

Academically Speaking...



Grade Forgiveness

September 26, 2005

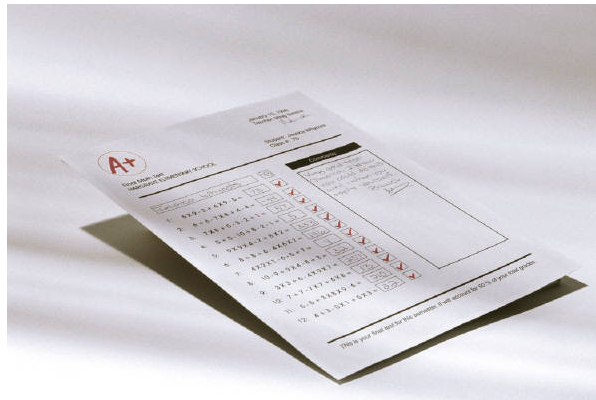
Advisors are reminded that students who begin at UWF as freshmen are allowed two opportunities for grade forgiveness, and transfer students are permitted one forgiveness. Grade forgiveness is limited to courses numbered 1000-4999 (4 semester hours or less) in which grades are recorded on an "A-F" scale, including a "WF." If a course has been taken more than one time prior to making application, forgiveness can be used to replace only the most recently awarded grade.

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A completed "Grade Forgiveness Form" must be submitted to the Office of the Registrar no later than the last day of instruction of the semester in which the course is repeated (Fall submission deadline is December 2). Forms are available in the Office of the Registrar.

Important Topics for Review

- ✓ New/Changed Fees (Vol. 60)
- ✓ Posting Grades (Vol. 59, 6/8/05, Page 2)
- ✓ Incomplete Grade Policy (Vol. 59, 6/8/05, Page 3)
- ✓ 05-06 Academic Calendar (Vol. 58, 3/20/05, page 6)
- ✓ Reinstatement Policy (Vol. 57, 02/01/05, page 2)
- ✓ Alabama Differential Fee (Vol. 57, 02/01/05, page 5)



Incomplete Grades

Advisors: Students receiving grades of incomplete ("I") in previous semesters SHOULD NOT RE-REGISTER and pay for the course again. If any of your advisees have registered in a course for which they already have an incomplete grade, please contact the Office of the Registrar for instructions.

Instructors: Incomplete grades, excluding summer terms, should be assigned only if the student has completed 70% of the course requirements (see *Catalog* for policy). Instructors must submit a "Notice of Grade Change" form (via ARGUS) changing the "I" to a letter grade (Fall submission deadline is December 2). Unless a "Notice of Grade Change" form is processed, grades of "I" for semesters prior to Fall 2005, will automatically convert to "F" at the end of the student's next semester of enrollment. All Incomplete grades assigned for Fall 2005 and thereafter will convert to Fs at the end of the following semester, excluding summer terms, unless otherwise changed. (See Volume 58, page 2 for incomplete grade policy change.)

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From the Registrar

CHANGES EFFECTIVE FALL 2005

Grades of Incomplete: This new policy essentially eliminates the “V” grade from the UWF grading system, places a timeframe within which the University expects the student to complete a course in which the “I” grade was assigned, and prohibits students from graduating with grades of incomplete. This policy begins with grades of incomplete awarded in Fall 2005.

Fee Increases & Changes: The Board of Trustees approved the following, effective August 22, 2005:

\$\$\$ - The fee for late payment of tuition will be \$100

\$\$\$ - The fee for a UWF Transcript is \$10 per transcript (effective 10/3/05)

\$\$\$ - Reinstatement will require a payment of all registration fees for the identical classes for which resignation was previously canceled plus the \$50 reinstatement fee and \$100 late payment fee (totaling \$150); and payment of all other delinquent liabilities

\$\$\$ - Effective immediately, a convenience fee for using a credit card (Master Card, Visa, or American Express) to pay financial obligations will no longer be charged.



“Credit card
convenience fee no
longer charged
effective
immediately!”

CLASSROOMS & FINAL EXAMS

ATTENTION FACULTY:

Should your class not meet in a regularly scheduled time block with a scheduled final exam period, you must contact the Office of the Registrar (ext. 2246) to reserve a room for your Final Exam.



