



AGENDA

**THE UNIVERSITY OF WEST FLORIDA
BOARD OF TRUSTEES**

**Academic Affairs Committee Meeting
November 19, 2015**

**University of West Florida Conference Center
11000 University Parkway, Pensacola, FL 32514**

Call to Order/Roll Call. Bentina Terry, Chair

Chair's Greeting. Bentina Terry

Action Item(s):

1. Approval of Revised UWF REG 3.008 Academic Probation, Suspension, Reinstatement
2. Approval of Revisions to UWF REG 3.001 Admission Standards for First Time in College Student Applicants
3. Approval of Revisions to UWF REG 3.032 Undergraduate Admission Standards for Transfer Students

Information Item:

1. Division of Academic Affairs Update

Other Committee Business:

Adjournment

UWF Board of Trustees
Academic Affairs Committee
November 19, 2015

Issue: Approval of Revised UWF/REG 3.008

Proposed Action: Approval of proposed amendment of UWF/REG 3.008 *Academic Probation, Suspension, Reinstatement*

Background Information:

At the September 30, 2015 meeting, the BOT approved the repeal of this regulation because the content contained in the regulation was not up to date with current catalog information and was otherwise obsolete. The approval was provided with the understanding that an updated policy would take the place of the regulation until a new regulation could be drafted with appropriate input from the faculty.

This regulation, like all regulations, was sent to the BOG for final approval after the BOT approved the repeal. The BOG did not approve the repeal of UWF/REG 3.008, and explained that matters related to Probation, Suspension and Reinstatement needed to be in a regulation, and not in a policy, even temporarily.

Therefore, the proposed amendment of UWF/REG 3.008 is before the BOT for approval. UWF/REG 3.008, *Academic Probation, Suspension, Reinstatement*, was initially adopted on October 1, 1975, and was last amended on April 6, 1980. Since much of the language in this regulation is outdated and required substantial revision in order to be consistent with the University catalog, entirely new language is proposed to replace the existing language. A change in the title of the regulation is also proposed so that it would be: *UWF/REG 3.008 Academic Probation, Suspension, Reinstatement and Dismissal for Undergraduate, Graduate, and Non-Degree Seeking Students*.

Summary of the Changes:

The current regulation addresses probation, suspension, reinstatement, and dismissal for undergraduate and graduate students. The proposed regulation addresses each category of student in a separate section: undergraduate, masters, doctoral and non-degree students. Terms were clarified and obsolete language was revised or removed. A definition of good standing was added to each section, an academic warning section was added for undergraduate students, and appeal processes were added for undergraduate students and the appeal process for graduate students was clarified. The regulation now clarifies that students can be dismissed from programs for academic reasons, and provides for appeal of dismissal decisions. Also proposed is a section for Non-Degree Students which includes academic warning, probation, suspension and reinstatement. A more detailed list of the specific changes are detailed in the Notice, which is attached in the supporting documentation.

Recommendation: Approval of amendments to UWF/REG 3.008

Implementation Plan: Effective upon approval by the BOT

Fiscal Implications: None

Supporting documents:

UWF/REG-3.008 Academic Probation, Suspension, Reinstatement, notice, current text and proposed text.

[UWF REG 3.008 Notice with Strikethru](#)

Prepared by: George Ellenberg, Vice Provost for Academic Affairs, 474-2035, gellenberg@uwf.edu

Presented by: George Ellenberg, Vice Provost for Academic Affairs, 474-2035, gellenberg@uwf.edu

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED REGULATION AMENDMENT**

REGULATION TITLE:

UWF/REG - 3.008 Academic Probation, Suspension, Reinstatement

SUMMARY:

Although repeal of this regulation was approved by the UWF BOT at its September 30, 2015 meeting, the repeal is being withdrawn because it was not approved by the Board of Governors. Amendment of the regulation is being proposed as follows:

UWF/REG 3.008, *Academic Probation, Suspension, Reinstatement*, was initially adopted on October 1, 1975 and was last amended on April 6, 1980. Since much of the language in this regulation is outdated and requires substantial revision in order to be consistent with the University catalog, entirely new language is proposed to replace the current language. A change in the title of the regulation is also proposed to: *UWF/REG 3.008 Academic Probation, Suspension, Reinstatement and Dismissal for Undergraduate, Graduate, and Non-Degree Seeking Students*.

The current regulation addresses probation, suspension and reinstatement for undergraduate and graduate students. The proposed regulation addresses each category of student in a separate section: undergraduate, masters, doctoral and non-degree students. A definition of good standing was added to each section, and appeal processes were added so students could appeal suspensions and dismissals. In addition the following changes are proposed:

Proposed changes to the section related to Undergraduate students include: an academic warning process was added to provide notification to students that academic improvement is needed, the terms of academic suspension were re-defined, obsolete references were removed, and the actions necessary to return to good standing or be reinstated were clarified.

Proposed changes to the section related to Master's degree students include: the terms for academic probation and suspension were clarified, the actions necessary to return to good standing were clarified, specific bases for appealing suspension decisions were added, information regarding reinstatement was added and a dismissal policy was added.

A new section is proposed for Doctoral students which includes provisions related to: good academic standing, academic probation, returning to good standing, academic suspension, applications for admission while a student is on probation or suspension, appeal of suspension, reinstatement after suspension, program dismissal and appeal of program dismissal.

Also proposed is a section for Non-Degree Students which includes academic warning, probation, suspension and reinstatement.

