes	3	BA	Operations Processes is an overview of several aspects of Operations management, a discipline in business concerned with managing the transformation of inputs into outputs.	PR: Basic Statistics

ISM 6442	International Aspects of Information Science	3	BA	Role of managers and information technology professionals in global business organizations and in deploying information systems to enable global operations.	PR: ISM 6021
ISM 6930	Selected Topics in MIS	1-6	BA	Selected topics in MIS	None
LAE 5362	Methods of Teaching English Language Arts	3	LM	Explores best practices and develops methods for integrating reading, writing, speaking, listening, viewing, and critical thinking activities into secondary and post-secondary English language arts classes.	None
LAE 6315	Writing and Writers: Trends & Issues	3	ED	The purpose of this course is to examine writing as a developing symbol system that is embedded in social and cultural contexts. Students will develop instructional strategies to facilitate children's writing development, as well as develop individual strategies for composing personal and professional texts.	None
LAE 6389	Practice in Teaching Literature	1-3	ED	A course that allows the prospective college English teacher to experiment with teaching techniques that will determine the most effective ways to teach literature and teach college English teachers the variety and importance of literary techniques and their relevance to various subject matters.	None
LAE 6637	Current Trends in Secondary English Education	3	ED	Curricular patterns and instructional practices in secondary English.	PR: LAE 4335 or LAE 4642
LAE 6947	Internship in Secondary Education for English	6	ED	Students will work with a cooperating teacher and university supervisor to complete their internship requirements in a classroom setting assigned by the university.	None
LIN 6932	Selected Topics	1-4	AS	Content will depend upon instructor's interests and students' needs. Such topics and neurolinguistics, bilingualism, and discourse analysis may be taught.	None
LIS 5020	Foundations of Library and Information Science	3	AS	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	Covers a variety of topics in such areas as collection development, reference services, technical services, and administration.	None
LIS 6271	Research Methods in Library and Information Science	3	AS	Overview of present status of research in library and information science; introduction to research methods and their application to librarianship; designed to prepare students to evaluate and plan research studies relating to library and information science.	PR: LIS 5020, LIS 6603, LIS 6725 or LIS 6735
LIS 6409	Introduction to Library Administration	3	AS	Behavioral approach to libraries as organizations; administrative principles, theories, and problems of all types of libraries; methods of administration; use of case studies, role plays, and in-basket exercises.	None
LIS 6511	Collection Development and Maintenance	3	AS	Developmental approach to building library collections of both print and non-print materials. Emphasis upon evaluation, selection, and acquisition of library materials as they uphold the objectives of the institutions for which they are selected and acquired.	CP: LIS 6271
LIS 6542	The Curriculum and Instructional Technology	3	AS	Effective utilization of instructional materials as they relate to specific areas of curriculum in elementary and high school programs.	None
LIS 6603	Basic Information Sources and Services	3	AS	An examination of the basic sources of information in the general library; of bibliographical control of all communication media, with emphasis on those tools of most value to general reference services.	None
LIS 6711	Organization of Knowledge I	3	AS	Principles of the organization of knowledge emphasizing descriptive cataloging, including the MARC format, the use of LSCSH and the Library of Congress classification, and searching the OCLC Online Union Catalog.	None
LIS 6735	Technical Services in Small Libraries	3	AS	Covers aspects of technical services including acquisitions, cataloging, and circulation systems as they relate to school media centers, small public libraries, and information centers. Automation is emphasized in all aspects of the course.	None
LIT 6096	Studies in Contemporary Literature	3	AS	Drama, poetry, fiction, and literary criticism; authors to be studied include Ionesco, Thomas, Miller, T. Williams, Beckett, Camus, Burgess, Morrison, and Walker.	None

