General Policies

The Office of the Registrar maintains the official academic records of all students and course registrations for currently enrolled students. Students are encouraged to contact the Registrar’s Office with questions concerning academic policies and procedures of their current registration, enrollment, or academic records. Registration dates are published in the Academic Calendar (http://catalog.uwf.edu/academiccalendar).

University Responsibilities

The faculty, administration, and staff share a responsibility to provide accurate information and effective advice. The Division of Enrollment Affairs is responsible for providing students, faculty, and other advising staff with accurate information in the Catalog, Navigation Guide, and other publications.

The academic advisors in the College of Arts, Social Sciences and Humanities, College of Business, Hal Marcus College of Science and Engineering, Usha Kundu, MD College of Health, and College of Education and Professional Studies are responsible for acting as a resource to provide students with timely and accurate information on University-wide requirements, policies, procedures, and referrals to appropriate services.

College and Department Responsibilities

The dean of each college and chairperson of each department ultimately are responsible for ensuring that academic advice is available and accessible to all students within the college or department.

Student Responsibilities

Students ultimately are responsible for knowing and fulfilling all University, college, and program requirements for graduation. Students should use the Catalog, advisors, and other resources for information.

Student Technology and Electronic Mail Requirement

UWF prepares students for current and future business and life applications using basic technology. Each UWF student is expected to do the following:

- Activate a MyUWF student account
- Access UWF e-mail account (Gmail)
- Have basic word-processing knowledge

Student use of UWF information technology resources is governed by the Computing Resources Usage Agreement and the Student Communications Policy. (See the My Account app in MyUWF). The University uses e-mail for both formal and informal communication with students. Each student, upon enrolling, is issued a UWF e-mail account. All students are expected to regularly check their UWF e-mail account for University business and official University communications. UWF accounts remain the property of the University of West Florida. Students should expect that instructors may request assignments be completed on a computer and/or be turned in via e-mail rather than printed. Instructors should ensure that basic assignments can be completed using software packages currently available in MyUWF or eDesktop.

MyUWF

MyUWF is the University’s secure, single entry point for fast and easy access to web-based services. Students may register, withdraw, drop and add classes, view their account balance, view grades, and more through MyUWF. Upon enrollment, each UWF student automatically receives a MyUWF account. To access MyUWF, students must activate their “new user” account from my.uwf.edu. Students manage their account and services from the My Account app in MyUWF. Students are responsible for information and actions taken through MyUWF.

Deadline Dates/Academic Calendar

Each student should be aware of the deadline dates in the current official Academic Calendar as published on the UWF Registrar’s website (http://uwf.edu/registrar). The Academic Calendar contains deadline dates for admission applications, changes in residency status, class registrations, fee payments, course scheduling changes (drop/add), course withdrawals, thesis and dissertation submissions, and graduation applications.

Graduate students should obtain from their colleges and departments a detailed list of deadlines for the programs in which they are enrolled. Appeals related to deadlines for registration, drop and add, and other academic deadlines as published in the Academic Calendar should be addressed to the Office of the Registrar.

Enrollment Definition

Enrollment is defined as consisting of three major components:

**Application:** Students provide information requested by the University for purposes of establishing and administering academic and financial relationships that exist between the University and its students.

**Registration:** Students register for courses and provide information needed to assess fees and tuition.

**Payment of Fees:** Students must pay all assessed tuition and other special fees and satisfy all due and/or delinquent amounts payable to the University.

Students who withdraw will be considered no longer enrolled at the time of withdrawal.

Classification of Students

The classifications for graduate students are the following:

**MASTERS:** A student admitted to a master’s program and completing work at the master’s level.

**SPECIALIST:** A student admitted to a specialist program and completing work at the specialist level.

**DOCTORAL:** A student admitted to the doctoral program and completing work at the doctoral level.

**NON-DEGREE STUDENT:** A student who currently is not a candidate for a degree or diploma.

Non-Degree Seeking Status

The non-degree classification at the graduate level is used only by those students who have completed a baccalaureate degree and who will not be working toward a graduate degree at UWF. Successful
completion of courses in this classification does not provide a basis for degree status.