FALL FORWARD!!
Sunday, October 30th

IMPORTANT DEADLINES

Dead Week (Term A)	Nov 28 - Dec 2
Grade Forgiveness	Dec 2
Removal of “I” Grades	Dec 2
Final Exams	Dec 5 - 9
Commencement	Dec 10
Grades due @ 9 a.m.	Dec 13

Withdrawal Policies and Deadlines

Course withdrawals are not automatic. Students must withdraw on line or in writing through the Office of the Registrar. If a student discontinues attending a class without officially withdrawing, a letter grade (“A” through “F”) will be the final grade in the course. Students missing the listed deadlines may file an appeal for a late withdrawal; appeals must have the recommendation and signature of both the student’s advisor and course instructor. Appeal forms are available in the Office of the Registrar. If you have any questions regarding this policy, please contact the Office of the Registrar in Building 18, or call extension 2240.

	<u>TERM A</u>	<u>TERM B</u>	<u>TERM C</u>
Withdrawal from ALL Classes, “WR” (partial refund)	9/19	9/2	10/28
Individual course withdrawals and withdrawals from ALL classes, “W”	10/28	9/23	11/15
Withdrawal from ALL classes, grade of “W” or “WF” at instructor’s discretion	12/2	10/7	12/2

Registration Priorities for Spring 2006

The following registration priorities will be in effect beginning with Spring 2006 registration (advance registration starts November 14th, 2005):

Advance Registration (1st week of registration) - Limited to currently enrolled degree-seeking students by student status* at that point in time.

Open Registration (2nd week of registration) - Current, new and readmitted degree-seeking students (both undergraduate and graduate for courses at any location). Non-degree students may also register only for undergraduate off-campus courses (location other than Pensacola campus code of 01) or graduate level courses (courses numbered 5000-8999) at any location.

Regular registration (approximately 3 weeks prior to classes) - Non-degree seeking students may register for courses during this time.

*Student status for registration is defined as:

Graduate	=	6, 7, or 8 student classification
Senior	=	90 or more earned semester hours (4 student classification)
Junior	=	60 - 89.99 earned semester hours
Sophomore	=	30 - 59.99 earned semester hours
Freshman	=	0 - 29.99 earned semester hours

Reinstatement

Students who have not paid fees for their courses will be removed from class rosters according to the following schedule. Instructors and departments will receive automated emails for students who have been deleted for nonpayment and also an email if the student is reinstated. Faculty should inform those purged students that they are no longer officially registered in the course, and that they should not be attending class. (See complete Reinstatement policy in Academically Speaking, Volume 57.)

FALL 2005 PURGE DATES

	<u>Purge Warning Letters to Students</u>	<u>Actual Purge Date</u>
Term A	09/09/05	09/23/05
Term B	08/30/05	09/06/05
Term C	10/14/05	10/28/05

Introducing our new Associate Registrar

The Office of the Registrar is pleased to welcome Geri Genovese as the new Associate Registrar. Geri comes to us from a previous appointment as Assistant Director in the Office of Financial Aid. She officially began her new duties on August 19th. Feel free to wish her well in her new endeavors!



Financial Aid - Aiding Displaced Students

The Financial Aid Office (FAO) is making special efforts to assist students displaced by Hurricane Katrina. The FAO has been following the guidance suggested by the Department of Education in regard to federal aid. The office was able to extend some deadlines as well as waive some requirements on a case-by-case basis.

Short term loan amounts have been increased for these students. Students can apply for up to \$1,000. Applications are available in the FAO. These funds are normally made available the next business day. These funds can be used for books, supplies, or personal expenses.

Please assist us in assisting these students by directing them to the FAO. The University of West Florida has set aside some limited funds to provide help to our students. Students who have not applied for aid should do so as soon as possible. It is necessary that each student apply for aid so that we can determine for what type of aid they qualify. Our office is located in Building 18. Our hours of operation are Monday, 9:30 - 5:00, Tuesday through Friday, 8:00 - 5:00.

UWF OPEN HOUSE

The Office of Admissions is planning for our first Open House Program of the school year. The program will take place on Saturday, October 29th at 9:00 a.m. in the University Conference Center. UWF faculty, staff, and students are invited to take part in welcoming prospective students and their families to campus by answering questions about your department or organization. If you would like to participate, please contact Luke van Blaricom at ext. 2165 or email Luke at lukev@uwf.edu.



