University Policy AC-34.01-12/14

Policy Title: Undergraduate Student Progress to Degree Policy

Originator: Office of the Provost

Responsible Office: Office of the Provost

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

Individualized Plans of Study

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

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.

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 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.

Two-Year Plan of Study for Transfer Students
Florida College Students (FCS) and dual-enrolled students from an 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.

Pre-Graduation Degree Audit

Students are required to meet with an academic advisor to complete a Pre-graduation Degree Audit prior to completing 90 semester 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.

Changing Majors

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

Dual Degrees and Minors

A student may declare a Dual Major or a Dual Degree after earning 45 credit hours. A student may not declare a Dual Major or a Dual Degree after earning 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 90 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.

Course Withdrawals

A student is allowed no more than six individual course withdrawals (3 courses at the upper level and 3 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.

**Grade Forgiveness and Repeat Courses**

Grade forgiveness is allowed three times within the undergraduate career. Grade forgiveness 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. Students may not repeat a course for which they earned a grade of C or above.

As provided in UWF Regulation 3.030 (Academic Misconduct), the Grade Forgiveness policy 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.

**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.

**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. 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.

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.

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.

Questions regarding the appeal of any provision of this policy should be directed to the Office of the Registrar.

**Authority and Related Documents:**

UWF Regulation 3.010 Student Code of Conduct and UWF Regulation 3.030 Academic Misconduct.

**Change Justification:**

This is a new policy.

**APPROVED:** Dr. Judith A. Bense, President  
**Date:** 12/9/14

**History:**  
Adopted December 2014.