

# General Information

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The Graduate School oversees the application, admission, and readmission process for all degree-seeking and non-degree seeking graduate students. It also assists prospective graduate students in obtaining information about UWF.

## General Policies

The University of West Florida encourages applications for admission from qualified applicants regardless of gender, culture, religion, ethnic background, age, marital status, or disability. Students with documented visual impairments, hearing impairments, motor impairments, or specific learning disabilities may petition for substitution of admission requirements provided such substitution does not significantly alter the nature of the program for which admission is being sought. For more information about the University's admission requirement substitution policy, contact [the Graduate School](#).

Admission of students to the University of West Florida is within the jurisdiction of the University but subject to the minimum standards adopted by the UWF Board of Trustees and the Florida Board of Governors.

## Conditions of Admission

The Graduate School will notify applicants of the admission decision via email. Admission to the University is often contingent upon the subsequent receipt of satisfactory and official college or university transcripts and verification of baccalaureate degrees. Failure to submit such documents may result in the cancellation of admission. Refer to [Provisional and Conditional Admission](#) for more information.

## Ownership of Submitted Documents

All credentials and documents submitted become the property of the University of West Florida. The originals or copies of the originals will not be returned to the applicant or forwarded to another institution, agency, or person.

## Fraudulent Records

If it is found that an applicant has made a false or fraudulent statement or a deliberate omission on the application for admission, the residency statement, or any other accompanying documents or statements, the applicant may be denied admission. If the student is already enrolled when the fraud is discovered, the case will be adjudicated using the procedures specified for violations of the UWF Student Conduct System as contained in the Student Handbook.

## Applicant Conduct

The University shall evaluate an applicant's previous conduct to determine whether offering the applicant admission is in the best interest of the University. Applicants with a record of previous misconduct at an educational institution or criminal conduct will be evaluated during the admission process in accordance with [UWF/REG 3.003](#).

## Request for Admission Term Change

Applicants are admitted to the University only for the semester for which they apply. Students who do not enroll in the semester for which they have been admitted and want consideration for a different semester must submit a Graduate Application Term Change Request, available through the Application Portal. The application processing fee can be transferred once within 3 semesters. Admission is not automatic, and applicants will be considered for admission under

the policies in effect at that time. If an applicant has attended, or is currently attending, another collegiate institution since the submission of the previous application, the applicant must indicate the institution on the new application and may be required to provide an official transcript.

## Deadlines for Applications and Supporting Documents

The deadlines for applications and supporting documents for graduate applicants can be found on the Graduate School website under [Application Deadlines](#).

It is in an applicant's best interest to apply early. Files completed after the published deadlines may not be processed in time for the applicant to be considered for enrollment in the desired semester.

## Accelerated Bachelor's to Master's Programs

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

## Criteria for Admission to the ABM Program

Admission to the ABM program, which allows undergraduate students to begin taking approved graduate courses, is contingent on meeting the following eligibility requirements at the time of entering the ABM program:

- Students must have completed a minimum of seventy-five (75) credit hours in their undergraduate programs, including credits earned from advanced placement, prior to submitting the ABM Program Application.
- Transfer students must have completed a minimum of two semesters at the University of West Florida and meet in-residence credit hour requirements established by the department and approved by the Graduate School.
- Students must have a minimum institutional undergraduate grade point average (GPA) of 3.25 and a minimum GPA of 3.5 in their major at the University of West Florida.
- Admission to an ABM program does not guarantee admission to the Graduate School. Students must apply directly to the master's program.

## Application to the ABM Program

There are two separate application processes: (1) submission/approval of ABM Program Application (allows an undergraduate student to begin taking pre-approved graduate-level courses) and (2) submission/approval of graduate admission application (officially admits student into the master's program).

- A prospective student who meets the eligibility requirements must schedule a meeting with their undergraduate advisor and graduate advisor to develop a degree plan for the bachelor's to master's degree programs. The degree plans must clearly indicate the courses (a maximum of 12 graduate semester hours at the 5000 or 6000 level) that will be applied to both the bachelor's and master's degrees. Undergraduate courses cannot be used to meet graduate degree requirements.

- The prospective student must be given a copy of these guidelines.
- The prospective student must submit an ABM Program Application, available through [MyUWF](#). The application must be approved by the department chair(s) and a copy must be submitted to the Graduate School.
- Before the student can proceed to the master's degree, during the semester prior to undergraduate graduation, students must submit the standard graduate application for admission (or the express admission application) to the Graduate School including:
  - The application processing fee (unless submitting the express admission application)
  - Official copy of all non-UWF transcripts
  - Any additional departmental admissions requirements
- Students who are a part of the ABM program cannot be conditionally admitted into the graduate program; they must either be provisionally or fully admitted into the graduate 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 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 one year may elapse between undergraduate degree completion and enrolling in the graduate program. The graduate program may set a shorter limit.
- 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 cannot 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.