Graduate students may apply a maximum of 12 semester hours completed as a non-degree seeking student toward a graduate degree once admitted into a graduate program. Students should contact Graduate Admissions for more information concerning this process.

Non-degree students are subject to the student policies stated in the Catalog and Student Handbook and Planner. Non-degree students should review the Student Educational Records section to understand privacy information. Course work completed as a non-degree student will be included in the respective graduate level (master's, specialist, doctorate) GPA, determined by the level of the course. International students in F-1 status should consult with the Director of the International Student Office regarding enrollment as a non-degree student.

All Pensacola campus students are required to purchase a Nautilus Card. Parking a vehicle on campus requires a parking decal which may be purchased online. Contact the Cashiers Office for information. Compliance with the immunization policy is required prior to registration. Contact the Division of Student Affairs (http://uwf.edu/studentaffairs) for information. To be considered for degree status, students must contact the Graduate School and complete the required application. Returning non-degree students who do not maintain continuous enrollment must file a new non-degree student application in the Graduate School. The non-degree student registration period begins approximately two weeks prior to the first day of classes for the semester – see the Academic Calendar (http://catalog.uwf.edu/academiccalendar) for specific dates.

Graduate degree-seeking students who wish to change to non-degree status will complete the non-degree student application in the Graduate School and submit an additional statement in writing indicating that a degree from UWF will no longer be pursued.

**Academic Common Market**

The Academic Common Market is an interstate agreement among southern states for sharing academic programs. Participating states enable their residents who qualify for admission to enroll in specific graduate programs in other states on an in-state tuition basis. Arrangements traditionally are limited to unusual programs or programs not offered within the state of residence. To enroll as an Academic Common Market student, an applicant must obtain certification from the common market coordinator in the student’s home state.

The Academic Common Market serves residents of the following 15 southern states: Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

Students must be admitted to the appropriate degree program by the Graduate School, and the letter of certification must be received in the Office of the Registrar before the first day of classes for the effective term. Information on the state authorization of programs, the identity of the coordinator for a particular state, and UWF programs affiliated with the Academic Common Market can be found at http://www.sreb.org/page/1304/.

**Academic Standing**

Academic Standing serves as the formal notice of a student’s academic progress in terms of the University’s expectations for a successful academic career. Students are expected to maintain a minimum grade point average (GPA) on all work attempted at The University of West Florida. The rules are intended to define the University’s academic expectations, alert a student of the need to improve academic performance, and give them an opportunity to meet the University’s academic expectations. Academic standing rules apply to all students, including non-degree students.

Students are advised that these are minimum GPA requirements for continuing at the University; to meet program graduation requirements, higher grade point averages may be needed.

Academic Standing rules are applied at the end of each semester after grades are submitted. At the end of each primary semester (Term 1) the Academic Standing is calculated. This calculation is based on the cumulative GPA hours and UWF (institutional) cumulative GPA. Academic Standing is calculated at the career level (i.e. Undergraduate, Masters, Specialist, Doctoral), not at the program level.

**Master’s and Specialist**

**Good Academic Standing**

A master’s or specialist degree-seeking student who is on Academic Probation or on Academic Suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.

**Academic Probation**

A student will be placed on Academic Probation by the dean of the college in which the student is enrolled at the completion of the semester during which his or her cumulative UWF graduate GPA falls below 3.0.

**Returning to Good Academic Standing**

A student on Academic Probation may return to good academic standing by achieving a cumulative UWF GPA of 3.0 for the next academic semester of attendance following the date that the student was placed on Academic Probation.

**Academic Suspension**

A student not achieving a cumulative UWF GPA of 3.0 during any semester while he or she is on Academic Probation may be placed on Academic Suspension from the program. The dean of the college in which the student is enrolled makes the final decision, based on input from the respective college committee, on whether the student is placed on or remains on academic suspension.

**Applications while on Academic Probation or Academic Suspension**

With the approval of the department chairperson and college dean for the program from which the student was on probation or suspension, a student on Academic Probation or Academic Suspension from a graduate program may apply for admission to another UWF graduate program provided requirements for admission to that program are met.

