

Academically Speaking...

Division of Academic Affairs

Vol. 65, September 20, 2006

A NEW BEGINNING... FALL 2006



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 (December 8 is the deadline for Spring and Summer 2006 incomplete grades). 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 (Fall submission deadline is December 8). Forms are available in the Office of the Registrar.

Withdrawal Policy

Course withdrawals are not automatic. Students must withdraw on line or in writing through the Office of the Registrar. If a student discontinues attending a class without officially withdrawing, a letter grade (“A” through “F”) will be the final grade in the course. Students missing the listed deadlines may file an appeal for a late withdrawal; appeals must have the recommendation and signature of both the student’s advisor and course instructor. Appeal forms are available in the Office of the Registrar.

If you have any questions regarding this policy, please contact the Office of the Registrar in Building 18, or call extension 2240.

Fall 2006 Withdrawal Deadlines*

	<u>Term A</u>	<u>Term B</u>	<u>Term C</u>
Withdrawal from ALL classes, “WR” (partial refund)	9/27	9/13	11/3
Individual course withdrawals and withdrawal from ALL classes, “W”	11/9	9/29	11/22
Withdrawal from ALL classes, grade of “W” or “WF” at instructor’s discretion	12/8	10/13	12/8

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

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. We hope these messages will help you stay informed of a student's status in your class.

NEWSFLASH FROM YOUR REGISTRAR



Cancellation of the Audit Grading Option – Revised Dates & Policy

Students who are enrolled at the University may choose to audit a course at the time of registration and through the end of the Drop/Add period. Effective Fall 2007, per Faculty Senate Meeting of May 12, 2006, ...*students may change from the audit to the conventional letter grade system on or before the (tenth) fourth week of a fall or spring semester (see Academic Calendar for summer semester and short term dates)*. The Senate passed a ruling, also effective Fall 2007, that *changing from Audit to the conventional letter grade system will require the approval signature of the instructor of said course* (currently, a section for the instructor's recommendation has been added to the audit cancellation form). All other policies regarding auditing and cancelling the audit option remain in effect.

Refund of Fees

Students who withdraw from classes should review the University's policy for refund of fees as stated in the Catalog. Deadlines are listed in the Academic Calendar. Students will receive a refund of 25% if withdrawing from ALL courses within the term prior to the end of the fourth week. There is NO automatic refund for students withdrawing from classes while remaining in other classes for the term.

Student appeals for refunds of tuition and other charges after the refund deadline are referred to the University Fee Appeals Committee. A student must be withdrawn prior to requesting a refund of fees. All appeals should be submitted in writing, with attached supporting documentation, to the University Registrar. Fee appeals forms are available under fee appeals at uwf.edu/registrar and in the Registrar's Office. In the following instances, the per-credit-hour fee will be refunded upon appeal with appropriate documentation:

- Call to or enlisted in active military service;
- Death of the student or death in the immediate family (parent, spouse, child, sibling);
- Complete withdrawal of the student from all courses due to illness of the student that is confirmed in writing by a physician, stating that completion of the term is precluded; or
- Exceptional circumstances upon approval of the University Fee Appeals Committee.

Students should submit requests for refund of fees in a timely manner. The filing of an appeal before the Fee Appeals Committee does not extend the due date for fees, tuition loans, VA deferments or other charges while awaiting a decision by the Committee.

All questions regarding fee appeals should be directed to the Office of the Registrar at (850) 474-2244.

Registrar's Forms Available for the Asking...

Departmental Staff may email the Registrar's Office to request forms created and maintained by the Office of the Registrar. The forms in *pdf* format will be attached to a return email as quickly as possible upon receipt of the request. Emails should be addressed to registrar@uwf.edu



STAFFING NEWS...

The **Office of Admissions** is pleased to welcome three new members to our staff. *Paula Orlosky* and *Dee Dee Wyckoff* joined our staff this summer as counselors for transfer admissions. *Danice Boland* is an Office Support Specialist in our Communications Center.

The **Office of the Registrar** is happy to announce that *Kim Peck* has accepted the position of Coordinator of the Customer Services Team, managing the Registrar's Reception area. Kim comes to us from Arizona where she earned her M.Ed at Northern Arizona University and worked for five years as a Counselor/Advisor at Eastern Arizona College.

