



Number: UWF/REG 3.032
Title: Undergraduate Admission Standards for Transfer Students
Responsible
Department: Undergraduate Admissions

I. General Statement:

Admission decisions to the University of West Florida (“UWF” or “University”) are made by the University subject to University regulations and regulations of the Florida Board of Governors (“BOG”).

UWF does not discriminate in the admission process based upon age, color, disability, sex (including sexual orientation and gender identity), marital status, national origin, race, religion, sexual orientation, or veteran status.

II. Definitions

“Transfer” applicants are those applicants who, prior to admission to UWF, have earned 12 or more semester hours of transferable college credit, as defined in BOG Regulation 6.004, Admission of Undergraduate, Degree-Seeking Transfer students, as it may be amended, since receiving a high school diploma or its equivalent.

III. Transfer Admission General Requirements

- A. Undergraduate admission decisions for transfer 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.
- B. The minimum requirements for undergraduate degree-seeking transfer students to be considered for admission at UWF are set forth in BOG Regulation 6.004, as it may be amended. Satisfaction of the BOG minimum requirements does not automatically guarantee admission to UWF. The BOG minimum admission standards require that the applicant:

1. Be in good standing and eligible to return to the last post-secondary institution attended as a degree-seeking student;
2. Have a cumulative 2.0 grade point average (“GPA”) on a 4.0 system. The GPA is calculated using all transferable post-secondary credits as defined in UWF/REG 3.033, Transfer of Credit; and
3. Demonstrate proficiency to the second level of the same foreign language (or American Sign Language) taken either in high school or at the undergraduate institution(s) attended previously.

Transfer students not meeting the foreign language requirement may be admitted; however, if admitted, such students are required to complete the foreign language requirement prior to completion of their baccalaureate degree.

C. Admission Requirements for Transfer Students with an Associate in Arts Degree from Florida College System Institutions or State University System Universities

In addition to meeting the requirements outlined above, an Associate in Arts (AA) graduate from the Florida College System shall be granted admission to an upper division program consistent with the Articulation Agreement between the Board of Governors and the State Board of Education.

AA degree graduates from a Florida postsecondary institution shall receive priority for admission to a state university over out-of-state transfer students.

D. Admission Requirements for Transfer Students without an Associate in Arts Degree from a Florida College System Institution or State University System University

1. Transfers with less than 30 transferrable semester hours

In addition to meeting the general requirements described above, undergraduate students seeking admission as a lower division transfer with less than 30 transferrable semester hours must satisfy the same admission requirements as first-time-in-college (FTIC) freshman pursuant to UWF Regulation 3.001, Admission Standards for First Time in College Student Applicants.

2. Transfers with 30 or more but less than 60 transferrable semester hours

In addition to meeting the general requirements described above, students must successfully complete (with a grade of C or higher) at least one English Composition course and one college-level mathematics course that consists of three (3) credit hours. High school transcripts will only be required to demonstrate completion of the foreign language admission requirement. Students who do not meet these requirements must

meet the requirements for transfer students with less than 30 transferrable semester hours.

3. Upper Division Transfers

Except for students in Associate in Science or and Associate in Applied Science to Bachelor in Science degree programs approved by the Board of Governors, transfer applicants for admission to the upper division transfer are expected to have completed at least 60 semester hours of transferrable credit in college-level academic courses and meet the general requirements described above.

IV. Enrollment Limitations

A. Generally

The admission of transfer students 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.

B. Specialized Admissions Programs

In addition to the requirements for admission set forth 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 Admissions and will receive a separate decision for admission to the specialized program from the department that administers the program.

V. General Application Processing for Transfer Student Applicants

A. A complete application for admission, including all required documentation and the non-refundable application fee, must be submitted by all students.

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. The University 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. The University 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 Admissions. All admissions 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. Depending upon the number of credits already earned, a student may be required to declare a specific academic program at the time of application. The specific term of entry and the academic program to which the student is admitted will both be stated in the decision letter unless the program has specialized admissions requirements, in which case acceptance to the program will be communicated by the department responsible for administration of the program.
- E. All official transcripts, test scores, and other credentials must be received directly from the issuing institution or agency. Standardized test scores (including but not limited to SAT, ACT, CLT, TOEFL, CPT and PERT) may be considered to be official if they are recorded on an official high school transcript. 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 or forwarded to a third party.
- F. The University may request validation of an applicant's test scores prior to making an admission decision if deemed necessary.
- G. The University may rescind an applicant's admission if, upon review, the applicant's final transcript(s) 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 invalidation of degree(s) awarded.
- I. The University will 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.
- J. 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 2024 term could change the term of entry to the spring 2025 term or the summer 2025 term but not the fall 2025 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 new desired term of entry.
 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.
- K. Transfer student applicants who do not meet the minimum admissions criteria may be considered for admission on a case-by-case basis using a comprehensive review of factors including, but not limited to, a combination of test scores and GPA that indicate potential for success, family educational background, socioeconomic status, geographic location, military service, special talents or abilities, or other special circumstances. These additional factors shall not include preferences in the admissions process for applicants on the basis of race, national origin, or sex.

VI. Retention of Application Materials

Applications and supporting documentation submitted by applicants will be retained in accordance with General Records Schedule GS5 for Public Universities and Colleges.

VII. Reasonable Accommodations

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 seeks admission. The applicant must establish that:

- A. 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
- B. Their inability to meet the admission requirement is related to the disability.

VIII. Appeal

Undergraduate transfer applicants denied admission may appeal this decision in writing to the Office of Undergraduate Admissions. 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 Admissions Appeals Committee.

Effective Date: April 15, 2024

Authority: BOG Regulations 6.001, 6.004, 6.018

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