

Academically Speaking...

Division of Academic Affairs

Vol. 72, January 28, 2008



Swing into Spring

Incomplete Grades

Advisors: Students receiving grades of incomplete (“I”) in previous semesters should NOT reregister and pay for the course again. If any of your advisees have registered in a course for which they already have an incomplete grade (grade of “I” or “V”), please contact the Office of the Registrar for instructions.

Instructors: Incomplete grades should be assigned only if the student has completed 70% of the course requirements (see *Catalog* for policy). Instructors must submit a “Notice of Grade Change” form (via ARGUS) changing the “I” to a letter grade (**April 25 is the deadline for removing incomplete grades issued in Fall 2007**). Unless a “Notice of Grade Change” form is processed, grades of “I” will automatically convert to “F” at the end of one regular semester (fall and spring only—summer semester is excluded from this ruling) following the semester in which the “I” grade was assigned.

Grade Forgiveness

Advisors are reminded that students who begin at UWF as freshmen are allowed two opportunities for grade forgiveness, and transfer students are permitted one forgiveness. Grade forgiveness is limited to courses numbered 1000-4999 (4 semester hours or less) in which grades are recorded on an “A-F” scale, including a “WF.” If a course has been taken more than one time prior to making application, forgiveness can be used to replace only the most recently awarded grade.

A completed “Grade Forgiveness Form” must be submitted to the Office of the Registrar no later than the last day of instruction of the semester in which the course is repeated (**Spring submission deadline is April 25**). Forms are available at <http://uwf.edu/registrar/grades.cfm>

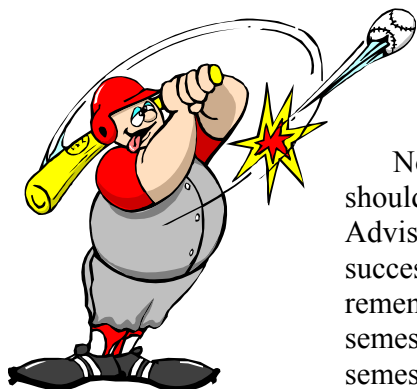
Watch your Numbers - UWF ID

Please be cautious in providing and using UWFID numbers. It is very easy to transpose or mistype a number resulting in working with a totally different student. You should always check to verify the name of the student with the student’s number when working with a student record.

Information Please...

Have you visited the Registrar’s Home Page recently? You’ll find useful information for students such as how to order a transcript, how to calculate a GPA, the academic calendar, etc. There is also information especially for faculty and staff including major codes, “Who Do I Contact List?”, commencement information, and more.





Withdrawal Policy

Now is the time to prepare students for success in the classroom. Students should be encouraged to talk with instructors about progress in their courses. Advisors and Instructors may take this opportunity to provide tips for academic success (forming study groups, using academic assistance labs, etc.). Please remember that withdrawing should be an option only when all else fails. In Fall semester 2007, 28% of the students withdrew from one or more courses. In the Fall semester 2006, 30% withdrew from one or more classes. If you feel that a student should withdraw from your course, consider a few things...

- ◆ Withdrawing from a course does not necessarily entitle students to a refund of fees.
- ◆ Instructors cannot withdraw students.
- ◆ Students must initiate the withdrawal through ARGUS or in the Registrar's Office.
- ◆ Withdrawal grades appear on a transcript; they may affect financial aid awards and may lead to additional costs in tuition.

Before recommending a withdrawal, first, explore options with the student:

- Will additional assistance from a tutor or the Student Success Learning Center help?
- Does the student have personal issues that are affecting academic performance? Perhaps the Counseling Center can be of assistance.
- Is the student having difficulty in other courses? Are they in the correct major?

Instructors should partner with the academic advisor to assist the student with issues. Refer the student to their academic advisor to discuss options such as additional assistance, test taking strategies, etc., that may lead to success. If you have explored all other options, and you and the student agree the best course of action is to withdraw, please note the withdrawal deadlines below. Students can withdraw on line via ARGUS or by completing a form in the Registrar's Office.