**Appeal of Academic Suspension**

A graduate student may appeal an Academic Suspension in writing to the Provost (or designee). The following are the permitted bases for requesting an appeal:

1. there was a death in the immediate family of the student (parent, spouse, child or sibling),
2. the student suffered an illness or other event that was of such severity or duration that it actually precluded the student form being able to satisfactorily attend to his or her studies,
3. a member of the student’s immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and
4. the student was called to active military service, or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

Reinstatement after Academic Suspension

A student suspended from a graduate program may be considered for reinstatement by the dean of the academic college after the lapse of one academic semester during which the student is not enrolled at UWF.

In the first semester of approved reinstatement a student who achieves a semester UWF GPA higher than 3.0, but a cumulative UWF GPA lower than 3.0, will continue on Academic Probation. A student who fails to achieve a semester GPA of higher than 3.0 in the first semester of approved reinstatement will be suspended from the program.

Master’s and Specialist Dismissal Policy

(Individual master’s and specialist programs may have stricter guidelines listed in the University catalog.)

Students can be dismissed from a master’s or specialist program for the following reasons:
1. failing to meet academic standards,
2. failing to make sufficient progress towards a degree as determined by department,
3. failing to meet professional standards of the discipline,
4. denied reinstatement after academic suspension,
5. failing to apply for reinstatement in the 3 semesters following the semester of suspension, or
6. being suspended for the second time.

Appeal of Dismissal

A master’s or specialist degree-seeking student may appeal a dismissal in writing to the Provost (or designee).

Doctoral

Good Academic Standing

A doctoral degree-seeking student who is on Academic Probation or on Academic Suspension is not in good academic standing. All other students are in good academic standing. A student must be in good academic standing in order to graduate.

Academic Probation

A student will be placed on Academic Probation by the dean of the college in which the student is enrolled at the completion of the semester during which his or her cumulative UWF GPA falls below 3.25.

Returning to Good Academic Standing

A student on Academic Probation may return to good standing by achieving a cumulative UWF GPA of 3.25 for the next academic semester of attendance following the date that the student was placed on Academic Probation.

Academic Suspension

A student not achieving a cumulative UWF GPA of 3.25 during any semester while he or she is on Academic Probation may be placed on Academic Suspension from the program. The dean of the college in which the student is enrolled makes the final decision, based on input from the respective college committee, regarding which students are placed on or removed from Academic Suspension. However, students who have three consecutive semesters on probation must be placed on suspension.

Applications while on Academic Probation or Academic Suspension

With the approval of the department chairperson and college dean, a student on Academic Probation or Academic Suspension from a doctoral program may apply for admission to another UWF graduate program provided requirements for admission to that program are met.

Appeal of Academic Suspension

A doctoral student may appeal Academic Suspension in writing to the Provost (or designee). The following are the permitted bases for requesting an appeal:
1. there was a death in the immediate family of the student (parent, spouse, child or sibling),
2. the student suffered an illness or other event that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies,
3. a member of the student’s immediate family suffered an illness that was of such severity or duration that it actually precluded the student from being able to satisfactorily attend to his or her studies, and
4. the student was called to active military service, or National Guard troop service for such a duration that it precluded the student from being able to satisfactorily attend to his or her studies.

Reinstatement after Academic Suspension

A student suspended from a doctoral program may be considered for reinstatement by the academic college dean after the lapse of one academic semester during which the student is not enrolled at UWF.

In the first semester of approved reinstatement a student who achieves a semester UWF GPA higher than 3.25, will continue on Academic Probation. A student who fails to achieve a semester GPA of higher than 3.25 in the first semester of approved reinstatement will be suspended from the program.

Doctoral Dismissal Policy

(Individual graduate programs may have stricter guidelines listed in the University catalog.)

Students can be dismissed from a doctoral program for the following reasons:
1. failing to meet academic standards,
2. failing to make sufficient progress towards a degree as determined by the department,
3. failing to meet professional standards of the discipline,
4. denied reinstatement after academic suspension,
5. failing to apply for reinstatement in the 3 semesters following the semester of suspension, or
6. being suspended for the second time.
Appeal of Dismissal
A doctoral student may appeal a dismissal in writing to the Provost (or designee).

Non-Degree Students
A student who is not seeking a degree while at UWF, but enrolls in classes in classified as a Non-Degree Student. Although not seeking a degree, such a student is subject to the same Academic Warning, Academic Probation, Academic Suspension, and Reinstatement policies as a degree-seeking student by level of courses in which the student enrolled.

