

# ADMISSIONS AND RELATED MATTERS

UNIVERSITY OF SOUTH FLORIDA - 2005/2006 UNDERGRADUATE CATALOG

## Locations/Phones:

*Tampa Campus:* SVC 1036, (813) 974-3350  
*St. Petersburg Campus:* BAY 102, (727) 553-1142  
*Sarasota Campus:* PMC 101, (941) 359-4330  
*Lakeland Campus:* LLC 2100, (863) 667-7026

The 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 undergraduate and former students returning. Admissions also reviews transfer credit completed at other regionally accredited institutions for determination of transferability. Admission services are also available at all regional campuses.

Admission to the University of South Florida 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 USF; 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. In the admission process there is no discrimination on the basis of these factors or on the basis of disability. Applicants who do not meet minimum admission requirements will be considered for admission when there is sufficient evidence to suggest ability to do satisfactory work at USF. These policies are further described under "Applying for Admission" and "Requirements for Admission."

The University supports equal educational opportunity for disadvantaged students. 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 in accordance with the mission and goals of the University and within enrollment limitations established by the Department of Education and the Florida Legislature.

## Applying for Admission

### Obtaining an Application

As part of the State University System (SUS) of Florida, USF uses the common SUS Application Form for undergraduates. Applicants who are attending Florida high schools or Florida community/junior colleges may obtain the SUS Application Form in school guidance offices or download it from the Office of Undergraduate Admissions web page. All of the application forms are also available via the USF website and on USF campuses in St. Petersburg, Sarasota, and Lakeland. (When requesting an application, please indicate applicant category - freshman or undergraduate transfer.) Applications can be requested by phone, toll-free at 877-USF-BULL. The online undergraduate admissions application may be found at <http://isis.fastmail.usf.edu/admissions/application.html>. The University prefers all applicants to apply online.

### When to Apply

Applications for admission are accepted as early as 12 months before the requested entry term. Applications for admission and the non-refundable application fee should be submitted by the deadline date (see *academic calendar*) for the requested entry term or by the application deadline for the

requested degree program (see specific programs in this catalog), whichever is earlier.

### Who Should Apply

An application for admission must be submitted by all students who have not been admitted to and enrolled in a USF degree program within the last three terms. Former or continuing USF degree-seeking students must file another application for admission when applying for a second degree program, another level of study or readmission (see Readmission). Anyone who has previously been admitted and enrolled as a degree-seeking student and has paid an application fee is required to pay the \$30 application fee.

The Director of Undergraduate Admissions may waive payment of the application fee for disadvantaged applicants if the fee serves as a deterrent to application.

### Changing Requested Term of Entry

Applicants may update their application for admission for up to one year from the originally requested term of admission. All requests for changes of entry term must specify any academic work attempted that was not reflected on the original application and must be received by the appropriate published application deadline for the new term of entry or degree program specified, whichever is earlier. Additionally, any issues related to criminal or academic misconduct that were not reflected on the initial application must be reported in writing to the Office of Undergraduate Admissions. A new application and fee must be submitted when applicants wish to be considered for admission for a term that begins more than 12 months after the originally requested entry term.

An applicant who requests a new entry term must meet the admissions requirements in effect for the new term requested. Entry for some programs is limited to specified terms.

## General Admission Policies

### Transcripts and other admission documents

All official transcripts, test scores, and any other required credentials must be received directly from the issuing agencies. It is the applicant's responsibility to initiate the request for credentials to the issuing agencies and to assure their receipt by the USF Office of Undergraduate Admissions in Tampa. (See "Minimum Requirements for Admission" below for information concerning required documentation.)

All credentials and documents submitted become the property of USF. The originals or copies of the originals will not be returned to the applicant or forwarded to another institution, agency, or person.

### Provisional Admission

An applicant admitted on a provisional basis must submit the requested missing credentials, such as official final transcripts or test scores, which substantiate eligibility for admission before a second registration will be permitted.

Applicants who do not meet standard Department of Education minimum admission requirements may be admitted to the University on academic probation. Students admitted on probationary status must accumulate 30 semester credits and maintain a minimum cumulative 2.0 grade point average (GPA) each term enrolled with no single term GPA below a 1.0 before the probationary status is removed. (A term GPA below 2.0 in the first term of enrollment results in permanent academic dismissal.) Advising is mandatory prior to registration. Failure to meet these conditions results in permanent academic dismissal from the University.

**Non-degree Seeking Status**

Performance in courses taken as a non-degree-seeking student will not qualify an applicant for admission as a degree-seeking student. Similarly, courses taken as a non-degree-seeking student will not be utilized in determining an applicant's grade point average for purposes of admission.

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

Freshman and undergraduate transfer applicants denied admission to USF as degree-seeking students will not be permitted to enroll as non-degree-seeking (special) students.