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### Express Admission to a Master's Program

Express admission is a special admissions procedure to quickly admit current UWF undergraduate students or alumni who have graduated from an undergraduate program within the last four (4) semesters to a UWF master's program. Express admission allows for high-performing undergraduate students to continue their academic study at UWF by going through a shorter application process, eliminating the requirement to submit a formal graduate admission application, the application processing fee, and some, if not all, departmental admission requirements. Students interested in express admission should check with the academic department to see what departmental admission documents are required. *Admission to the master's program is valid only for the semester indicated on the express admission application.*

### Criteria for Express Admission

- Applicant must be nominated by the department chairperson of the proposed master's program.
- An applicant who has not yet graduated must be a candidate for graduation from UWF with an active [Application for Graduation](#).
  - Admission is provisional upon the awarding of the baccalaureate degree prior to commencement of graduate study.
- An applicant is eligible to be express admitted to and begin a graduate program for up to four semesters after graduating from UWF (e.g.: a student who graduates in the spring 2024 semester must be admitted with an entry term no later than the summer 2025 semester).
  - Enrolling at another institution of higher learning after graduating from UWF disqualifies an applicant from eligibility for express admission.
- Applicant must meet published UWF graduate admission criteria and have a UWF institutional undergraduate GPA as specified by the proposed program/department.
- The application for express admission must be completed and received by the Graduate School prior to the start of graduate classes for the requested semester. The application must be submitted via the admitting department or college to the Graduate School.

## Non-Degree Seeking Applicants

Graduate non-degree seeking applicants must complete the online graduate [non-degree seeking application](#). Non-degree seeking applicants do not need to pay an application processing fee, nor do they need to submit a graduate admission test, official college transcripts, or departmental admission requirements.\* The non-degree classification at the graduate level is used only by those students who have completed a baccalaureate degree. Non-degree seeking applicants whose native language is not English or applicants from a country in which the primary language is not English, must submit acceptable scores on an [English Proficiency Test](#) to be considered for non-degree seeking status.

For enrollment information, see the [Non-Degree Seeking Status](#) section of the *Catalog*.

\*Please note that the admissions requirements stated above are for non-degree seeking applicants who are not seeking a certificate. The [Certificate Programs](#) page of the Graduate Catalog contains more information regarding admissions requirements for applicants seeking a certificate.

## 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](#) for more information.

## Student Information on Credit-Bearing Certificates

University Policy, [AC-13.02](#)

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* in [MyUWF](#). 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 whose accrediting agency is included on the [list of approved accrediting agencies](#) or a course with equivalent content from an institution meeting standards equivalent to those institutions whose accrediting agency is included on the list of approved accrediting agencies. Course applicability will be determined by the offering department(s).

### **UWF List of Approved Accrediting Agencies for Acceptance of Transfer Credit**

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and College
- Higher Learning Commission (HLC)
- Middle States Commission of Higher Education (MSCHE)

- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

## Provisional Admission

With approval from the department, students who do not have all application materials available at the time of admission may be granted provisional admission by the Graduate School. Provisional admission is appropriate for circumstances such as when the baccalaureate degree has been awarded but the undergraduate institution has not yet posted the degree, when graduate admissions has not received the applicant's official standardized test score, or when information required by the department is incomplete. Students who are granted provisional admission must submit all application materials during the first semester of graduate study or risk removal by the Graduate School of their status to pursue graduate study.

## Conditional Admission

Students who do not meet the minimum requirements for regular admission may be admitted by a department on a conditional basis. In order to be considered for conditional admission, students must submit all required admission materials. Also, students who have graduated from a recognized, although non-accredited, institution may be admitted on a conditional basis at the department's discretion. Students admitted on a conditional basis may be permitted to register for up to 12 semester hours of graduate coursework, identified by the department as appropriate to the degree. In addition, the student must:

1. Earn at least a grade of "B" on each of those courses during the semester(s) where the student is admitted on a conditional basis  
**OR**
2. Earn a semester grade point average above a 3.0, earning no less than a C+ on any given course, during the semester(s) where the student is admitted on a conditional basis.

Failure to accomplish the above may result in the removal of admission status to pursue graduate study. Admission on a conditional basis should not be routine.

Departments may establish standards that exceed the University conditional admission requirements.

## Change of Program

### Master's Program

Master's students desiring to pursue a new degree program must complete a new application for graduate admission. Contact the [Graduate School](#) for more information.

### Ed.D. Program

Faculty in individual areas of focus review and approve or deny admission of students who apply to a selected area. A student is admitted into the Ed.D. program in a particular area of focus. Students admitted and enrolled in coursework in the Ed.D. program desiring 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.

### Ph.D. Program

Students admitted and enrolled in course work in the Ph.D. program desiring to change their degree program must apply for admission

through the Graduate School. Students must complete requirements in effect at the time of admission.

## **Change of Track or Specialization**

### **Master's Program Track Change**

Some master's degree programs offer more than one track of study. Students wishing to pursue a different track of study under their current program may do so with departmental approval. The semester in which the track change goes into effect will determine the new catalog year for the graduate degree program. To be eligible for this option, students must be admitted to a graduate degree program and registered for classes. This option is not available during the application process.

### **Ed.D. Program Specialization Change**

Ed.D. students wishing to pursue a different specialization under their current doctoral degree program may do so with departmental approval. The semester in which the specialization change goes into effect will determine the new catalog year for the doctoral degree program. To be eligible for this option, students must be admitted to an Ed.D. degree program and registered for classes. This option is not available during the application process.