



UNIVERSITY POLICY AC-34.06-07/25

TO: The University of West Florida Community

FROM: Mr. Manny Diaz, Jr., Interim President

SUBJECT: Undergraduate Student Progress to Degree

RESPONSIBLE OFFICE: Office of the Provost

I. Purpose:

The mission of the University of West Florida (the “University”) is to provide students with access to high-quality, relevant, and affordable learning experiences from initial enrollment through graduation. This policy is intended to assist full-time students in maintaining satisfactory academic progress and in completing a degree program quickly and efficiently. The initiatives in this policy are also designed to assist students in minimizing costs by avoiding excess credit hour surcharges and maximizing opportunities to maintain federal student aid.

II. Definitions:

Degree Plan – a definition of the course of study necessary to fulfill the requirement for graduation.

Plan of Study – a list of recommended courses per semester and year.

III. Policy:

A. Individualized Student Educational Plan

All undergraduate students are required to meet with their academic advisor in the first semester at the University to develop an individualized Student Educational Plan (“SEP”) outlining their requirements to complete their academic goals. The SEP should be used as a tool for guiding students toward efficient graduation. A degree audit software will be used to document degree progress.

1. First-Time-in-College Students

First-time in college (“FTIC”) students are projected to graduate in four years. Exceptions may be allowed for degree programs that have Board of Governors’ approval to exceed 120 semester credit hours. Students who wish to change their major must meet with an advisor to prepare another SEP.

2. Transfer Students

Florida College Students (“FCS”) and dual-enrolled students from an FCS institution entering with an Associates of Arts degree are projected to graduate in three years. Transfer students must meet all degree program common prerequisite requirements in order to efficiently complete the three-year Degree Plan.

3. Undeclared Majors

Students must declare a major by the time they have earned 45 credit hours at the University. This includes transfer credits and any credit earned through dual enrollment, Advanced Placement (AP), International Baccalaureate (IB), or other recognized credit-earning mechanisms. Students approaching 45 credit hours without a declared major will be required to meet with an academic advisor to discuss their academic goals, potential majors, and the implications of not declaring a major within the prescribed timeframe.

Once a student has declared a major and has accumulated a minimum of 45 credit hours, they may not revert to an undeclared status. Students must remain within their declared major or transition to another declared major. Exceptions may be granted under specific circumstances, such as medical withdrawals, academic probation, or disciplinary actions where a student is required to reassess their academic path. Such cases will require approval from the Dean of their college or the Office of the Provost.

4. Change of Major

Students who wish to change their major must meet with an academic advisor to prepare a new SEP. Students may change their major once per semester and are not permitted to change majors after earning 75 credit hours unless the new major can be completed within the same timeframe as the previous major.

B. Early Warning

“At-risk students” are students with a higher than normal likelihood of dropping out of school, academic failure, or failing to make adequate academic progress toward degree completion. A number of academic, nonacademic, and other factors are associated with attrition and risk. The early warning process is a proactive approach to provide early identification and intervention for at-risk students who are experiencing academic difficulty. The early warning timeline includes four checkpoints throughout the fall and spring semesters and one in summer semester.

Feedback submitted during early warning by instructors represents their best estimate of a student’s grade and performance at the time of reporting.

1. Attendance Confirmation

The attendance confirmation checkpoint will be conducted during the second and third week of classes. Students identified as not attending class may be administratively dropped from the course.

2. Early Alert

The early alert checkpoint will ask for faculty assistance in identifying students who are exhibiting a pattern of “at risk academic behavior” such as regularly missing class, being inattentive or not participating in class activities, consistently failing to turn in assignments, or not being prepared for tests or projects. The early alert checkpoint will be completed by the fourth week of classes.

3. Midterm Warning

The midterm warning checkpoint utilizes faculty feedback in identifying students who are exhibiting at risk academic performance and who are off track for academic success in a general education course. Students benefit from receiving academic feedback early enough to decide if they should withdraw from the course or if there are corrective measures that can be put in place. The midterm warning checkpoint for general education courses is prepared at the end of the tenth week of classes.

4. The midterm warning is advisory feedback for the student’s use and is not part of a student’s permanent academic history. It will not be used to determine enrollment status, dismissal, or eligibility for financial aid, housing, or athletics. Final Warning

The final warning checkpoint will ask faculty to report on students who have stopped attending or are likely unable to pass the course. This checkpoint is prepared in the 12th week of courses. It will be used to determine eligibility for administrative withdrawal.

C. Dual Degrees and Minors

A student may declare a dual major or a dual degree after earning 30 credit hours. A student may not declare a dual major or a dual degree after earning 75 credit hours unless the degree can be completed by the projected graduation date of the first major or degree. If a second major or degree cannot be completed by the projected graduation date of the first major or degree, the student must graduate and reapply to the University.

A student is not permitted to add a minor after having earned 75 credit hours unless the requirements for the minor can be completed within the same timeframe as the declared major. Minors require approval of the major program advisor when added, regardless of credits earned, to ensure that the addition of the minor does not extend the time to degree.