**Admission Denials**

Receipt of final official credentials that fail to substantiate eligibility will result in rescission of admission, reclassification to non-degree status, and denial of continued enrollment in subsequent terms.

An undergraduate applicant who is denied admission may be eligible to appeal and will be advised of applicable appeal procedures by the Office of Undergraduate Admissions.

An application for admission or a residency affidavit submitted by or on behalf of a student that contains false, fraudulent, or incomplete statements may result in denial of admission, further registration and/or degrees awarded.

The University may refuse admission to a student whose record shows previous misconduct not in the best interest of citizens of the University community.

**Required Summer Term Attendance**

All students entering the University with fewer than 60 semester hours of college level academic work are required to earn at least 9 semester hours during one or more Summer terms prior to graduation (see Summer enrollment requirements). This requirement may be waived for students who earn a minimum of 9 credits through accelerated mechanisms (Advanced Placement, CLEP, International Baccalaureate).

**CLAST Test Requirement**

All undergraduate students admitted to USF must earn passing scores on all four sections of the College Level Academic Skills Test (CLAST) prior to receiving an A.A. certificate or baccalaureate degree from the University. Transfer students entering USF with fewer than 45 transferable semester hours must take CLAST during the term in which 45 semester hours will be completed. Transfer students entering USF with 45 or more transferable semester hours must take CLAST the first term it is offered after initial enrollment.

**Required Orientation**

Prior to beginning classes, all new undergraduate students are *required* to participate in Orientation on the USF campus where they will take all or the majority of courses in their first semester at USF. These programs are designed to help new students become acquainted with the University, meet with an academic advisor, choose courses, and register for classes. New students receive Orientation information after admission.

**Required Proof of Immunity**

Prior to registering for classes that meet on campus, *all* students born after 1956 are required to present documentation of proof of immunity to **MEASLES** (Rubeola) and **RUBELLA** (German Measles). (See Immunization Policy.)

**Limited Access Programs**

Undergraduates seeking entrance to limited access degree programs must meet special program requirements in addition to requirements for admission to the University. While many limited access programs admit students only at the junior level, some programs admit students for the freshman or sophomore years. The admission criteria and procedures for limited access programs at USF furnish equal access to A.A. degree holders from Florida public community/junior colleges, transfers from other SUS institutions, and USF students of equivalent status. Transfer applicants with 90 or more transferable semester hours who are seeking admission to limited access programs must meet the grade point average requirement specified by the program to be eligible for admission to USF.

USF, with approval of the Board of Education and the Articulation Coordinating Committee, has established the following undergraduate programs as limited access: *Liberal Studies, Mass Communications, Social Work, and the B.A./M.A. Program in Mathematics* in the College of Arts and Sciences; *all degree programs* in the College of Business Administration; *all degree programs* in the College of Education; *all degree programs* in the College of Engineering; *all degree programs* in the College of Nursing. The admissions requirements for these degree programs may be found with other program information in appropriate sections of this catalog.

**Minimum Requirements for Admission**

**Freshman Applicants**

To be considered for admission, freshman applicants must submit an SUS or USF Application for Admission, a non-refundable application fee, an official high school transcript, official GED scores if applicable, SAT or ACT scores, and a TOEFL score if applicable.

Although USF has minimum freshman admission requirements, meeting these minimum standards does not guarantee admission. Applicants selected for admission usually exceed the eligibility requirements; however, USF also considers applicants who do not fully meet minimum requirements but who have important attributes, special talents or unique circumstances that may contribute to a representative and diverse student body. These freshman applicants are considered for admission by a faculty committee on the basis of other appropriate evidence of ability to do successful academic work at USF.

For purposes of admission, USF recalculates a high school grade point average (GPA) based on grades earned in all college preparatory academic courses. In recalculating a GPA, USF assigns additional weights to grades earned in honors, Dual Enrollment, Advanced Placement courses, International Baccalaureate courses, and Advanced International Certificate of Education courses.

The University normally requires a diploma from a Florida public or a regionally accredited high school or the state-approved General Education Development (GED) diploma. Students admitted under the Early Admission Program are exempted from this requirement. Students who are participating in an approved home schooling program are expected to provide acceptable copies of annual evaluations for the equivalent of grades 9 through 12. A portfolio or additional documentation may be requested if deemed necessary to complete an appropriate evaluation for admission. Other minimum requirements are outlined below.