AUTHORITY: Board of Governors Regulation 1.001(4).

THE PERSON TO BE CONTACTED REGARDING THE REGULATION IS: Anita Schonberger, Deputy General Counsel at aschonberger@uwf.edu, 474-3420 (tel), 850-857-6058 (fax), or 11000 University Parkway, Pensacola, Florida 32514. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before Wednesday, November 18, 2015.

NAME OF PERSON ORIGINATING PROPOSED REGULATION:
Dr. George Ellenberg, Vice Provost, Office of Academic Affairs, Bldg. 10.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE IS: November 3, 2015. THE DATE THIS NOTICE WAS PUBLISHED IN “@UWF”: November 9, 2015.

SUBSTANTIAL REWORDING OF THIS REGULATION IS PROPOSED. THEREFORE, BOTH THE FULL TEXT OF THE CURRENT REGULATION AND THE FULL TEXT OF THE PROPOSED AMENDMENT TO THE REGUALTION IS SHOWN BELOW:

CURRENT REGULATION

University of West Florida Regulations

UWF/REG-3.008 Academic Probation, Suspension, Reinstatement.

(1) Undergraduate Policy and Procedures: An undergraduate degree-seeking student will be placed on academic

probation or admitted to the University on probation, if after completion of fifteen (15) hours grades fall below a cumulative 2.0 grade point average in courses earned at the University, or if a student registers for only one course and fails that course.

(a) Students on probation may return to good standing by meeting the requirements specified in their notice of probation. Failure to meet these requirements causes the student to be subject to academic suspension.

(b) A student on probation is not eligible for office in any student organization and cannot represent the University in any official capacity during the term of the probation.

(c) The decision to suspend a student for academic reasons is made by the Dean of the College on the recommendations of the committee charged to administer the provision of this rule.

(d) Notification to the student and to the Office of the Director of Registration and Records is the responsibility of the college.

(e) A student under academic suspension may not enroll as a regular or special student at any of the University's campuses or centers.

(f) After suspension for at least one quarter, a student may request reinstatement by notifying in writing the

Dean of the college which suspended him/her at least two weeks in advance of the first day of classes of the quarter for which reinstatement is requested. A student who has been recommended for reinstatement must file an application for readmission with the Office of Registration and Records.

(2) Graduate Policy and Procedures: A graduate degree-seeking student admitted in a graduate program will be placed on probation by the department or coordinating authority at

the completion of the quarter during which the cumulative grade point average falls below 3.0. The student will be informed in writing by the department with a copy sent to the Office of Registration and Records.

(a) A student having probationary status may return to good standing by achieving a cumulative average of 3.0 no later than at the completion of fifteen quarter hours of graduate work following the period in which probation was assigned. Courses in which a student earns a grade of "P" are not considered in the evaluation of academic standing.

(b) Probationary status may be continued beyond fifteen hours of graduate work only on the recommendation of the College Academic Standards Committee and the approval of the Dean.

(c) A graduate student who does not return to good standing within the period designated will be suspended from the program. The student will be informed of the action in writing by the department or coordinating authority with a copy to the Registrar.

(d) Students suspended from a program may, with the approval of the prospective department chairman or coordinating authority and Dean, apply for admission to another graduate program if the requirements for admission to that program are met.

(e) Students suspended from a program may be considered for reinstatement after the lapse of one academic quarter, during which the student is not enrolled at The University of West Florida. The student may petition for reinstatement by presenting evidence of eligibility in writing to the Dean of the College.

(f) A graduate student may appeal probation or suspension in writing to the Dean of the college, who may refer the matter to the Academic Standards Committee.

Specific Authority 120.53(1)(c), 240.227(1) FS., BOR Rule 6C-4.001(1), F.A.C. Law Implemented 120.53(1)(c), 240.227(1) FS., BOR Rule 6C-4.001(1), F.A.C. History—New 10-1-75, Amended 4-6-80, Formerly 6C6-3.08.

PROPOSED REGULATION (Revised)

University of West Florida Regulations

UWF/REG-3.008 Academic Probation, Suspension, Reinstatement and Dismissal for Undergraduate, Graduate, and Non-Degree Seeking Students.

A. Undergraduate Degree-Seeking Students

(1) **Good Academic Standing:** An undergraduate degree-seeking student who is on probation or on suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.

(2) **Academic Warning:** An Academic Warning formally notifies a student that academic improvement is needed. A student who has received an Academic Warning is in good academic standing, as the student is neither on probation nor suspended.

(3) **Academic Probation:** A student with a *cumulative* UWF GPA below 2.00 will be placed on academic probation.

(4) **Returning to Good Academic Standing:** A student on Academic Probation may return to good academic standing by achieving a *cumulative* UWF GPA of 2.00 for the next academic semester of attendance following the date that the student was placed on Academic Probation.

(5) **Academic Suspension:** A student who is on Academic Probation and whose *cumulative* UWF GPA remains below 2.00, and who does not earn at least a UWF *semester* GPA of 2.30, will be subject to Academic Suspension from the University. Departments may establish a GPA requirement higher than a 2.30 and other criteria such as completing a minimum number of hours and minimum course grade. Criteria above the University GPA minimums will be stated in the catalog. A student on academic suspension is not eligible to register for or attend academic classes at UWF. The dean of the college in which the student is enrolled makes the final decision regarding which students are placed on or removed from Academic Suspension.