LIT 6934	Selected Topics in English Studies	1-6	AS	Current topics offered on a rotating basis include The Nature of Tragedy; The Nature of Comedy and Satire; and the Nature of Myth, Allegory, and Symbolism; the Epic; Utopian Literature. Other topics will be added in accordance with student demand and instructor interest.	None
MAE 6117	Teaching Elementary Math	3	ED	This course provides for the development of knowledge and skills necessary to prepare students as teachers of mathematics in elementary classes as recommended by the National Council of Teachers of Mathematics in its guidelines for teachers.	None
MAE 6906	Independent Study in Mathematics Education	1-6	ED	This course permits a student to explore a topic of interest in depth under the direction and supervision of a faculty member.	None
MAN 6055	Organizational Behavior and Leadership	2-3	BA	An examination of the theory and practice of management, including the study of goals and means, the functions of management, and the administrative process in general.	Graduate Standing
MAN 6116	Diversity and Organizational Justice	3	BA	Course deals with questions, dimensions of style and structure, problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems.	None
MAN 6601	International Management	3	BA	A study of the characteristics of the international and multinational company, environmental constraints, personnel and labor relations factors, and strategic planning and policies.	Graduate Standing
MAN 6726	Strategic Business Analysis	2	BA	Examines techniques to creatively vision and analyze the future to prepare individuals and organizations for future opportunities and threats. Designed to familiarize students with techniques for analyzing the future, critical issues, how the future will impact them as individuals.	Graduate Standing
MAN 6789	Social Media Management and Strategy	3	BP	This course builds a basic foundation of the "how to" of online social networking sites to help students understand how these sites can be used by businesses and professionals to manage, network, recruit, market, and address customer concerns.	None

MAN 6905	Independent Study	1-19	BA	Independent study in which student must have a contract with an instructor.	S/U
MAN 6930	Selected Topics	1-4	BA	Designed to be taken either under general guidance of faculty member on some facet of management not offered in a regular course or with regularly scheduled graduate courses for more in-depth study.	None
MAR 6336	Promotional Management	3	BA	Management of the promotional function as part of the total marketing program. Includes a study of relevant buyer behavior concepts, resources and budgets, media, creative aspects, and effectiveness measurements as they relate to the management tasks of developing, implementing, and evaluating promotional strategy.	PR: MAR 6815
MAR 6406	Sales Management	3	BA	A study of the sales function of the firm approached from the perspective of the sales manager. Emphasis is placed upon the development of the student's problem-solving, decision-making, and analytical skills.	PR: MAR 6815
MAR 6815	Marketing Management	2-3	BA	Analysis of operational and strategic planning problems confronting marketing managers. Topics include buyer behavior, market segmentation, information systems, product selection and development, pricing, distribution, promotion, and sales force management.	None
MAR 6816	Marketing Strategy	3	BA	A study of strategic marketing planning and problem-solving processes as practiced by the modern market-oriented firm. The course is designed to develop marketing problem-solving, decision-making, and planning skills through the extensive use of case analysis.	PR: MAR 6815
MAR 6936	Selected Topics in Marketing	1-4	BA	The content and organization of this course will vary according to the interests of the faculty and students involved in any given term.	None
MHS 5020	Foundations of Mental Health Counseling	3	BC	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.	None

MHS 5480	Human Growth and Development	3	BC	Human development theory as applied in psychotherapy and case management rehabilitation, mental health, and addiction settings.	Majors Only
NGR 6140	Pathophysiology for Advanced Practice	4	NR	Central concepts of pathophysiology: embryologic origins, cells, tissues, organs, and systems. Provides essential knowledge base in pathophysiology across the life span for advanced nurse practice nurses.	None
NGR 6143	Pathophysiologic Concepts in Acute Care Nursing	3	NR	This course will explore pathophysiologic mechanisms of the major body systems in critically ill patients across the lifespan.	PR: NGR 6140; NGR 6121
NGR 6737	Ethical, Legal, and Policy Issues in Advanced Nursing Practice	3	NR	Emphases on contemporary ethical, legal, and policy issues related to advanced nursing practice and health care delivery; issues are analyzed at the global, national and local levels; nursing's role in agenda setting and strategies for health care reform.	None
NGR 6800	Nursing Research	3	NR	Research designs and methods for nursing with primary emphasis on these topics: critique of research studies, researchable problems, research designs, instruments and other data collection methods, approaches to data analyses using computer applications, and preparation of research proposals for thesis, directed research, or funded research.(CI)	None
PAD 5807	Urban and Local Government Administration	3	AS	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.	Graduate or Senior Standing
PAD 5836	Comparative Public Administration	3	AS	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.	Graduate or Senior Standing
PAD 6041	Ethics and Public Service	3	AS	The purpose of this course is to provide students with an understanding of the ethical dimensions of public service, with particular attention focused on the role, duties and responsibilities of the public administrator. Additionally, the course seeks to help students develop awareness, skill, and value framework to act ethically in their public service and management roles.	None