1. Freshman applicants must submit an official test score from the Scholastic Assessment Test (SAT) or the American College Test (ACT).
2. For freshman applicants earning a high school diploma, the following college preparatory academic units (year-long courses or equivalents) normally offered in grades nine

through twelve are required: four units of English (three of the four must incorporate substantial writing requirements); three units of mathematics (algebra I and above); three units of natural sciences (two of the three must incorporate substantial laboratory requirements); three units of social sciences (history, civics, political science, economics, sociology, psychology and geography); two units of the same foreign language; and four additional units of academic electives. Substitution for any high school unit requirement may be provided for applicants who are hearing impaired, visually impaired, dyslexic or who have a specific learning disability. Documentation of the disability and its relationship to the substitution of a unit requirement should be submitted with the application for admission.

3. Freshman applicants who have at least a 3.6 (B+) average as recalculated by USF using all attempted academic courses are considered competitive. The University sets admission requirements that may be found on the Undergraduate Admissions web homepage. Please refer to <http://isis.fastmail.usf.edu/admissions> for the current admission requirements. Admission to the University is selective; therefore, meeting requirements does not guarantee admission.
4. Applicants submitting a GED diploma must have an overall score of at least 300 for all five tests and at least 50 on each of the five tests *and* an SAT I verbal and quantitative combined score of 1010 or an ACT composite score of 21 (also required of students in an approved home schooling program).
5. In the absence of the above, the University will also consider appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for successful academic work at USF.
6. A first-time-in-college applicant whose native language is not English must present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.
7. First-time-in-college applicants seeking admission at the freshman level to a limited access degree program in Engineering must meet additional requirements specified by the program.
8. If a student has not earned the following minimum scores on the SAT-I or the EACT, college preparatory work will be required during the first term of enrollment at USF:
  - SAT-I - 440 verbal, 440 mathematics
  - or
  - ACT - English 17, Reading 18, Mathematics 19.

### USF Admissions Deposit

Freshmen admitted to the University of South Florida are required to submit a \$200 non-refundable admission deposit according to the schedule below:

Term Admitted	Deposit Due Date
Fall	May 1
Spring	December 1
Summer B	May 1

The admission deposit will be credited to the student's account and applied toward their first semester tuition. Those students who have qualified for an SAT or ACT application fee waiver may be exempt from paying the admission deposit. Students qualifying for Federal Pell Grants may request exemption from payment of the deposit.

Admitted freshmen are encouraged to pay the deposit online via OASIS (USF's Online Access Student Information System). Online payment is the University's preferred payment method. Checks and money orders submitted to the Office of Undergraduate Admissions are also acceptable forms of payment.

### Early Admission Applicants (Freshmen)

USF provides an early admission program to meet the needs of highly capable, mature high school students. Under the early admission program these students may enter the University as regularly enrolled, degree-seeking students prior to graduation from high school. Participation in the early admission program shall be limited to students who have completed a minimum of six semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. In addition, early admission applicants should be enrolled in a strong college-preparatory curriculum while in high school. Applications for early admission will be reviewed by the Director of Undergraduate Admissions in conjunction with the Dean of the Honors College. Students enrolled in an early admission program must take courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

Students wishing to be accepted as Early Admissions students at USF **must**:

1. Have completed the equivalent of the junior year of high school, thus requiring only one additional year to complete requirements for the high school diploma;
2. Submit a completed SUS or USF application for admission and non-refundable application fee;
3. Have proof of a 1200 on the SAT I with no less than 440 on SAT I V (Verbal) and 440 on SAT I Q (Quantitative); or a 27 on the ACT with no less than or a score of 17 on ACT English and ACT Reading and a score of 19 on ACT Mathematics, **and** a 3.5 high school grade point average (computed by USF) and a TOEFL score, if applicable;
4. Meet regular USF admission criteria for degree-seeking undergraduate students;
5. Submit a personal letter outlining reasons for seeking early admission;
6. Submit a signed statement of approval from high school principal or guidance counselor;
7. Submit completed Supplemental Information for Early Admission Form;
8. Submit a list of credits needed to graduate from high school;
9. Meet with Honors College Director or Academic Advisor.

Home schooled students must submit an official copy of their Letter of Intent with the student's home school district.

Private school students must submit proof that their school is a regionally accredited school.

### Undergraduate Transfer Applicants

Applicants with fewer than 60 transferable semester credits are considered lower-level transfers; upper-level transfers are those with 60 or more transferable semester credits (see below). Regardless of category, grade point averages (GPA) for purpose of admission will be computed based only on grades earned in courses that are acceptable for transfer credit and as calculated by USF.

USF accepts transfer credits only from institutions that are accredited by one of the regional accrediting agencies/commissions recognized by USF at the time the credits are earned (See Evaluation of Transfer Credit). Courses approved for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions may be considered for transfer credit. All credits earned during the period of time a regionally accredited institution was in a "candidacy" status for accreditation are considered for transfer credit. Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full regional accreditation. For an applicant applying from a non-regionally accredited school, the admissions decision will be based on prior work at a regionally accredited institution. If all post-secondary work is from a non-regionally accredited school, the evaluation will be based on the high school record and test scores and the applicant will be regarded as a freshman for purposes of admission.