(6) **Reinstatement After Academic Suspension:** A student who is suspended a third time is not eligible for reinstatement at the University. A student who has been suspended fewer than three times may apply for reinstatement following the procedures in effect for the semester in which the student desires to be reinstated. A student must be reinstated by the college in which the student was placed on suspension. Change of major can only occur after the reinstatement.

(7) **Appeal of Academic Suspension:** An undergraduate student may appeal an Academic Suspension to the Provost (or designee). The following are the permitted bases for requesting an appeal:

- (a) there was a death in the immediate family of the student (parent, spouse, child or sibling),
- (b) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,
- (c) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and
- (d) the student was called to active military service or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

(8) **Undergraduate Dismissal Policy** (individual undergraduate programs may have stricter guidelines listed in the University catalog)

Students can be dismissed from an undergraduate program by the college dean for the following reasons:

- (a) failing to meet professional standards of the discipline,
 - (b) denied reinstatement after academic suspension,
 - (c) being suspended for the third time.
- (9) **Appeal of Dismissal:** An undergraduate degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

B. Graduate Degree-Seeking Students

(1) Master's and Specialist Degree-Seeking Students

- (a) **Good Academic Standing:** A master's or specialist degree-seeking student who is on Academic Probation or on Academic Suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.
- (b) **Academic Probation:** A student will be placed on Academic Probation by the dean of the college in which the student is enrolled at the completion of the semester during which his or her *cumulative* UWF graduate GPA falls below 3.0.
- (c) **Returning to Good Academic Standing:** A student on Academic Probation may return to good academic standing by achieving a *cumulative* UWF GPA of 3.0 for the next academic semester of attendance following the date that the student was placed on Academic Probation.
- (d) **Academic Suspension:** A student not achieving a *cumulative* UWF GPA of 3.0 during any semester while he or she is on Academic Probation may be placed on Academic Suspension from the program. The dean of the college in which the student is enrolled makes the final decision, based on input from the respective college committee, on whether the student is placed on or remains on academic suspension.
- (e) **Applications while on Academic Probation or Academic Suspension:** With the approval of the department chairperson and college dean for the program from which the student was on probation or suspension, a student on Academic Probation or Academic Suspension from a graduate program may apply for admission to another UWF graduate program provided requirements for admission to that program are met.

(f) **Appeal of Academic Suspension:** A graduate student may appeal an Academic Suspension in writing to the Provost (or designee). The following are the permitted bases for requesting an appeal:

(i) there was a death in the immediate family of the student (parent, spouse, child or sibling),

(ii) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,

(iii) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and

(iv) the student was called to active military service, or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

(g) **Reinstatement after Academic Suspension**

A student suspended from a graduate program may be considered for reinstatement by the dean of the academic college after the lapse of one academic semester during which the student is not enrolled at UWF.

In the first semester of approved reinstatement a student who achieves a *semester* UWF GPA higher than 3.0, but a *cumulative* UWF GPA lower than 3.0 will continue on Academic Probation. A student who fails to achieve a *semester* GPA of higher than 3.0 in the first semester of approved reinstatement will be suspended from the program.

(h) **Master's and Specialist Dismissal Policy** (individual master's and specialist programs may have stricter guidelines listed in the University catalog)

Students can be dismissed from a master's or specialist program for the following reasons:

(i) failing to meet academic standards,

(ii) failing to make sufficient progress towards a degree as determined by department,

(iii) failing to meet professional standards of the discipline,

(iv) denied reinstatement after academic suspension,

(v) failing to apply for reinstatement in the 3 semesters following the semester of suspension,

or

(vi) being suspended for the second time.

(i) **Appeal of Dismissal:** A master's or specialist degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

(2) Doctoral Degree-Seeking Students

(a) **Good Academic Standing:** A doctoral degree-seeking student who is on Academic Probation or on Academic Suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.

(b) **Academic Probation:** A student will be placed on Academic Probation by the dean of the college in which the student is enrolled at the completion of the semester during which his or her *cumulative* UWF GPA falls below 3.25.

(c) **Returning to Good Academic Standing:** A student on Academic Probation may return to good standing by achieving a *cumulative* UWF GPA of 3.25 for the next academic semester of attendance following the date that the student was placed on Academic Probation.

(d) **Academic Suspension:** A student not achieving a *cumulative* UWF GPA of 3.25 during any semester while he or she is on Academic Probation may be placed on Academic Suspension from the program. The dean of the college in which the student is enrolled makes the final decision, based on input from the respective college committee, regarding which students are placed on or removed from Academic Suspension. However, students who have three consecutive semesters on probation must be placed on suspension.

(e) **Applications while on Academic Probation or Academic Suspension:** With the approval of the department chairperson and college dean, a student on Academic Probation or Academic Suspension from a doctoral program may apply for admission to another UWF graduate program provided requirements for admission to that program are met.

(f) **Appeal of Academic Suspension:** A doctoral student may appeal Academic Suspension in writing to the Provost (or designee). The following are the permitted bases for requesting an appeal:

- (i) there was a death in the immediate family of the student (parent, spouse, child or sibling),
- (ii) the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,

(iii) a member of the student's immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and

(iv) the student was called to active military service, or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

(g) Reinstatement after Academic Suspension:

A student suspended from a doctoral program may be considered for reinstatement by the academic college dean after the lapse of one academic semester during which the student is not enrolled at UWF.

