



Board of Trustees
UNIVERSITY of WEST FLORIDA

**Student Affairs Committee Meeting
Thursday, May 21, 2026
Zoom Webinar**

Members: Chair Chris Roney, Eli Schatz, Gordon “Flash” Sprague

Agenda

- I. Call to Order**
- II. Roll Call**
- III. Greeting**
- IV. Public Comment**
- V. Approval of Minutes**
 - a. [November 13, 2025](#): Committee Meeting Minutes
- VI. New Business**
 - a. Action Item
 - i. [STU-1](#): Amendment to UWF Regulation-3.042, Admission of International Students
- VII. Good of the Order**
- VIII. Adjournment**

Student Affairs Committee
November 13, 2025
Zoom
Minutes

Table of Contents

Committee Meeting 1

 I. Call to Order 1

 II. Roll Call 1

 III. Greeting..... 2

 IV. Public Comment 2

 V. Approval of Minutes..... 2

 VI. New Business..... 3

 A. Action Items 3

 1. STU-1: Revisions to UWF Reg. 3.010, Student Code of Conduct 3

 2. STU-2: Endorsement of SUS Statement of Free Expression..... 3

 VII. Good of the Order 3

 VIII. Adjournment 3

Committee Meeting

9:37 a.m.

The public was provided with information to join this virtual public meeting on the UWF Board of Trustees website.

I. Call to Order

A. The meeting of the UWF Board of Trustees Student Affairs Committee was called to order at 9:37 a.m. by Committee Chair Zack Smith.

II. Roll Call

A. Chair Smith asked Anna Lochas to conduct roll call. Trustees Zack Smith, Paul Bailey, and Trista Bennett were in attendance.

B. Other Trustees in attendance included:

1. Trustees Dick Baker, Edward Fleming, Adam Kissel, Rebecca Matthews, Rachel Moya, Heather Riddell, Ashley Ross, Alonzie Scott, and Chris Young.

C. Others in attendance included:

Manny Diaz, Jr., Interim President; Jaromy Kuhl, Senior Vice President and Provost; Clifford Humphrey, Chief of Staff and Vice President of Strategic Initiatives; Tori Bennett, Interim Vice President of University Advancement; Betsy Bowers, Vice President of Finance and Administration; Dan Lucas, Interim Vice President of Finance and Administration; Mary Anderson, Interim Vice President and Dean of Students for Academic Engagement and Student Affairs; Dave Scott, Associate Vice President for Athletics; Jamie Sprague, Senior Associate VP, Human Resources; Julie Sheppard, Interim General Counsel; Cass Boatwright, Assistant Vice President and Chief Operating Officer; Anamarie Mixson, Assistant Vice President for the Office of the President; Alex Smith, Director of External Affairs; David Bryant, Chief Audit Executive; Matt Packard, Chief Compliance Officer; Dallas Snider, Vice Provost; Jeffrey Djerlek, Senior Associate Vice President and Controller; James Adams, Executive Director, Business & Auxiliary Services; Patrice Moorer, Assistant Vice President, Office of Academic Advocacy and Graduation Success; Angela Bryan, Director of Institutional Effectiveness; Katie Condon, Assistant Vice President, Enrollment Affairs; Mohamed Khabou, Dean of Hal Marcus College of Science and Engineering; Anna Lochas, Director of Events; and Kristie Johnson, Board of Trustees Liaison.

III. Greeting

- A. Chair Smith welcomed everyone to the meeting and noted that the Student Affairs Committee had two action items on the agenda.

IV. Public Comment

- A. Chair Smith opened the floor for public comment. Anna Lochas identified that there were two members of the public that registered to give comments.
 1. Ms. Domani Turner-Ward commented on agenda item STU-2: Endorsement of SUS Statement of Free Expression.
 2. The second member of the public registered to comment was not present.

V. Approval of Minutes

- A. Chair Smith reminded the committee members that they had been given the opportunity ahead of time to review the minutes of the February 13, 2025 Student Affairs Committee Meeting. Chair Smith asked for a motion

to approve the minutes as presented if there were no changes or corrections.