USF reserves the right to evaluate specific courses and deny transfer credit. USF does not award transfer credit that is determined to be occupational or vocational in nature.

**Lower-Level Transfer Applicants**

(with fewer than 60 transferable semester credits)

To be considered for admission, transfer applicants with fewer than 60 transferable semester credits must submit an SUS or USF Application for Admission, a non-refundable application fee, an official transcript from each previous college attended, an official high school transcript, official GED scores if applicable, official SAT or ACT scores, and a TOEFL score if applicable.

Lower-level transfer applicants must minimally meet the following requirements to be considered for admission in good standing; however, satisfying these minimum requirements does not guarantee admission: SAT or ACT tests taken after enrollment in college-level coursework cannot be submitted to satisfy the test score requirement.

1. Be in good standing with a minimum 2.0 GPA and eligible to return to the last regionally accredited institution attended as a degree-seeking student;
2. Have an overall "C" average (2.0 on a 4.0 scale) as calculated by USF in all college-level courses acceptable for transfer credit to USF. (In the calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the courses are repeated at different institutions.);
3. Satisfy fully all freshman admissions standards as described in the previous section entitled "Freshman Applicants." (Meeting freshman admission standards is a critical requirement for undergraduate applicants with fewer than 60 transferable credits. Department of Education rules and policies do not provide for local exceptions to these requirements.);
4. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at the post-secondary level (as required by Florida Statute 240.233);
5. Present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL) if the applicant's native language is not English. The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.

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

**Upper-Level Transfer Applicants**

(with 60 or more transferable semester credits)

To be considered for admission, transfer applicants with 60 or more transferable semester credits must submit an SUS or USF application for admission, a non-refundable application fee, an official transcript from each previous college attended, and a TOEFL score if applicable. Final transcripts with the A.A. degree awarded, or a minimum of 60 semester hours of transferable credit earned prior to initial enrollment at USF, must be submitted to determine final admissions eligibility.

Any transfer student with 90 or more semester hours who designates a desire for admission to a limited access undergraduate program must meet the overall admission GPA criteria of that program in order to be admitted to the University.

Applicants with Associate of Arts (A.A.) degrees from Florida public institutions will be admitted as juniors into the University within curricular, space and fiscal limitations. A.A. degree holders seeking admission to quota/limited access degree programs must also meet all requirements specified by the desired program. The admission of Florida community/junior college A.A. transfer students is governed by the Articulation Agreement between state universities and public community colleges in Florida.

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 meet the minimum requirements listed below to be admitted in good standing:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student;
2. Have an overall "C" average as calculated by USF (2.0 on a 4.0 scale) in all college-level courses acceptable for transfer credit to USF. (In calculation of the GPA, incomplete grades are computed as failures and course "repeats" are not forgiven when the courses are repeated at different institutions.);
3. Complete (with passing grades) two years of the same foreign language in high school or 8 to 10 semester hours of the same foreign language at a previous college or university (as required by Florida Statute 240.233). Students who entered a Florida public community/junior college prior to August 1, 1989 and maintain continuous enrollment until the time of their USF entry as degree-seeking students may be admitted without the required foreign language study;
4. Meet the minimum grade point average required by the program if entering a limited access program and transferring 90 or more semester hours;
5. Present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.

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

### Students Entering the Florida Community College System and Planning to Finish their Degrees at USF

High school graduates planning to start their college education at a Florida community college should confer with the community college counselor and ask that their academic program be planned with the assistance of the USF Undergraduate Catalog that is available at <http://www.ugs.usf.edu/catalogs.htm>. This catalog, prepared by the USF Office of Undergraduate Studies, explicitly describes the undergraduate program requirements and Florida's common prerequisites that should be followed to ensure maximum ease of transfer into the students' upper-level programs on a par with their native USF counterparts.

### Students Entering the Florida Community College System and Planning to Finish their Degrees in the State University System

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 community college students into the State University System (SUS).

The agreement defines and establishes the Associate of Arts degree from a Florida public community/junior college as the basis for all articulation rights. Among these guarantees, the following are central to the transfer process:

1. A.A. graduates will be granted admission to a university within the SUS, but not necessarily to the university or program of choice.
2. A.A. graduates will have the same opportunity to enroll in a university limited access program as the native university student.
3. Upon transferring to a state university, A.A. graduates will be awarded at least 60 credit hours towards the baccalaureate degree, exclusive of occupational courses and basic required physical education courses.
4. Credits that are part of the A.A. degree earned through articulated acceleration mechanisms, such as dual enrollment, International Baccalaureate, early admission, advanced placement and credit by exam, will be transferable to the state university.
5. As participants in the Statewide Course Numbering System, receiving institutions must accept all courses taken at the transfer institution if the courses at each institution have the same prefix and the same last three digits of the course number.
6. The university catalog in effect the year the A.A. degree student first enrolled at the community college will remain in effect for the student's entire program, provided the student maintains continuous enrollment as defined in that catalog.
7. Once a student has completed the general education core and this fact is noted on the transcript, regardless of whether or not an A.A. degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.