We invite you to visit Building 18 to welcome our newest Enrollment Services staff members.

RESIDENCY REFRESHER COURSE

Residency for Tuition Purposes

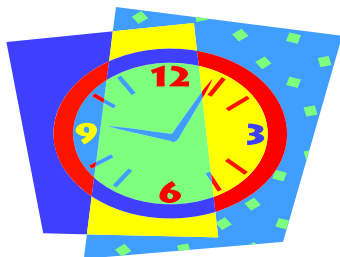
Students who attend UWF as a Florida Resident must demonstrate that they or the claimant (which will likely be a parent if they are under the age of 24) have established residency in Florida for the previous twelve months. If the student is under the age of 24 he or she will have demonstrated that they are legally independent (not claimed on tax returns by parents and are self supporting financially).

The student who is classified as out-of-state and wants to change their residency to Florida must request "reclassification" to in-state status by submitting the required information for residency reclassification. The requirement for reclassification goes beyond that for an initial or first time classification, because these individuals have previously been determined to be out-of-state residents. An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or his or her parent if that individual is a dependent child, demonstrates permanent residency in this state for 12 consecutive months. The individual, or his or her parent if that individual is a dependent child, must present documentation that substantiates residency in this state for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

The burden of proof is on the student to show that he or she or the claimant has: (1) residency in Florida for the requisite 12-month period; and (2) residency in the state was not merely temporary or incident to enrolling in a college or university located in Florida. Therefore, in addition to providing the documentation of physical presence (i.e. proof of actually living in Florida) and legal presence (i.e. driver's license, vehicle registration, voter registration, etc.) the claimant must also demonstrate that he or she is here for a reason OTHER than simply attending school. Documentation for meeting the first requirement of reclassification is the same as for initial classification. While proof of residency showing physical and legal ties is still required, additional evidence or documentation may be required for meeting the second requirement of reclassification. Examples of evidence that may substantiate residency in this state for the purpose of maintaining a bona fide domicile may include:

- ▶ a period of not being enrolled full-time in a Florida higher education institution during the previous 12 months.
- ▶ maintaining a full-time permanent job in Florida during the previous 12 months. Full-time employment is considered one or more permanent jobs for a minimum of 30 hours a week. These jobs cannot be student OPS employment as a condition to having the job is being a student.
- ▶ documentation that student (or parent/legal guardian if dependent) was transferred to a full-time permanent job in Florida prior to initial enrollment as confirmed on corporate or organizational letterhead.
- ▶ evidence that student (or parent/legal guardian if dependent) has an immediate relative (i.e., parent or child) who is currently living in Florida and who has resided in this state for the previous 12 months.
- ▶ student (or parent/legal guardian if dependent) has purchased a home in Florida as primary residence (evidenced by a homestead exemption) prior to initial enrollment.
- ▶ student (or parent/legal guardian if dependent) has received a military discharge and established residency in Florida prior to initial enrollment.
- ▶ student (or parent/legal guardian if dependent) received social service benefits (e.g., disability) from the State of Florida during the previous 12 months.
- ▶ student (or parent/legal guardian if dependent) lost their house or other domicile in another state due to severe natural disaster or crisis resulting in a state of emergency (e.g., hurricane or earthquake) that occurred prior to initial enrollment.

Students who are seeking reclassification should contact the Registrar's Office for information at least one year in advance to their intent to be a Florida resident.



**DAYLIGHT SAVINGS TIME
ENDS SUNDAY,
OCTOBER 29, 2006**

SPRING 2007 REGISTRATION

	TERM A 1/8 - 5/4	TERM B 1/8 - 2/23	TERM C 3/5 - 4/27
ACADEMIC DATES & DEADLINES			
Advance Registration for currently enrolled degree-seeking students by current classification	11/13 - 11/19		
Open Registration for currently enrolled, new transfer, or readmitted degree students (new undergraduate students should contact the Office of Student Transition for orientation/registration dates), and non-degree students registering for graduate or non-Pensacola campus courses	11/20 - 12/10	11/20 - 12/10	11/20 - 2/18
Regular Registration (non-degree and all other categories)	12/11 - 1/7	12/11 - 1/7	2/19 - 3/5
Registration for senior citizens with waivers	1/5 - 1/12	1/5 - 1/12	3/2 - 3/9
Late Registration (\$50 late registration fee)	1/8 - 1/12	1/8 - 1/12	3/5 - 3/9
Registration for state employees with waivers	1/8 - 1/12	1/8 - 1/12	3/5 - 3/9
Drop/Add Period	1/8 - 1/12	1/8 - 1/12	3/5 - 3/9
First Day of Classes	1/8	1/8	3/5

The *Registration Schedule and Procedures* document will be available on the Registrar’s homepage in October.