Fall 2005 New Student Recruitment

The Office of Admissions has begun its recruitment season to attract new students to UWF for the upcoming semesters in 2006. Freshmen recruiting staff are visiting high schools and attending college fairs in Florida, Alabama, Texas, Georgia, Virginia and New York. Likewise, transfer counselors are visiting community colleges in Florida and Alabama. For more information on new student recruitment, please contact Andrew Telatovich at ext. 2225 or atelato@uwf.edu.

Alabama Tuition Differential Rates Now Statewide!

Please note that all legal residents of Alabama are now eligible for our Alabama Tuition Differential Rates. Below are the current fees per credit hour for undergraduate and graduate students who can qualify for this program:

Undergraduate	\$148.59
Graduate	\$285.06

Meet the new Director of Admissions

We are pleased to announce that we have a new Director of Admissions. Dr. Rick Barth joins us after serving as the UWF Dean of Students for the past year. Prior to his arrival on campus last July, Rick worked for five years at the University of Florida, most recently as the Interim Associate Vice President for Student Affairs. Rick's other higher education experience comes from positions held at Carthage College, Florida State University, the University of Alabama, and the University of Richmond. Welcome aboard, Rick!

STUDENT ACADEMIC SUPPORT SYSTEM (SASS)

SASS TEAM

Bob Shaw	Ext. 3311	bshaw@uwf.edu
Linda Kelley	Ext. 2228	lkelley@uwf.edu
Kat Irion	Ext. 2024	kirion@uwf.edu



101, 422 SASS Audits Requested on the Web - Contacts: Bob Shaw or Kat Irion

We have experienced significant growth in the number of SASS audits requested on the Web (ARGUS, COMPASS, Lighthouse, and Crew's Control) – 101,422 during the past academic year. While the percent increase is not as great as last year, one must remember that there were few users on the system during our closures for Hurricanes Ivan, Dennis, and Katrina.

SASS Audits for Graduate Programs - Contacts: Kat Irion or Bob Shaw

While SASS audits are required for undergraduate programs, we encourage departments to develop and use them for graduate programs. In fact the graduate audits are much easier to use for a variety of reasons including: minimal transfer work, fewer state requirements, more flexibility in design since we do not report data to the state using them, etc. Additionally, students who earned their baccalaureate degree at UWF or other state universities in Florida are accustomed to reviewing their progress on the SASS Audit.

Currently audits are available for the following programs: Accounting, Administration (MSA), Anthropology, Business Administration (MBA), Communication Arts, English, Environmental Science, ETMS - Instructional Technology, History, Political Science, and Psychology. If you would like us to develop one for your graduate program, just let us know.

Material and Supply Fees - Contacts: Linda Kelley or Bob Shaw

Requests to add, delete, or change the Material and Supply Fee associated with a course must be **submitted by the chairperson to the respective dean's office no later than October 17** for approval and forwarding to the SASS Office. These requests must be approved by the President and Board of Trustees. Therefore, Material and Supply Fees may not be associated with x990 courses. Additional information is available at <http://uwf.edu/sass/materials/input.htm>.

SASS TIPS - Contacts: Kat Irion or Bob Shaw

With the increased use of SASS, please remember the following:

- Coding, rather than course numbers, is used to determine whether a course meets the General Studies, Gordon Rule, and Multicultural Requirements. This coding is taken from the UWF course file for our courses or is placed on an individual transfer course by admissions. Questions concerning General Studies should be directed to the University Advising Center.

- Hour totals include the student's current registration. If a student is repeating a course at UWF with the identical prefix/number, the hours for the original course will be zero.

227 AND COUNTING - Contacts: Linda Kelley or Bob Shaw

There are 227 CCR's currently being processed on campus for inclusion in the 2006-2007 Catalog. Of these, 36 involve program changes. The majority of the CCRs are currently being reviewed by the appropriate college councils. The deans have until October 7 to forward those to the Academic Council.

During the review process you may receive inquiries and requests for information from the various reviewers. Since you are unable to update CCRs once they begin the review process, please include either Linda Kelley (lkelly@uwf.edu) or me on e-mail responses that require changes to the CCR. Accuracy of the CCR information is essential since it is forwarded to the Statewide Common Numbering System (SCNS) and displayed on their web site <http://scns.fldoe.org>. Additionally it is the basis of catalog copy and other online course information. The following is a list of courses that have been processed and confirmed by the SCNS per a CCR or Expedited Process.