Included in these transfer guarantees is the right of appeal. Students may appeal to the university and to the Statewide Articulation Coordinating Committee. Students who have questions or want more information about the articulation agreement should contact the Office of Undergraduate Studies.

### Evaluation of Transfer Credit

1. The receipt and evaluation of transfer credit is the responsibility of the Office of Undergraduate Admissions. The Office of Undergraduate Admissions will evaluate the acceptability of total credits transferable to the University. The college of the student's major will assign equivalent courses in determining which courses are applicable toward a specific degree at the University. In some instances, exact course equivalents will also be determined by other colleges that

offer the same or similar courses as part of their programs of study. Transfer students should be prepared with personal copies of their transcripts of all past course work to discuss advisement and placement with the appropriate academic advisor and should contact the college of their major soon after registration so that an official evaluation may be completed.

2. USF will accept credits only from those institutions accredited by one of the regional accrediting agencies/commissions\* at the time the credits are earned. (See \* below for agencies recognized by USF.) Credits earned at an institution that is currently in "candidacy" status will not be considered for transfer credit until such time as the awarding institution receives full accreditation. Courses approved for transfer by the Statewide Course Numbering System (SCNS) from non-regionally accredited institutions may be considered for transfer credit.
3. USF reserves the right to deny credit for specific courses. USF does not award transfer credit from institutions that it determines to be occupational or vocational in nature.
4. Associate of Arts (A.A.) degree holders from Florida public accredited institutions will be considered as having met USF general distribution requirements and are automatically awarded 60 semester hours of credit. A course-by-course transfer credit evaluation will be done for all out-of-state and private in-state A.A. degree holders.
5. Effective Fall Quarter 1976, all courses from a Florida Community College/University bearing the same State Common Course prefix and last three numbers as a USF course are automatically transferred and transfer students may not be required to repeat these courses, unless a college age-of-record policy is involved. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses such as dance, theater performance, voice, and instrumental music.
6. Virtually all USF baccalaureate degrees require that at least 60 semester hours be earned from a baccalaureate-granting institution regardless of credit hours transferred from a community/junior college unless the student has received prior approval for waiver of this policy from the college of his/her intended major. This policy does not affect approved articulated programs based on the A.S. degree. For information regarding specific articulated A.S. degree programs, consult the Office of Undergraduate Studies, B.S.A.S. Program.
7. Credit will not be awarded for GED tests.
8. Military service school courses will be evaluated with reference to the recommendation of the American Council of Education when official credentials have been presented. Such recommendation, however, is not binding upon the University.
9. For ROTC and military science courses taken after Fall Quarter 1975, the maximum credit will vary with each college. A student must confer with his/her college advisor to determine the acceptability for his/her major. ROTC and military science taken prior to Fall 1975 are not acceptable for transfer credit.
10. A maximum of 45 semester hours of College Level Examination Program (subject and general examinations) credits can be accepted for transfer credit.
11. A maximum of 30 semester hours of extension, correspondence, and military service education credits can be applied toward a degree.
12. Grades earned in transferred courses are not computed in the student's USF GPA except for the purposes of admission to limited access programs, the awarding of honors at graduation, and class ranking of baccalaureate students.
13. International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student.
14. A continuously-enrolled USF degree-seeking student must

obtain prior written approval from the college of the student's major in order for courses taken at other regionally-accredited institutions to be applied to the USF degree program.

\* Accrediting Agencies/Commissions: New England Association of Schools and Colleges, Commission on Institutions of Higher Learning; Middle States Association of Colleges and Secondary Schools, Commission on Higher Education; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools, Commission on Colleges; Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Accrediting Commission for Junior Colleges.

**Graduate Applicants**

Graduate applicants should refer to the USF Graduate Catalog.

**International Applicants (non-resident aliens)**

To be considered for admission, international applicants (non-resident aliens) must submit a USF International Student Application for Admission, a non-refundable application fee payable in U.S. dollars, a TOEFL score if applicable, a Statement of Financial Responsibility, undergraduate or graduate admissions test scores as specified for appropriate applicant category, transcripts showing subjects and grades from the first year of secondary work to the time of application, and a Visa Clearance Form (if currently in the U.S.). Transcripts in a language other than English must be accompanied by a certified English translation.

