

Advising Syllabus

Advising Mission Statement

On this page

The University of West Florida recognizes academic advising to be a critical component of the educational experience of its students. The mission of the UWF academic advising program is to cultivate individual, collaborative relationships which empower students to become self-directed learners and decision makers, guide students in the evaluation of their strengths and weaknesses, and facilitate development of meaningful plans of study leading to efficient and successful completion of academic programs.

Description of Academic Advising

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

Student Learning Outcomes

Through academic advising sessions, students will

- Be prepared for regular advising appointments with the ability to interpret their degree audit and identify prerequisites and program requirements needed to earn their degree.
- Comprehend University procedures, policies, and deadlines, and regularly access that information.
- Be able to identify campus resources available to aid in academic, personal, and professional goals.
- Utilize the tools and resources available from the University--including Navigate, Degree Audit, UWF Catalog, Gmail, and MyUWF--to assist in navigating their degree program to reach the ultimate goal of earning a degree.
- Clarify personal goals and provide advisor with accurate information regarding interests and abilities.

Advisor Responsibilities

- Provide honest and realistic evaluations regarding student's academic abilities
- Provide accurate information about University policies, procedures, and resources
- Serve as mentor, advocate, and role model for advisee
- Refer student to appropriate campus resources as necessary
- Maintain comprehensive and confidential advising records
- Encourage and guide advisee to define and develop realistic goals in order to create a clear and attainable educational plan

Advisee Responsibilities

- Schedule and keep regular advising appointments
- Understand program curriculum
- Participate in the advising process in a cooperative manner
- Understand how to access and navigate the MyUWF portal and UWF email account
- Understand and utilize the online registration component of MyUWF
- Clarify personal values and goals and provide advisor with accurate information regarding interests and abilities
- Accept ultimate responsibility for education

MyUWF

MyUWF is a web portal housing applications used by students, faculty, and staff. As a student, there are multiple applications you will use on a regular basis. Each app has a grayed-out circle with a star; if you click on it, the circle turns yellow and will appear on your homepage each time you log in. Some apps you might consider adding to your homepage include Degree Audit, Navigate, My Classes, Registration Menu, Advising Status, Campus Directory, Student Academic Records Menu, and eLearning. Be sure to keep an eye out for notifications on the right side of your homepage. Oftentimes, you will receive a My Message requiring action. For instance, each semester you must acknowledge the Financial Responsibility Statement before you are able to register for classes. Multiple offices use My Messages to communicate with students, so do not forget about these notifications.

UWF Email Account

For email, calendar, and collaboration tools log into Google Apps at <http://gmail.students.uwf.edu>. Your email address is your ArgoNet username followed by "@students.uwf.edu." If you require assistance, see Google's Learn by App - Help Resources. Your gmail account is your official email address as a student, and once you are admitted, all communications between you and the University should utilize your gmail account.

Further, remember that the only authorized user of a UWF student email address is the student to which it is assigned. This applies even when a student has released information to a third party, such as a parent or guardian.

When using a UWF student email account, students acknowledge the [UWF Computing Resource Usage Agreement](#), which indicates that they "shall not share access to these resources (such as passwords, Nautilus cards, or printing privileges)." Further, unauthorized access to the UWF network may constitute a violation of the [UWF Student Code of Conduct](#) (Article IV, sections 1, 5, & 7). If you have any questions about this policy, you may contact the Office of the Registrar at registrar@uwf.edu or (850) 474-2244.

Much like the My Messages app in MyUWF, you will receive many important emails in your gmail account from University offices as well as your academic advisor(s) and professors. Be sure to check your email daily to ensure you do not miss any essential communications.

Advising PINs

Students must receive an advising PIN from their advisor every semester before registering for courses. The purpose of the advising PIN system is to ensure students meet regularly with their advisor to go over (at the least) progress toward degree, remaining requirements, and courses for next semester. Ideally, students should capitalize on the time they get with their advisor to discuss their aspirations, obstacles they may be facing, current class performance, tutoring services (if needed), internship options, honor society and/or club requirements and application process, or policies or procedures that require clarification. Therefore, students should not expect to receive immediately upon request their advising PIN. In order for advising to be most effective, students must communicate with their academic advisor regularly in person, by phone, or through email.