PAD 6060	Public Administration Theory	3	AS	Examination of major theoretical and practical developments in public administration with focus on organization theory and current research trends in the field.	Graduate Standing
PAD 6934	Selected Topics in Public Administration	1-3	AS	A flexible format to offer specialized courses not available within the regular curriculum.	None
PHC 6146	Health Services Planning and Evaluation	3	PH	Study of health services planning concepts/methods, and evaluation, with an emphasis on facilities and manpower planning, providing an in-depth orientation to information requirements for health planning, and methods to cover gaps of information.	PR: PHC 6050
PHC 6160	Health Care Financial Management	3	PH	An introduction to the financial management practices in health care organizations, cost behavior analysis, financial statement analysis, and the time value of money.	PR: PHC 6102 and at least one undergraduate course in Financial or Managerial Accounting
PHC 6421	Public Health Law and Ethics	3	PH	This course provides students with an overview of major ethical and legal concepts. The course considers the role of the legal system in resolving public health problems through the legislature, the courts, and administrative agencies.	PHC 6102 recommended
QMB 6303	Applied Business Analytics	3	BM	This course covers a variety of tools and techniques for the analysis of large and complex business data and how to apply them to various business problems ranging from manufacturing, marketing, finance, accounting, economics and management.	None
QMB 6357	Statistics for Business Professionals	3	BM	This course covers the basic principles of Statistics as used by business professionals. Topics include descriptive statistics, hypothesis testing, analysis of variance, regression, time series models, non-parametric methods, statistical quality control.	None
QMB 6615	Lean Operations	3	BM	Course focuses on the concepts/principles of Lean Operations. Methods/tools/techniques utilized in Value Stream Transformation and for improving operational efficiencies as they relate to manufacturing, service, and healthcare organizations are emphasized	PR: ISM 6436

QMB 6696	Six Sigma	3	BM	Course focuses on the concepts/principles of Six Sigma. Methods/tools/techniques utilized to design and optimize product/process/service quality for Six Sigma levels of performance in manufacturing, service, and healthcare organizations are emphasized	PR: QMB 6357, ISM 6436 each with a minimum grade of "C"
RCS 5035	Rehabilitation Counseling: Concepts and Applications	3	BC	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.	None
RCS 5080	Medical Aspects of Disability	3	BC	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.	PR: RCS 5780
RCS 5450	Fundamentals of Substance Abuse Counseling	3	BC	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	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.	None
RCS 6220	Individual Evaluation and Assessment	3	BC	Examines assessment procedures utilized in rehabilitation and mental health counseling settings and critical issues in the evaluation of people who are mentally and physically disabled.	PR: RCS 5080, RCS 5780, RCS 6440
RCS 6301	Career and Lifestyle Assessment	3	BC	Career development, lifestyle, and related factors with special emphasis on the needs of individuals with disabilities. Includes job placement and a survey of work requirements in different occupations and how these relate to functional limitations.	PR: RCS 5080, RCS 5035, MHS 5020, RCS 6470, RCS 6440
RCS 6407	Counseling Theories and Practice	3	BC	An extension and intensification of the rehabilitation and mental health counseling skills developed in RCS 5404. Includes the study of counseling theories and their contribution to successful counseling and rehabilitation practice.	PR: MHS 5020, RCS 5035, RCS 5080, RCS 6440