International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student. Information about recommended and approved independent evaluators is available from the Office of International Admissions (<http://web.usf.edu/iac/admissions>).

An international applicant (non-resident alien) must meet all admission requirements for the appropriate applicant category (freshman, undergraduate transfer, graduate). Other minimum requirements are as follows:

1. An international applicant whose native language is not English must present a minimum score of 213 (computer-based test) or 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL). The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.
2. International applicants must be in good standing at the last institution attended.
3. International applicants must submit the USF Financial Statement substantiating availability of financial resources sufficient to cover all educational, maintenance, and personal expenses while attending USF, without financial assistance from the University.
4. International applicants seeking admission to limited access undergraduate degree programs must also meet all requirements specified by the program.

**Transient Applicants**

An undergraduate transient student is one who comes to the University from another regionally accredited institution and wishes to take courses at USF for one term only before returning to the parent institution. Transient students may enroll at USF as non-degree-seeking students. (See Non-Degree-Seeking Students.)

**Financial Aid**

**Location/phone:**

- Toll Free: 1-877-USF-BULL
- Tampa Campus: SVC 1102, (813) 974-4700
- St. Petersburg Campus: BAY 105, (727) 553-1128
- Sarasota Campus: USS-C, (941) 359-4330
- Lakeland Campus: LLC 2101, (863) 667-7028

**Web Addresses:**

- Financial Aid Web: <http://usfweb2.usf.edu/finaid/>
- OASIS Web: <http://usfonline.admin.usf.edu>
- FAFSA Web: <http://www.fafsa.edu.gov>

**Email:** <http://www.usf.edu/askusfl/>

USF makes every effort to ensure that all qualified students have access to an education. Many student financial aid programs are administered or coordinated through the USF Office of Financial Aid.

USF's Financial Aid Web site provides step-by-step guidance through the financial aid application process. USF's Online Access Student Information System (OASIS Web) allows students to monitor the status of their financial aid from application to disbursement of funds.

All students wishing to receive financial aid are encouraged to start the financial aid process as early as possible. The first step, each year, is to complete and submit the Free Application for Student Financial Aid (FAFSA) online. For more detailed guidance and information, log onto the Financial Aid Website, stop by the Financial Aid office and/or call and request a *2002-2003 Financial Aid @ USF Handbook*.

**Orientation**

**Location/phone:** SVC 1138, (813) 974-3060

Orientation provides an introduction to both academic and student life aspects of USF. To facilitate the smooth transition of students into the academic environment of the University, academic advising and registration are major components of the program. In addition, orientation provides opportunities for entering students to develop realistic academic and personal goals, to locate student support programs and resources, and to meet faculty, staff, and continuing students. Orientation is required of all new students and former students who are readmitted to the University.

Orientation programs are available on all regional campuses.

**Honors College**

**Tampa Campus**

Superior students in all majors may avail themselves of Honors opportunities at USF's Tampa campus. The Honors College Four Year Track is designed for first-time-in-college students. The Two Year Track is designed for transfer or upper-level students. These exciting experiences are grounded in the liberal arts tradition and intended for students regardless of major. The primary goals of the Honors College are the development of critical thinking skills, an appreciation of the liberal arts tradition and the development of creative, independent thought. (See complete description in Honors College.)

Potential Honors College Four Year Track students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Students typically have 3.7 high school GPAs and 1270 SAT I or 29 EACT scores. Many scholarships are available for Honors students.

Potential Two Year Track students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Students typically have 3.50 college GPAs and 1200 SAT I or 27 EACT scores. Many scholarships are available for Honors students.

Departmental Honors opportunities are available in select departments that wish to offer Honors-level work for superior students majoring in their disciplines. Requirements vary according to department, but all require the completion of a Thesis. Students may enroll in both the Honors College and Departmental Honors. Students in both programs are required to complete only one thesis.

Admission to the Honors College is determined by the University Honors Committee and the Dean of Honors; admission to Departmental Honors is determined by the individual department. Students who satisfactorily complete Honors and graduate with at least an overall GPA of 3.3 and a USF GPA of 3.3 shall be identified as Honors College Graduates at Com-

mencement as well as on their diplomas and transcripts.

USF St. Petersburg has an Honors Program. For additional information, phone (727) 553-3103.

## Learning Communities

A Learning Community is a group of students who enroll in the same classes for a semester, a year, or sometimes longer, and who work together with their faculty to develop their own thinking and learning skills. Specifically designed for beginning freshman, the Learning communities at the main campus in Tampa allow students to meet many of the General Education requirements – those courses all students are required to take their first 2 years in college – in a more focused way than courses selected independently of one another.