In the first semester of approved reinstatement a student who achieves a *semester* UWF GPA higher than 3.25, but a *cumulative* UWF GPA lower than 3.25 will continue on Academic Probation. A student who fails to achieve a *semester* GPA of higher than 3.25 in the first semester of approved reinstatement will be suspended from the program. A student who has been suspended three times is not eligible for reinstatement.

(h) Doctoral Dismissal Policy (individual graduate programs may have stricter guidelines listed in the University catalog)

Students can be dismissed from a graduate program for the following reasons:

- (i) failing to meet academic standards,
- (ii) failing to make sufficient progress towards a degree as determined by department,
- (iii) failing to meet professional standards of the discipline,
- (iv) denied reinstatement after academic suspension,
- (v) failing to apply for reinstatement in the 3 semesters following the semester of suspension, or
- (vi) being suspended for the second time.

(i) **Appeal of Dismissal:** A doctoral student may appeal a dismissal in writing to the Provost (or designee).

C. Non-Degree Students

A student who is not seeking a degree while at UWF, but enrolls in classes is classified as a Non-Degree Student. Although not seeking a degree, such a student is subject to the same Academic

Warning, Academic Probation, Academic Suspension, and Reinstatement policies as a degree-seeking student by level of courses in which the student enrolled.

History – Formerly 6C6-3.008 adopted 10/1/75, amended 4/6/80. Converted to UWF/REG 3.008-7/21/05, Amended _____.

UWF Board of Trustees
Academic Affairs Committee
November 19, 2015

Issue: Revisions to UWF/REG 3.001 *Admission Standards for First Time in College Student Applicants*

Proposed Action: Approve revisions to UWF/REG 3.001 *Admission Standards for First Time in College Student Applicants*

Background Information: Early Admissions is a form of dual enrollment designed for high school students who are entering their senior year, have completed most of their graduation requirements, and wish to enroll full-time at an SUS institution. Applications for early admission are reviewed on a case by case basis. Early admissions information is covered in the regulation in Section VI. (A). The proposed revisions to Section VI (A) include more detailed language outlining specific requirements for early admission applicants and clarify that students must have completed their junior year in high school to be eligible. In addition, obsolete language requiring students to reapply for admission for Fall 2014 was removed, there was a change in the name of the Admission Decision Committee to the Admission Appeals Committee, and formatting errors were corrected.

Implementation Plan: University regulations which govern admissions are select regulations and cannot go into effect until they are approved by the Board of Governors. The amendments to this regulation will go into effect upon approval of the BOG.

Fiscal Implications: No fiscal implications

Supporting documents: **UWF BOT REG 3.001, with notice and textual changes**

Prepared by: Katie Condon, Director of Undergraduate Admissions, 850-474-2230, kcondon@uwf.edu

Facilitator/Presenter: Dr. Joffery Gaymon, Assistant Vice President of Enrollment Affairs, 850-474-3386, jgaymon@uwf.edu

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED REGULATION AMENDMENT**

REGULATION TITLE: *UWF/REG-3.001 Admission Standards for First Time In College Student Applicants*

SUMMARY: Information related to Early Admissions was clarified to refer to articulation agreements with school districts for admission criteria and to set forth acceptable scores where the articulation agreement does not address admission criteria and to limit enrollment to students who have completed their junior year of high school. An obsolete reference related to applications for 2014 was removed, the regulation was amended to show a name change in the Admission Decision Committee to the Admission Appeals Committee.

AUTHORITY: BOG Regulations 6.001, 6.002

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Ms. Joffery Gaymon, Assistant Vice President for Enrollment Affairs

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Anita Schonberger, Deputy General Counsel, aschonberger@uwf.edu, Phone (850) 474-3420; Bldg. 10/Rm 104; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before, November 24, 2015.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE: November 4, 2015. **THE DATE THIS NOTICE WAS PUBLISHED IN @UWF:** November 9, 2015.

THE FULL TEXT OF THE PROPOSED AMENDMENT TO THIS REGULATION IS SET FORTH BELOW:

University of West Florida Regulation
UWF/REG-3.001 Admission Standards for First Time in College Student Applicants

I. General Provisions.

- A) 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”).
- B) For the purposes of this regulation, “First Time In College” (“FTIC”) students are defined as students who have earned a standard high school diploma from a regionally accredited high school or its equivalent and who have earned fewer than 12 semester hours of transferable college credit, as defined in UWF/REG 3.032(12), since graduating from high school, as evaluated by the University of West Florida.
- C) 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.
- D) 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. First Time In College Student Admission.

The minimum admission requirements expected of FTIC students 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 the University of West Florida. The BOG minimum admission standards require:

- A) A standard diploma from a regionally accredited high school or its equivalent. Applicants with a General Educational Development (“GED”) certificate or credential must refer to subparagraph (C, 3~~d~~). Applicants participating in a home education or other non-traditional high school program must refer to subparagraph (C, 4~~e~~). (Students admitted under the Early Admission Program are exempted from this requirement.)
 - 1) For students who entered high school on July 7, 2007, or later, completion of 18

academic units of college-preparatory, year-long courses or equivalents (normally offered in grades nine through 12) are required as follows:

- a) four (4) units of English – three of which must have included substantial writing requirements;
 - b) four (4) units of mathematics – at the algebra I level and above;
 - c) three (3) units of natural science – two of which must have included substantial laboratory requirements;
 - d) three (3) units of social science – history, civics, political science, economics, sociology, psychology or geography;
 - e) two (2) units of the same foreign language or American Sign Language demonstrating proficiency through the second level; and
 - f) two (2) additional academic elective units from among these five academic areas and other courses approved by the BOG.
- 2) For students who entered high school prior to July 7, 2007, completion of 18 academic units of college-preparatory, year-long courses or equivalents (normally offered in grades nine through 12) are required as follows:

- a) four (4) units of English- three of which must have included substantial writing requirements;
- b) three (3) units of mathematics- at the algebra I level and above;
- c) three (3) units of natural science- two of which must have included substantial laboratory requirements;
- d) three (3) units of social science – history, civics, political science, economics, sociology, psychology or geography;
- e) two (2) units of the same foreign language or American Sign Language demonstrating proficiency through the second level; and
- f) three (3) additional academic elective units from among these five academic areas and other courses approved by the BOG.

B) An official SAT Reasoning score (writing included) or ACT Plus Writing score; and

C) High school grades that meet either subparagraph 1 or 2:

- 1) At least a “B” average (3.0 on a 4.0 scale) as computed by UWF; or
- 2) At least a 2.5 to 2.9 grade point average (on a 4.0 scale) as computed by UWF and the following test scores:
 - a) SAT – Critical Reading ≥ 460 ; **or** ACT – Reading ≥ 19
 - b) SAT – Mathematics ≥ 460 ; **or** ACT – Mathematics ≥ 19
 - c) SAT – Writing ≥ 440 ; **or** ACT – English/Writing ≥ 18
 - d) For applicants with a GED diploma, the following is required:

- Proof of completion of the GED, including GED test scores
 - i)
 - ii. Official transcripts of any partial high school completion
 - iii. Total score of at least 1450 on the SAT Reasoning Test (critical reading, math, and writing) or a total score of at least a 21 on the ACT Plus Writing Test in addition to the requirements listed above
 - e) For applicants that are participating in a home education program or other non-traditional high school program, the following is required:
 - i) Documentation verifying the applicant meets all requirements for high school graduation
 - ii) Official transcript from home education or non-traditional high school program
 - ii) Total score of at least a 1450 on the SAT Reasoning Test (critical reading, math, and writing) or a total score of at least a 21 on the ACT Plus Writing Test in addition to the requirements listed above
- D) FTIC student applicants who do not meet the minimum admissions criteria may be considered for admission to the University of West Florida. 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.
- E) The University of West Florida accepts Talented Twenty applicants in accordance with Board of Governors Regulation 6.002(2)(c).
- F) 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.

- G) Limited Access Programs.

In addition to the requirements for admission set forth in paragraph two (2) above, applicants seeking admission to limited access programs must meet specific departmental requirements as published in the Undergraduate Catalog. Applicants to a limited access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the limited access program from the department.

H) Restricted Access Programs.

Some academic programs require a portfolio review, audition, or some element of pre-qualification prior to admission to the program. Explanations of these requirements are published in the Undergraduate Catalog by program. Applicants to a restricted access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the restricted program from the department.

III. 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) Applications for admission are evaluated using a comprehensive review in the Office of Undergraduate Admission. All decisions are communicated in a letter issued to the applicant by the Office of Undergraduate Admissions within 7 to 10 business days of the day the decision is made.
- 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 (SAT, ACT, TOEFL, CPT, PERT) must be received directly from the respective testing sources center 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 (SAT, ACT, TOEFL, CPT, or PERT) 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 his or her final transcript

demonstrates that he or she no longer meets 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.

IV. 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 ~~Decision~~-Appeals Committee.

V. Other Admission Information

- A) In accordance with BOG Regulation 6.001(9), and the UWF policy governing immunization requirements, once accepted for admission, each student must submit a signed medical history form and must provide documentation of appropriate immunization.
- 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 2010 term could change the term of entry to the spring 2011 term or the summer 2011 term but not the fall 2011 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. ~~Students admitted for Fall 2014 that wish to move their entrance semester to a previous semester must submit a new application for the new semester requested.~~

- 2) A new application and application fee is 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 is 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 limited access or restricted 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 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 sought admission, and the applicant establishes:
- 1) that he or she is disabled as defined in BOG Regulation 6.018, and
 - 2) that his or her inability to meet the admission requirement is related to the disability.

VI. Dual Enrollment.

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

- A) 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 school district. If such requirements are not outlined in the articulation agreement, students seeking early admission must have a minimum total score of at least a 1450 on the SAT Reasoning Test (or for students seeking entrance for Spring 2017 forward, a concordance score on the new rSAT) 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 to be

considered Registration for the Fall semester following the students' 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.

~~A) Early Admission is a type of dual enrollment. Early Admission decisions will be evaluated on a case by case basis. To be considered for early admission, students must have a minimum total score of at least a 1450 on the SAT Reasoning Test (critical reading, math, and writing) 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.~~

Authority: Board of Governors Regulation 6.001. History-New 10/1/75, Formerly 6C6-3.01, Amended 5/20/87, 3/1/88, Converted to UWF/REG 3.001-7/21/05, amended 7/5/11, 11/15/13, 10/22/14, _____.