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 Admissions General Information (http://catalog.uwf.edu/graduate/admissions/generalinformation/#acceleratedbachelorstomastersprograms) 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 by-pass 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) hours 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 s.h. 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 his/her eligibility status.
- If a student completes the bachelor's degree requirements with an accumulated GPA of less than 3.25, then he/she 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
Readmission

Refer to the General Readmission (http://catalog.uwf.edu/graduate/admissions/generalreadmission) section of this Catalog for information.

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. Click here (http://catalog.uwf.edu/graduate/certificateprograms) for the listing of certificate programs in this Catalog.

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.

Class Attendance

The University expects students to take full responsibility for their academic work and academic progress. To progress satisfactorily, students must meet the requirements of each course for which they are registered. Successful work depends to a large extent on regular class attendance.

Class attendance is regarded as an academic matter. Each faculty member will provide a written attendance policy to each class within the first week of classes. The use of attendance records in grading and handling of any excuses for absences is left to the discretion of the faculty member responsible for the course, subject to the guidelines given below:

- Students will be excused from class to observe religious holidays of their faith. No major test, major class event, or major University activity will be scheduled on a major religious holiday.
- Absences for imposed legal responsibilities (e.g., jury duty, court appearance) will be recognized as excused absences.
- Absences resulting from participation in extracurricular activities in which students are official representatives of the University will be recognized as excused absences.
- Absences for serious illness, death or serious illness within the student’s immediate family, military obligations, or other sound reasons offered by the student may be accepted as excused absences.

It is the responsibility of students to know the attendance policy of each course they are taking. Students must inform their instructor(s) of absences from classes prior to or as soon as possible after the absence. Instructors have the right to request verification for all excused absences. Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. Faculty are encouraged to provide opportunities for students to make up examinations and other work missed because of an excused absence.

Reserve/National Guard Duty

To fulfill a reservist or National Guard military obligation of no more than two weeks concurrent with a normal academic semester at UWF, students must receive written permission for such absences from the instructors and departmental chairpersons for each course in which they are enrolled. The approval is not automatic but is discretionary with the instructors and departmental chairpersons.

Comprehensive or General Examination

Most departments require a written and/or oral general examination. The examination may be an initial diagnostic or a final comprehensive examination over the student's fields of study. Students must pass any examination required by the department to be recommended for a graduate degree.

Continuous Enrollment

Consecutive continuous enrollment is defined as enrollment in the University without a non-enrollment period of three or more semesters (summer semester included). Credits earned at other institutions during any semester, while not registered at UWF, will not constitute continuous enrollment at UWF.

GPA Requirement

Master's

A student must satisfy the UWF GPA requirement of 3.0 based upon grades for all courses included in the initial and approved degree plan and grades for all courses included in subsequent revisions. No grade for a course taken as part of an approved graduate degree program may be deleted from the GPA. Individual programs may set more stringent GPA requirements. Students must be cleared from academic probation in order to be eligible to graduate.

The UWF academic transcript, the student academic record, and grade report do not reflect the degree program GPA. These records indicate a GPA of all UWF graduate level courses with the exception of those included in a UWF baccalaureate degree.

Specialist

Refer to the Specialist Degree Requirements (http://catalog.uwf.edu/graduate/academicpolicies/graduation/#specialistdegreerequirements) in the Graduation and General Degree Requirements section of this Catalog.

Doctoral Program

Refer to the Doctor of Education Degree Requirements (http://catalog.uwf.edu/graduate/academicpolicies/graduation/#doctorofeducationdegreerequirements) in the Graduation and General Degree Requirements section of this Catalog.

Student Educational Records

The University of West Florida complies with the Family Educational Rights and Privacy Act (FERPA) and Florida Statute related to the release of student educational records. Student educational records
The privacy interests of an individual expire with that individual's death. Disposition of records held pertaining to a deceased student state that the University, or by an entity acting on behalf of the University, which is directly related to a student who has applied for admission or who is or has been in attendance.

