

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Each institution must annually provide to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (Family Educational Rights and Privacy Act or "FERPA"), and under The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). This information is posted on the University's website at the locations specified below. Paper copies are available upon request. If you desire a paper copy, please advise the contact listed in the relevant section below.

Contact Information for Assistance in Obtaining Institutional or Financial Aid Information

If you are not able to locate the institutional or financial aid information that you need from the websites or contact information set forth below, you may contact the following person for assistance:

Ms. Betsy Bowers
Associate Vice President, Internal Auditing
bbowers@uwf.edu
850/474-2637

Student Financial Aid Information

Please see the website noted below for information concerning the following:

- all the need-based and non-need-based federal, state, local, private, and institutional student financial assistance programs available to students who enroll in the institution;
- terms and conditions of Title IV, HEA loans;
- criteria for selecting recipients and for determining amount of award;
- eligibility requirements and procedures for applying for aid;
- methods and frequency of disbursements of aid;
- rights and responsibilities of students receiving Title IV, HEA student; financial aid, including criteria for continued student eligibility and standards for satisfactory academic progress;
- terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans;

- a statement that enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment in the home institution for purposes of applying for federal student financial aid;
- general conditions and terms applicable to employment provided as part of financial aid package; and
- the exit counseling information the institution provides and collects.

<http://uwf.edu/finaid/>

<http://uwf.edu/finaid/consumerinfo.cfm#1>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Financial Aid
850-474-2400
finaid@uwf.edu

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

You are advised that a conviction for any offense, during a period of enrollment for which a student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance.

For more information, including requirements for regaining eligibility, please see the following:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/aideligibility.jsp>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Financial Aid
850-474-2400
finaid@uwf.edu

PRIVACY OF STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The University of West Florida annually provides a notice to all enrolled students concerning the following:

- the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education;
- procedures for reviewing education records and requesting amendment of the records; and
- if applicable, information about the institution's policy regarding disclosures to school officials with a legitimate educational interest in the education records.

The University has designated the following as directory information:

- Name, address, telephone number, dates of attendance and e-mail address;
- Most recent previous institution attended, major field of study, awards, honors (includes Deans' list), degrees conferred (including dates);
- Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), dates and place of birth;
- Commencement program (name and degree at time of graduation); and
- News releases at time of graduation.

The following information is presented concerning the student's right to refuse to allow any or all such information about the student to be released and the time period the student has for notifying the institution in writing:

<http://uwf.edu/registrar/ferpaParents.cfm>

<http://uwf.edu/registrar/ferpaStudents.cfm>

The form for the request to prevent disclosure of directory information can be found at:

<http://uwf.edu/registrar/privacy.wd.1105.pdf>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

University Registrar

adziadon@uwf.edu

850/857-6248

Consumer Information on College Navigator Website

The federal Department of Education is required to post 26 items on the College Navigator website for each institution, including a link to the institution's website that provides information concerning the following:

- student activities offered by the institution;
- services offered by the institution for individuals with disabilities;
- career and placement services offered to students during and after enrollment; and
- policies of the institution related to transfer of credit from other institutions.

You can access this information at the following location:

<http://nces.ed.gov/collegenavigator/?q=university+of+west+florida&s=all&id=138354>

Facilities and Services Available to Students with Disabilities

Information about facilities and services available to students with disabilities, including students with intellectual disabilities (as defined in 34 CFR 668.231) can be found at the following locations:

<http://uwf.edu/sdrc/>

<http://uwf.edu/adacompliance/>

<http://uwf.edu/sdrc/index.cfm>

<http://uwf.edu/deanofstudents/ombudsperson.cfm>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following person for assistance:

Director
ADA Compliance Office
cspowell@uwf.edu
850/857-6080

Student Body Diversity

Information concerning student body diversity is set forth at the location described below, including the percentage of enrolled, full-time students who:

- are male;
- are female;

- are a self-identified member of a major racial or ethnic group

<http://upic.uwf.edu/OIR/Enrollment/main.cfm?TopicID=41&SubTopicID=8>

<http://upic.uwf.edu/OIR/Enrollment/main.cfm?TopicID=41&>

Information concerning the percentage of enrolled, full-time students who receive a Federal Pell Grant is available at:

<http://uwf.edu/finaid/consumerinfo.cfm#1>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of Institutional Research
850/474-3424

Price of Attendance

Information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for particular programs is set forth below:

<http://uwf.edu/catalog/tuition.cfm>

<http://uwf.edu/finaid/>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Financial Aid
850-474-2400
finaid@uwf.edu