In instances where a student has declared a minor or minors, dual degree, or double major and has fulfilled the requirements for one program while failing to meet the requirements for the second program, the University may confer the appropriate degree for the fulfilled primary or secondary program. A minor may only be awarded in conjunction with the award of the major degree. To facilitate efficient progress towards a degree, a student may not declare more than two minors. If a student has declared one or two minors and successfully fulfills all requirements for their primary degree program, the University may confer the primary degree regardless of whether the requirements for the declared minor(s) has (have) been met. Any minor for which all academic requirements have been completed at the time of degree conferral will be awarded alongside the primary degree. Minors with incomplete requirements at the time of graduation will not be conferred.

D. Course Withdrawals

FTIC students and transfer students who enter during a fall semester are required to meet with their academic advisor before initiating a course or university withdrawal to ensure that students are fully informed of the implications of their decision and to provide them with guidance that may support their academic success and on-time degree completion.

Exceptions may be granted for medical withdrawals and withdrawals for military purposes with approval by the University. Some academic programs may limit the number of course withdrawals allowed in individual academic programs as outlined in the undergraduate catalog.

As provided in UWF Regulation 3.030, Student Code of Academic Conduct, as it may be amended, a student who has been found responsible for a violation of the Code of Academic Conduct will not be allowed to withdraw from a course in which a violation occurred.

E. Grade Forgiveness and Repeat Courses

Grade forgiveness may be applied a maximum of three times while progressing toward an undergraduate degree for students in their first baccalaureate degree. Grade forgiveness may only be applied to the same course for which a previous grade has been earned at the University. Grade forgiveness does not extend to courses taught at another institution and transferred for credit. The highest grade will be counted for credit. The Office of the Registrar automatically applies the grade forgiveness to all eligible course repeats at the end of each semester, including the summer semester, after all grades are posted. Grade forgiveness will not be processed after a student graduates.

1. Opting Out of Grade Forgiveness

A student may request to have a repeated course not be granted grade forgiveness. Grade forgiveness exception requests must be submitted to the Office of the Registrar two weeks prior to the end of the semester in which the course is repeated.

2. Course Substitutions for Grade Forgiveness

A different but similar course may be substituted with approval by the student's academic advisor, department chair, and college dean. The request must be submitted to the Office of the Registrar by completing the grade forgiveness substitution request form.

3. Option to Rescind a Grade Forgiveness

A student may decide they do not wish to utilize an automatically-applied grade forgiveness. The student should consider all effects of rescinding an applied grade forgiveness as it will impact their GPA. To request that an automatically-applied grade forgiveness be rescinded, the student should submit the grade forgiveness form to the Office of the Registrar.

As provided in UWF Regulation 3.030, Student Code of Academic Conduct, as it may be amended, a student who has been found responsible for a violation of the Code of Academic Conduct will not be allowed to apply grade forgiveness to a course in which a violation occurred resulting in a sanction of "F" in the course.

F. Academic Warning and Probation

FTIC students who are placed on academic warning or probation will be limited to no more than 13 credits and may be required to enroll in a 1-credit hour Foundations for Academic Success course, participate in structured mentoring activity during the following semester, or participate in other activities or classes deemed appropriate by the University. Students with extenuating circumstances may request an increase in hours with approval from their academic advisor and the Director of First Year Advising.

G. Graduation Process

A student is responsible for meeting all graduation requirements. Having met all requirements for an undergraduate degree, a student is expected to graduate and will not be permitted to take additional classes as an undergraduate student. If an undergraduate student has fulfilled their major degree requirements, the University reserves the right to confer the degree. In cases where the primary degree requirements are not met but an alternative major can support timely graduation, the University reserves the right to transfer the student to an academic major that enables degree conferral. After the degree is granted, the student must seek readmission to the University as a non-degree student pursuing a second degree, certificate, or graduate program to register for any further courses.

Should the University invoke its prerogative to award a degree, the student may appeal this decision. If the student can demonstrate that continued enrollment in their current program is academically necessary, the appeal may be granted.

Any undergraduate student who wishes to appeal for continued enrollment, thereby postponing graduation, must submit a University Appeal Request no later than ten business days after being notified that the University is invoking its right to transfer the student to a different major or to award the degree. The final appeal decision lies with the Provost or the Provost's designee.

The following reasons are not permissible: participation in student activities, residing in student housing, financial assistance, and access to student services.

1. Student responsibilities:

- a. Meet with an academic advisor each semester to discuss degree progression;
- b. Complete the graduation application by the deadline listed in the Academic Calendar in the Catalog;
- c. Meet with the department to complete a graduation plan of action when necessary; and
- d. Meet all requirements for the degree.

2. Department responsibilities:

- a. Advise students toward degree completion;
- b. Review and approve the list of prospective graduates;
- c. Notify the Registrar if degree requirements have not been met; and
- d. Meet with the student to complete a graduation plan of action when necessary.

H. Disciplinary Matters

As provided in UWF Regulation 3.010, Student Code of Conduct, and in UWF Regulation 3.030, Student Code of Academic Conduct, as they may be amended, all pending disciplinary matters must be resolved prior to a student's graduation, transfer from, or continued education at the University.

Approved by: 
 Signed by: Manny Diaz
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 Mr. Manny Diaz, Jr.

Date: 07/25/2025

Authority: §1001.706, Fla. Stat.

Cross Ref.: 3.010, Student Code of Conduct

3.030, Student Code of Academic Conduct

History: Approved December 2014; Revised September 2018, November 2020, March 2021, November 2024, and July 2025

Last Review: July 2025