1. Motion by: Trustee Bailey
2. Seconded by: Trustee Bennett
3. Motion passed unanimously.

VI. New Business

A. Action Items

1. STU-1: Revisions to UWF Reg. 3.010, Student Code of Conduct
 - a. Dr. Mary Anderson, Interim Vice President & Dean of Students, presented STU-1: Revisions to UWF Reg. 3.010, Student Code of Conduct.
 - b. Chair Smith asked for a motion to approve revisions to UWF Regulation-3.010 Student Code of Conduct as presented.
 - i. Motion by: Trustee Bennett
 - ii. Seconded by: Trustee Bailey
 - iii. Discussion: Trustees Kissel, Scott, Bennett, and Riddell commented.
 - iv. Motion passed unanimously.
2. STU-2: Endorsement of SUS Statement of Free Expression
 - a. Dr. Mary Anderson presented STU-2: Endorsement of SUS Statement of Free Expression.
 - b. Chair Smith asked for a motion to endorse the State University System of Florida Free Expression Statement as presented.
 - i. Motion by: Trustee Bailey
 - ii. Seconded by: Trustee Bennett
 - iii. Discussion: Trustees Kissel, Bennett, Scott commented. Dr. Anderson responded.
 - iv. Motion passed unanimously.

VII. Good of the Order

- A. Chair Smith identified that all agenda items had been discussed. Chair Smith asked if the committee members had any additional business to discuss. No other business was discussed.

VIII. Adjournment

9:57 a.m.

- A. Chair Smith thanked those in attendance for their participation. With no other business to discuss, Chair Smith adjourned the meeting at 9:57 a.m.

**Board of Trustees
Student Affairs Committee Meeting
May 21, 2026**

Amendment to UWF Regulation-3.042, Admission of International Students

Recommended Action:

Approve revisions to UWF REG-3.042, Admission of International Students.

Background Information:

The proposed revisions to UWF REG-3.042 update the University's requirements for the admission and enrollment of international students to ensure alignment with current federal regulations, Florida Board of Governors regulations, and institutional policies.

Key updates include:

- Revising the regulation title to include "and Enrollment."
- Updating nondiscrimination language to align with federal and state protected class standards.
- Specifying that application and admission requirements are published in the UWF Catalog.
- Clarifying admission requirements, including recognition of an institution's accrediting agency and acceptance of the CLT.
- Enhancing and clarifying enrollment requirements for F-1 and J-1 students to align with BOG Regulation 6.009.

These revisions improve clarity, ensure regulatory compliance, strengthen institutional processes, and support effective recruitment and enrollment of international students.

Implementation Plan:

If approved by the Committee, the regulation will be advanced to the full Board of Trustees for consideration at the June 18, 2026 meeting. Upon approval by the full Board, the updated regulation will take effect immediately thereafter.

Fiscal Implications:

No direct fiscal impact. The revisions support operational efficiency and compliance but do not require additional funding.

Relevant Authority:

UWF Regulations 3.001, 3.002, 3.003, 3.004, 3.032

Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, 6.009

8 CFR 214.2(f)(8)(i)

22 CFR 62.10(a)

Supports Strategic Direction(s):

1.2 Student recruitment and retention programming aligned with the University's strategic enrollment plan.

Documents:

1. UWF/REG – 3.042, Admission and Enrollment of International Students with proposed revisions.
2. UWF/REG – 3.042, Admission and Enrollment of International Students amended.

Prepared by:

Dr. Mary Anderson, Vice President, Division of Student Affairs, manderson1@uwf.edu

Presenter:

Dr. Mary Anderson, Vice President, Division of Student Affairs



Number: UWF/REG-3.042
Title: Admission and Enrollment of International Students
Responsible
Department: Office of International Affairs

I. General Statement:

Admission of International Students to the University of West Florida (“UWF” or “University”) is governed by UWF Regulations 3.001, 3.002, 3.003, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009; and the requirements herein.