The following is a non-exhaustive list of categories of educational records along with the University custodian who maintains the records:

1. **Academic Records (Departmental)** – Faculty Chairpersons and Deans.
2. **Academic Records (Permanent)** – University Registrar.
3. **Cooperative Educational and Placement Records** – Director, Cooperative Education and Placement.
4. **Disciplinary Records** – Vice President for Student Affairs.
5. **Financial Aid Records** – Director, Student Financial Aid.
6. **Housing Records** – Director, University Housing.
7. **Student Activities (including Athletics)** – Vice President for Student Affairs.

The following are some categories of records which FERPA defines as **not** constituting student educational records (for a complete list see 20 U.S.C. s 1232g). These categories of records are not subject to FERPA and UWF regulations:

- Records maintained by individual University personnel which are solely in their possession and are not revealed to others.
- Records maintained by University police which are for law enforcement purposes.
- Records maintained by University employees which relate solely to the student as an employee and are not available for any other purpose.
- Records maintained by University medical or psychological personnel which are solely for treatment and/or counseling purposes.
- Records maintained by University personnel which contain only information relating to persons after they are no longer students.

FERPA provides certain rights to University students concerning their student educational records. Students are notified annually of their rights in association with the student education records (see Annual Notification of Student Records and Directory Information below).

### Change of Student Information

Change of local, permanent, and emergency contact addresses; name; or other information affecting the student’s permanent academic record may be completed by currently enrolled students through MyUWF at my.uwf.edu. Forms are also available through the Office of the Registrar (http://uwf.edu/registrar).

### Student Photos

Student photos are provided to faculty on electronic class rosters to assist in identifying students, personalizing the class experience, verification of attendance, and other class-related issues. Photos are used strictly for educational reasons, are confidential, and may not be published or released in any other context.

### Death of a Student

In accordance with the Family Educational Rights and Privacy Act (FERPA), the University of West Florida’s policy regarding the disposition of records held pertaining to a deceased student state that the privacy interests of an individual expire with that individual’s death.

### Annual Notification of Student Records and Directory Information

The disclosure or publication of student information is governed by the policies of the University of West Florida and the Board of Education within the framework of State and Federal laws, including the Family Educational Rights and Privacy Act of 1974.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the following:

**The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.** A student should submit to the registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.** A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, health staff, and student workers); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The University may release records without consent, under the following exceptions:

- “School officials” with a “legitimate educational interest” need to know. Employees and legal agents have access to education records in order to perform their official, educationally-related duties;
- Disclosure to another institution where student seeks to enroll or is enrolled;
- Disclosure to Department of Education, state/local education authorities;
- Disclosure in connection with the receipt of financial aid (validating eligibility);
- Disclosure to state/local officials in conjunction with legislative requirements;
- Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations;
- Disclosure to parents of dependent students (IRS definition);
- To comply with a judicial order or lawfully-issued subpoena;
- Disclosure for a health/safety emergency;
- Disclosure of directory information;
- Disciplinary information (Warner Amendment);
- Disclosure to the alleged victim, information from disciplinary proceedings;
- Only when found in violation, and only for crimes of violence—release of name, sanction and outcome (public information);
- Disclosure to parents of any student under the age of 21, a violation of federal, state, local or institutional laws/regulations related to substance abuse (Foley Amendment);
- Veterans Administration officials in response to requests related to VA programs
- Representatives of Homeland Security for purposes of the coordinating interagency partnership regulating international students (CIPRIS).

**Directory Information**

Directory information will be released for public records requests, the Campus Directory, and for other requests, unless otherwise specified by the student. The online campus directory is available only internally through MyUWF.

Under the provisions of the Family Education Rights and Privacy Act (FERPA), students have the right to withhold disclosure of directory information. The information listed below has been designated by the University as directory information and will be released or published by the University unless the student has submitted a request for “non-release” to the University in writing or via MyUWF.

- Name (legal and preferred)
- Address (local and permanent)
- Enrollment Status (e.g. undergraduate or graduate, full-time or part-time)
- University assigned E-mail Address
- Current Telephone number (local and permanent)
- Major field of study
- Participation in officially recognized activities and sports, including the birthdate, place of birth, weight and height of members of University athletic teams
- Dates of attendance at UWF
- Degree(s) earned at UWF
- University recognized Degrees, Certificates, Thesis/Dissertation Titles, Awards and Honors received (including Dean’s List and President’s List)
- Grade classification (Freshman, Sophomore, Junior, Senior or Graduate Student)
- Most recent previous educational agency or institution attended

Students may choose to restrict their directory information through the Privacy link in their MyUWF account. Students who wish to have the privacy flag removed from their permanent academic record must contact the Office of the Registrar in writing or may submit the change on line through MyUWF.