UWF REINSTATEMENT POLICY

If students have not paid fees by the end of the designated purge date, their registrations will be deleted. The Cashier’s Office does not accept partial payment for tuition. Purge occurs *approximately* at the end of the 5th week for Term A and at the end of the second week of classes for Terms B and C (see table below). Notification of impending purge is sent to those affected students via email prior to the actual purge. When a student is purged 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.

Faculty should review their class rosters after the 5th 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. Students may not attend classes (including use of instructional space, facilities, designated library services, and equipment) for which they have not paid fees or from which they have withdrawn. Faculty should inform those purged students that they are no longer officially registered in the course, and that they should not be attending class. Students should 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.

All reinstatements must be filed in writing on the “Fee Appeal” form and approved through the appeals process. Appeals will be approved only for documented, extenuating circumstances beyond a student’s control. Blank “Fee Appeal” forms and related instructions can be printed on ARGUS. Completed “Fee Appeal” forms and supporting documentation should be turned in to the Registrar’s Office for processing.

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.

Fall 2006 Purge Dates

Term A – 9/29/06
Term B – 9/8/06
Term C – 11/1/06

ACADEMIC CALENDAR 2006/2007	Fall 2006 TERM A 8/28 - 12/15	Spring 2007 TERM A 1/8 - 5/4	Summer 2007 TERM A 5/14 - 8/10
ACADEMIC DATES & DEADLINES			
Advance Registration for currently enrolled degree-seeking students by current classification	4/3 - 4/9	11/13 - 11/19	4/2 - 4/8
Open Registration for currently enrolled, new transfer, or readmitted degree students (new undergraduate students should contact the Office of Student Transition for orientation/registration dates)	4/10 - 8/6	11/20 - 12/10	4/9 - 4/22
Regular Registration (non-degree and all other categories)	8/7 - 8/27	12/11 - 1/7	4/23 - 5/13
Registration for senior citizens with waivers	8/25 - 9/1	1/5 - 1/12	5/11 - 5/18
Late Registration (\$50 late registration fee)	8/28 - 9/1	1/8 - 1/12	5/14 - 5/18
Registration for state employees with waivers	8/28 - 9/1	1/8 - 1/12	5/14 - 5/18
Drop/Add Period	8/28 - 9/1	1/8 - 1/12	5/14 - 5/18
First Day of Classes	8/28	1/8	5/14
Letter grade to pass-fail or audit deadline	9/1	1/12	5/18
Graduation application deadline (including A.A. and completion of minor)	Spring 2007 - 9/1/2006	Summer 2007 - 1/12/2007	Fall 2007 - 5/18/2007
Withdrawal deadline from all courses for term with partial refund; automatic grade of "WR"	9/27	2/7	6/13
Withdrawal deadline from individual course or all courses for term; automatic grade of "W" (no individual course withdrawals after this date)	11/9	3/21	7/13
Audit to letter grade deadline	11/9	3/21	7/13
Pass-fail to letter grade deadline	11/9	3/21	7/13
Submission deadline for doctoral dissertation binding forms to college dean	11/17	3/23	7/13
Withdrawal deadline from all courses for term; "W" or "WF" at instructor's discretion	12/8	4/27	8/10
Grade Forgiveness form deadline	12/8	4/27	8/10
Removal of "I" (incomplete grade) deadline from previous semesters	12/8	4/27	8/10
Deadweek	12/4 - 12/8	4/23 - 4/27	8/2 - 8/10
Last Day of Classes	12/8	4/27	8/10
Final Examinations	12/11 - 12/15	4/30 - 5/4	scheduled by instructor
Submission deadline for master's thesis binding forms to college dean	12/15	5/4	8/10
Commencement	12/16	5/5	N/A
Semester grades due at 9:00 a.m.	12/19	5/8	8/14
OTHER IMPORTANT DATES & DEADLINES			
International student admission deadline	6/1	10/2	3/1
U.S. Graduate student admission deadline	6/1	10/2	3/1
U.S. Undergraduate student admission deadline	6/30	11/1	4/1
Readmission and non-degree student deadline	8/21	1/2	5/7
Deadline for qualification and submission of all documentation to change residency status	8/21	1/2	5/7
Fees due (\$100 late charge if fees not paid by this date)/Last day to receive full refund of fees	9/1	1/12	5/18
Registration for CLAST	9/8	1/19	5/4
CLAST administered	10/7	2/17	6/2
Tuition loan payment balance due	10/20	3/2	6/29
Veterans Affairs deferment payments due	10/27	3/16	7/12
Short term loans due	11/17	4/2	7/20
HOLIDAYS (classes suspended)	Labor Day – 9/4/2006 Veterans' Day – 11/10/2006		
	Thanksgiving Holidays – 11/23 thru 11/24/2006 Martin Luther King's Birthday – 1/15/2007		
	Spring Vacation -- 3/19-23/2007 Memorial Day – 5/28/2007 Independence Day – 7/4/2007		

