

University of West Florida Regulation

UWF/REG-3.001 Undergraduate Admissions and Articulation.

(1) Admission of Freshmen and Sophomores – Admission is on a selective basis. Applications must be received no later than thirty days prior to the beginning date of the term; those received after that date will be considered on a space available basis.

(a) Requirements for Admission/Freshmen – Students must meet criteria established by the Board of Regents for the State University System. Specific criteria for freshmen are:

1. A diploma from a Florida public or regionally accredited high school; a regionally accredited out-of-state high school, or if foreign, its equivalent; or a state approved high school equivalency examination.

2. Scores from the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or from the American College Test (ACT).

(b) Freshmen Eligibility – Freshmen are eligible for admission in one of three ways:

1. A student who has a satisfactory high school record, with a “B” average (3.0 on a 4.0 scale) in required high school academic units normally offered in grades 9 through 12 and who submits other appropriate evidence that he/she can be expected to attain successful academic progress in the university is academically eligible for admission. Additional weight will be assigned to grades in Honors/Advanced Placement courses for admissions purposes. Total number of required academic units is 19. Specific unit requirements are: four units of English, three of which must have included substantial writing requirements; three units of Mathematics at the Algebra I and above level; three units of Natural Science, two of which must have included substantial laboratory requirements; three units of Social Science, i.e., history, civics, political science, economics, sociology, psychology, or geography; two units of Foreign Language with both credits in the same language; and four additional academic electives from the above five subject areas/courses recommended by the Florida Association of School Administrators, or other groups, and recommended by the Articulation Committee, and approved by the Department of Education and the Board.

2. Students applying for admission who have less than a “B” average in the required academic units described above must present a combination of high school GPA and entry level test scores equivalent to 2.5 on a 4.0 scale in the required academic units, and 900 on combined verbal and quantitative parts of the Scholastic Aptitude Test or a composite score of 19 on the American College Test. Academic eligibility for admission will be determined according to the following Admissions Scale. If the High School GPA in the required academic courses equals any entry in Column I, the SAT/ACT scores must equal or exceed the corresponding entry in Column II.

Column I	Column II
2.0	1,050/24
2.1	1,020/23
2.2	990/22
2.3	960/21
2.4	930/20
2.5	900/19
2.6	890/19
2.7	880/18
2.8	870/18
2.9	860/18

3. Students applying for admission who do not meet these requirements may be admitted if, in the judgment of the University Admissions Committee, it is determined from appropriate evidence the student can be expected to do successful academic work.

(c) Requirements for Admission/Sophomore – Applicants must meet the requirements for freshmen as outlined; must have completed a comparable freshman program with a grade point average of at least 2.0 on a 4.0 scale; and must be in good standing and eligible to return to the last institution attended without academic probation or suspension.

1. Curriculum Requirements (General Education).

a. Students accepted and credited with fewer than 45 semester hours are required to complete the lower division core curriculum.

b. Students credited with 45 or more semester hours must complete the transfer general education requirements outlined in paragraph five (5).

(d) Requirements for Admission/Juniors and Seniors – Students must qualify under one of the following:

1. Hold the Associate of Arts degree from a Florida public community college. Applications from students who have attended another college after receipt of the A.A. degree will be processed as Transfer Students as outlined in paragraph 3. below.

2. Hold the Associate of Science degree from a Florida public community college with a minimum of 36 semester hours of specified general education courses included in the community college program.

3. Transfer with a minimum of 60 semester hours of acceptable college-level course work including a minimum of 36 semester hours of specified general education courses. Applicants may be admitted with deficiencies in general education courses but should present a minimum of 24 semester hours in required courses. Any deficiencies in general education must be completed prior to graduation from The University of West Florida.

(2) Academic Standing – To be considered for admission all applicants must:

(a) Have maintained an overall average of at least a 2.0 on a 4.0 scale on all college work attempted including all grades for repeated courses.

(b) Be in good standing and eligible to return without academic or disciplinary probation to the college-level institution last attended.

(3) Required Documents – All applicants must submit the following:

(a) Application for admission with the non-refundable \$15 application fee.

(b) Completed and notarized residence affidavit and supporting documents as required by Section 240.1201, F.S., if entitled to Florida fees.

