



Number: UWF/REG-3.001
Title: Admission Standards for First Time in College Student Applicants
Responsible
Department: Office of Undergraduate Admissions

I. General Statement:

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”).

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.

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. Definitions

“First Time in College” (“FTIC”) students are defined as students who have earned a standard high school diploma from a Florida public or regionally accredited high school or its equivalent and who have earned fewer than 12 semester hours of transferable college credit since receiving a standard high school diploma or its equivalent, as evaluated by UWF.

III. First Time in College Student Admission

- A. The minimum requirements to be considered for admission at UWF 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 UWF. The BOG minimum admission standards require:

1. A standard diploma from a Florida public or regionally accredited high school or its equivalent. Applicants with a General Education Development (“GED”) certificate or credential must refer to subparagraph (5) of this section. Applicants participating in a home education or other non-traditional high school program must refer to subparagraph (6) of this section. (Students admitted under the Early Admission Program or the Associates in Arts High School Student admission option are exempted from this requirement.)
 - a. For students who entered high school on July 1, 2007 or later, completion of 18 academic credits of college-preparatory, year-long courses or equivalents (normally offered in grades nine through twelve) are required as follows:
 - i. Four (4) credits of English/Language Arts – three of which must have included substantial writing requirements;
 - ii. Four (4) credits of Mathematics – at the Algebra I level and above;
 - iii. Three (3) credits of Natural Science – two of which must have included substantial laboratory requirements;
 - iv. Three (3) credits of Social Science – to include anthropology, history, civics, political science, economics, sociology, psychology and/or geography;
 - v. Two (2) credits of the same Foreign Language or American Sign Language demonstrating proficiency through the second level; and
 - vi. Two (2) additional academic credits - in any combination of courses listed in the Department of Education Course Code Directory
 - (a) Two credits from among Level II courses listed in the Department of Education Course Code Directory in English/Language Arts, Mathematics, Natural Science, Social Science, Foreign Language, Fine Arts; Level III courses listed in the Directory in any academic or career and technical education credited discipline; or Dual Enrollment courses for which both high school and postsecondary academic credits are not granted; OR
 - (b) One credit from (vi.)(a.) above and one credit from grade nine or above in ROTC/Military Training, or an equivalent course in any discipline as determined by the Articulation Coordinating Committee.
 - b. Students who entered high school before July 1, 2007 are required to have the credits listed above; however, they are only required to take three credits in the required mathematics. This adjustment then allows for three additional credits (instead of two), including Level III courses in any discipline.

2. An official SAT score or ACT score; and
 3. High school grade point average (GPA) of at least a 2.50 on a 4.00 scale as calculated by UWF.
 4. Meet the requirements for college level placement as outlined in Board of Governors Regulation 6.008.
 5. For applicants with a GED diploma, the following is required:
 - a. Proof of completion of the GED, including GED test scores;
 - b. Official transcripts of any partial high school completion; and
 - c. ACT and/or SAT results showcasing at least 1450 on the SAT Reasoning Test (all three portions), an overall combined test score of 1060 on the 2016 Redesigned SAT, or a minimum composite score of 21 on the ACT.
 6. For applicants that are participating in a home education program or other non-traditional high school program, the following is required:
 - a. Documentation verifying the applicant meets all requirements in order to receive a standard high school diploma or its equivalent
 - b. Official transcript from home education or non-traditional high school program (all units must be listed in Carnegie Units). A student whose high school educational program is not measured in Carnegie Units must present a combined test score of at least 1450 on the SAT Reasoning Test (all three portions), an overall combined test score of 1060 on the 2016 Redesigned SAT, or a minimum composite score of 21 on the ACT.
- B. FTIC student applicants who do not meet the minimum admissions criteria may be considered for admission to UWF. 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.
- C. UWF accepts Talented Twenty applicants in accordance with Board of Governors Regulation 6.002(2)(c). A student must be eligible for college-level work per Board of Governors Regulation 6.008 in order to be eligible for Talented Twenty consideration.

- D. 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.
- E. Specialized Admissions Programs. In addition to the requirements for admission set forth in paragraph two (2) above, applicants seeking admission to specialized admissions programs must meet specific departmental requirements as published in the Undergraduate Catalog. Some academic program requirements may include items such as a portfolio review, audition, or some element of prequalification prior to admission to the program. Applicants to a specialized admissions program will receive a decision for general admission to UWF from the Office of Undergraduate Admission and will receive a separate decision for admission to the specialized program from the department.