Spring 2008 Withdrawal Deadlines*

	<u>Term A</u>	<u>Term B</u>	<u>Term C</u>
Withdrawal from ALL classes, "WR" (partial refund)	2/4	1/18	3/14
Individual course withdrawals and withdrawal from ALL classes, "W"	3/24	2/7	4/10
Withdrawal from ALL classes, grade of "W" or "WF" at instructor's discretion	4/25	2/22	4/25

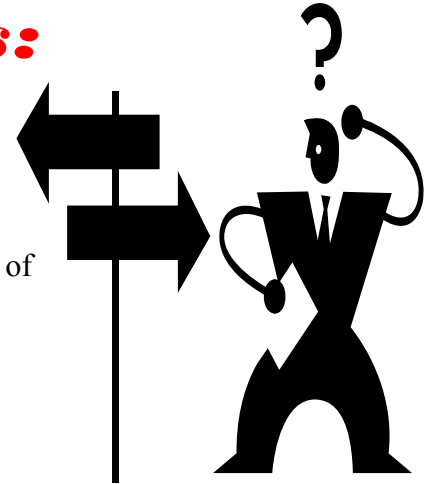
*Contact the Registrar's Office for Term E Deadlines.

Current policy allows students to withdraw through the 10th week of the semester (Term A) with an automatic grade of "W" (see chart for shorter terms). If students are withdrawing after the deadline, the rules are stringent.

Withdrawal Notification

In order to keep faculty informed of a student's status in a course, an automated email will be sent to faculty when a course withdrawal has been processed including a withdrawal with a refund of fees. The automated reminders will be emailed to the instructor of record and will indicate the student's name and the course, along with the date of withdrawal and withdrawal grade as assigned. As always, instructors may view the most current class roster at any time in ARGUS which will also indicate a student's registration status. You are welcome to contact a student who has withdrawn from your class to discuss their decision. We hope these messages will help you stay informed of a student's status in your class.

Withdrawal Decisions: What You Can Do to Help...



- ◆ It is imperative that all instructors provide significant assessment of the student's progress in a course, and communicate this to the student prior to the withdraw deadline. Tests, quizzes, graded assignments-- whatever assessments are normally used-- need to provide the student with a good indication as to whether they can handle the course.
- ◆ Talk to your students (particularly if they are having difficulty) to make sure they understand the current situation and potential outcome.
- ◆ All instructors should include the withdraw policy and withdraw dates in the course syllabus or reiterate it via email or during class.

◆ EXAMPLE:

"The withdrawal deadline for this course is mm/dd/yyyy. Please discuss any academic concerns with me prior to withdrawing. Withdrawals after the deadline will not be approved except for:

1. a death in the immediate family;
2. serious illness of the student or an immediate family member;
3. a situation deemed similar to categories 1 and 2 by all in the approval process;
4. withdrawal due to Military Service (Florida Statute 1004.07);
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482).

Students who do not officially withdraw will be assigned a standard letter grade (A-F). Students wishing to withdraw after the published deadline should complete a "Request for Late Class Withdrawal," attach supporting documentation, and get approvals in order: advisor, instructor, departmental chair (of the course), and finally the University Academic Appeals Committee. Students should continue attending the class in question until they have received official notice that their request to withdraw has been approved by this Committee.

- ◆ Advisors, Instructors and Staff should assist students who are not succeeding EARLY in the semester.
- ◆ Instructors should seek the assistance of University Advising Center for freshmen with the Early Warning System, and provide information accordingly.

We appreciate your support and assistance with this process. If you need further information, please contact adziadon@uwf.edu (xx3063) or Geri Genovese at ggenovese@uwf.edu (x. 2263).



Nonpayment of Fees

Students' registrations will be deleted if fees have not been paid by the end of the designated date:

Spring 2008 Deletion Dates

Term A	1/25/08
Term B	1/18/08
Term C	3/17/08



Reinstatement

When a student is deleted from a class for nonpayment of fees, an email notification of this action will be sent to the student, to the instructor of the course, and to the academic department offering the course (for notification to adjuncts, etc.). If the student is reinstated into the course, an email notification to that effect will also be sent to the same areas. Reinstatement normally occurs within 24 hours of the student submitting the request. If you have a question and need to know if a student has requested reinstatement into a course, please contact the Registrar's Office.

Faculty should review their class rosters after the 4th week of classes for a current listing of students enrolled in courses. Students who have been deleted from a course for nonpayment of fees will be designated as "deleted/nonpymt" on the class rosters. These students should not be permitted to continue in class and may be referred to the Registrar's Office for reinstatement information. In addition to the cost of the course(s), reinstatement fees include \$50 late registration fee and \$100 late payment fee, totaling \$150.

The Office of the Registrar will notify the students of final decisions at their student email address. Notification will include the decision, fees due and due date, and a copy of said email will be sent to the Cashier's Office.

It is recommended that instructors review class rosters regularly (once a week) throughout the semester for updates and changes.

NOTE: If students are not attending classes, they should contact the Registrar's Office to notify the University that they are no longer attending UWF. **DO NOT tell students they will be automatically be deleted for nonpayment.** Many students are on various types of financial aid or other assistance which may pay all or part of their tuition. Such partial payment signifies that the student is liable for any unpaid balance.



