

**University of West Florida Regulation  
UWF/REG-3.001 Admission Standards for First Time in College Student Applicants**

I. General Provisions.

- A) Admission decisions to the University of West Florida (“UWF” or “University”) are made by the University subject to the regulations of the Florida Board of Governors (“BOG”).
- B) For the purposes of this regulation, “First Time In College” (“FTIC”) students are defined as students who have earned a standard high school diploma from a regionally accredited high school or its equivalent and who have earned fewer than 12 semester hours of transferable college credit, as defined in UWF/REG 3.032(12), since graduating from high school, as evaluated by the University of West Florida.
- C) Undergraduate admission decisions for FTIC students are determined on a selective basis within curricular, space, enrollment and fiscal limitations. Satisfaction of minimum admission requirements does not guarantee acceptance. The selection process may include, but is not limited to, such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, academic recommendations, personal recommendations and achievements. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success while enrolled at UWF. Admission to UWF as a FTIC student affords an applicant the ability to enroll as a degree-seeking candidate in pursuit of a baccalaureate degree.
- D) UWF does not discriminate in the admission process based upon age, color, disability, gender (sex or gender identity), marital status, national origin, race, religion, sexual orientation, or veteran status.

II. First Time In College Student Admission.

The minimum admission requirements expected of FTIC students are established by the Florida Board of Governors and are set forth in BOG Regulation 6.002. Satisfaction of the BOG minimum requirements does not automatically guarantee admission to the University of West Florida. The BOG minimum admission standards require:

- A) A standard diploma from a regionally accredited high school or its equivalent. Applicants with a General Educational Development (“GED”) certificate or credential must refer to subparagraph (C, 3). Applicants participating in a home education or other non-traditional high school program must refer to subparagraph (C, 4). (Students admitted under the Early Admission Program are exempted from this requirement.)
  - 1) For students who entered high school on July 7, 2007, or later, completion of 18 academic units of college-preparatory, year-long courses or equivalents (normally offered in grades nine through 12) are required as follows:

- a) four (4) units of English – three of which must have included substantial writing requirements;
  - b) four (4) units of mathematics – at the algebra I level and above;
  - c) three (3) units of natural science – two of which must have included substantial laboratory requirements;
  - d) three (3) units of social science – history, civics, political science, economics, sociology, psychology or geography;
  - e) two (2) units of the same foreign language or American Sign Language demonstrating proficiency through the second level; and
  - f) two (2) additional academic elective units from among these five academic areas and other courses approved by the BOG.
- 2) For students who entered high school prior to July 7, 2007, completion of 18 academic units of college-preparatory, year-long courses or equivalents (normally offered in grades nine through 12) are required as follows:
- a) four (4) units of English- three of which must have included substantial writing requirements;
  - b) three (3) units of mathematics- at the algebra I level and above;
  - c) three (3) units of natural science- two of which must have included substantial laboratory requirements;
  - d) three (3) units of social science – history, civics, political science, economics, sociology, psychology or geography;
  - e) two (2) units of the same foreign language or American Sign Language demonstrating proficiency through the second level; and
  - f) three (3) additional academic elective units from among these five academic areas and other courses approved by the BOG.
- B) An official SAT Reasoning score (writing included) or ACT Plus Writing score; and
- C) High school grades that meet either subparagraph 1 or 2:
- 1) At least a “B” average (3.0 on a 4.0 scale) as computed by UWF; or
  - 2) At least a 2.5 to 2.9 grade point average (on a 4.0 scale) as computed by UWF and the following test scores:
    - a) SAT – Critical Reading  $\geq 460$ ; **or** ACT – Reading  $\geq 19$
    - b) SAT – Mathematics  $\geq 460$ ; **or** ACT – Mathematics  $\geq 19$
    - c) SAT – Writing  $\geq 440$ ; **or** ACT – English/Writing  $\geq 18$
    - d) For applicants with a GED diploma, the following is required:
      - i) Proof of completion of the GED, including GED test scores
      - ii) Official transcripts of any partial high school completion

- iii) Total score of at least 1450 on the SAT Reasoning Test (critical reading, math, and writing) or a total score of at least a 21 on the ACT Plus Writing Test in addition to the requirements listed above
  - e) For applicants that are participating in a home education program or other non-traditional high school program, the following is required:
    - i) Documentation verifying the applicant meets all requirements for high school graduation
    - ii) Official transcript from home education or non-traditional high school program
    - ii) Total score of at least a 1450 on the SAT Reasoning Test (critical reading, math, and writing) or a total score of at least a 21 on the ACT Plus Writing Test in addition to the requirements listed above
- D) FTIC student applicants who do not meet the minimum admissions criteria may be considered for admission to the University of West Florida. Such applicants will be evaluated for admission on an individual basis. The evaluation will include the review of factors, such as, but not limited to, a combination of test scores and GPA that indicate potential for success, improvement in high school record, family educational background, socioeconomic status, graduation from a low performing high school, graduating from an International Baccalaureate program, geographic location, military service, special talents or abilities, or other special circumstances that contribute to a diverse student body.
- E) The University of West Florida accepts Talented Twenty applicants in accordance with Board of Governors Regulation 6.002(2)(c).
- F) Enrollment Limitations.
 

The admission of FTIC students to UWF shall be in accordance with the University's mission and goals and shall comply with any enrollment limitations established by the BOG or the University.
- G) Limited Access Programs.
 

In addition to the requirements for admission set forth in paragraph two (2) above, applicants seeking admission to limited access programs must meet specific departmental requirements as published in the Undergraduate Catalog. Applicants to a limited access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the limited access program from the department.
- H) Restricted Access Programs.

Some academic programs require a portfolio review, audition, or some element of pre-qualification prior to admission to the program. Explanations of these requirements are published in the Undergraduate Catalog by program. Applicants to a restricted access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the restricted program from the department.

