

# ADMISSIONS AND RELATED MATTERS

UNIVERSITY OF SOUTH FLORIDA - 2008/2009 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

The University of South Florida prefers all applicants to apply online. The online undergraduate admissions application may be found on the Office of Undergraduate Admissions web page at <http://usfweb2.usf.edu/admissions/application.html>.

### 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, or St. Petersburg for students enrolled on that regional campus. (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

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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 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

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

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

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

### CLAST Test Requirement

All undergraduate students admitted to USF must earn passing scores, meet exemption criteria or qualify for a waiver 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 (FY (First Year)/Transfer) are *required* to participate in Orientation on the USF campus in which they are admitted. Orientation

sessions are designed to assist new students with their transition into the University. During the University Orientation students are made aware of the following: college overviews and requirements for their degree program; general University policies and services; and student activities and campus life. In addition, academic advising and registration for classes are all part of the orientation process.

All new students will receive Orientation information after admission.

### Required Proof of Immunity

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 USF Housing must be vaccinated against meningitis (no declination is permitted). (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 60 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. Beginning in Summer 2008, transfer applicants with 36 to 59 transferable semester hours who are seeking admission to certain limited access programs such as business, mass communications or nursing may be required to meet a higher transfer grade point average requirement that would allow eventual admission to those particular degree programs.

USF, with approval of the Board of Governors 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 a USF or FACTS 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). Applicants graduating from high school after January 1, 2006 will be required to submit an SAT score that includes the Writing component or an ACT score that includes the Essay component. Receipt of an SAT without Writing or ACT without Essay will not fulfill the test score requirement.
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 three additional units of academic electives.
3. Freshman applicants who have between a 3.3 (B+) and 4.0 (A) grade point 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://usfweb2.usf.edu/admissions/requirements.htm> 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. GED holders must also submit an SAT or ACT score that will be considered in assessing the applicant's probability of success (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), 550 (paper-based test) or 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL), or a score of 6.5 on the International English Language Testing service exam (I-ELTS). The TOEFL or I-ELTS 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 or the ACT, college preparatory work will be required during the first term of enrollment at USF:

SAT - 440 verbal, 440 mathematics

or

ACT - English 17, Reading 18, Mathematics 19

Students requiring this remedial coursework will be offered admission only for Summer or Spring terms.

### 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. The admission deposit will be waived for admitted freshmen who demonstrate significant financial need on a FAFSA (Free Application for Federal Student Aid) submitted by USF's priority deadline of March 1st.

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 Cashier's Office (ADM 151) 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 the 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, requiring one more year to complete requirements for the high school diploma;
2. have a 1200 on the Mathematics and Critical Reading sections of the SAT, with no less than 440 on either section; or a 27 on the EACT with no less than a score of 17 on English, 18 on the Reading, and 19 on Mathematics; and a 3.5 high school grade point average (computed by USF); and a TOEFL score, if applicable (students who do not meet all the requirements may discuss possible exceptions with the coordinator for Early Admission);
3. meet regular USF admission criteria for degree-seeking undergraduate students;
4. contact coordinator for Early Admission.

### Undergraduate Transfer Applicants

Beginning with Fall 2008, USF will require all transfers with 60+ transferable hours—including A.A. transfers from Florida community colleges—to meet the GPA requirement for their intended major. Applicants for Athletic Training, Business, Communications, Education, and Engineering must have a 2.50 transfer GPA; applicants for Mass Communications must have a 2.75; applicants for Architecture and Liberal Studies

must have a 3.00; and, applicants for Nursing must have a 2.50 with an A.S. in Nursing or a 3.00 with an A.A.

USF no longer will admit transfers with fewer than 36 transferable hours, as national and institutional data suggests that students who transfer this early are less likely to succeed academically. For those with 36 to 59 hours, USF will require a 3.00 transfer GPA, again based on data related to transfer student success in the classroom. For other transfers with 60+ hours (including FLCC transfers without an A.A. or A.S. degree), USF's regional campuses in St. Petersburg, Sarasota-Manatee and Lakeland will continue to consider applicants with a 2.00 transfer GPA, while USF Tampa now will require a 2.50 transfer GPA. We expect this last requirement to increase on the Tampa campus to a 2.75 starting in Summer 2009 and a 3.00 in Summer 2010. As these changes in transfer criteria are implemented, USF will continue to assist transfer students in their efforts to identify the best academic fit within the USF System.

Meeting minimum requirements, however, does not guarantee admission to USF. In addition, limited access programs may require a higher GPA or completion of specific prerequisites. Transfer admission criteria are subject to change without notice based on space availability.

USF accepts transfer credit from institutions that are regionally accredited at the time the credits are earned.