UWF does not discriminate ~~in the admission process based upon age, color, disability, gender sex (sex or gender identity), marital status, national origin, race, or religion, sexual orientation, or veteran status against any applicant based upon protected classes under federal and state law.~~

This regulation outlines minimum eligibility requirements for International Students seeking admission to ~~a degree program at UWF. International Students enrolled as non-degree seeking students are not subject to this regulation; however, International Students seeking admission at the graduate level will be required to submit evidence of English proficiency as described in Section III below.~~

II. International Students

For purposes of this regulation, applicants to UWF will be considered “International Students” if they are not United States citizens and they require a student visa to remain in the United States. Applicants who are permanent residents of the United States are not considered International Students. International Students are obligated to follow the laws and regulations set by the United States, including the Department of Homeland Security and the Department of State.

III. Application and Admission Requirements

The admission requirements stated in the Board of Governors and UWF regulations are minimum requirements. Satisfaction of minimum requirements does not guarantee admission into the University. The requirements, as referenced below and listed in the UWF Catalog, stated below are subject to revision as regulations or standardized testing score ranges may be revised; the required score is in accordance with the regulations and any revisions thereto as of the date of application. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.

Applicants must meet the following criteria and submit the required documentation to receive consideration for admission to the University:

- A. An applicant whose native language is not English must provide evidence of English language proficiency. The English requirement (proficiency in written and spoken English) may be fulfilled by establishing one of the following:
1. That the student is from a country where English is the official language;
 2. That the student's prior associate's, bachelor's, master's, or doctoral degree was earned from an institution whose accrediting agency is recognized by the United States Department of Education~~regionally accredited college or university in the United States~~;
 3. That the student's prior bachelor's, master's, or doctoral degree was earned from a country where English is the official language, or from a university at which English is the official language of instruction;
 4. That the student achieved a qualifying score on the ACT, SAT, and/or CLT relevant sections~~and SAT relevant sections~~. Acceptable minimum score requirements can be found in the UWF catalog. (This option applies to undergraduate applicants only.);
 5. That the student successfully completed the University of West Florida's Intensive English Program ("IEP") and received a letter of recommendation for admission from an IEP Administrator;
 6. That the student achieved a minimum qualifying score on an accepted English proficiency exam. All accepted exams and score requirements can be found in the UWF catalog.
 7. That International Students seeking enrollment at UWF under the J-1 Exchange Visitor Visa program must possess sufficient proficiency in the English language, which must be verified by the UWF Office of International Affairs, via signed documentation from an academic institution, pursuant to 22 CFR Sec. 62.10(a).

Required scores, where applicable, are posted in the UWF Catalog for undergraduate students at <http://uwf.edu/undergradintl admissions> and for graduate students at <http://uwf.edu/gradintl admissions>.

- B. Graduate applicants must possess an earned bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education, or a comparable degree from an international institution with a minimum institutional grade point average (GPA) of 3.0 on a 4-point scale or a 3.0 on a 4-point scale on the last 60 hours of coursework in the baccalaureate degree.

