



Policy

UNIVERSITY POLICY AC-38.03-07/26

TO: The University of West Florida Community

FROM: President Manny Diaz, Jr.

SUBJECT: Graduate Admission

RESPONSIBLE OFFICE: Office of University Admissions

I. Purpose:

To set forth policies and guidelines for graduate admission at the University of West Florida ("UWF" or the "University").

II. Definitions:

International Students – as defined in UWF Regulation 3.042, Admission of International Students

Program – the appropriate unit administering the degree. While generally equivalent to an academic department it can refer to a college, school or other unit (e.g. the Lewis Bear, Jr. College of Business).

III. Policy:

A. Admission requirements

Admission requirements for graduate Programs and post-baccalaureate professional Programs at UWF are published in the Graduate Catalog and governed by the Florida Board of Governors ("BOG") Regulations 6.001, General Admissions, 6.003, Admission of Graduate and Post-baccalaureate Professional Students, and 6.009, Admission of International Students to State University System (SUS) Institutions, and UWF Regulations 3.002, Admission to Graduate Programs and Post-Baccalaureate Professional students, and 3.042, Admission of International Students.

B. Admission Approval

The admission of graduate students is determined by each graduate Program and the Office of University Admissions. The Executive Director of University Admissions grants final approval of admission. Applicants who have met all admission requirements of the University and the Program and are recommended by the Program generally are admitted to the University for graduate study. However, due to a Program's enrollment capacity,

the fact that a student meets minimum requirements does not guarantee admission to a specific Program and/or specific entry term

C. Inquiries

Information from inquiries about admission received by University Admissions is entered into the prospective student inquiry database. University Admissions provides prospective applicants with appropriate University and Program-specific information and directs any Program-specific questions to the appropriate Program.

D. Application Requirements

Application requirements and procedures for meeting those requirements are listed on the graduate admissions website located at <https://uwf.edu/graduate/> and in the Graduate Catalog located at <https://catalog.uwf.edu/graduate/>. Programs may have additional application requirements, such as statements of professional interest, letters of recommendation, or other supplemental materials. Applicants are responsible for checking with the specific Program or department to which they are applying for additional application requirements. Applicants may not be considered if their application is deemed incomplete or insufficient.

E. Express Admission

Programs may nominate, via the appropriate College Dean, high-performing UWF undergraduate students for express admission. Express admission is a special admissions procedure that waives certain requirements to quickly admit UWF undergraduate students to UWF graduate Programs. Criteria for express admission are listed on the graduate admissions website and in the Graduate Catalog.

F. Deadlines

Applications and supporting documents should be submitted by applicants by the deadlines listed on the Program's website. Applications completed after the published deadlines may not be processed in time for the applicant to be considered for admission in the desired semester. Applicants who do not meet these deadlines may still be considered for admission by University Admissions upon request of the Program.

G. Program Recommendations for Admission

The admission decision for each graduate applicant must be submitted to University Admissions by the academic department chair or their designee in alignment with current graduate admissions workflow processes.

H. Provisional and Conditional Admission

All applicants must be accepted by the Program in which they seek a degree or graduate study. If an applicant has not met all the admissions requirements or does not submit all application materials, but the Program supports the applicant's admission, the Program may request a Conditional Admission or Provisional Admission, as described within the Graduate Catalog

I. Notice of Admission to Applicant

When University Admissions concurs with the Program's recommendation to admit an applicant, an offer letter from the College Dean and the Executive Director of University Admissions is sent to the applicant. Since the final action and notification of such action comes from University Admissions, care should be taken that no irrevocable commitments are made by the Program until University Admissions has notified the applicant of their admission status. Any conditions or provisions imposed by University Admissions and/or the Program will be stated in the offer letter, along with other important general information. Program correspondence should make it clear to applicants that their admission will be official only if they receive an offer letter from University Admissions.

J. Admission of International Applicants

The Office of International Affairs will contact International Students directly after they are notified by University Admissions of their admission to assist them with the certificate of eligibility and the student visa.

Approved by: _____

President Manny Diaz, Jr.

Date: _____

8/3/26

Authority:

§1001.706, Florida Statutes

BOG Reg. 1.001, University Board of Trustees Powers and Duties

BOG Reg. 6.001, General Admissions

BOG Reg. 6.003, Admission of Graduate and Post-baccalaureate Professional Students

BOG Reg. 6.009, Admission of International Students to State University System (SUS) Institutions

Cross Ref.:

UWF Reg. 3.002, Admission to Graduate Programs and Post-Baccalaureate Professional Students

UWF Reg. 3.042, Admission of International Students

History:

Adopted March 2015; revised August 2023, revised July 2026

Last Review: July 2026.