



# Policy

## **UNIVERSITY POLICY AC-34.04-03/21**

**TO:** University Community

**FROM:** Dr. Martha D. Saunders, President

**SUBJECT:** Undergraduate Student Progress to Degree Policy

**Responsible Office:** Office of the Provost

### **I. Reason for Policy/Purpose:**

The University of West Florida's mission 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 process 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.

The following initiatives also are aimed at assisting full-time students in their progress toward earning a degree in an efficient manner while effectively meeting their academic goals.

### **II. Definitions**

- A. Degree Plan: a definition of the course of study necessary to fulfill the requirement for graduation.
- B. Plan of Study: a list of recommended courses per semester and year.

### **III. Individualized Plans of Study**

All undergraduate students will receive an individualized degree plan outlining their program of study.

### **IV. Degree Progression**

Each student is required to meet with an advisor to develop a plan of study appropriate to the student's academic goals. The plan of study should be used as a tool for guiding students

toward efficient graduation. DegreeWorks, UWF's degree audit system, will be used as the official tool to document degree plans.

## **V. Four-Year Plan of Study**

All First-Time in College Students (FTIC) are projected to graduate in four years (nine semesters or eleven semesters when including summer(s)). Exceptions may be allowed for degree programs that have Board of Governors approval to exceed 120 -semester credit hours. All FTIC students will have an assigned plan of study after meeting with an advisor. Students who wish to change their major must meet with an advisor to prepare another plan of study.

## **VI. Two-Year Plan of Study for Transfer Students**

Florida College Students (FCS) and dual-enrolled students from a FCS institution entering with an Associates of Arts (AA) degree are projected to graduate in two years (four semesters or five semesters when including summer). These transfer students will have an assigned two-year plan of study after meeting with an advisor. Transfer students must meet all degree program common prerequisite requirements in order to efficiently complete the two-year degree plan. FCS students should meet with an advisor for this purpose by the end of their second semester at UWF. Students who wish to change their major must meet with an advisor to prepare another plan of study.

## **VII. Early Warning**

- A. A number of academic, nonacademic, and related factors are associated with attrition and risk. The Early Warning process is designed to be a proactive approach to provide early identification and intervention for FTIC and athletes who are experiencing academic difficulty. The Early Warning timeline includes three checkpoints and an optional fourth checkpoint throughout the fall and spring semesters. 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.
- B. 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.
- C. Midterm Warning. The Midterm Warning checkpoint will ask for faculty assistance in identifying students who are exhibiting "at risk academic performance" and who are off track for academic success in a general education

course. This will benefit students by providing academic feedback in enough time for students to decide if they need to 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. The midterm warning is advisory feedback and not a 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. Midterm feedback will not appear on the student's transcript.

- D. Feedback submitted during early warning by professors/instructors represent their best estimate of a student's grade and performance at the time of reporting, thus the professor/instructor will not be held responsible for the accuracy of this estimate or its ability to predict the student's final grade in the course.

### **VIII. Pre-Graduation Degree Audit**

Students are required to meet with an academic advisor to complete a Pre-Graduation Degree Audit prior to completing 90 credit hours. The Pre-Graduation Degree Audit is intended to advise the student of all courses needed for graduation and to confirm that all outstanding courses are included in the remaining degree plan. Registration holds will be placed on the records of students with 90 credit hours or more who have not completed the Pre-Graduation Degree Audit.

### **IX. Changing Majors**

Students may change their major once per semester. Students are not permitted to change majors after they have earned 90 credit hours unless the new major can be completed within the same time-frame as the previous major.

### **X. Dual Degrees and Minors**

A student may declare a Dual Major or a Dual Degree after earning forty five (45) credit hours. A student may not declare a Dual Major or a Dual Degree after earning ninety (90) 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 ninety (90) credit hours unless the requirements for the minor can be completed within the same time-frame as the declared major. A minor may only be awarded in conjunction with the award of the major degree. To facilitate efficient progress toward degree, a student may not declare more than two minors.

## **XI. Course Withdrawals**

A student is allowed no more than six individual course withdrawals (three courses at the upper level and three courses at the lower level) and no more than two individual course withdrawals for a single course.

Once the limit has been reached, the student must receive a grade for the course. For a third attempt in an individual course, the student must receive a grade. Exceptions are allowed for medical withdrawals and withdrawals for military purposes or as approved by the University.

As provided in UWF Regulation 3.030 (Academic Misconduct) a student who has been found responsible for a violation of the Academic Misconduct Code will not be allowed to withdraw from the class in which the violation occurred.

## **XII. Grade Forgiveness and Repeat Courses**

Grade Forgiveness is allowed three times within the undergraduate career. Grade Forgiveness is only for students in their first baccalaureate degree and is only for the same UWF course for which a previous grade has been earned. Grade Forgiveness does not extend to courses taught at another institution transferred for credit at UWF. 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.

### **A. To Opt Out of Grade Forgiveness**

A student may petition to have a repeated course not be granted Grade Forgiveness. Petitions must be submitted to the Office of the Registrar, two weeks prior to end of the semester in which the course is repeated.

### **B. Course Substitutions for Grade Forgiveness**

A different, but similar course may be used if the course for substitution is approved by the student's advisor, department chair and college dean. Request must be submitted to the Office of the Registrar by filling out the Grade Forgiveness Form.

### **C. Option to Rescind a Grade Forgiveness**

A student may decide that an automatically applied grade forgiveness option is something they do not want utilized for a particular course. If that is the case a student should consider all effects of rescinding an applied grade forgiveness as

it will affect their GPA. To request that an automatically applied grade forgiveness be rescinded the student should fill out the Grade Forgiveness form and submit it to the Office of the Registrar at registrar@uwf.edu for processing.

As provided in UWF Regulation 3.030 (Academic Misconduct), Grade Forgiveness will not be applied to a course in which a student has been found responsible for a violation of the Academic Misconduct Code resulting in a sanction of "F" in the course.

### **XIII. Academic Warning**

FTIC students who are placed on academic warning may be required to enroll in a 1-credit hour Academic Foundations course, participate in structured mentoring activity during the following semester, or participate in other activities or classes deemed appropriate by the University.

### **XIV. 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.

#### **A. Student responsibilities include:**

1. Meeting with an academic advisor each semester to discuss degree progression;
2. Completing the Graduation Application online by deadline listed in the Academic Dates and Deadlines in the Catalog;
3. Meeting with the department and completing a Graduation Plan of Action when necessary; and
4. Meeting all requirements for the degree.


#### **B. Department responsibilities include:**

1. Advising students toward degree completion;
2. Reviewing and approving the list of prospective graduates;
3. Notifying the Registrar if degree requirements have not been met; and

4. Meeting with the student and completing a Graduation Plan of Action when necessary.

## **XV. Disciplinary Matters**

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

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**APPROVED BY:** D54A387C376848D... **Date:** 03/30/2021  
**Dr. Martha D. Saunders, President**

**History:** Adopted December 2014; substantive changes made September 2018; minor revisions made November 2020; minor revisions March 2021.