**Full Confidentiality Hold**

In rare cases, a student may need additional privacy protection that is not covered in suppressing their directory information (see Directory Information section above). If a student elects to have the Registrar’s Office place a Full Confidentiality Hold on their record, it means that the student’s entire educational record will be suppressed and that they will not be able to discuss any part of their educational record with UWF staff remotely (telephone, email, FAX, or regular mail) but instead will have elected to have all conversations about their educational record in person.

See the Privacy section of Using the Contact and Privacy Info Wizard (https://confluence.uwf.edu/display/public/Using+the+Contact+and +Privacy+Info+Wizard/#UsingtheContactandPrivacyInfoWizard-privacy) for details.

It is important to remember that by choosing this option or withholding Directory Information above, other areas related the student record may be affected. Some of these areas include but are not limited to, all future requests for Directory Information from non-institutional persons or organizations will be denied; degree or enrollment verifications for future employment through the National Student Clearinghouse will not be available; etc.

**Student Right-To-Know Information**

In compliance with the Student Right-To-Know legislation, data is available in the Office of Student Affairs, (850) 474-2384.

**Directory - Students, Staff, and Faculty**

The University publishes an online Campus Directory which includes a campus locator and the names, addresses, telephone numbers, and departmental affiliation for faculty, staff, and students. The electronic directory is available internally through MyUWF for University students, faculty, and staff. Students who are also listed as employees of the University will have work related directory information included in the employee directory regardless of their student privacy status. Students may inform the University in writing if they choose to prevent publication of directory information. Students must indicate privacy through MyUWF or complete and submit a privacy form to the Office of the Registrar by the end of the fall semester’s drop/add period for information to be withheld from the published Directory (see Annual Notification of Student Records and Directory Information).

**Thesis Requirement**

Theses are to be prepared in accordance with the specifications given in the “UWF Thesis Guide” prepared by and available in the Graduate School. All theses must be produced in electronic format (unless a hard copy is required by the individual department). Deadlines for
submission to the Graduate School are posted online at uwf.edu/graduate.

Students should consult the current Graduate Catalog for the special requirements of the individual program to determine whether a thesis or alternative is required. A maximum of 6 semester hours of credit may be applied toward a master's degree for successful completion of a thesis. After registering for the first thesis credit, graduate students must be continuously enrolled each semester (excluding summer) until the thesis is approved by the Graduate School and all degree requirements have been completed. Failure to register for thesis hours for 3 consecutive semesters will result in the student having to reapply to the program, subject to the policies and procedures in effect at that time. Students who do not maintain continuous enrollment will be charged for 1 semester hour of thesis credit per semester for each semester during the time they were not continuously registered. A thesis grade of "G" (deferred) will be given until the final thesis has been approved by the Graduate School and submitted to ProQuest.

Time to Degree

Master’s

All coursework (including transferred credit) must be completed within six years from the date the UWF degree is awarded. The department may recommend that UWF and transferred courses which are older than six years be included in the student’s program of study if the department validates that the student has current knowledge related to the course subject matter.

Specialist/Doctoral

All coursework (including transferred credit) must be completed within seven years from the date of admission to UWF. The department may recommend that UWF and transferred courses which are older than the seven years be included in the student’s program of study if the department validates that the student has current knowledge related to the course subject matter.

Tool of Research Requirement

Although the University has no general research tool requirement, some departments expect demonstrated competence in a research tool, such as statistics or a foreign language. Students should refer to the appropriate department to ascertain whether a research tool is required.

Transfer of Credit

Master’s and Specialist

Graduate transfer credits must be approved by the student’s academic department. Graduate credits may be transferred from an institution that is fully accredited by a regional or national agency recognized by the United States Department of Education only when a grade of “B” or higher was earned in the graduate work to be transferred and when the credits were completed within six years from the date the UWF graduate degree is awarded. The department offering the degree program may recommend that transfer courses which were taken more than six years before the UWF degree is to be awarded may be included in the student’s program of study if the department validates that the student has current knowledge related to the course subject matter.