Degree Audit

Students can access their degree audit via Degree Works, which is a program that tracks degree completion progress. To access Degree Works, search for "degree audit" in MyUWF.

This automated online system compares your completed and in-progress coursework with the requirements for your degree, creating a "progress report." It also details your GPA and the classes you need to take.

The audit is divided into "blocks," or areas of requirements such as Degree, University Requirements, General Education, and Program Requirements. Each section or "block" works like a checklist, and requirements are automatically checked when a requirement is met.

Degree Works also displays GPA, classification, major, and minor. An advisor can see everything the student sees. For information on other features of Degree Works, see the following [Confluence page](#).

Individualized Plans of Study

All undergraduate students will receive an individualized degree-plan outlining their program of study by the end of their first semester of attendance at UWF. Students may view their plan by accessing Degree Audit in MyUWF and choosing the "Plans" tab at the top left. Two- and Four-Year Plans are discussed further below.

Navigate

Navigate is a one-stop shop for advisors, student support staff, tutors, and professors. Within this application you will find a powerful combination of features that focus on helping UWF staff assist students so that they may achieve all of their collegiate goals. Students can access the program simply by searching "Navigate" in My UWF.

One of the most useful features of Navigate for students is the ability to schedule appointments with advisors, student support staff, and tutors. This cuts out the need to email staff to request an appointment; as long as the advisor or tutor has availability set up in Navigate, you can schedule an appointment!

- [Instructions for how to set up an appointment with your academic advisor or student support staff](#)
- [Instructions for how to view tutoring availability within Navigate](#)

Progress to Degree Policy

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 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.

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.

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. Degree Works, 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% of their degree program. 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 a completion percentage of 90% 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. (Effective Fall 2016)

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. (Effective Fall 2016)

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. *Note: This policy applies to students who enroll at UWF during the Fall 2016 semester and later.*

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.

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 (if 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 (if 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.

Academic Standing

[view the UWF Undergraduate Catalog for details](#)

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. This status only applies to students who have less than 30 semester credit hours (SCH) (UWF GPA hours) whose UWF cumulative GPA is within the range listed below.

- 0 - 15.99 GPA Hours – 1.60 - 1.99
- 16 - 29.99 GPA Hours – 1.80 - 1.99

*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.

Probation

The intent of academic probation is to serve formal notice that a student may not be making satisfactory progress. It gives students an opportunity to demonstrate their ability to meet the University's academic expectations. Students whose cumulative UWF grade point average (GPA) is below the minimum listed will be placed on academic probation by the student's college.

- 0 - 15 GPA Hours - below 1.60 cumulative UWF GPA
- 16 - 30 GPA Hours - below 1.80 cumulative UWF GPA
- 30 or more GPA Hour - below 2.00 cumulative UWF GPA

Students who are on probation are limited to 14 semester hours for registration to assist with academic success. Overrides may be granted by the academic advisor for extenuating circumstances. Students who are on probation, and make sufficient academic progress during the term of probation, may be continued on probation. Generally, students who achieve a semester UWF GPA of 2.30 or higher are considered making sufficient academic progress. Colleges may impose additional requirements to determine academic progress and have the right to suspend a student whose cumulative GPA is not at the minimum standard.

In addition to satisfying the GPA requirements set forth by the University, students are also responsible for observing the additional academic standards specified by their department or college. Students on probation may apply for a change of major; however, approval is granted by the chairperson of the prospective department. Students should contact the chairperson for guidance.

Suspension

A student who is on Academic Probation and whose cumulative UWF GPA remains below a 2.00, and who does not earn at least a UWF semester GPA of 2.30, and achieve the minimum cumulative UWF GPA listed below will be subject to Academic Suspension from the University.

- 0 - 15 GPA Hours - 1.60 cumulative UWF GPA
- 16 - 30 GPA Hours - 1.80 cumulative UWF GPA
- 30 or more GPA Hour - 2.00 cumulative UWF GPA

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 are stated in the program. The College may make exceptions and continue a student on probation as determined by the student's individual circumstances and potential for academic success.

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.