SCNS - STATEWIDE COURSE NUMBERING SYSTEM

The following courses have been processed and confirmed by the Statewide Course Numbering System (SCNS) by a CCR or Expedited Process. The modifications, deletions and new course numbers will be in effect starting Fall 2006.

NEW COURSES		
Course Number	Title	Cr Hr
CET 3135L	Microcontroller Laboratory	1
EVR 4823	Environmental Impact Assessment	3
EVR 5824	Environmental Impact Assessment	3
MCB 4401	Marine Biotechnology	3
MCB5402	Marine Biotechnology	3
PEM 1162	Latin Cardio Groove	3
PEM 1165	Hula Fitness I	3
PEM 2114	Cycle Fitness	3
PET 3104	Sport Facility and Event Management	3
PET 5701	Systematic Observation in Sport and PE	3
PET 5702	Advanced Management of Physical Education Programs	3
PET 5708	Curriculum & Instruction in Physical Education	3
PET 5709	Advanced Curriculum in Physical Education	3
PET 6010	Profession Issues in Physical Education	3
PET 6706	Analysis of Research on Teaching in PE	3
PET 6707	Research on Physical Education/Teacher Education	3
POS 3624	Individual Rights and Privileges	3
PUP 3008	Analyzing Political Issues	3
REL 4493	Science, Religion, and Nature	3
FIN 4514	Security Analysis and Portfolio Management	3

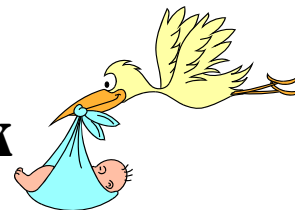
COURSE MODIFICATIONS		
Course Number	Title	Cr Hr
ART 4800C	Professional Seminar I	1
ART 4890C	Professional Seminar II	1
ART 4941C	Professional Seminar III	1

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 State Course Numbering System. The effective date of change is Fall 2007.

Current Course		New Number
ACG 4652	Auditing	ACG 4651
DAA 3380	Jazz Dance Performance	DAA 3586
DAA 4106	Advanced Modern Dance	DAA 4108
DAN 1755	Fitness Tap Dance I	DAA 1520
DAN 3754	Dance Fitness	DAN 3744
ECP 4114	Economic Demography and Aging Markets	ECP 4160
ECP 4403	Industrial Economics	ECP 4413
ECP 5118	Economic Demography and Aging Markets	ECP 5162
<i>Effective Fall 2006:</i>		
FIN 4514	International Investment Planning	FIN 4604

RECRUITING & ADMITTING THE NEWEST KIDS ON THE BLOCK



Record Freshman Class Boosts Enrollment

With close to 1,000 freshmen enrolling in the Fall 2006 Semester, this year's freshman class is UWF's largest ever. UWF's overall enrollment is also on the upswing with close to 10,000 students registering for classes this fall.

New Student Recruitment

Our travel season to recruit new freshmen and transfer students for next year has officially begun. Starting this month, Admissions Staff will be visiting high schools and attending college fairs in Florida, Alabama, Georgia, Louisiana, Virginia, and New York. Admissions Staff will also be visiting junior colleges in Florida as well as Alabama. For information on new student recruitment, please call Andrew Telatovich at extension 2225.