RCS 6408	Diagnosis and Treatment of Psychopathology	3	BC	Psychopathology as applied to psychotherapy and case management in mental health, addictions, and other rehabilitation settings.	PR: MHS 5020, RCS 6440, RCS 5080, RCS 5035; Majors Only
RCS 6409	Counseling in Community Settings	3	BC	Course is designed to acquaint students with profession of counseling, varied settings in which rehabilitation, mental health counselors, and marriage & family therapists work, pattern of service delivery, & future trends in the profession. Majors only.	PR: MHS 5020
RCS 6440	Social and Cultural Foundations of Counseling	3	BC	Counseling issues in a multicultural and diverse society. Special emphasis on psychosocial adjustment and counseling for individuals with physical and mental disabilities.	PR: RCS 5780
RCS 6459	Professional Skills for Addictions Counselors	3	BC	The course will be a more in depth and hands on approach to the transdisciplinary foundations that are essential for the work of substance abuse professionals. Application to practice and professional readiness will be the focus.	PR: RCS 5450
RCS 6476	Human Sexuality Counseling	3	BC	Course is designed to introduce students & mental health professionals to the diverse nature and construct of human sexuality. The curriculum meets the Florida Statute 491 licensure requirement as a contact area in "human sexuality theories". Majors only.	None
RCS 6510	Group Theories and Practice	3	BC	Theoretical and empirical issues in group counseling are examined in the context of an ongoing group. Emphasis is on application to rehabilitation and mental health counseling.	PR: RCS 5035, RCS 5080, MHS 5020, RCS 6440
RCS 6740	Research and Program Evaluation	3	BC	Training in the evaluation and utilization of available research studies and the development of research skills. An individual research project is required.	PR: RCS 5780
RCS 6803	Practicum in Counseling	3	BC	Field work experience in rehabilitation mental health counseling.	PR: RCS 5080, MHS 5020, RCS 6440, RCS 5035
RCS 6825	Internship	3	BC	Student placement in an approved intern setting for a minimum of 600 hours of supervised experience.	All required courses in M.A. program; S/U

RCS 6906	Independent Study	1-19	BC	Independent study where the student must have a contract with a faculty member.	S/U
RCS 6930	Seminar in Rehabilitation Counseling	1-4	BC	Selected issues and problems in rehabilitation counseling with subject and scope to be determined by instructor.	None
RED 6247	District and School Level Supervision in Literacy	3	ED	District and School Level Supervision in Literacy familiarizes students with issues related to the organization and monitoring of elementary and secondary reading programs at the school and district levels, with an emphasis on the former.	PR: LAE 6315, RED 6544, RED 6545, RED 6747
RED 6449	Literacy and Technology	3	ED	Literacy and Technology focuses on technology as a tool for literacy instruction. Throughout the course, students will preview and evaluate literacy-related software and websites, critique research related to literacy and technology, and design, develop, and present software programs for literacy learning and instruction.	None
RED 6514	The Reading Process in the Elementary Grades	3	ED	Prepares students in the foundations of literacy including learning principles, teaching and assessment strategies for providing literacy instruction to emergent, novice, transitional, and accomplished readers and writers in the elementary grades.	None
RED 6540	Assessment in Literacy	3	ED	RED 6540 is a three credit graduate level course which focuses on methods of analysis of children's literacy and strategies for promoting language, reading and writing development. Authentic literacy assessment in classroom and other instructional environments, informal assessment and diagnosis, and standardized tests will be utilized in evaluation of the multiple factors in reading, writing and language process and problems.	PR: LAE 6315, RED 6544, RED 6545, RED 6747
RED 6544	Cognition, Comprehension, and Content Area Reading: Remediation of Reading	3	ED	In-depth study of reading comprehension. Emphasis is placed on discussion of the concepts of cognition and learning, metacognition and comprehension of text included in the reading process. Process in the reading/writing, connection, specific reading strategies, and procedures for comprehension of text in the content areas are presented.	None