UWF Board of Trustees
Academic Affairs Committee
November 19, 2015

Issue: Revisions to UWF/REG-3.032 *Undergraduate Admission Standards for Transfer Students*

Proposed Action: Approve of revisions to UWF/REG-3.032 *Undergraduate Admission Standards for Transfer Students* pending BOG approval of amendments to BOG Regulation 6.004

Background Information: On November 5, 2015 the Board of Governors voted to post notification of proposed changes to BOG Regulation 6.004, *Admission of Undergraduate, Degree-Seeking Transfer Students*, which governs admission of transfer students. The Board of Governors will be considering this regulation amendment for approval at its January 20-21, 2016, meeting. The proposed changes to the BOG regulation will affect UWF's admissions decisions and will require changes to UWF/REG 3.032, *Undergraduate Admission Standards for Transfer Students*, which is UWF's regulation governing admission of transfer students. The first meeting of the UWF BOT after January 20-21, 2016, is the March 24, 2016 meeting. In order to effectuate the BOG changes as soon as possible, the University is requesting that the revisions to UWF/REG 3.032, be approved by the Board of Trustees pending approval by the BOG of the proposed changes to BOG Regulation 6.004 at its January, 2016, meeting. Under these circumstances, BOT approval would be operative on January 20-21, 2016. Admission regulations are select regulations and do not become effective until approval by the BOG after the BOT has provided its approval. Therefore, after the January 20-21, 2016 BOG meeting, the University will send UWF/REG 3.032 to the BOG for its approval.

Summary of the Changes in BOG 6.004 and in UWF/REG 3.032

The main change in BOG Regulation 6.004 is the creation of a new category of lower division transfer student. The category consists of transfer students with 30 or more, but less than 60, transferrable semester hours. Transfer students in this category will no longer need to meet FTIC requirements, which means they will no longer have to submit ACT/SAT scores and a high school transcript. Instead, the students in this category will have to show completion of a college level math and a composition course prior to enrollment, in addition to transfer requirements. The proposed changes in UWF/REG 3.032 reflect these proposed changes to the BOG regulation. Please see the textual changes to UWF/REG 3.032 in the supporting documentation.

Implementation Plan: Seeking BOT approval pending approval by the BOG of amendment to BOG Regulation 6.004. UWF/REG 3.032 will then be sent to the BOG for final approval.

Fiscal Implications: No fiscal implications

Supporting documents:

- **UWF/REG 3.032, notice and textual changes**
- **BOG Regulation 6.004 Admission of Undergraduate, Degree Seeking, Transfer Students, with proposed changes**

Prepared by: Katie Condon, Director of Undergraduate Admissions, 850-474-2230, kcondon@uwf.edu

Presenter: Dr. Joffery Gaymon, Assistant Vice President of Enrollment Affairs, 850-474-3386, jgaymon@uwf.edu

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED REGULATION AMENDMENT**

REGULATION TITLE: UWF/REG-3.032 *Undergraduate Admission Standards for Transfer Students*

SUMMARY: Proposed changes to BOG Regulation 6.004 include the creation of a new category of lower division transfer student. The category consists of transfer students with 30 or more, but less than 60, transferrable semester hours. If approved by the BOG at its January 20-21, 2016 meeting, transfer students in this category will no longer need to meet FTIC requirements, meaning they will no longer have to submit ACT/SAT scores and a high school transcript. Instead, the students in this category will have to show completion of a college level math and a composition course prior to enrollment, in addition to transfer requirements. The proposed changes to UWF/REG 3.032 reflect these proposed changes in the BOG regulation.

AUTHORITY: BOG Regulations 6.001, 6.004

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION

AMENDMENT: Ms. Joffery Gaymon, Assistant Vice President for Enrollment Affairs

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Anita Schonberger, Deputy General Counsel, aschonberger@uwf.edu, Phone (850) 474-3420; Bldg. 10/Rm 104; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before, November 24, 2015.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE: November 5, 2015. **THE DATE THIS NOTICE WAS PUBLISHED IN @UWF:** November 9, 2015.

THE FULL TEXT OF THE PROPOSED AMENDMENT TO THIS REGULATION IS SET FORTH BELOW. Note: Not all formatting changes are shown.

University of West Florida Regulation
UWF/REG. 3.032 Undergraduate Admission Standards for Transfer Students

(1) General Provisions.

- a. Admission decisions to the University of West Florida (“UWF” or “University”) are made by the University subject to the University regulations and the regulations of the Florida Board of Governors (“BOG”).
- b. “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 UWF/REG. 3.033, since graduating from high school, as evaluated by the Office of Undergraduate Admissions.

~~i. Transfer applicants with fewer than 60 semester hours of transferable college credit must meet the transfer admission requirements set forth in paragraph (2) below, and these applicants must also meet the First Time In College (“FTIC”) student admission requirements located in UWF Regulation 3.001.~~

~~ii. Transfer applicants with 60 or more semester hours of transferable college credits must meet the transfer admission requirements set forth in paragraph (2) below.~~

- c. 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.
- d. 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.

~~(2) Transfer Student Admission~~

- e. The minimum admission requirements expected of transfer students are established by and are set forth in BOG Regulation 6.004. Satisfaction of the BOG minimum requirements does not automatically guarantee admission to the University of West Florida. ~~..—The BOG regulation requires the transfer applicant to:~~ Students seeking to transfer to the University must:
 - i. Be in good standing and eligible to return to the last post-secondary institution attended as a degree-seeking student;
 - ii. 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(1) c.); and

- ~~iii. Satisfy the minimum admission requirements for entering FTIC students (See UWF Regulation 3.001) if transferring with fewer than 60 semester hours; and~~
- iii. 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.
 - (A) 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 UWF graduation.
 - (B) Transfer students who received an Associate of Arts (“AA”) degree from a Florida public college or university prior to September 1, 1989 are exempt from this requirement.