(c) Official transcripts from each high school, ACT or SAT scores (if freshman or sophomore applicant), and transcripts from each college or university previously attended. These and other documents such as CLEP scores, DD-295 or DD-214 (when military credit is requested) must be requested in writing by the applicant to be mailed directly to Director of Admissions from the institution/organization concerned. Evaluation of military credits must be requested at the time of original application for degree status.

(4) Students From Non-Accredited Institutions – Students from non-accredited institutions may be considered for admission upon submission of satisfactory scores from the General Examinations of the College-Level Examination Program. Information about this examination may be obtained by writing the College-Level Examination Program, Box 1821, Princeton, New Jersey 08540. Students may also be admitted by the University Admissions Committee to validate work from non-accredited institutions. To validate such work, the student must earn a grade point average of at least 2.00 on the first thirty semester hours attempted at The University of West Florida.

(5) Students Admitted With Deficiencies – Students entering with deficiencies in the general education areas must complete such deficiencies prior to graduation. Every student must have completed 36 semester hours of general education courses evenly divided among: English-Humanities; Social Science-History; Science-Mathematics. In the English-Humanities area, at least two courses must be English composition. These courses must meet the requirements of Rule 6A-10.030, F.A.C. In the science-mathematics area, two courses must be in mathematics at the level of college algebra or above. Applicants holding the Associate of Arts degree from a Florida public institution will have completed all general education requirements. Courses may be selected from:

Social Science-History Science-Mathematics English-Humanities History Mathematics English Composition
Sociology Chemistry Art-nonperforming Geography-social or cultural Physics Music-nonperforming
Psychology Biology Drama-nonperforming Government Zoology Literature Economics Botany Philosophy
Political Science Biological Science Religion (individual course Anthropology Physical Science evaluation)
Social Sciences Geology Logic Astronomy Foreign Languages

Earth Science Speech (to include voice, Physical Geography diction, and phonetics) Statistics

(6) Upper Division Students – Upper-division students must document at least 60 semester hours of acceptable college-level credits for consideration.

(7) University Admissions Committee – Students admitted by special consideration of the University Admissions Committee may be placed on probation.

(a) Appeals – The University Admissions Committee shall meet as necessary to review marginal cases and to consider appeals of admissions decisions by applicants.

(b) Procedure – Appeal shall be initiated by a letter of request addressed to The University Admissions Committee.

(c) Appeal of Committee decisions shall be addressed to the Vice President for Academic Affairs.

(8) Credit from Non-Traditional Sources – A combined total of 60 semester hours of which not more than 20 semester hours may be upper-level credit may be accepted for transfer.

(a) Categories and maximum acceptable limits are:

Military Service Schools 30 semester hours

USAFI/DANTES Credit 30 semester hours

Civilian Non-Traditional Credit 30 semester hours

Correspondence/Extension Credit 20 semester hours
College Level Examination Program 30 semester hours
Advanced Placement Program 30 semester hours
International Baccalaureate Program 30 semester hours
Departmental Proficiency Examination 30 semester hours
Proficiency Examination Program 30 semester hours

(b) Acceptability of Credit – Acceptability of credit from all other sources will be determined by the Director of Admissions.

(9) Recency of Credit – Credits which are more than 10 years old may be reviewed and re-evaluated for use toward degree requirements at The University of West Florida.

(10) Level of Transferred Courses – Courses are acceptable for transfer at the level e.g., junior, senior, etc., at which the course was classified by the institution granting the credit.

(11) Choice of Catalog – A student has a choice of meeting the requirements of the catalog in effect at the time of (1) admission to the University; (2) declaration of a major; or (3) his/her graduation. A student who changes majors has a choice of meeting the requirements of the catalog in effect at the time of (1) said change of major; or (2) his/her graduation. A student who is readmitted to the University after more than one year of non-enrollment has a choice of meeting the requirements of the catalog in effect at the time of (1) readmission; or (2) his/her graduation. The use of a combination of catalogs to fulfill degree requirements is not permitted.

(12) Optional Requirements.

(a) A student holding an Associate of Arts degree with certification of the completion of general education requirements from a Florida public junior or community college may elect to complete the degree requirements of The University of West Florida which were in effect at the time the student first entered the junior/community college as a degree-seeking student. The transcript of the student granted this option must demonstrate that a four-year plan was made by the inclusion of the proper lower-level courses.