IV. 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. All decisions are communicated in a letter issued to the applicant by the Office of Undergraduate Admissions.
- 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 (e.g., SAT, ACT, TOEFL, CPT, PERT, etc.) must be received directly from the respective testing agency 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 (e.g., SAT, ACT, TOEFL, CPT, PERT, etc.) 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 their final transcript demonstrates that they no longer meet 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, Admission of Applicants with Records of Criminal Conduct or of Misconduct at Educational Institutions, as it may be amended.

V. 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.

VI. Other Admission Information

- A. In accordance with BOG Regulation 6.001(9), General Admissions, and UWF Policy SA-12, Immunization Requirements, as they may be amended, once accepted for admission, each student must submit a signed medical history form and must provide either documentation of appropriate immunization or a valid exemption.
- 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 2016 term could change the term of entry to the spring 2017 term or the summer 2017 term but not the fall 2017 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 are 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 are 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 specialized admissions 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 applicants 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 applicants sought admission, and the applicants establish:
1. that they are disabled as defined in BOG Regulation 6.018, Substitution or Modification of Requirements for Program Admission, Undergraduate Transfer, and for Graduation by Students with Disabilities, as it may be amended, and
 2. that their inability to meet the admission requirement is related to the disability.

VII. Dual Enrollment and Early Admission

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

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 public school district, private school, or home school. If such requirements are not outlined in the articulation agreement,

students seeking early admission must have a minimum total score of at least 1450 on the SAT Reasoning Test (or for students seeking entrance for Spring 2017 forward, a concordance score on the new SAT) 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 or school counselor to be considered. Registration for the fall semester following the student's 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.

VIII. Admission of Associate in Arts High School Students

- A. In accordance with BOG Regulation 6.005, Admission of Associate in Arts High School Students, as it may be amended, high school students participating in dual enrollment and other acceleration programs who are on track to earn an associate in arts (A.A.) degree from a Florida College System (FCS) or State University System (SUS) institution and who do not meet the requirements of BOG Regulation 6.004, Admission of Undergraduate, Degree-Seeking Transfer Students, as it may be amended, may be considered for admission as either an FTIC freshman or as a potential A.A. transfer student.
- B. Applicants may select the option to be considered for admission as a potential A.A. transfer student as described in this section as part of the application process. The following provisions apply to applicants being reviewed under this option:
 - a. Applicants must meet minimum transfer requirements as outlined in UWF Regulation 3.032, Undergraduate Admissions Standards for Transfer Students, as it may be amended, to be considered for admission.
 - b. Applicants have the option to submit official ACT or SAT test scores.
 - c. Applicants must submit an official college transcript from the FCS or SUS institution in which they plan to earn the A.A. degree to complete their application.
 - d. Applicants modifying their coursework after the submission of their application for admission must inform the Office of Undergraduate Admissions of any changes. Final high school transcripts and FCS, SUS, or other postsecondary transcripts are required as outlined in section III (E) and (G) of this regulation.
 - e. Applicants admitted under this option who do not successfully earn their A.A. degree may have their offer of admission rescinded. Such applicants may provide documentation to be considered as a traditional FTIC student under section II of this regulation subject to any applicable application deadlines and space limitations.
- C. All Statewide Course Numbering System postsecondary credit shall be accepted according to Board of Governors Regulation 8.007, Articulation, as it may be amended, irrespective of selecting the option to admit the student either as an FTIC or A.A. transfer. The applicability of such credit will be determined based on the student's intended

baccalaureate degree requirements and shall be awarded in a way that provides maximum benefit to the student.

- D. Within curricular, space, enrollment, and fiscal limitations, admission as a junior to the upper division of the University shall be granted to any applicant with an A.A. degree from an FCS or SUS institution who has not enrolled in a degree seeking program at any other education institution since their A.A. degree was conferred. The admission of such transfer students is governed by BOG Regulation 6.004 and any applicable articulation agreement.
- E. Admission as an FTIC student does not prohibit admission to the upper division of a degree program for students meeting program admission requirements.

Effective Date: April 5, 2023

Authority: Board of Governors Regulations 6.001, 6.002, 6.004, 6.005, and 8.007

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