Net Price Calculator

A net price calculator allows students to calculate an estimated net price of attendance based on what similar students paid in the previous year. The estimates generated by the calculator do not represent a final determination, or actual award, of financial assistance or a final net price; they are only estimates based on price of attendance and financial aid provided to students in a given year. The estimates are not binding; they are provided for information and assistance. A net price calculator can be found at the following location:

<http://uwf.edu/finaid/consumerinfo.cfm#npc>

If you need further information, you may contact the University's Financial Aid Office at:

Financial Aid
850/474-2400
finaid@uwf.edu

Refund Policy, Requirements for Withdrawal and Return of Title IV Financial Aid

Information concerning the following is set forth at the location described below:

- the University's refund policy;
- requirements and procedures for official withdrawal; and
- requirements for return of Title IV, HEA grant or loan aid.

<http://uwf.edu/finaid/refund.cfm>

<http://uwf.edu/financial/studentaccounts.cfm>

The University's policy regarding fee appeals is available at:

<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=1103>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Financial Services
850-474-3038, 850-474-3110
stuacct@uwf.edu, cashier@uwf.edu

Textbook Information

Information concerning the course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed, to the extent the information is available, is set forth at the location described below:

<http://www.bkstr.com/Home/10001-10759-1?demoKey=a>

The University's regulation concerning textbook adoption is set forth at the following location:

<http://uwf.edu/trustees/procedures/documents/UWFREG%203.040%20Textbook%20Adoption.pdf>

If you need further information, you may contact the University Bookstore at:

University Bookstore
850-474-2150

Academic Programs (Educational Programs, Instructional Facilities, and Faculty)

Information concerning the University's academic programs is set forth at the locations described below:

- current degree programs and other educational and training programs:

<http://uwf.edu/catalog/>

<http://uwf.edu/catalog/deg.cfm#1>

<http://uwf.edu/catalog/graddeg.cfm>

<http://uwf.augusoft.net/index.cfm?fuseaction=1010>

- faculty and other instructional personnel (follow links for relevant department; links for faculty and instructional personnel will appear on department pages):

<http://uwf.edu/academic/deanschairs.cfm>

- information concerning instructional, laboratory, and other physical facilities that relate to the academic program may be obtained from the relevant department.
- any plans by the institution for improving the academic program:

<http://uwf.edu/academic/programs/programs.cfm>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of the Provost
850/474-2035

Transfer of Credit Policies and Articulation Agreements

Information concerning the University's policies regarding the transfer of credit earned at another higher education institution, is set forth at the location described below, including:

- any established criteria the institution uses:

<http://uwf.edu/admissions/examcredit.cfm>

http://uwf.edu/trustees/procedures/documents/UWFREG3.001UndergradAdmandArt_000.pdf

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of Admissions
850/474-2230

- a list of institutions with which the institution has established an articulation agreement can be obtained from:

Office of the Provost
850/474-2035

Institutional and Program Accreditation, Approval, or Licensure

The names of associations, agencies, or governmental bodies that accredit, approve, or license the University and its programs and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing is set forth at the location described below:

<http://uwf.edu/accreditation/>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of the Provost
850/474-2035

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

Information concerning copyright infringement policies and sanctions is set forth at the location described below, including

- a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
- a summary of the penalties for violation of federal copyright laws; and
- the University's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in [illegal downloading or] unauthorized distribution of copyrighted materials using the institution's information technology system.

<http://uwf.edu/generalcounsel/HEOA/UWF%20Annual%20Disclosure.pdf>

For additional information, see the following:

<http://uwf.edu/GeneralCounsel/heoa.cfm>

http://library.uwf.edu/eli2/new_tutorials/module_copyright/explanation.shtml

<http://www.copyright.gov/circs/circ55.pdf>

<http://www.copyright.gov/circs/circ61.pdf>

<http://www.copyright.gov/title17/index.html>

<http://www.copyright.gov/fls/fl109.html>

<http://library.uwf.edu/Research/OnlineTutorials/Copyright/>

<http://uwf.edu/ResNet/Policy/AUP/>

<http://uwf.edu/infosecurity/internal/EResponsibilities/erindex.cfm>

<http://www.uwf.edu/sahls/courses/phc6994/its-labs.html>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of General Counsel
850/474-3420

Teacher Preparation Program Report

The University's annual report is set forth at the location described below, including

- goals– information about whether goals have been met, activities implemented to achieve goals, and steps taken to improve performance in meeting goals;
- assurances – description of activities the institution has implemented to meet assurances;
- pass rates and scaled scores for the most recent year for which information is available on assessments used by the state for teacher certification or licensure that have been taken by students who are enrolled in the teacher preparation program and students who have completed the program during the prior 2 years;
- program information– admission criteria; enrollment disaggregated by race, ethnicity, and gender; average number of hours of supervised clinical experience; number of full-time-equivalent faculty and students in the supervised clinical experience; total number of students who have been certified or licensed as teachers, disaggregated by subject and area of certification or licensure;
- statement of approval or accreditation of program (if required by the state);
- whether the state has designated the program as low-performing;
- description of activities that prepare teachers to effectively use technology in instruction and to collect, manage, and analyze data; and
- description of activities that prepare teachers to teach effectively students with disabilities and students who have limited English proficiency.