RED 6545	Issues in Vocabulary and Word Study	3	ED	The purpose of this course is to provide students with an understanding of current theory and research about reading and writing vocabulary instruction and the interactive causes of literacy disabilities.	None
RED 6748	Teacher Research Methods in Reading	3	ED	Teacher Research Methods in Reading familiarizes students with the application of classroom action research methodologies in literacy. Course content is directed toward developing understandings of the need for teacher research and a mindset for becoming a teacher researcher. Students will develop a knowledge base in quantitative, qualitative, case study, and portfolio-based research methodologies for teachers.	None
RED 6749	History and Models of Reading: Prevention and Intervention of Reading Difficulties	3	ED	History and Models of Reading: Prevention and Intervention of Reading Difficulties reintroduces students to literacy through the historical and scientific research perspective.	None
RED 6786	Teacher Research Methods in Reading	3	ED	Teacher Research Methods in Reading familiarizes students with the application of classroom action research methodologies in literacy. Course content is directed toward developing understandings of the need for teacher research and a mindset for becoming a teacher researcher. Students will develop a knowledge base in quantitative, qualitative, case study, and portfolio-based research methodologies for teachers.	PR: EDF 6481, RED 6747, RED 6545, RED 6544, RED 6247, RED 6449
RED 6846	Practicum in Reading	3	ED	Practicum in Reading is a graduate course covering topics and issues relevant to assessment and remediation of reading problems in school-aged children. It is an application course, where students work at a school site with children who are experiencing reading problems.	PR: RED 6747, RED 6545, RED 6544, RED 6540
RED 6906	Independent Study: Reading Education	1-6	ED	Independent study in which students must have a contract with an instructor.	S/U
SOW 6105	Foundations in Human Behavior	3	BC	Introduces a systems perspective on understanding the relationships inherent in human growth and development. Special emphasis is placed on issues involving minorities, women, the disabled, various family forms, and sexual preference.	None

SOW 6124	Psychopathology	3	BC	This third course in the behavior sequence focuses on mental and emotional disorders. Content includes broad classifications of mental and behavioral disorders and their biopsychological disorders and implications of social work practice in dealing with these disorders.	Majors Only
SOW 6126	Health, Illness, and Disability	2	BC	This fourth course in the behavior sequence focuses on physical disorders and implications of social work practice in the area of long-term protracted chronic illnesses and the ensuing psychosocial disabilities.	Majors only
SOW 6235	Foundations of Social Welfare Policy	3	BC	Examines historical antecedents of social welfare as an institution and current state of social welfare programs in America. Emphasis is placed on understanding social, economic, and political forces that shape policies and programs.	None
SOW 6236	Social Welfare Policy Development & Analysis	3	BC	Presents various methods of policy analysis with emphasis on distinctions among legislative, administrative, and judicial policy. Examines roles and responsibilities of the professional practitioner in the policy process.	None
SOW 6305	Foundations of Social Work Micro Practice	3	BC	Describes full range of social work interventions, from micro to macro. Historical development of practice methods and survey of current techniques.	None
SOW 6348	Clinical Practice Perspectives on Race and Culture	3	BC	Theories for clinical practice, with emphasis on the psychosocial model. Explores basic skills for clinical practice.	None
SOW 6362	Social Work Practice with Couples and Families	3	BC	Emphasizes selection of techniques in the psychosocial model of treatment. Primary focus on family, couple, and parent-child problems. Course includes skill practice lab sessions.	None
SOW 6368	Social Work Practice with Groups	3	BC	Focus on psychosocial model of group treatment. Comparison with individual and family modality.	None
SOW 6375	Advanced Social Work Macro Policy	3	BC	Studies facets of organizational environment in which clinical practice takes place; develops skills in various macro practice functions of the agency, such as supervision, program operations, and interagency relations.	PR: SOW 6426, SOW 6368, SOW 6535

