

# Progress to Degree

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The University of West Florida's mission is to provide students with access to high-quality, relevant, and affordable learning experiences from initial enrollment through graduation. Per [AC-34.05](#), the Undergraduate Student Progress to Degree policy, the intent is to assist full-time students in maintaining satisfactory academic process and in completing a degree program quickly and efficiently.

## Registration Policies and Procedures

Course offering information is available on the [Office of the Registrar website](#), via the [Course Search](#).

Degree-seeking students are responsible for arranging appointments with their assigned academic advisors prior to registration. Degree-seeking students who are enrolling for their initial semester at UWF must meet with their advisor prior to registration to discuss degree plans and receive their advising PIN. Appointments can be made through the advising centers, academic departments, and at the Emerald Coast location. Degree-seeking students have priority for registration and enrollment.

## Academic Advising

The University of West Florida is committed to quality academic advising to assist all students in attaining their educational goals. [First Year Advising](#) advises all First-Time in College, Continuing Freshman, and Undeclared Major students until they are transitioned to their academic department advisors. All students are encouraged to seek academic advising on a regular basis throughout their academic careers.

## University Responsibilities

The faculty, administration, and staff share a responsibility to provide accurate information and effective advice. The [Department of Enrollment Affairs](#) is responsible for providing students, faculty, and other advising staff with accurate information in the Catalog and other publications.

The academic advisors in the College of Arts, Social Sciences and Humanities (CASSH); Lewis Bear Jr. College of Business (LBJCOB); School of Education (SOE); Hal Marcus College of Science and Engineering (HMCSE); Usha Kundu, MD College of Health (UKCOH); and Division of Academic Engagement and Student Affairs (DAESA) 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 major requirements for graduation. Students should use their degree audit, Catalog, and other resources for information.

## Degree Progression

Under [UWF AC-34.05](#), each student is required to meet with an advisor to develop a plan of study appropriate to the student's academic goals. The plan of study should be used as a tool for guiding students toward efficient graduation. DegreeWorks, UWF's degree audit system, will be used as the official tool to document degree plans.

## Plan of Study

All students will receive an individualized degree plan outlining their program of study. This is the benchmark for graduation and will be listed in the official degree plan upon initial enrollment.

## Four-Year Plan of Study

Under [UWF AC-34.05](#), 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 credit hours. All FTIC students will have an assigned plan of study after meeting with the assigned academic advisor. Students who wish to change their major must meet with the assigned academic advisor to prepare another plan of study.

## Three-Year Plan of Study

Under [UWF AC-34.05](#), Florida College Students (FCS) and dual-enrolled students from an FCS institution entering with an Associate of Arts (AA) degree are projected to graduate in three years (six semesters or seven semesters when including summer). All transfer students will have an assigned three-year plan of study after meeting with the assigned academic advisor and must meet all degree program common prerequisite requirements in order to efficiently complete the three-year degree plan. FCS students should meet with the assigned academic advisor for this purpose by the end of their second semester at UWF. Students who wish to change their major must meet with the assigned academic advisor to prepare another plan of study.

## Early Warning

"At-risk students" are students with a higher than normal likelihood of dropping out of school, academic failure, or failing to make adequate academic progress toward degree completion. A number of academic, nonacademic, and related factors are associated with attrition and risk. The Early Warning process is designed to be a proactive approach to provide early identification and intervention for at-risk students who are experiencing academic difficulty. The Early Warning timeline includes four checkpoints throughout the fall and spring semesters and one in the summer semester.

Feedback submitted during early warning by instructors represents their best estimate of a student's grade and performance at the time of reporting.

1. The attendance confirmation checkpoint will be conducted during the second and third week of classes. Students identified as not attending class may be administratively dropped from the course.
2. The Early Alert checkpoint will ask for faculty assistance in identifying students who are exhibiting a pattern of "at-risk academic behavior" such as regularly missing class, being inattentive or not participating in class activities, consistently failing to turn in assignments, or not being prepared for tests or projects. The Early Alert checkpoint will be completed by the fourth week of classes.

3. The Midterm Warning checkpoint utilizes faculty feedback in identifying students who are exhibiting “at-risk academic performance” and who are off track for academic success in a general education course. Students benefit from receiving academic feedback early enough to decide if they should withdraw from the course or if there are corrective measures that can be put in place. The Midterm Warning checkpoint for General Education courses is prepared at the end of the tenth week of classes. The midterm warning is advisory feedback and not part of a student's permanent academic history. It will not be used to determine enrollment status, dismissal, or eligibility for financial aid, housing, or athletics. Midterm feedback will not appear on the student's transcript.
4. The final warning checkpoint will ask faculty to report on students who have stopped attending or are likely unable to pass the course. This checkpoint is prepared in the 12th week of courses. It will be used to determine eligibility for administrative withdrawal.

\*[UWF AC-34.05](#)

## Graduation Process

Under [UWF AC-34.05](#), students are 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 the deadline listed on the [Academic Dates and Deadlines](#);
3. Meeting with the Department and completing a graduation action plan when necessary; and
4. Meeting all requirements for the degree.

Department responsibilities include:

1. Advising students toward degree completion;
2. Reviewing and approving the list of prospective graduates;
3. Notifying the Office of the Registrar if degree requirements have not been met; and
4. Meeting with the student and completing a graduation plan of action when necessary.

As provided in [UWF/REG 3.010](#) (Student Code of Conduct), and in [UWF/REG 3.030](#) (Student Code of Academic Conduct), all pending disciplinary matters must be resolved prior to a student's graduation, transfer from, or continued education at the University of West Florida.