For the “Institution Report Card,” a summary of the Title II report, please see:

<http://uwf.edu/education/accreditation.cfm>

For information concerning University of West Florida programs approved by the Florida Department of Education:

<http://www.fldoe.org/profdev/teachprep/university/universitywestflorida.pdf>

For teacher education program information:

<http://uwf.edu/education/>

For University of West Florida NCATE information:

<http://uwf.edu/accreditation/teachered.cfm>

<http://uwf.edu/education/ncate/>

For additional information, please see:

<http://www.flbog.org/about/cod/asa/teachered.php>

<http://uwf.edu/academic/sus/>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

College of Professional Studies Dean's Office
850/474-2769

Drug and Alcohol Abuse Prevention Program

Information concerning the University's efforts to prevent drug and alcohol abuse is set forth at the location described below, including:

- the University's standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;
- description of applicable legal sanctions under state, local, and federal law
- description of health risks;
- description of available counseling, treatment, rehabilitation, or re-entry programs;
- a clear statement that the University will impose sanctions for violation of standards of conduct and a description of the sanctions;
- information concerning the effectiveness of the programs;
- information concerning the number of drug and alcohol-related violations and fatalities, if any; and
- number and type of sanctions that are imposed.

<http://uwf.edu/drugfreecampus/>

<http://uwf.edu/cws/wellness/alcohol/index.cfm>

<http://uwf.edu/cws/wellness/alcohol/resources/resources.cfm>

<http://uwf.edu/ohr/internal/forms/formsbySection/Employment/Acknowledge/Drug%20Free%20Campus%20Brochure.pdf>

<http://uwf.edu/uwfpolice/SafetyReport.pdf>

<http://uwf.edu/uwfpolice/dailycrimelog.xls>

<http://uwf.edu/osrr/documents/BOTApprovedStudentCodeofConduct-2010edition.pdf>

<https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=951>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Dean of Students Office
850/474-2384

Vaccinations Policy

The University's policies regarding vaccinations are described at the location set forth below:

<http://uwf.edu/healthcenter/immunizations.cfm>

<http://uwf.edu/orientation/ImportantInformation/Immunizations.cfm>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Dean of Students Office
850/474-2384

Security Report (Including Emergency Response and Evacuation Procedures), Timely Warnings and Crime Log

The University's Security Report (Clery Act Report), and related information is available at the location described below. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by UWF; and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters:

<http://uwf.edu/uwfpolice/SafetyReport.pdf>

http://uwf.edu/admissions/applynow/clery_act.cfm

<http://uwf.edu/uwfpolice/campussafety.cfm>

<http://uwf.edu/uwfpolice/livingoncampus.cfm>

<http://uwf.edu/uwfpolice/dailycrimelog.xls>

<http://uwf.edu/uwfpolice/SafetyReport.pdf>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Police Department
850/474-2415

The University's Emergency Response and Evacuation plan and related information is available at the location described below:

<http://uwfemergency.org/>

For additional information you may contact the following:

Environmental Health and Safety
850/474-2525

Security Report - Missing Person Notification Policy

The Security Report includes a statement of the University's policy regarding missing student notification procedures for students who reside in on-campus student housing facilities at page 13 of the location described below:

<http://uwf.edu/uwfpolice/SafetyReport.pdf>

The University's policy regarding missing student notification is set forth at the location described below:

<https://nautical.uwf.edu/Data/data.cfm?pub=517>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Dean of Students Office
850/474-2384

Fire Safety Report and Fire Log

The University's annual fire safety report and fire log is set forth in the Annual Security and Fire Safety Report. It is posted at the following location:

<http://uwf.edu/uwfpolice/SafetyReport.pdf>

The University's daily fire log is posted at the following location:

<http://uwf.edu/uwfpolice/dailyfirelog.xlsx>

For additional information regarding fire safety, please see the following:

<http://uwf.edu/uwfpolice/firesafety.cfm>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Police Department
850/474-2415

Information for Crime Victims about Disciplinary Proceedings

The University will, upon written request, disclose to the alleged victim, of any crime of violence, or a nonforcible sex offense, or, if applicable, the alleged victim's next of kin, the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If you wish to request this information, please contact the following:

Office of General Counsel
850/474-3420
gcfrontdesk@uwf.edu

Retention Rate

Information regarding retention rates of certificate or degree-seeking, first-time, undergraduate students [as reported to IPEDS] is shown at the following location:

<http://nces.ed.gov/collegenavigator/?q=university+of+west+florida&s=all&id=138354#retgrad>

For first to second year retention rates, please see the following:

<http://nces.ed.gov/collegenavigator/?q=university+of+west+florida&s=all&id=138354#retgrad>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of Institutional Research
850/474-3424

Completion/Graduation and Transfer-out Rates

The completion or graduation rates and transfer-out rates of certificate- or degree-seeking, first-time, fulltime, undergraduate students of the University of West Florida are forth at the location described below:

<http://nces.ed.gov/collegenavigator/?q=university+of+west+florida&s=all&id=138354#retgrad>

For additional information, please see the following, including completion or graduation rates disaggregated by gender; major racial and ethnic subgroup:

<http://nces.ed.gov/collegenavigator/?q=university+of+west+florida&s=all&id=138354#retgrad>

The above information disaggregated as to recipients of a Federal Pell Grant; recipients of a subsidized Stafford Loan who did not receive a Pell Grant; and students who did not receive either a Pell Grant or a subsidized Stafford Loan is not yet available.

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Office of Institutional Research
850/474-3424

Completion/Graduation Rates for Students Receiving Athletically Related Student Aid

The graduation rates of students receiving athletically related student aid are set forth at the location described below:

Graduation rates:

http://web1.ncaa.org/app_data/inst2008Div2/11740.pdf

http://web1.ncaa.org/app_data/nH8einst2009Div2/11740.pdf

Transfer-out rates are not currently available for this category.

Placement in Employment

Information regarding the placement in employment of, and types of employment obtained by, graduates of the University's degree or certificate programs is not presently available but is being developed.

Job Placement Rates

The University of West Florida does not presently advertise job placement rates as a means of recruiting students to enroll.

Types of Graduate and Professional Education in Which the Institution's Graduates Enrolled

Information regarding the types of graduate and professional education in which graduates of the University's four year degree programs enrolled is not presently available but is being developed.

Intercollegiate Athletic Program Participation Rates and Financial Support Data

Information concerning the University's intercollegiate athletic program is set forth at the location described below.

<http://uwf.edu/studentaffairs/assessment/ath.cfm>

<http://goargos.athleticsite.net/other/2009%20EADA%20Report.pdf>

If you are not able to locate the information that you need from the websites set forth above, you may contact the following for assistance:

Assessment and Technology
850/474-7337

Voter Registration Forms

You may download a voter registration form at the location described below:

<http://uwf.edu/registrar/>

<http://election.dos.state.fl.us/pdf/webappform.pdf>

State Grant Assistance

Information concerning availability and eligibility for grant assistance from State sources is set forth at the location described below:

<http://www.uwf.edu/finaid/index.cfm>

Student Loan Information Published by Dept. of Education

Information published by the Department of Education about rights and responsibilities of students and institutions under Title IV, HEA loan programs is set forth at the location described below:

<http://www.uwf.edu/finaid/index.cfm>

National Student Loan Data System (NSLDS)

Students are advised that if they or their parents enter into Title IV, HEA loan, the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

<http://www.uwf.edu/finaid/index.cfm>

Entrance Counseling for Student Loan Borrowers

The University provides to each first-time borrower of a FFELP or a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. Information regarding entrance counseling is set forth at the location described below:

<http://uwf.edu/finaid/2009-2010/Award%20Letter%2009-10%20Direct%20Loan%20Information.pdf>

If you need further information, you may contact the University's Financial Aid Office at:

Financial Aid
850-474-2400
finaid@uwf.edu

Exit Counseling for Student Loan Borrowers

The University provides counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs (other than consolidated or Parent PLUS loans) shortly before the student borrower ceases at least half-time study at the institution. For further information, see the location described below:

<http://uwf.edu/finaid/loans.cfm>

<https://studentloans.gov/myDirectLoan/index.action>

If you need further information, you may contact the University's Financial Aid Office at:

Financial Aid

850-474-2400

finaid@uwf.edu

Private Education Loan Disclosures

The University does not presently provide information regarding private education loans.

Code of Conduct for Education Loans

The University's Code of Conduct regarding education loans is set forth at the location described below:

<https://nautical.uwf.edu/Data/data.cfm?pub=529>

Preferred Lender Lists

The University does not maintain a Preferred Lender List.