SASS Has A New Home

The SASS office has administratively changed offices. While the CCR functions will remain in the Enrollment Services office, the degree audit functions have been transferred to the University Advising Center. Kathy Wilson is now supervising SASS functions. Kat Irion will continue her previous duties in relation to SASS and has relocated to the University Advising Center. SASS questions and concerns should be directed to the University Advising Center located in building 18, room 150. The telephone number is 474-3170.



SCNS

Statewide Course Numbering System

The following courses have been processed by a CCR and confirmed by the SCNS; all changes are effective Fall 2007.

NEW COURSES

<u>Course #</u>	<u>Title</u>	<u>Cr Hr</u>	<u>Course #</u>	<u>Title</u>	<u>Cr Hr</u>
PLA 4155	Advanced Legal Writing	3	POT 3103	Law and Politics in Literature	3
PLA 4204	Civil Procedure	3	PUP 4044	Analytic Tech for Public Policy Analysis	3
PLA 4225	Trial Practice	3	PUP 5045	Analytic Tech for Public Policy Analysis	3
POS 3602	The Founders' Constitution	3			

Course Number Changes from Field Reviews

The following courses have been subject to Field Reviews and have been renumbered to become more closely aligned with the SCNS.

The following Field Review number changes will go into effect in Fall 2008

<u>Old #</u>	<u>New #</u>	<u>Title</u>
CEN 4516	CNT 4504	Computer Networks
CEN 4540	CNT 4403	Computer and Network Security
CEN 6520	CNT 6107	Advanced Computer Networks
EEX 4241	EEX 4474	Curricula for Teaching Students with Severe Disabilities
EEX 4243	EEX 4832	ESOL/Reading Professional Practicum II
EEX 4257	EEX 4833	ESOL/Reading Professional Practicum III
EEX 6227	EEX 6225	Assessment of Exceptional Children
HSA 6106	HSA 6521	Critical Analysis of Health
HSC 3534	HSC 3535	Introduction to Medical Terminology
HSC 3550	HSC 3555	Pathophysiology
HSC 4654	HSC 4658	End-of-Life Ethics
PHC 6018	PHC 6300	Survey of Environmental Problems
PHC 6415	PHC 6309	Environmental Health in the Urban Community

The following Field Review number changes will go into effect in Fall 2009

<u>Old #</u>	<u>New #</u>	<u>Title</u>
CCJ 4002	CCJ 4026	Contemporary Issues in Criminology
CCJ 4239	CJE 4610	Criminal Investigations
CCJ 4391	CCJ 4931	Special Topics in Criminal Justice
CCJ 4501	CJJ 4010	Juvenile Justice



"Batter" UP In Admissions...

Campus Tours - 9:30am and 12:30pm

The Office of Admissions is making a change to its campus tour format. Starting on Monday, January 29 our weekly campus tours will be starting at 9:30am and 12:30pm with a pre-tour presentation. At this time, admissions recruiters will be giving 30 minute presentations covering topics such as admission requirements, academic majors, scholarships, campus housing, etc. For questions on the new tour format, please contact Andrew Telatovich at atelato@uwf.edu or ext. 2225.

Spring 2006 Open House Information

So far this school year the Office of Admissions has hosted two successful Open House Programs and is looking forward to hosting two more programs in Spring 2008. UWF faculty, staff, and students are invited to take part in the remaining programs on Saturday, February 16 and Saturday, April 19.

Come out and welcome prospective students and their families to campus by answering questions about your department or organization. The programs begin at 9:00am in the University Conference Center. If you are planning to participate, please contact Tara Christie at tchristie@uwf.edu or at ext. 2121.

Admissions Merit-Based Scholarships

The Office of Admissions offers several merit-based scholarships to incoming students who display superior academic achievement. The first round of freshman and transfer scholarships for the Fall 2008 Semester will be awarded soon. With the exception of the John C. Pace, Jr., Scholars Award, all admitted students are automatically considered for merit scholarships based on their prior academic record. Please note that the John C. Pace, Jr. Scholars Award requires a separate application and supporting documents that are due by February 1. Students can obtain the application from the Office of Admissions or print it on-line from our website. For questions regarding scholarships, please contact Eddie Rogers at erogers0@uwf.edu or ext. 2238.

Spring New Student Recruitment

Beginning in February, the Office of Admissions will begin its Spring recruiting season. Staff members will be visiting high schools, junior colleges, and various college fairs in Florida, Alabama, and Atlanta. For questions on new student recruitment, please contact Andrew Telatovich at atelato@uwf.edu or ext. 2225.

Spring Break March 17 - 21