Students whose programs consist of 30 to 36 semester hours may have a maximum of six semester hours or two courses (whichever is greater in credit) of graduate work at other universities accepted toward their program requirements at UWF. The department chairperson’s permission is required for the credits to be accepted.

Students whose programs consist of more than 36 semester hours may have a maximum of 10 semester hours of graduate work from other universities accepted toward their program requirements at UWF. The department chairperson’s permission is required for the credits to be accepted.

Graduate transfer credit applicable to a specialist degree must have been earned within five years of the date of admission to the UWF specialist degree program and be approved by a student’s academic department.

Graduate credits, including those from a previously earned graduate degree, may be transferred upon approval of the student’s academic department.

The University recognizes graduate-level learning gained from specialized training and experience in the Military Services as recommended by the ACE Guide to the Evaluation of Educational Experiences in the Armed Services and apply that credit to a student’s degree program where appropriate. The department chairperson’s permission is required for the credits to be accepted.

Doctoral

Students who have completed an Educational Specialist degree within the previous five years at UWF can transfer a maximum of 21 semester hours of graduate credit earned beyond a master’s degree into the Ed.D. program. Students requesting to transfer course work from other institutions are advised on an individual basis. Graduate transfer credit must have been earned within five years of the date of admission and be approved by a student’s academic department.

Students are eligible to transfer a maximum of 6 semester hours of graduate work from other universities.

All hours transferred into the Ed.D. program must align with the professional core and specialization course requirements. Students admitted into the Ed.D. program must enroll in at least 39 semester hours in the Ed.D. program at UWF (21 hours coursework and 18 hours dissertation). Exceptions on transfer work and the 39 hour rule will be determined by the Ed.D. Program Committee.

Students choosing to petition for a larger number of hours to be credited to the Ed.D. program must submit an “Ed.D. Student Petition” form to the Ed.D. Program Office.

Traveling Scholar Program

The University participates in a traveling scholar program which enables graduate students to take advantage of special resources available on another campus, but not available on the home campus. Examples are special course offerings, research opportunities, unique laboratories, and library collections.

A traveling scholar’s graduate advisor will approach an appropriate faculty member at the proposed host institution and recommend the scholar for a visiting arrangement. After agreement by the student’s advisor and the faculty member at the host institution, graduate deans of both institutions will be fully informed by the advisor and have the power to approve or disapprove. A student will register at the host institution and will pay tuition and/or registration fees according to fee schedules established at that institution. Credit for the work taken will be recorded at the home University.

Each university retains its full right to accept or reject any student who wishes to study under its auspices. A traveling scholar will normally be limited to one term on the campus of the host institution. A traveling
scholar accepted by the host institution will be regarded as being registered at that institution for the period.

A traveling scholar is not entitled to displacement allowance, mileage, or per diem payments. The home university, however, may at its option continue its financial support of the traveling scholar in the form of a fellowship or graduate assistantship with any work obligation to be discharged either at the home or at the host institution.

UWF Academic Misconduct Code

This policy is available on the UWF web sites: uwf.edu/president/policies/ or uwf.edu/orsr/.

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

Forms of Academic Misconduct

Violations by a student of any of the following actions constitutes an offense will result in disciplinary action. Fraudulent or deceptive action involving academic matters, including the following:

- Cheating: The unauthorized giving or taking of any information or material on academic work considered in the determination of a grade.
- Plagiarism: The act of representing the ideas, words, creations, or work of another as one’s own.
- Bribery: The offering, giving, receiving, or soliciting of anything of value to influence a grade.
- Conspiracy: Planning with others to commit any form of academic misconduct.
- Misrepresentation: Any action or omission with intent to deceive a teacher so as to affect a grade.

Grievances

The Student Grievance Process is available on the University of West Florida Dean of Students Office (http://uwf.edu/offices/dean-of-students/dean-of-students/other-processes).

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

Students who wish to make a grievance, including grade appeals, should review the Student Grievance System in the Rights & Regulations section of the Student Handbook and Planner. The process of handling student non-academic grievances is also detailed in the current issue of the Student Handbook and Planner.