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, without a course by course evaluation of the prior coursework, 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 will be considered for transfer credit the same as credits from regionally accredited institutions. 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 or on the transferable work completed at a non-regionally accredited institution as approved by SCNS. If all post-secondary work is from a non-regionally accredited school, not including SCNS approved coursework, 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 except that work specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major.

### Lower-Level Transfer Applicants

(with more than 35 and fewer than 60 transferable semester credits)

To be considered for admission, transfer applicants with fewer than 60 transferable semester credits must submit a USF or FACTS 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 or I-ELTS score if applicable.

Lower-level transfer applicants will enter USF with 36-59 transferable semester credits must minimally meet the following requirements to be considered for admission in good standing; however, satisfying these minimum requirements does not guarantee admission.

1. Will require a 3.00 transfer GPA, again based on data related to transfer student success in the classroom;
2. Be in good standing with a minimum of 3.0 GPA and eligible to return to the last regionally accredited institution attended.
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.
5. Present a minimum score of 213 (computer-based test) or 550 (paper-based test), 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL) or 6.5 on the I-ELTS if the applicant's native language is not English. The TOEFL or I-ELTS 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 a USF or FACTS 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 60 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 in 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 minimally meet the following requirements to be considered for admission; however, satisfying these minimum requirements does not guarantee admission:

1. Be in good standing and eligible to return to the last regionally accredited institution attended as a degree-seeking student or a non-regionally accredited institution participating in the SCNS with SCNS approved transferable credits;

2. Have an overall "C+" average as calculated by USF (transfer GPA of 2.5 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. 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 60 or more semester hours;
5. Present a minimum score of 213 (computer-based test) or 550 (paper-based test), 79 (Internet-based test) on the Test of English as a Foreign Language (TOEFL), or 6.5 on the I-ELTS. The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.

Upper-level transfer applicants to a limited access major in Nursing, Business or Mass Communication must meet program requirements prior to admission to the University. Refer to requirements listed in the college of Arts and Sciences (Mass Communication), College of Business or College of Nursing section of the catalog.

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 readily or automatically 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 will be considered for transfer credit the same as credits from regionally accredited institutions.
3. Admitted students who wish to transfer courses from colleges or universities that are accredited by organizations and associations other than regional accrediting associations may request a review of those courses by contacting their academic advisors to initiate the process. Students will be asked to submit detailed information about the content and standards for each course to be reviewed, including, but not limited to a detailed syllabus that contains the course description, prerequisites and co-requisites, major learning outcomes, textbooks, and the academic qualifications of the instructor. These materials will be submitted to the appropriate department for review by the faculty and the process make take some time, during which no credit will be awarded until the department review is completed. Only

those courses that appear to match courses currently offered by the university will be reviewed for transfer.

4. 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 except for work that is specifically approved as part of the Bachelor of Science in Applied Science program or approved by the academic department of the student's major.
  5. 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.
  6. 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. That same automatic transferability of credits applies to courses completed at non-regionally accredited institutions that have been specifically approved by the SCNS. Excluded are graduate courses, studio courses in art, internships, practicums, and performing arts courses such as dance, theater performance, voice, and instrumental music.
  7. All undergraduate degree programs at USF require a minimum of 48 hours of upper-level work that would have been completed at a four-year college or university. 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.
  8. Credit will not be awarded for GED tests.
  9. 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.
  10. 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 courses taken prior to Fall 1975 are not acceptable for transfer credit.
  11. A maximum of 45 semester hours of College Level Examination Program (subject and general examinations) credits can be accepted for transfer credit.
  12. A maximum of 30 semester hours of extension, correspondence, and military service education credits can be applied toward a degree.
  13. 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.
  14. International credentials must be evaluated by an independent evaluation service, with associated costs to be paid by the student.
  15. 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 or FACTS Application for Admission, a non-refundable application fee payable in U.S. dollars, a TOEFL or I-ELTS score if applicable, a Statement of Financial Responsibility, undergraduate 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. Transcripts in a language other than English must be accompanied by a certified English translation.

Post-secondary 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 Undergraduate Admissions (<http://web.usf.edu/iac/admissions/eval.html>).

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 79 (internet-based test), 213 (computer-based test), 550 (paper-based test) on the Test of English as a Foreign Language (TOEFL), or 6.5 on the I-ELTS. The TOEFL requirement may be waived on an individual basis when appropriate alternative evidence of English language proficiency is presented in writing.
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:

*Tampa Campus:* SVC 1102, (813) 974-4700  
*St. Petersburg Campus:* BAY 105, (727) 553-4128  
*Sarasota Campus:* USS-C, (941) 359-4459  
*Lakeland Campus:* LLC 2101, (863) 667-7028

### Web Addresses:

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

### Email:

<http://www.usf.edu/askusf/>  
 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 Federal Student Aid (FAFSA) online. For more detailed guidance and information, log onto the Financial Aid Website or stop by the Financial Aid office.

