

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED REGULATION AMENDMENT**

REGULATION TITLE: UWF/REG-3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Students

SUMMARY: The proposed amendment to UWF Regulation 3.002 will provide additional information to student applicants regarding application procedures, bases for denial, continuous enrollment requirements and discrimination protection.

AUTHORITY: BOG Regulation 6.003

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Dr. Chula G. King, Provost

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Anita Schonberger, Deputy General Counsel, aschonberger@uwf.edu, Phone (850) 474-3420; FAX (850) 474-2203; Bld. 10/Rm 122; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before March 10, 2011 to receive full consideration.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE:
February 23, 2011

THE FULL TEXT OF THE PROPOSED AMENDMENT TO THIS REGULATION IS SET FORTH BELOW:

University of West Florida Regulation
UWF/REG-3.002 Admission to Graduate Programs and Post-Baccalaureate Professional Students.

- (1) Admission requirements for graduate programs at The University of West Florida (“UWF”) are governed by the Florida Board of Governors’ Regulation 6.003 and shall be consistent with the mission of the University.
- (2) Admission requirements for graduate programs are determined by the departments that administer the programs and shall be consistent with the university-wide policy pertaining to admission of graduate and post-baccalaureate professional students. The university-wide graduate admissions policy and requirements shall be approved by the Provost upon recommendation by the University’s Graduate Council, Academic Council, and Faculty Senate. The university-wide graduate and post-baccalaureate student ~~graduate~~ admission requirements shall be specified in the University catalog.
- (3) Admission to a UWF graduate program is a selective process that is governed by university requirements and by departmental requirements that may exceed university admission requirements. Admission decisions are based on a holistic review of credentials in which multiple criteria are used to judge the appropriateness of an applicant to pursue graduate study. Each department uses select factors to help predict an applicant’s probable success in the graduate program that may include, but are not limited to, the quality of the applicant’s undergraduate and/or graduate preparation as determined by review of undergraduate and/or graduate work done at all previous institutions attended, undergraduate and/or graduate grade point averages, and performance in specific major-related courses; scores on standardized admission tests; the motivation and attitude of the applicant as determined by the applicant’s personal statement, letters of reference and/or a personal interview or other means; and writing ability. Preference for admission to any semester is given to students whose credentials indicate to the University the greatest promise for academic success. Because of factors related to a department’s enrollment capacity, the fact that a student meets minimum requirements does not guarantee admission to a specific program.
- (4) Official admission decisions are communicated in a decision letter issued to the applicant by the Graduate School.
- (5) UWF reserves the right to rescind admission to the University if final application documentation demonstrates the applicant no longer meets the standards for admission.
- (6) An application which contains false, fraudulent or incomplete statements may result in denial of admission, denial of further registration, and/or revocation of degree(s) awarded.
- (7) 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 Regulation 3.003.
- (8) UWF encourages applications from qualified applicants and does not discriminate in the admission process based upon age, color, disability, gender (sex and gender identity), marital status, national origin, race, religion, sexual orientation, and veteran status.

- (9) Graduate students who do not maintain continuous enrollment (have not enrolled for the past three consecutive semesters, including summer) must apply for readmission. Readmission is not guaranteed. The readmission decision is based on multiple factors such as previous academic performance, work completed/attempted to complete since last attending UWF, space and fiscal limitations.
- (10) Graduate students who last enrolled at UWF more than five years ago must reapply for admission using the graduate application for admission.
- (11) Prospective students who have been denied admission to a graduate program at UWF may appeal in writing, following procedures approved by the Provost and specified in the University catalog.
- (12) UWF shall periodically review this regulation and policies pertaining to the admission of graduate and post-baccalaureate professional students to minimize unnecessary impediments to access, while maintaining academic quality and integrity.

History-Adopted 10/1/75 as 6C6-3.002; amended 1/2/79; Converted to UWF/REG 3.002-7/21/05; Amended 7/23/09; _____.