NEW COURSES			<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>
<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>			
			BUL 5605	Legal Fundamentals of Healthcare & Public Health	3
ANG 5514	Human Origins	3			
ANG 5525	Dental Anthropology	3	CHM 4684L	Inorganic Synthesis	1
ANT 4516	Modern Human Physical Variation	3	CHM 4930	Seminar: Special Topics in Advanced Chemistry	4
ANT 4526	Dental Anthropology	3			
ANT 4550	Primatology	3	CHM 4970	Undergraduate Chemistry Research	4
ANT 4586	Human Origins	3	CET 3135	Microcontroller Technology	3
ARE 4662	Arts and the Community	3	DAN 1755	Fitness Tap Dance	3
ARE 5667	Arts and the Community	3	DAN 3754	Dance Fitness	3
ARH 4112	Aegean Bronze Age and Greek Art And Architecture	3	EDF 6149	Experiential Educational Leadership	3
			EDF 8406	Educational Statistics III: Multivariate Analysis	3
ARH 4150	Etruscan and Roman Art and Architecture	3	EDG 6007	Foundations of Professional Education	3
ARH 4710	History of Photography	3	EDH 6505	Budgeting, Finance and Governance in Higher Education	3
ART 3213C	Advanced Ideas and Concepts	3			
ART 3313C	Drawing for Non-Majors	3	EEL 2005C	Analog and Digital Electronics	1
ART 3593C	Collage and Assemblage	3	EET 1080	Introduction to Engineering Technology	3
ART 4520C	Painting Personal Directions	3	EET 1940	Practicum in Engineering Technology	3
ART 4712C	Sculpture Personal Directions	3	EET 4548	Power Systems Technology	3
BOT 4850	Medicinal Botany	3	EET 4935	Special Topics in Electrical Engineering Technology	3
BOT 5852	Medicinal Botany	3			
BSC 3401C	Introduction to Forensic Biology	3	EET 4941	Internship/Project in Electrical Technology	3
BSC 4430	Ethical Issues in Biotechnology	3			
BSC 4854	Bioterrorism	3	EEX 6035	Foundations of Exceptional Student Education	3
BSC 5438	Ethical Issues in Biotechnology	3			
BSC 5856	Bioterrorism	3	EGN 1006C	Concepts in Engineering	1
BUL 4602	Legal Fundamentals of Healthcare & Public Health	3	EGN 1200C	Computer Applications in Science & Engineering	1
			EGN 2414C	Engineering Design & Practice	1

SCNS—STATEWIDE COURSE NUMBERING SYSTEM

<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>	<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>
EGN 3203L	Engineering Software Tools Lab	1	MAE 5337	Teaching Algebra Concepts in Secondary Education	3
EME 3202	Disney Organizational Leadership	3			
EME 3203	Disney: Engineering Advanced Professional Development	3	MAE 5338	Teaching Geometry Concept in Secondary Education	3
ENC 4940	Writing and Editing Internship	6	MAE 5385	Teaching Trigonometry Concepts in Secondary Education	3
ENC 5333	Topics in Rhetoric	3			
EXP 4204	Sensation & Perception	3	MAE 5389	Teaching Discrete Math Concepts in Secondary Education	3
EXP 4507	Memory & Cognition	3			
EXP 5575	Judgment & Decision Making	3	MAE 6128	Proportional Reasoning	3
FLE 3344	Special Methods of Teaching Languages K-12	3	MAE 6346	Fractions, Decimals, & Percents	3
			MAE 6384	Mathematical Methods in Secondary Education	3
HIS 4072	Oral and Community History	3			
HSA 4191	Health Information Systems	3	MAE 6386	Teaching Calculus Concepts in Secondary Education I	3
HSA 4430	Health Economics	3			
HSA 4431	Business Analysis and Decision Making in Health Care	3	MAE 6387	Teaching Calculus Concepts in Secondary Education II	3
HSA 5197	Introduction to Medical Informatics	3	MAE 6388	Teaching Statistics Concepts in Secondary Education	3
HSA 5198	Electronic Clinical Records Systems	3			
HSA 5438	Business Analysis and Decision Making in Health Care	3	MAE 6647	Exploring Data Analysis	3
			MAE 6659	Introduction to Online Learning and Mathematical Inquiry	3
HSA 5436	Health Economics	3			
HSA 5934	Special Topics in Medical Information	3	MAN 4441	Business Negotiation	3
HSC 3034	Advances in Health Sciences Technology	3	MAN 5446	Business Negotiation	3
HSC 4050	Health Sciences Research Seminar	3	MAP 4470	Probability and Distribution Theory	3
HSC 4652	Introduction to Clinical Ethics Grand Rounds	3	MAP 5471	Advanced Probability & Inferences	3
			MAP 6406	Multivariate Analysis	3
HSC 4653	Dilemmas in Medical Practice	3	MAR 3860	Customer Relationship Management	3
HSC 4654	End-of-Life Ethics	3	MGF 1107	Mathematics for Liberal Arts II	3
HSC 5512	Health Care Quality: Statistics & Database Management	3	MUH 3662	Film Music	3
			MUN 4411	String Quartet	1
HSC 5602	Life, Illness, and Death	3	PCO 6204	Pre-Practicum: Techniques of Counseling & Psychotherapy	3
HSC 5636	Current Issues in Medicine	3			
HSC 5655	Theoretical Foundations of Health Care Ethics	3	PHC 5410	Social and Behavioral Sciences in Public Health	3
HSC 5656	Clinical Ethics Grand Rounds	3	PHC 6000	Epidemiology for Public Health Professionals	3
HSC 6528	Strategies for Prevention of Infectious Disease	3	PHC 6005	Disease Transmission n the Urban Environment	3
GEB 6116	Venture Development	3			
GEB 6118	New Ventures	3	PHC 6015	Epidemiological Study Design and Statistical Methods	3
HIS 5082	Introduction to Archival Mgmt	3			
JPN 2200	Japanese III	3	PHC 6018	Survey of Environmental Problems	3