Spring 2007 Application Deadlines

The published deadline for accepting undergraduate applications for Spring 2007 is November 1. Applications received after this date will still be accepted, but meeting the November 1 deadline helps ensure that an applicant's file can be processed for their intended semester. The graduate application deadline for Spring 2007 for most programs is October 1. The one exception to this deadline is the graduate Psychology program which does not accept applications for the spring term. Admission requirement inquiries should be directed to extension 2230.

November Open House

The Office of Admissions will be hosting the first Open House Program of the academic year on Saturday, November 18. UWF faculty, staff, and students are invited to take part in welcoming prospective students and their families to campus by answering questions about your department or organization. Those wishing to participate should contact Luke van Blaricom at extension 2165.



SASS SPEAKS...

SASS Team Contacts:			
Bob Shaw	bshaw@uwf.edu	3311
Kat Irion	kirion@uwf.edu	2024
Linda Kelley	lkelly@uwf.edu	2228
Drew Carden	dcarden@uwf.edu	2853

WOW!! 462 and Counting

There are 462 CCR's currently being processed on campus for inclusion in the 2007-2008 Catalog. Of these, 84 involve program changes. The majority of the CCRs are currently being reviewed by the appropriate college councils. This is more than double the number last year. The deans have until October 6 to forward those to the Academic Council.

During the review process you may receive inquiries and requests for information from the various reviewers. Since you are unable to update CCRs once they begin the review process, please include either Linda Kelley (lkelly@uwf.edu) or me on email responses that require changes to the CCR. Accuracy of the CCR information is essential since it is forwarded to the Statewide Common Numbering System (SCNS) and displayed on their web site <http://scns.fldoe.org>. This information is the basis of catalog copy, other course on-line course information, and the SASS audit. Contacts: Linda Kelley or Bob Shaw

National Student Exchange (NSE)

The SASS Office has recently assumed responsibility for this program. The program provides your students an excellent opportunity to study in other parts of the nation. This year we have 8

students at UWF from other institutions and 11 students from UWF on other campuses. Linda Johnson (lljohnso@uwf.edu or 474-2241) and her team in the Registrar's Office still play a major role in the NSE.

We will soon begin marketing the program for students interested in exchanging for academic year 2007-2008. Further information and application forms are at <http://uwf.edu/nse/>. Changes include a requirement for a recommendation from the chairperson of the student's major. This will ensure selection of a school that offers appropriate courses. Contacts: Bob Shaw or Linda Kelley

SASS Audits for Masters Programs

SASS audits are now available for all masters programs except Curriculum and Instruction. (Kat Irion is doing the coding and testing of these audits this semester.) Notification of masters students parallels that of undergraduates, e.g., prospective grads are emailed a request to check their audits at the beginning of the semester and students who do not have bannered audits are notified twice during the semester. Please contact us if you have questions about the audits. Contacts: Kat Irion or Bob Shaw

Material and Supply Fees

Requests to add, delete, or change the Material and Supply Fee associated with a course must be **submitted by the chairperson to the respective dean's office no later than November 1** for approval and forwarding to the

SASS Office. These requests must be approved by the President and Board of Trustees. Therefore, Material and Supply Fees may not be associated with x990 courses. Additional information is available at <http://uwf.edu/sass/materials/input.htm>. Contacts: Linda Kelley or Bob Shaw

SASS Changes and Tips

Several weeks ago we added an explanation at the top of the audit to better explain the RG, NT, and LT grade codes and which one counts in the credit hour totals. The proposed change was discussed with students and the statement was based on their feedback. We recognize that this change increases the length of the audit. We would appreciate feedback from you and your students as to whether the additional statements are providing the intended assistance.

Coding, rather than course numbers, is used to determine whether a course meets the General Studies, Gordon Rule, and Multicultural Requirements. This coding is taken from the UWF course file for our courses or is placed on an individual transfer course by Admissions. Questions concerning General Studies should be directed to the University Advising Center.

Data are exchanged between the CICS Student Record System and SASS on Tuesday and Friday evenings. During some peak periods, we will do this more frequently. The date of the last update is at the top of the audit. Contacts: Kat Irion or Bob Shaw