(2) Admission Requirements for Transfer Students with Associate of Arts (AA) Degree from Florida College System Institutions and SUS Universities

- a. In addition to meeting the requirements outlined in subparagraph (1, e) above an 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.

(3) Admission Requirements for Transfer Students Who Do Not Meet the Qualifications in Paragraph (2), above.

- a. Transfers with less than 30 transferrable semester hours – In addition to meeting the general requirements described in subparagraph (1, e) above, undergraduate students seeking admission as a lower division transfer with less than 30 transferrable semester hours as determined by the university must satisfy the same admission requirements as first-time-in-college (FTIC) freshman as specified in UWF Regulation.
- b. Transfers with 30 or more but less than 60 transferable semester hours – In addition to meeting the general requirements described in subparagraph (1, e) above, students must successfully complete (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 or to verify final graduation date for federal financial aid purposes. Students not meeting these requirements must meet the requirements for transfer students with less than 30 transferrable semester hours.
- c. Upper Division Transfers – Except for students in articulated Associate in Science and Associate in Applied Science degree programs between UWF and the state colleges, transfer applicants seeking admission as an upper division transfer are expected to have completed at least 60 semester hours of transferrable credit in college-level academic courses with at least a 2.0 cumulative transfer GPA in addition to meeting the general requirements described in subparagraph (1, e.) above.

(34) Enrollment Limitations.

The admission of transfer 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.

(45) Limited Access Programs.

- a. In addition to the requirements for admission set forth ~~in paragraph two (2)~~ above, applicants seeking admission to limited access programs must meet specific departmental requirements as published in the Undergraduate Catalog. Applicants to a limited access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the limited access program from the department.
- b. The admissions criteria and procedures for limited access programs at UWF provide equal access to AA degree holders from Florida College System institutions, AA degree transfers from other Florida State University System institutions, and UWF students of equivalent status.

(56) Restricted Access Programs.

Some academic programs require a portfolio review, audition, or some element of pre-qualification prior to admission to the program. Explanations of these requirements are published in the Undergraduate Catalog by program. Applicants to a restricted access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the restricted program from the department.

(67) 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 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. Applications for admission are evaluated using a comprehensive review in the Office of Undergraduate Admission. All decisions are communicated in a letter issued to the applicant by the Office of Undergraduate Admission.
- 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 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 (SAT, ACT, 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. UWF reserves the right to request validation of an applicant's test scores (SAT, ACT, TOEFL, CPT, or PERT) prior to making an admission decision if deemed necessary.
- g. UWF reserves the right to rescind an applicant's or student's admission to the University if, upon review, his or her final transcript(s) demonstrates that he or she no longer meets 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.
- j. In accordance with BOG Regulation 6.001(9), and the UWF policy governing immunization requirements, once accepted for admission at UWF, each student must submit a signed medical history form and must provide documentation of appropriate immunization.
- k. 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 2010 term could change the term of entry to the spring 2011 term or the summer 2011 term but not the fall 2011 term, where one academic year would have elapsed from the original term of entry.
 - i. All requests for changes of entry dates must be submitted in writing and received before the published application deadline for the new desired term of entry.
 - ii. A new application and application fee is required for applicants who accumulate additional academic coursework between the original term of entry and the desired term of entry.
 - iii. A new application and fee is 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.

iv. 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.

v. Those changing terms of entry who apply to a limited access or restricted program will have their application re-evaluated within the context of the subsequent applicant pool.

(78) 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.

(89) 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, as long as the applicant establishes:

a. that he or she is disabled as defined in BOG Regulation 6.018, and

b. that his or her inability to meet the admission requirement is related to the disability.

(910) Within curricular, space, enrollment and fiscal limitations, admission as a junior to the upper division of the University will be granted to any applicant with an AA degree from a Florida public, postsecondary institution who has not enrolled in a degree seeking program at any other educational institution since his or her AA degree was conferred. The admission of such transfer students is governed by BOG Regulation 6.004 and any applicable articulation agreement.

(4011) Transfer student applicants who do not meet the minimum admissions criteria may be considered for admission to the University of West Florida. Such applicants will be evaluated for admission on a case-by-case basis using a comprehensive review of factors, such as, 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 which contribute to a diverse student body.

(412) Appeal. Undergraduate transfer applicants denied admission may appeal this decision 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 admissions appeal committee.

Authority- BOG Regulations 6.001, 6.004, 6.018; History- New 7/5/11; Amended 3/27/2013.

6.004 Admission of Undergraduate, Degree-Seeking Transfer Students

(1) This regulation outlines minimum eligibility requirements for transfer students seeking admission to an undergraduate degree program in the State University System (SUS). Individual institutions may choose to establish more stringent admission requirements for students not admitted under paragraph three (3) of this regulation.

(2) All Undergraduate Transfer Students.

(a) For the purposes of this regulation, undergraduate transfer students are defined as students who have earned twelve (12) or more semester hours of transferable college credit since receiving a standard high school diploma or its equivalent.

(b) Eligibility for admission to the SUS does not guarantee admission to the specific institution or degree program to which admission is sought.