## Orientation

**Location/phone:** SVC 2049, (813) 974-3060

**Website:** [www.usf.edu/orientation](http://www.usf.edu/orientation)

Every new student at the University of South Florida must attend an on-campus, University Orientation on the campus in which they are admitted. Orientation on all campuses provides an introduction to the University of South Florida and facilitates the smooth transition of students into the academic and social environments of the University. During the University Orientation, students are made aware of the following: college overviews and requirements for their degree program; general University policies and services; and student activities and campus life. In addition, academic advising and registration for classes are part of the orientation process. Orientation is required for all new students to the University. Orientation programs are available on all campuses and students should contact their home campus directly to make arrangements for their orientation session.

**First Year (FY) Students Tampa Campus-** Students admitted for the summer or fall terms are required to stay overnight in a campus residence hall. Families of FY students admitted for the summer or fall will experience a separate orientation program, which runs concurrently with the student program. Orientation sessions are conducted by the Offices of Orientation and New Student Connections and are scheduled prior to each term in an academic year.

## Honors College Tampa Campus

Academically talented students in all majors may avail themselves of Honors opportunities at USF's Tampa campus. The College is primarily designed for first-time-in-college students (FTICs); however, Honors also accepts continuing USF and transfer students. Honors College 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 under Honors College.) Many scholarships are available for Honors students.

Potential FTIC students are actively recruited, but any interested student who feels that he/she is qualified may request admission. Invited students present at least a 3.8 recalculated weighted academic high school GPA and 1300 SAT (based only on Critical Reading and Mathematics sections) or 29 ACT scores.

Interested continuing USF students and transfer students may request admission by contacting the Honors College. Eligible continuing USF students present a 3.5 USF GPA, based on at least 45 USF credits. Eligible transfer students present a 3.5 transfer GPA, based on at least 45 college credits.

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 Dean of the Honors College; 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 (all course attempts are included in the Honors GPA) shall be identified as Honors College graduates on their diplomas and transcripts, and at the Honors College Graduation Ceremony.

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

## 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 standard level exams with a score of 4 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. Senior citizens only are absolved from paying the \$30 application processing fee. Former USF undergraduate degree-seeking students may only enroll as non-degree seeking students if they have completed their previous degree program or earned an equivalent degree at another institution. Should the latter be the case, an official transcript (reflecting the degree) from that institution must be sent to the USF Office of the Registrar (Attention: Registration and Records Area) prior to registration.

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

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

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

Non-degree-seeking students are subject to the same academic policies as 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 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 USF Housing must be vaccinated against meningitis (no declination is permitted). (See Immunization Policy.)

### Early Admission (Public/Private High/Home School)

Through **Early Admission**, highly capable, mature high school students enrolled in a strong college-preparatory curriculum may enter the University as regularly enrolled, degree-seeking students prior to graduation from high school.

Students in the Early Admission program must take courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Prospective applicants must:

1. have completed the equivalent of the junior year of high school, requiring one more year to complete requirements for the high school diploma;
2. typically have a 1200 on the Mathematics and Critical Reading sections of the SAT, with no less than 440 on either section; or a 27 on the EACT with no less than a score of 17 on English, 18 on the Reading, and 19 on Mathematics; and a 3.5 high school grade point average (computed by USF); and a TOEFL score, if applicable;
3. meet regular USF admission criteria for degree-seeking undergraduate students;
4. contact coordinator for Early Admission.

### 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 and home schools who are recommended by their guidance

counselor or principal. During dual enrollment 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 V (Critical Reading) and 440 on SAT Q (Mathematics); 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) students typically present a 3.5 grade point average 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 (SVC 1088, 4202 E. Fowler Avenue, Tampa, FL 33620) or visit [http://honors.usf.edu/Adm\\_early.html](http://honors.usf.edu/Adm_early.html) for complete information.

**NOTE:** Prior to registering for classes, *all* students born after 1956 are required to present documentation of proof of immunity to **MEASLES** (Rubeola) and **RUBELLA** (German Measles). It is further required that all students must present proof of immunity to Hepatitis B and Meningitis or decline immunization by signature. Students living in USF Housing must be vaccinated against meningitis (no declination is permitted). (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. Students must meet with their academic advisor for course selection.

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 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 USF Housing must be vaccinated against meningitis (no declination is permitted). (See Immunization Policy.)

### Senior Citizen Tuition Waiver Program

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

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

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

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

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

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

### 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, 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.
8. A separate agreement establishes the Associate of Science (A.S.) degree for articulation into specialized programs. Career ladder and capstone degree programs can be found at [FACTS.org \(http://www.facts.org/pdf\\_sw/statwidearticulationmanual.pdf\)](http://www.facts.org/pdf_sw/statwidearticulationmanual.pdf).

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.