SOW 6405	Foundations of Social Work Research and Statistics	3	BC	This is the first of four research methods courses intended to introduce students to the various methods, designs, measurements, and statistical techniques in social work research.	None
SOW 6438	Evaluation of Clinical Practice in Diverse Setting	3	BC	Course builds on foundation content of SOW 6405. Program evaluation, single subject/system design, and statistical and qualitative concepts are discussed in order to facilitate the use of empirical and evidence based interventions in social work practice.	Must be admitted to the graduate Masters of Social Work program; Majors Only
SOW 6534	Field Instruction I	1	BC	Supervised field instruction in a social service agency, consisting of 20 hours per week, plus a 3-hour practice seminar.	None
SOW 6553	Field Instruction Sequence IA: Part-Time	2	BC	This is the first of a series of seven field instruction courses designed to provide students with opportunities to develop beginning clinical social work competency in applying knowledge to practice situations.	PR: SOW 6114, SOW 6348; CR: SOW 6124
SOW 6554	Field Instruction Sequence IB: Part-Time	2	BC	This course is the second of seven sequential courses. Each consists of 10-15 hours per week (150 hours total) of agency field learning taught by an agency field instructor with a one-hour practice seminar taught by a University-based instructor.	PR: SOW 6553; S/U
SOW 6555	Field Instruction Sequence IIA: Part-Time	2	BC	This course is the third of seven sequential courses. Each consists of 10-15 hours per week of agency field taught by an agency field instructor on a one-hour practice seminar taught by a University-based instructor.	PR: SOW 6554
SOW 6556	Field Instruction Sequence IIB: Part-Time	2	BC	This course is the fourth of seven sequential courses. Each consists of 10-15 hours per week of agency field taught by an agency field instructor on a one-hour practice seminar taught by a University-based instructor.	PR: SOW 6555
SOW 6557	Field Instruction Sequence IIC: Part-Time	2	BC	This course is the fifth of seven sequential courses. Each consists of 10-15 hours per week of agency field taught by an agency field instructor on a one-hour practice seminar taught by a University-based instructor.	PR: SOW 6556

SOW 6558	Field Instruction Sequence IIIA: Part-Time	2	BC	This course is the sixth of seven sequential courses. Each consists of 10-15 hours per week of agency field taught by an agency field instructor on a one-hour practice seminar taught by a University-based instructor.	PR: SOW 6557
SOW 6559	Field Instruction Sequence IIIB: Part-Time	2	BC	This course is the last of seven sequential courses. Each consists of 10-15 hours per week of agency field learning taught by an agency field instructor on a one-hour practice seminar taught by a University-based instructor.	PR: SOW 6558
SOW 6900	Independent Study	1-3	BC	A reading program in selected topics under supervision of a faculty member. A formal contract must be approved by School Director.	MSW Majors Only
SOW 6931	Selected Topics in Social Work	1-4	BC		MSW Majors Only; DPR
SSE 6617	Trends in K-6 Social Science Education	3	ED	This course focuses on theoretical foundations and strategies employed by effective social studies teachers in motivating K-6 aged youth to acquire the information, skills, and reasoning unique to the social sciences. Students also conduct research.	Dual Track or MAT Admission
TAX 5015	Federal Taxation of Business Entities	3	BA	Tax issues encountered by small businesses. Includes tax planning, capital formation and preservation, tax compliance and tax alternatives.	PR: TAX 4001 with a grade of "C" or better, not C-
TSL 5085	ESOL I – Theory and Practice of Teaching English Language Learners	3	ED	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	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.	PR: TSL 5085
TSL 5241	Applied Linguistics in Teaching Diverse Students	3	LM	Instructional applications of teachers' knowledge about language (phonology, morphology, syntax, pragmatics, discourse) and language acquisition in linguistically diverse classrooms.	None

TSL 5242	ESOL III-Language Principles, Acquisition & Assessment for English Language Learners	3	ED	This course provides an overview of the components of language, linking them to methods and techniques of providing comprehensible instruction to LEP students.	PR: TSL 5086
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