- C. Applicants must submit transcripts evidencing all prior academic course work including post-secondary education. Transcripts that are not in English must be accompanied by a certified English translation. Transcripts from educational institutions outside the United States must be accompanied by an official credential evaluation – specifically a course-by-course evaluation for undergraduate applicants – whether completed by an approved credentialing agency or internally by UWF staff deemed qualified to evaluate credentials. (All academic credentials become property of the University and will not be returned or forwarded to a third party.) The University requires an official copy of all academic credentials.
- D. Applicants must submit a non-refundable application fee payable in U.S. Dollars.
- E. Applicants will not be considered for admission until the University has received all required materials. International Student applications, along with all other records required for admission must be received by the program deadline or university application deadline, whichever is earlier, unless the deadline is waived by the University in writing. Applicants who have provided all required materials and who meet all admission requirements except the English proficiency requirement may be considered for Conditional Admission to the University. Applicants who receive a Conditional Admission letter who desire to attend UWF must enroll in the Intensive English Program at UWF. If such students seek to enroll in a degree program, they must meet the requirements set forth in Section III. A above.
- F. In addition to the admission requirements herein, International Students must meet the following requirements to enroll at the University of West Florida or Register for classes:
1. ~~Applicants—Admitted International Students~~ must comply with University Immunization Policy SA-12.06 complete, sign, and submit a Mandatory Immunization Health History form in accordance with University Policy AC-28, Health Requirements for International Applicants, as it may be amended.
 2. F-1 and J-1 ~~applicants-admitted International Students~~ must provide proof of medical insurance that complies with the requirement of University policy, AC-06, Medical Insurance Coverage for F-1 and J-1 Visa Status Medical Insurance Requirements Holders and F-2 and J-2 Dependents and Spouses Requirements, as it may be amended. Insurance coverage must meet minimum standards established by BOG Regulation 6.009(2) as implemented through University Policy AC-06.
 3. F-1 and J-1 ~~applicants-admitted International Students~~ must follow the financial documentation process provided by ~~the~~ Office of International Affairs before the Certificate of Eligibility (Form I-20 or DS-2019) will be issued by the University. Applicants-Admitted students will be required to show adequate funding resources to provide for their support while studying. ~~Funding resources must be verified by the student's or sponsor's bank by submitting a Certification of Financial Resources—~~

~~Form with approval by a financial institution.~~ The total funds available to the student for the first academic year (or semester if J-1) must at least equal the total estimate of institutional costs and living expenses, including tuition, fees, books, room and board required health insurance, and other living expenses while enrolled at the University.

4. For transfer students: F-1 ~~applicants~~ admitted International Students currently attending another US institution in F-1 visa status, must verify their eligibility to transfer to UWF in F-1 status with the institution that holds the applicant's SEVIS record. F-1 students must transfer in accordance with 8 CFR 214.2(f)(8)(i).

Effective Date: [date]

Authority: UWF Regulations 3.001, 3.002, 3.003, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009

History: Created 3/25/2011; amended 1/13/2015, 12/10/2020, 5/18/2023,
and ~~[date]~~ 4/21/2026

Last review: ~~February~~ April 2026 ~~[date]~~



Number: UWF/REG-3.042
Title: Admission and Enrollment of International Students
Responsible
Department: Office of International Affairs

I. General Statement:

Admission of International Students to the University of West Florida (“UWF” or “University”) is governed by UWF Regulations 3.001, 3.002, 3.003, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009; and the requirements herein.

UWF does not discriminate against any applicant based upon protected classes under federal and state law.

This regulation outlines minimum eligibility requirements for International Students seeking admission to UWF.

II. International Students

For purposes of this regulation, applicants to UWF will be considered “International Students” if they are not United States citizens and they require a student visa to remain in the United States. Applicants who are permanent residents of the United States are not considered International Students. International Students are obligated to follow the laws and regulations set by the United States, including the Department of Homeland Security and the Department of State.

III. Application and Admission Requirements

The admission requirements stated in the Board of Governors and UWF regulations are minimum requirements. Satisfaction of minimum requirements does not guarantee admission into the University. The requirements, as referenced below and listed in the UWF Catalog, are subject to revision as regulations or standardized testing score ranges may be revised; the required score is in accordance with the regulations and any revisions thereto as of the date of application. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success.

Applicants must meet the following criteria and submit the required documentation to receive consideration for admission to the University:

- A. An applicant whose native language is not English must provide evidence of English language proficiency. The English requirement (proficiency in written and spoken English) may be fulfilled by establishing one of the following:
1. That the student is from a country where English is the official language;
 2. That the student's prior associate's, bachelor's, master's, or doctoral degree was earned from an institution whose accrediting agency is recognized by the United States Department of Education.
 3. That the student's prior bachelor's, master's, or doctoral degree was earned from a country where English is the official language, or from a university at which English is the official language of instruction;
 4. That the student achieved a qualifying score on the ACT, SAT, or CLT relevant sections. Acceptable minimum score requirements can be found in the UWF catalog. (This option applies to undergraduate applicants only.);
 5. That the student successfully completed the University of West Florida's Intensive English Program ("IEP") and received a letter of recommendation for admission from an IEP Administrator;
 6. That the student achieved a minimum qualifying score on an accepted English proficiency exam. All accepted exams and score requirements can be found in the UWF catalog.
 7. That International Students seeking enrollment at UWF under the J-1 Exchange Visitor Visa program must possess sufficient proficiency in the English language, which must be verified by the UWF Office of International Affairs, via signed documentation from an academic institution, pursuant to 22 CFR Sec. 62.10(a).

Required scores, where applicable, are posted in the UWF Catalog for undergraduate students at <http://uwf.edu/undergradintl admissions> and for graduate students at <http://uwf.edu/gradintl admissions>.

- B. Graduate applicants must possess an earned bachelor's degree from a post-secondary institution accredited by an agency recognized by the United States Department of Education, or a comparable degree from an international institution with a minimum institutional grade point average (GPA) of 3.0 on a 4-point scale or a 3.0 on a 4-point scale on the last 60 hours of coursework in the baccalaureate degree.

- C. Applicants must submit transcripts evidencing all prior academic course work including post-secondary education. Transcripts that are not in English must be accompanied by a certified English translation. Transcripts from educational institutions outside the United States must be accompanied by an official credential evaluation – specifically a course-by-course evaluation for undergraduate applicants – whether completed by an approved credentialing agency or internally by UWF staff deemed qualified to evaluate credentials. (All academic credentials become property of the University and will not be returned or forwarded to a third party.) The University requires an official copy of all academic credentials.
- D. Applicants must submit a non-refundable application fee payable in U.S. Dollars.
- E. Applicants will not be considered for admission until the University has received all required materials. International Student applications, along with all other records required for admission must be received by the program deadline or university application deadline, whichever is earlier, unless the deadline is waived by the University in writing. Applicants who have provided all required materials and who meet all admission requirements except the English proficiency requirement may be considered for Conditional Admission to the University. Applicants who receive a Conditional Admission letter who desire to attend UWF must enroll in the Intensive English Program at UWF. If such students seek to enroll in a degree program, they must meet the requirements set forth in Section III. A above.
- F. In addition to the admission requirements herein, International Students must meet the following requirements to enroll at the University of West Florida or Register for classes:
 - 1. Admitted International Students must comply with University Immunization Policy SA-12.06, as it may be amended.
 - 2. F-1 and J-1 admitted International Students must provide proof of medical insurance that complies with the requirement of University policy, AC-06, Medical Insurance Coverage for F-1 and J-1 Visa Status Medical Insurance Requirements, as it may be amended. Insurance coverage must meet minimum standards established by BOG Regulation 6.009(2) as implemented through University Policy AC-06.
 - 3. F-1 and J-1 admitted International Students must follow the financial documentation process provided by the Office of International Affairs before the Certificate of Eligibility (Form I-20 or DS-2019) will be issued by the University. Admitted students will be required to show adequate funding resources to provide for their support while studying.

The total funds available to the student for the first academic year (or semester if J-1) must at least equal the total estimate of institutional costs and living expenses, including tuition, fees, books, room and board required health insurance, and other living expenses while enrolled at the University.

4. For transfer students: F-1 admitted International Students currently attending another US institution in F-1 visa status, must verify their eligibility to transfer to UWF in F-1 status with the institution that holds the applicant's SEVIS record. F-1 students must transfer in accordance with 8 CFR 214.2(f)(8)(i).

Effective Date: [date]

Authority: UWF Regulations 3.001, 3.002, 3.003, 3.004, and 3.032; Florida Board of Governors Regulations 6.001, 6.002, 6.003, 6.004, and 6.009

History: Created 3/25/2011; amended 1/13/2015, 12/10/2020, 5/18/2023, and 4/21/2026

Last review: April 2026