Several distinct Learning Communities are available each year, focusing on different themes, with one Learning Community reserved for students who wish to live on campus in the same residence hall. If you would like a small, liberal arts college experience within a large university, if you would enjoy working closely with other students and faculty; if you are qualified to enroll in freshman English (min. SAT verbal 440 or EACT English 17); please consider including Learning Communities in your USF experience. Spaces in the communities are limited.

## Other General Information

### Evening Courses

The admission requirements and achievement levels in the day and evening courses are the same. Any student accepted to the University may enroll in any appropriate course offered in the evening.

### Opportunities for Accelerated Progress Toward Undergraduate Degrees

USF provides several options by which students may accelerate their progress toward completing the baccalaureate degree. These options recognize knowledge which has been acquired prior to or during attendance at USF and provide the opportunity to earn University credit. Options which may be used include the following:

1. Recognition of satisfactory performance on tests offered through the College Level Examination Program (see CLEP).
2. Recognition of satisfactory performance on tests offered through Advanced Placement Programs of the College Entrance Examination Board (see Advanced Placement Credit Programs).
3. Recognition of the International Baccalaureate Diploma Program. Students who earn the IB Diploma will be awarded 30 semester hours of college credit and sophomore standing. Credit for higher level exams with a score of 5 or higher may be awarded to those students who do not earn the IB diploma.
4. Dual enrollment as a non-degree-seeking student at USF or a community college prior to graduation from high school (see Dual Enrollment [Public/Private High/Home School]). Community college students should follow eligibility criteria for non-degree seeking students (below).
5. Early admission for high school students (see Early Admission Freshmen).
6. Educational Outreach courses by television.

Credits may be earned through a combination of the above options. Students should contact their college advisors for further information concerning the application of this credit toward their degree requirements.

Internal processes (such as auditions, portfolio reviews, and placement tests) utilized in the various departments for the sole purpose of determining a student's most appropriate area, level, or section placement in a program of study are not to be construed as examining mechanisms for the granting of credit.

### Non-Degree Seeking Student

Non-degree seeking student enrollment is on a space-available basis and has been established for those individuals who, while not desirous of earning a degree, would like to enroll in all levels of university courses. Teachers needing to take courses for certification purposes, high school students (with the permission of their respective guidance counselor), individuals desirous of taking courses for self enrichment, and senior citizens are examples of those eligible to utilize this enrollment method. Former USF undergraduate degree-seeking students may only enroll as non-degree seeking students if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to the USF Office of the Registrar (Attention: Student Records Area) prior to registration.

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

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

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

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

**NOTE:** Prior to registration for classes that meet on campus, *all* students born after December 31, 1956 must submit acceptable proof of immunity to rubella to the Student Health Service. Students born *after* December 31, 1956 must *also* submit proof of immunity to measles. (See Immunization Policy.)

### Dual Enrollment (Public/Private High/Home School)

Dual enrollment in USF classes is open to academically qualified students currently enrolled in public/private high schools who are recommended by their guidance counselor or principal and to home school students. During dual enrollment, high school or home school students may only take courses which are creditable toward their high school diploma.

Students wishing to be accepted as Dual Enrollment students at the University of South Florida **must**:

1. Be at least 16 years old at start of term, unless enrolled in a special summer program initiated by USF or a special course section involving only dual enrollment students;
2. Have proof of a minimum of 440 on SAT I V (Verbal) and 440

on SAT I Q (Quantitative); or a score of 17 on EACT English, 18 on EACT Reading and a score of 19 on EACT Mathematics; or appropriate placement test scores; and a TOEFL score, if applicable;

3. Have (a) completed the equivalent of the sophomore year, (b) achieved a grade point average of 3.0 or higher on a 4.0 scale (as calculated by USF), and (c) satisfied any course prerequisites; and
4. Provide a list of courses and the number of credits necessary to complete high school diploma from the school counselor or principal on school stationery.

All students interested in early admission or dual enrollment should contact the Honors College (FAO 274, 4202 E. Fowler Avenue, Tampa, FL 33620) for complete information and student qualifications.

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

### Readmission (Former Students Returning)

A former student returning (FSR) is any degree-seeking undergraduate student who has not earned his/her degree, who has not been enrolled at USF in any of the last three terms, and who wishes to re-enroll in the University. Former students returning must be readmitted to the University. In order to be considered for readmission, a former student should file a new application for admission with the Office of Undergraduate Admissions by the deadline indicated in the Academic Calendar for the term of requested re-entry. A new application fee is required. (Former College of Education majors must contact the College of Education Advising Office for additional readmission requirements.)

The residency affidavit must be completed and residency status will be reassessed.

To be readmitted, a student must meet the following requirements:

1. Be eligible to return to the University of South Florida;
2. Be in good standing and eligible to return to the last institution attended as a degree-seeking student; and
3. Have achieved a GPA of at least 2.0 as calculated by USF on a 4.0 scale on all college-level academic courses attempted at institution(s) attended since last enrolled at USF.