Appeals and Requests for Waivers or Exceptions

An appeal may be filed by a student to request an exception or waiver to a University academic requirement, policy, procedure, or deadline. There are several different levels and types of appeals. All academic appeals should be submitted within six months of the close of academic semester of the appeal.

Academic Appeals

The student must make a reasonable effort to contact the instructor, the department head, and the academic dean in an effort to resolve differences before filing an appeal. Listed below are the various types of academic appeals.

Department Level Appeal-(Academic Department)

Department level academic appeals include requirements for program admission, substitutions or waivers for department requirements, course prerequisites, and other department level decisions. Students should contact their academic advisor and department chairperson for information on the appeal process. The final appeal is determined by the college dean.

College Level Appeal-(Academic College)

College level academic appeals include decisions on probation and suspension actions, waivers or substitutions of college core courses, etc. Students should contact their academic advisor and the college dean for information on this process and required documents.

University Level Appeal-(Graduate Dean/University Registrar)

Most academic appeals fall under this category as this applies to those policies that are at the University level, or apply to all students regardless of program of study. Examples of University academic appeals include (but are not limited to):

- Late or retroactive withdrawals
- GPA requirement

The Academic Appeals Committee hears appeals from students who believe they have an exceptional circumstance or situation that warrants an exception or waiver. The Committee serves on behalf of the Provost to provide a University wide forum and decision making body for academic appeals. The Academic Appeals Committee normally meets biweekly. Appeals must be in writing on the appropriate forms and signed by the academic advisor, department chairperson, college dean, and graduate dean. Forms can be found on the Registrar website, uwf.edu/registrar. Appeals should include any and all appropriate documentation to support the appeal. Students will be notified by e-mail of the outcome of the appeal.

Substitution of Graduation Requirements for Students with Disabilities

Students with documented visual impairments, hearing impairments, motor impairments, or specific learning disabilities may petition for substitution of degree requirements provided such substitutions do not significantly alter the nature of the program in which the student is enrolled. For more information about the University’s degree requirement substitution policy, contact the college dean of the program.

Registration Appeals

The Office of the Registrar reviews appeals related to late registration and schedule adjustments (drop/add). Contact: University Registrar, Building 18.

Other Appeals

Other appeal processes, including those listed below can be found at the University Appeals Process webpage (http://uwf.edu/offices/dean-of-students/dean-of-students/other-processes).

- Academic probation or suspension appeals (http://uwf.edu/offices/registrar/resources/forms)
• Late class or University withdrawal appeal (http://uwf.edu/offices/registrar/registration/withdrawals)
• Waiver of graduation requirement appeal (http://uwf.edu/offices/registrar/resources/forms)
• Reinstatement after removal for non-payment appeal (http://uwf.edu/offices/registrar/resources/forms)
• Fee appeals (http://uwf.edu/offices/registrar/resources/forms)
• Repeat course surcharge waiver appeal (http://uwf.edu/offices/registrar/resources/forms)
• Discrimination, harassment and retaliation complaints (http://uwf.edu/offices/equal-opportunity-and-accessibility/equal-opportunity-programs/services-provided/procedure-for-formal-complaints)
• Financial aid appeals (satisfactory academic progress and other financial aid related appeals) (http://uwf.edu/offices/financial-aid/satisfactory-academic-progress/satisfactory-academic-progress)
• Grade appeals (http://uwf.edu/offices/registrar/resources/forms)
• Housing charges appeals (http://uwf.edu/offices/housing-and-residence-life/forms/appeal-housing-charges)
• Housing Cancellation appeals (http://uwf.edu/offices/housing-and-residence-life/forms/request-housing-cancellation)
• Library fine appeals (http://libguides.uwf.edu/content.php?pid=232298&sid=2346104)
• Parking fine appeals (http://uwf.edu/offices/business-auxiliary-services/parking-and-transportation/parking-tickets-and-appeals)
• Residency for in-state tuition appeals (http://uwf.edu/offices/registrar/residency/residency-for-tuition-purposes)
• Student conduct code appeals (http://uwf.edu/osrr/documents/BOTApprovedStudentCodeofConduct-2010edition.pdf)