Students suspended from UWF who subsequently receive an A.A. degree from a Florida public college or state university may be readmitted to UWF upon application for readmission, with earned credit accepted in accordance with University's policies; See [A.A. Degree Forgiveness Policy](#).

Reinstatement

A student who is suspended for 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. Refer to the [Reinstatement Request from Academic Suspension](#) page for deadlines and information.

In addition, students not attending UWF the previous three semesters must file an [application for readmission](#) with the Office of Undergraduate Admissions along with a Request for Reinstatement via the [MyUWF](#) app. Students reinstated from suspension may apply for a change of major. Approval is granted by the chairperson of the prospective department.

Students who are reinstated are considered on probation and the rules for probation status apply.

Excess Hours

Effective Fall 2009, all undergraduate degree seeking students entering UWF are subject to [s.1009.286](#). The statute was implemented to encourage each undergraduate student who enrolls in a state university to complete the student's respective baccalaureate degree program in the most efficient way possible while providing for access to additional college coursework. The bill requires universities to add a surcharge to each credit hour taken in excess of the total number of credit hours required to complete the degree being pursued.

Students whose initial enrollment at any institution of higher education beginning Fall 2009 and later may be assessed excess hours fees if they exceed the number of hours required for the degree program. Students whose initial enrollment as a degree seeking undergraduate in any institution of higher education was prior to Fall 2009 are exempt from excess hours.

See [Excess Hours information](#) for specific excess hour fees.

The following credit hours are included when calculating credit hours taken by a student:

- All credit hours for courses taken at UWF, including failed courses, courses from which a student withdraws, and repeated courses.
- All credit hours earned at another institution and accepted for transfer to UWF and applied toward the student's baccalaureate degree program.

Credit hours earned under the following circumstances are not calculated as excess hours:

- Credit earned through articulated accelerated mechanisms
- Credit hours earned through internship programs
- Credit hours required for certification, re-certification, or certificate programs
- Credit hours in courses from which students must withdraw due to reasons of medical or personal hardship
- Credit hours taken by active-duty military personnel
- Credit hours required to achieve a dual major
- Remedial and English as a second language credit hours
- Credit hours earned in military science courses that are part of the ROTC program

Deadline to request an adjustment to your initial Excess Credit Hour Baseline:

Adjustment requests of the initial Excess Credit Hour Baseline total must be received during the first 12 months at UWF; no exceptions. Per University policy, appeals to the initial calculation total that are received after the first 12 months of enrollment cannot be considered.

Deadline to request an adjustment of credit hours earned while in attendance at UWF:

Adjustment requests of credit hours added to your counter after initial enrollment must be submitted within one year of the course being attempted or the credit being posted to your UWF transcript will remain in your Excess Credit Hour Calculator.

Attendance in General Education Courses

Per [UWF AC-33.01](#), The General Education Course Attendance Policy for First Time In College (FTIC) Students is designed to encourage engagement and support efforts to improve student retention at UWF. This Policy is a subset of and acts in concert with the Class Attendance policy. This policy requires:

- Regular attendance for FTIC students in General Education Courses is expected and will be documented.
- Each General Education class to have a written attendance policy and requires the attendance policy to be included in the course syllabus.
- The faculty member teaching a General Education Course is to record the last day of attendance for all FTIC students enrolled in the course.

Campus Resources

Registrar

The UWF Office of the Registrar manages the institution's academic records in accordance with University policies, state laws, and federal regulations, and ensures the accuracy and accessibility of reports, information, and data. Students can contact the Registrar's Office for assistance with many things including registration, graduation, residency, grades and transcripts, and tuition and fees. The Registrar also manages the [UWF Catalog](#), which includes almost anything a student might want to know about the University.

Financial Aid

Every student has a unique financial aid package; therefore, it is essential to identify your financial aid counselor. For a listing of counselors and contact information, follow this [link](#). While your academic advisor can help you decide when you should contact Financial Aid, your counselor is specially trained to assist with your financial needs.

Calculus Tutoring Lab

The Department of Mathematics and Statistics provides free tutorial assistance for UWF students in several upper level Mathematics courses located in building 4.