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 USF Office of Undergraduate Admissions. Acceptability of transfer credits toward completion of USF degree programs will be determined by the college of the student's major.

Former students returning who have been readmitted are not *required* to participate in an orientation program if they have been out for six (6) terms or fewer on the USF campus where they will take all or the majority of their courses. Students who have been out for six terms or fewer must meet with their academic advisor for course selection. Orientation includes advising and registration for courses. Former students returning will receive orientation information after readmission.

Transient students and non-degree-seeking students are *not* considered former students returning. These students who wish to enter as degree-seeking students must file an application with the Office of Undergraduate Admissions prior to the deadline listed in the Academic Calendar for the requested term of entry. Former USF students who have earned the baccalaureate degree at USF or at another institution and who now wish to return to USF to earn another undergraduate degree must file an undergraduate application for admission with the Office of Undergraduate Admissions. A \$30 application fee is required. A student may not work on a second undergraduate degree if he/she has been accepted into a graduate program.

**NOTE:** Prior to registration for classes that meet on campus, *all*

students less than 40 years of age must submit acceptable proof of immunity to rubella to the Student Health Service. Students born *after* December 31, 1956 must *also* submit proof of immunity to measles. (See Immunization Policy.)

### Senior Citizen Tuition Waiver Program

The Senior Citizen Tuition Waiver Program allows Florida residents age 60 and over to audit credit courses at the University of South Florida on a space-available basis—in most cases, without payment of tuition. You can explore your areas of interest or try something new. There are no prerequisites, no homework, no tests or term papers. Credit is not awarded. The waiver does not apply to Learning in Retirement, SeniorNet, Professional and Workforce Development, or other noncredit continuing education programs.

Registration for the Senior Citizen Tuition Waiver Program closely follows the end of the Drop/Add period; generally, on Monday or Tuesday of the 2<sup>nd</sup> week of every semester. The Registrar's office dedicates an afternoon to Tuition Waiver registration: Senior Programs provides advising and assistance to students. Late registration is limited to within 24 hours of the designated date each semester. Waiver participants must register in person, and provide two forms of identification demonstrating eligibility. A Florida Driver's License and a Florida Voters Registration card are ideal forms of identification; others may be substituted. Resident aliens must provide a copy of their green card to the registrar every term.

The USF schedule of classes can be viewed via the Internet at: <http://www.registrar.usf.edu/ssearch/search.php>. This searchable database provides the most up-to-date information regarding classes offered, scheduling, and availability. Contact Senior Programs at (813) 974-5263 for more information.

### Florida Community College System

High school graduates planning to start their college education at a Florida community college should confer with the community college counselor and ask that their academic program be planned with the assistance of the USF Undergraduate Catalog that is available at <http://www.ugs.usf.edu/catalogs.htm>. This catalog, prepared by the USF Office of Undergraduate Studies, explicitly describes the undergraduate program requirements and Florida's common prerequisites that should be followed to ensure maximum ease of transfer into the students' upper-level programs on a par with their native USF counterparts.

### Articulation Agreement

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 community college students into the State University System (SUS).

The agreement defines and establishes the Associate of Arts degree from a Florida public community/junior college as the basis for all articulation rights. Among these guarantees, the following are central to the transfer process:

Admission into the State University System

1. A.A. graduates will be granted admission to a university within the SUS, but not necessarily to the university or program of choice.
2. A.A. graduates will have the same opportunity to enroll in a university limited access program as the native university student.
3. Upon transferring to a state university, A.A. graduates will be awarded at least 60 credit hours towards the baccalaureate degree, exclusive of occupational courses and basic required physical education courses.
4. Credits that are part of the A.A. degree earned through articulated acceleration mechanisms, such as dual enrollment,



## 18 ADMISSIONS AND RELATED MATTERS

---

UNIVERSITY OF SOUTH FLORIDA - 2005/2006 UNDERGRADUATE CATALOG

---

International Baccalaureate, early admission, advanced placement and credit by exam, will be transferable to the state university.

5. As participants in the Statewide Course Numbering System, receiving institutions must accept all courses taken at the transfer institution if the courses at each institution have the same prefix and the same last three digits of the course number.

6. The university catalog in effect the year the A.A. degree student first enrolled at the community college will remain in effect for the student's entire program, provided the student maintains continuous enrollment as defined in that catalog.

7. Once a student has completed the general education core and this fact is noted on the transcript, regardless of whether or not an A.A. degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.

Included in these transfer guarantees is the right of appeal. Students may appeal to the university and to the Statewide Articulation Coordinating Committee. Students who have questions or want more information about the articulation agreement should contact the Office of Undergraduate Studies.