- III. General Application Processing for First Time In College Student Applicants.
- A) A complete application for admission, including all required documentation and the non-refundable application fee, must be submitted by all students except those who were previously enrolled at UWF in a degree program.
  - B) Applications for admission are accepted as early as 12 months before the requested term of entry. Complete applications must be submitted before the published application deadline date for the term desired. UWF reserves the right to return the application and application fee when the application is received after the published deadline or after any enrollment limit is reached for the requested term of entry. UWF also reserves the right to accept applications for admission after the deadline on a space-available basis.
  - C) Applications for admission are evaluated using a comprehensive review in the Office of Undergraduate Admission. All decisions are communicated in a letter issued to the applicant by the Office of Undergraduate Admissions within 7 to 10 business days of the day the decision is made.
  - D) Admission to UWF is granted for a specific term and to a specific academic program. Students whose major is undeclared at the time of application will be assigned “undecided” as their academic program choice. The specific term of entry and the academic program to which the student is admitted are both stated in the decision letter.
  - E) All official transcripts, test scores, and other credentials must be received directly from the issuing institution or agency. Standardized test scores (SAT, ACT, TOEFL, CPT, PERT) must be received directly from the respective testing sources center in order to be considered official. It is the applicant’s responsibility to request official copies of all required credentials and to assure their receipt by UWF. All documents and credentials submitted become the property of UWF. The originals will not be returned to applicants nor forwarded to a third party.
  - F) UWF reserves the right to request validation of an applicant’s test scores (SAT, ACT, TOEFL, CPT, or PERT) prior to making an admission decision if deemed necessary.
  - G) A final high school transcript showing the graduation date must be submitted as soon as issued to confirm the candidate’s eligibility to enroll. UWF reserves the right to rescind an applicant’s or student’s admission to the University if his or her final transcript demonstrates that he or she no longer meets the standards for admission.

- H) An application which contains false, fraudulent or incomplete statements may result in denial of admission, denial of further registration, and/or revocation of degree(s) awarded.
- I) The University shall evaluate an applicant's previous conduct to determine whether offering the applicant admission is in the best interest of the University. Applicants with a record of previous misconduct at an educational institution or criminal conduct will be evaluated during the admission process in accordance with UWF Regulation 3.003.

#### IV. Reasons for Denial and Appeal

First time in college student applicants denied admission may request the University's reasons for the denial. The request must be made by the applicant in writing to the Office of Undergraduate Admission and the reasons will be provided in writing.

First time in college student applicants may appeal the denial in writing to the Office of Undergraduate Admission. This request must contain reasons why reconsideration is warranted and should highlight extenuating circumstances and/or appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for success at UWF. Student-initiated appeals are heard by the Undergraduate Admission Appeals Committee.

#### V. Other Admission Information

- A) In accordance with BOG Regulation 6.001(9), and the UWF policy governing immunization requirements, once accepted for admission, each student must submit a signed medical history form and must provide documentation of appropriate immunization.
- B) Applicants may request to change their term of entry to a different term. The newly desired term of entry must be within one academic year of the originally requested term of entry provided there is no alternative enrollment at another college or university in the interim. For example, an applicant for the fall 2010 term could change the term of entry to the spring 2011 term or the summer 2011 term but not the fall 2011 term, where one academic year would have elapsed from the original term of entry.
  - 1) Applicants wishing to change their entry term must submit a Semester Change Request Form. The form must be received before the published application deadline for the newly desired term.
  - 2) A new application and application fee is required for applicants who accumulate additional academic coursework between the original term of entry and the desired term of entry.

- 3) A new application and fee is required for applicants who wish to be considered for admission for a term that begins more than 12 months after the originally requested term of entry.
  - 4) Applicants who request to change their term of entry will be re-evaluated for admission using the admissions requirements and selection criteria in effect for the new term requested.
  - 5) Those changing terms of entry who apply to a limited access or restricted program will have their application re-evaluated within the context of the subsequent applicant pool.
- C) Applications and documents submitted by those applicants who are either denied or who do not enroll are retained as inactive files for one year only and are then destroyed.
- D) UWF will provide reasonable substitution of admission requirements for an applicant as long as the absence of the requirement would not constitute a fundamental alteration in the nature of the program of study to which the applicant sought admission, and the applicant establishes:
- 1) that he or she is disabled as defined in BOG Regulation 6.018, and
  - 2) that his or her inability to meet the admission requirement is related to the disability.

## VI. Dual Enrollment.

Requirements for permission to participate in the Dual Enrollment Program are outlined in the articulation agreements between UWF and the respective school district.

- A) Early Admission is a type of dual enrollment reserved for high school students entering their senior year. Early Admission will be evaluated on a case by case basis and requirements will vary from county to county. To be considered for early admission, students must have completed their junior year of high school and meet all requirements (including, but not limited to ACT/SAT scores) outlined in the articulation agreement between UWF and the respective school district. If such requirements are not outlined in the articulation agreement, students seeking early admission must have a minimum total score of at least a 1450 on the SAT Reasoning Test (or for students seeking entrance for Spring 2017 forward, a concordance score on the new rSAT) or a minimum total score of at least a 21 on the ACT Plus Writing Test and a letter of recommendation from their high school principal to be considered Registration for the Fall semester following the students' initial entrance semester, will be contingent upon receiving proof of high school graduation. Writing scores on the ACT or SAT will not be required for Spring 2017 and beyond.

*Authority: Board of Governors Regulation 6.001. History-New 10/1/75, Formerly 6C6-3.01, Amended 5/20/87, 3/1/88, Converted to UWF/REG 3.001-7/21/05, amended 7/5/11, 11/15/13, 10/22/14, 01/13/2016.*