The lab is staffed by advanced undergraduate and graduate students who provide tutoring primarily in Calculus I, II, and III and Business Calc. Tutoring is also provided for some upper-division courses, such as Linear Algebra, Differential Equations, and Discrete Mathematics upon tutors' availability.

The lab is open during all weekdays and is staffed by an average of two to three tutors. No appointment is necessary. Again, this service is free of charge to UWF students.

- [See website for services/hours](#)

Writing Lab

Having trouble writing a paper? Having trouble using commas and semicolons, choosing the right pronoun, or making your subjects and verbs agree?

The Writing Lab can help. Graduate and undergraduate Writing Lab assistants are available to review the mechanics of writing with you and help you upgrade the quality of your papers before you submit these papers to your professors. Face-to-face readers and OWL (Online Writing Lab) readers are available to help you with your papers from invention to publication or presentation to your professor. These paper readers won't write your papers for you; they will help you write them better.

The UWF Writing Lab is staffed by a group of undergraduate and graduate paper readers and tutors who are trained to tutor students in the grammar and mechanics of writing and to read other students' papers for content, manuscript formatting, documentation style, and the conventions of writing (grammar, punctuation, spelling, etc.). As students themselves, they know firsthand the prevailing struggle of consistently producing quality written work.

The UWF Writing Lab is not just a writing lab; it is the Writing Lab, where services range from face-to-face and virtual grammar/tutoring sessions, to the Grammar Hotline, to training for prospective English teachers.

- [See website for services/hours](#)

Tutoring & Learning Resources

Tutoring & Learning Resources provides learning and study skills development and subject-based tutoring free to UWF students. Tutors are available to assist with subject based tutoring, general study skills, time management, and test taking strategies. Study Skills Assistance sessions will provide helpful tips, successful strategies, and other information to improve academic performance and are catered to each individual student's needs. Tutoring & Learning Resources offers academic support services by drop-in and scheduled appointments.

- [See website for services/hours](#)

John C. Pace Library

The John C. Pace Library is located centrally on campus in building 32. In addition to the book stacks, computers, Interlibrary Loan department, and study carrels, subject specialist librarians help students, staff, faculty, and the community with discipline-specific research needs. Individuals seeking in-depth research help may contact their subject specialist librarian to schedule a research consultation. Faculty may also contact their subject specialists to schedule library instruction sessions for their classes, collaborate on library assignments, and discuss and recommend content for the collection.

- [See website for services/hours](#)

Career Development & Community Engagement

Located in building 19, Career Development's role is to advance UWF's mission, vision, and priorities by educating and empowering UWF Students/Alumni in the career development process and by providing opportunities for experiential learning, civic engagement, service, and employment. Some of the services they provide include

- major and career exploration,

- guidance on experiential learning opportunities,
- resume building tips,
- cover letter practice and feedback,
- mock interviews, and
- job search assistance.

Career Development also sponsors many events open only to current UWF students and alumni.

- [See website for services/hours](#)

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of any course that hinders your full participation, such as time-limited exams, inaccessible web content, or the use of non-captioned videos and podcasts, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with the office and provide appropriate medical documentation. Appropriate academic accommodations will be determined based on the documented needs of the individual.

- [See website for services/hours](#)

Veterans Services

The UWF Military & Veterans Resource Center (MVRC) serves as a leading campus advocate for military and veterans students, working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The center provides assistance with the following: GI Bill ® education benefits, active duty tuition assistance, out of state fee waiver, tutoring, paper reading, counseling, disability accommodations, coordinating academic advising and referral to state/federal resources and services. The MVRC is located in bldg. 38. For more information on MVRC service, call 474-2550 or visit <http://uwf.edu/militaryveterans>.

Emergency Information and Course Continuity

In the case of severe weather or other emergency, the campus might be closed and classes cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM (88.1 MHz).

Weather Emergency Information

- WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
- In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and MyUWF will both provide current information regarding hurricane preparation procedures, the status of classes, and the closing of the University.
- Emergency plans for the University of West Florida related to inclement weather are available on the following UWF web pages:
 - [Hurricane preparedness](#)
 - [Emergency Operations and Procedures](#)
 - [Emergency Procedures Flyer](#)

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