



UNIVERSITY POLICY AC-38.02-08/23

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Graduate Admission

RESPONSIBLE OFFICE: Graduate School

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 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, and 6.003, Admission of Graduate and Post-baccalaureate Professional Students, 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 Graduate School. The Dean of the Graduate School grants final approval of admission. Applicants who have met all admission requirements of the Graduate School and the Program and are recommended by the Program generally are admitted to the Graduate School. However, due to a Program’s enrollment capacity, the fact that a student meets minimum requirements does not guarantee admission to a specific Program.

C. Inquiries

Information from inquiries about admission received by the Graduate School is entered into the Graduate School's prospective student inquiry database. The Graduate School 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 School's website located at uwf.edu/graduate and in the Graduate Catalog located at 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 inadequate, 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 School website at uwf.edu/graduate and in the Graduate Catalog located at catalog.uwf.edu/graduate.

F. Deadlines

Applications and supporting documents should be submitted by applicants by the deadlines listed on the Graduate School'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 the Graduate School upon request of the Program.

G. Program Recommendations for Admission

The admission decision for each graduate applicant must bear the signature of the person holding signature authority for the Program. This is usually the chair of the department that administers the Program or the chair's designee pursuant to University Policy AC-25, Signature Authority for Graduate School, as it may be amended. The admission decision for each applicant should be forwarded to the Graduate School at the earliest possible opportunity.

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 of 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.

I. Notice of Admission to Applicant

When the Graduate School concurs with the Program’s recommendation to admit an applicant, an offer letter from the Dean of the Graduate School is sent to the applicant. Since the final action and notification of such action comes from the Dean of the Graduate School, care should be taken that no irrevocable commitments are made by the Program until the Dean has notified the applicant of their admission status. Any conditions imposed by the Graduate School 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 the Dean of the Graduate School.

J. Admission of International Applicants

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

K. Council of Graduate Schools’ Resolution

It is recommended that Programs adhere to the “*Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants*” published by the Council of Graduate Schools concerning the conditions surrounding the acceptance of offers of graduate student financial support. Accordingly, students should have an opportunity to consider more than one offer and should have until and including April 15 to do so; the University and applicants should view acceptances in force after April 15 as binding; and offers by the University that are accepted by the student constitute an agreement that both are expected to honor. The Resolution acknowledges that students may change their minds after accepting an offer and withdraw that acceptance until and including April 15.

Approved by:  _____ Date: 08/21/2023
Dr. Martha D. Saunders

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

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.

Last Review: August 2023.