(c) Each university board of trustees shall develop regulations governing the admission of undergraduate transfer students that comport with the requirements outlined in Board of Governors Board regulations. Such regulations may allow for exceptions to be made on an individual basis when a student, in the judgment of an appropriate university committee, can reasonably be expected to perform satisfactory academic work in the institution and program to which admission is sought.

(d) Each university shall require undergraduate transfer applicants to submit a complete official academic transcript from each postsecondary institution attended, as well as a complete official academic transcript of all secondary work, when applicable. Each transcript shall list all courses for which the student was enrolled each term, the status in each course at the end of the term, all grades and credits awarded, and a statement explaining the grading policy of the institution. Each transcript should also specify any college credits the student earned through accelerated mechanisms.

(e) Each undergraduate transfer student admitted to the SUS is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second high school level or higher (Spanish 2, Haitian Creole 2, etc). Students transferring to a state university without meeting the foreign language admissions requirement in high school may meet the requirement by successfully completing a postsecondary foreign language or American Sign Language elementary 2 course; demonstrating equivalent foreign language competency on the basis of scores determined by the *Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies*, as adopted by the Board of Governors and accessible at www.fldoe.org/articulation/; or demonstrating equivalent foreign language or American Sign Language competency through other means approved by the university. A limited number of undergraduate transfer students not meeting this foreign language requirement may be admitted; however, these students must fulfill the foreign language requirement prior to completion of the baccalaureate degree.

(f) Any undergraduate transfer student with a disability shall be eligible for reasonable substitution or modification of any requirement for admission pursuant to Board Regulation 6.018.

(g) In addition to meeting university requirements, undergraduate transfer applicants must meet the following minimum requirements:

1. Be in good standing and eligible to return to the last postsecondary institution attended as a degree-seeking student, and
2. Have a grade point average of at least 2.00 on a 4.00 system on all college-level academic courses attempted.

(3) Associate in Arts (AA) Degree Graduates from Florida College System Institutions and SUS Universities.

(a) An AA graduate from a Florida public postsecondary institution shall receive priority for admission to a state university over out-of-state transfer students. Recruitment materials, catalogs, orientation programs, and student handbooks provided to freshman enrollees and transfer students at state universities shall include an explanation of this provision.

(b) Within curriculum, space, and fiscal limitations, admission to the upper division of one of the state universities shall be granted to an AA graduate of a Florida public postsecondary institution, provided the AA degree has been awarded based on the following:

1. Completion of sixty (60) semester hours of college credit courses in an established program of study, exclusive of courses not accepted in the state university system, and including a general education core curriculum of thirty-six (36) semester hours of college credit in communication, mathematics, social sciences, humanities, and natural sciences with the remaining twenty-four (24) semester hours consisting of appropriate common program prerequisite courses and electives.
2. Achievement of a grade point average of at least 2.0 in all courses attempted, and in all courses taken at the institution awarding the degree, provided that only the final grade received in courses repeated by the student shall be used in computing the average. The grade of "D" shall transfer and count toward the associate and baccalaureate degrees in the same way as "D" grades obtained by native students. The 60 hours that comprise a completed AA degree shall be accepted in total upon transfer to an upper division program. Subsequent admission to a limited access degree program, as defined in Board Regulation 8.013, may require a higher overall grade point average than 2.0.
3. Completion of requirements for English and mathematics courses as adopted by the Board of Governors and the State Board of Education.
4. Achievement of the minimum standards for college level communication and computation skills as required by section 1007.25, Florida Statutes.

(c) The AA degree is the primary basis for admission of transfer students from Florida College System institutions to upper division study in a state university.

Every 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.

(4) Other Transfer Students.

(a) In addition to meeting the general requirements described in subparagraph (1) above, undergraduate transfer students seeking admission to the lower division of a state university must satisfy the same admission requirements as first-time- in-college (FTIC) freshmen as specified in Board Regulation 6.002. However, a university may admit lower-level transfer students not meeting FTIC freshman requirements on a limited basis, pursuant to university policy, if the student, in the judgment of an appropriate university committee, can reasonably be expected to complete satisfactory academic work in the institution and program to which admission is sought.

(b) Except for students in articulated Associate in Science 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 of a university are expected to have completed at least 60 semester hours of transferable credit in college-level academic courses.

(5) A transfer student from a Florida postsecondary public institution who is admitted to a university pursuant to this regulation shall be entitled to pursue a degree in accordance with the degree requirements afforded native students as outlined in the university catalog that was in effect for the academic year in which the transfer student was initially enrolled as a freshman at his or her prior postsecondary institution, provided the student has maintained continuous enrollment as defined by the receiving university.

Authority: Section 7(d), Art. IX, Fla. Const., History-Formerly 6C-2.44, 6C-2.45, and 6C-6.04, 11-18-70, Amended 7-6-72, 12-17-74, 8-1-84, 8-11-85, 4-20-87, 1-6-88, 10-19-88, 1-23-90, 1-7-91, 9-15-91, 11-9-92, 11-27-95, Amended and Renumbered as 6.004 01-28-10, Amended 11-21-13.

UWF Board of Trustees
Academic Affairs Committee
November 19, 2015

Issue: Division of Academic Affairs Update

Proposed Action: Informational

Background Information:

Provost Saunders will provide a Division of Academic Affairs update.

Recommendation: Informational Item; no action required.

Implementation Plan: N/A

Fiscal Implications: N/A

Supporting documents:

None

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Presented by: Martha Saunders, Provost and Executive Vice President for Academic Affairs, 474-2035, msaunders@uwf.edu