SCNS—STATEWIDE COURSE NUMBERING SYSTEM

<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>	<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>
PHC 6196	Computer Applications in Public Health	3	EDF 7191	Psychological Foundations for Education: Cognition, Curriculum, & Instruction	3
PHC 6251	Disease Surveillance and Monitoring	3	EDG 4940	Student Teaching	12
PHC 6310	Environmental Toxicology	3	EDG 5021	Investigative Strat & Empir Found	3
PHC 6314	Design of Infection Control Programs	3		In Learn & Dev	
PHC 6415	Environmental Health in the Urban Community	3	EDG 7685	Educational Foundations: A	3
PHC 6562	Microbiology in Health Care	3		Philosophical & Multicultural Analysis	
PHC 6946	Internship in Public Health	6	EEX 4243	ESOL/Reading Professional Practicum II	3
PHM 5026	Philosophy of Sex and Love	3	EEX 4257	ESOL/Reading Professional Practicum III	3
PSY 2023	Career n Psychology	1	EDS 3613	Principles of Engineering Economy	3
SLS 2942	Disney Field Experience	1	EXP 3082L	Experimental Psychology Lab	1
SLS 3405	Introduction to Career Development And Planning	3	EXP 5208	Advanced Sensation & Perception	3
SOP 3730	Psychology, Culture, and Society	3	HIS 5077	Oral and Community History	3
SPW 3190	Topics in Hispanic Literature	3	HIS 6056	Graduate History Internship	6
STA 4202	Analysis of Variance	3	LAE 4335	Special Methods in English	4
STA 5176	Biostatistics	3	MAN 3504	Operations Management	3

COURSE MODIFICATIONS

<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>	<u>Current Number</u>	<u>Title</u>	<u>Cr Hr</u>
			MUE 4411	Special Methods/Choral Techniques	2
			MUE 4493	Special Methods/Instrumental Techniques	2
			PET 3330	Functional Kinesiology	3
ADV 4202C	Advertising Creative Direction	3	RTV 3320C	Electronic Field Production	3
BCH 3034	Biochemistry II	4	SLS 1000	Introduction to Diversity	2
BCH 3034L	Biochemistry II Lab	0	STA 5206	Analysis of Variance	3
BSC 1050	Fundamentals of Ecology	3			
CHM 3410	Physical Chemistry I	5			
CHM 4611	Advanced Inorganic Chemistry	4			
CIS 3020	Introduction to CIS	3			
COP 3530	Data Structures and Algorithms	3			
COP 4600	Operating Systems	3			
COP 4710	Database Systems	3			
EDF 6481	Educational Research	3			
EDF 6691	Issues in Teacher Ed: A	3			
	Bio-psycho Social Understanding				
COT 3100	Applications of Discrete Structures	3			
COT 4400	Analysis of Algorithms	3			
COT 4932	Senior Seminar	3			