(b) A Florida public junior/community college graduate who does not enter the University within three years of the date of initial enrollment in the junior/community college as a degree-seeking student forfeits the option to pursue degree requirements which were in effect before the initial term of that student's enrollment at the University.

(13) Minimum Grade Required for Transfer Credit.

(a) Students with an Associate of Arts degree transferring to The University of West Florida directly from a Florida public junior or community college which awarded the degree will receive credit for courses completed with a grade of "D" or higher.

(b) Students transferring to The University of West Florida without an Associate of Arts degree, but with an overall grade-point average of 2.0 or higher, will receive credit for all freshman and sophomore courses completed with a grade of "D" or higher. No credit will be allowed for junior or senior level courses completed with a grade of "D".

(c) Students accepted for admission with a grade-point average lower than 2.0 by the University Admissions Committee will have courses in which they received a grade of "D" reviewed by this committee. Recommendation concerning the amount of credit to be awarded for courses in which a grade of "D" was received will be made to the chairperson of the department in which the student enrolls. No credit will be allowed for junior or senior level courses completed with a grade of "D".

(14) Provisional Admission – The University may, on a provisional basis, admit a student who, through no fault of his own, has been unable to complete the required admission documents. Only those students who indicate eligibility (based on information submitted by the student) for admission will be accepted provisionally; students must provide all required documents before the deadline, four weeks after the first day of classes of the student's first semester, or be denied further registration as a degree-seeking student.

(15) Required Summer Attendance – All students entering a university in the State University System of Florida with fewer than 60 semester hours of credit will be required to earn at least 9 semester hours of credit prior to graduation by attendance at one or more summer terms in a State University System Institution.

(16) State Assessment Requirements – Prior to receiving an associate of arts or a baccalaureate degree, a student must present passing scores on all four subtests of the College Level Academic Skills Test (CLAST). A student who graduated with the associate of arts degree from a Florida public community/junior college prior to September 1, 1982 is exempt from this requirement. A student who has a specific learning disability such that he cannot demonstrate successful completion of one or more sections of the CLAST and who is achieving in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may appeal through the appropriate dean to the CLAST Appeals Committee for consideration. The Committee will, after examining the student's academic and medical records and hearing relevant testimony,

grant or deny a waiver for one or more sections of the CLAST. In addition to the CLAST, applicants must complete twelve (12) semester hours of English coursework and six (6) semester hours of mathematics coursework at the level of college algebra or higher, as required by the State Board of Education in Rule 6A-10.030, F.A.C. Students must complete these requirements before earning the baccalaureate degree. Students will not be advanced to upper division status until these assessment requirements are met.

(17) Quota Limited Access Programs.

(a) An undergraduate student who is admitted to The University of West Florida and who wishes to major in special education must present a cumulative grade point average of at least 2.5 on course work completed prior to admission to the University. Students who do not have a 2.5 cumulative grade point average upon admission to the University may request a change of major to the special education program after completing at least 10 semester hours in another major and attaining a grade point average of at least 2.5 on this course work. The request for a change of major will be evaluated by a committee of the department of special education.

(b) Admissions requirements for the B. S. degree program in medical technology include an overall GPA of 2.5 or better; satisfactory completion of lower division prerequisite courses to include general chemistry I & II, organic chemistry I & II, botany, zoology, anatomy and physiology (strongly recommended), and college algebra or equivalents; satisfactory completion of junior level prerequisite courses to include genetics, biochemistry I, pathophysiology, general microbiology, applied microbiology, immunology, hematology, and two non-science electives or equivalents; and completion of the application process to include completion of an application form, a letter of interest, three (3) letters of recommendation, all transcripts, a NAACLS approved transcript evaluation, and a personal interview. Applications must be submitted by February 1; admission decisions are announced April 1.

(18) Cancellation of Admission – Students are admitted to the University only for the term for which they apply. Students who do not enroll in the term for which they have been admitted lose their admission status and must notify the Director of Admissions to change their admission applications for a later term. They will be considered under the policies in effect at that time. Admission is not automatic. If a student has attended another collegiate institution prior to updating the application, the student must provide an official transcript of all course work completed.

Specific Authority 240.1201, 240.227(1), 240.233 FS. Law Implemented 240.1201, 240.115, 240.227(1), (8), 240.233 FS.

History—New 10-1-75, Formerly 6C6-3.01, Amended 5-20-87, 3-1-88.

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