Academic Programs and Curricula

Catalog Year

Continuous Enrollment and Catalog Year

Catalog year determines the set of academic requirements that must be fulfilled for graduation. Generally, the Catalog year is determined at the time of admission. Students also have the option of choosing the Catalog year in effect at the time of graduation. Students must follow a single catalog, not a combination of catalogs, to meet graduation requirements.

A student who has completed at least 1 credit within three consecutive semesters (summer included) is considered to have satisfied the minimum requirements for "continuous enrollment."

Continuously Enrolled Degree-Seeking Students

The catalog year for a graduate student's program will be the catalog year in effect at the time of initial enrollment as a degree-seeking student. Those students who do not change their program, specialization, or track and who maintain continuous enrollment at the University have the option of following the catalog in effect at the time of initial enrollment as degree-seeking students or the catalog in effect at the time of graduation. Students who elect to change their program, specialization, or track (either through a new application or through a track change request) have the option of following the catalog in effect at the time of the new application or program, specialization, or track change or the catalog in effect at the time of graduation.

Non-Continuously Enrolled Degree-Seeking and Readmitted Students

Students who do not maintain continuous enrollment and who are readmitted to the University after non-enrollment of three consecutive semesters (summer semester included) have the option of following the degree program outlined in the catalog in effect at the time of re-enrollment as degree-seeking students or the catalog in effect at the time of graduation.

Certificate Programs

The University offers a variety of certificate programs to pursue as a stand alone certificate, to complete in conjunction with a graduate degree, or to take for professional development. Requirements are determined by the academic department offering the certificate. Upon approval and notification to the Office of the Registrar from the academic department, awarding of a certificate is listed on the transcript. Actual certificates of recognition may or may not be issued by the academic department. Contact the academic department offering the certificate program for more information, including application procedures. Refer to the listing of Graduate Certificate Programs (http://catalog.uwf.edu/graduate/certificateprograms) for more information.

Student Information on Credit-Bearing Certificates:

University Policy, AC-13.02 (http://uwf.edu/offices/board-of-trustees/policies)

1. Concurrent Enrollment: Students who are currently enrolled as degree seeking students at the University and who wish to pursue simultaneously a certificate must have their academic advisor complete the Graduate Certificate Declaration Form (https://marina.uwf.edu/gradcert). Upon approval of the head of the unit offering the certificate, applicable courses taken at UWF prior to applying to a certificate program may be applied to a certificate.

2. Transfer Courses: Upon approval of the head of the unit offering the certificate, students may transfer one course (normally 3 semester hours) with equivalent content from an institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education or must be a course with equivalent content from an institution meeting standards equivalent to those which are accredited by a regional or national accrediting agency recognized by the United States Department of Education. Course applicability will be determined by the offering department(s).

Change of Program

Graduate students desiring to pursue a new graduate program must complete a new application for graduate admission. Contact the Graduate School for further information.

Doctoral Program

Faculty in individual areas of focus review, approve, or deny admission of students who apply to a selected area. A student is admitted into the Ed.D. program when an area of focus admits a student into the program. Students admitted and enrolled in course work in the Ed.D. program, choosing to change their area of focus, must reapply for admission to the Ed.D. program through the Graduate School. Students must complete requirements in effect at the time of admission.

Accelerated Bachelor's to Master's Programs

The Accelerated Bachelor's to Master's (ABM) programs allow high-performing undergraduate students at the University an opportunity to complete the requirements for both the bachelor's and master's degrees at an accelerated pace. Undergraduate students in an ABM program may apply up to twelve (12) graduate (5000-6000 level) credit hours towards the completion of both the bachelor's and master's degree requirements.

Admission to an ABM Program

Refer to the ABM Admission Information (http://catalog.uwf.edu/graduate/admissions/generalinformation/#abmprogramstext) section of this Catalog for criteria for admission to an ABM program.

Requirements for Participation and Graduation

• Students must complete the bachelor's degree prior to entering the master's program. Students in the ABM may not elect to bypass the bachelor's degree.
• Students must meet all Graduate School and departmental regular admission requirements.
• Students must receive a grade of "B" or better in each of the graduate level courses that are being applied to both degrees. Courses with a grade of "B-" or below cannot be applied to the master's degree.
• No more than twelve (12) SCH of graduate work (5000-6000 level) may be counted towards the bachelor's degree.
• Students in non-thesis programs must complete all master's degree requirements and obtain the master's degree within 18 months of completing the bachelor's degree.

• Students in thesis or extended hour programs (36 SCH or more) must complete the master's degree requirements and obtain the master's degree within 24 months of completing the bachelor's degree. If the master's program is not completed within this time limit, the student is no longer eligible to apply the credit hours towards both degrees (i.e., the student can only apply the credit hours either towards completion of the bachelor's degree or to include in a future master's degree) and is automatically terminated from the ABM program.

Continuing Eligibility

• It is the responsibility of the student to recognize their eligibility status.

• If a student completes the bachelor's degree requirements with an accumulated GPA of less than 3.25, then they are no longer eligible to apply the credit hours towards both degrees (i.e., the student can only apply the credit hours either towards completion of the bachelor's degree or to include in a future master's degree) and is automatically terminated from the ABM program. Individual departments may have higher requirements and failure to meet these requirements will make a student ineligible to participate in the ABM program.

• A student who does not follow the approved degree plan may become ineligible to participate in the ABM program.

• A student who is ineligible to continue participating in or withdraws from the ABM program cannot apply any courses towards both degrees.

• If a student becomes ineligible to participate in the ABM program, the graduate advisor must inform the student in writing of their ineligibility. A copy of this letter to the student must be sent to the Graduate School.

Graduate Assistantship Eligibility

Students who are enrolled in the ABM program are not eligible for graduate assistantship positions until they complete the bachelor's degree.

Withdrawal

A student may at any time withdraw from an approved ABM program by informing the undergraduate and graduate advisor(s) in writing. A student who withdraws from the ABM program without finishing can not use any completed graduate courses in future master's degrees at the University if the courses are used towards the completion of the undergraduate degree.

*AC-20.02-12/16 (https://uwf.edu/offices/board-of-trustees/policies)