

**Degree Plan Advisement Contract  
Psychology Department**

In declaring Psychology as a major, the student accepts full responsibility for his/her educational program. Each student is assigned a faculty advisor and is required to come to the department to meet with the faculty advisor to review and sign the degree plan, before being permitted to register for courses. This assures that the student is informed about the requirements for the degree. Additionally, the student is strongly advised to meet with the faculty advisor each semester for guidance on registration and completion of degree requirements. The faculty advisor will have posted office hours each term. The department also employs academic peer counselors who also have posted office hours and provide academic advising for undergraduate students. The student is strongly advised to make use of these readily available resources.

The student is expected to be able to access and use the university intranet service (Nautical/Compass). The student should access, read, and be familiar with the Student Technology Guide, which is posted on the university website ([www.uwf.edu/helpdesk/stg/](http://www.uwf.edu/helpdesk/stg/)), as well as the department's **Undergraduate Student Handbook**, which is posted on the department website ([www.uwf.edu/psych/undergrad/](http://www.uwf.edu/psych/undergrad/)). The Psychology Department employs the university SASS audit as the official degree plan document, which is available to the student at all times online. The student should regularly review the SASS audit to assure appropriate progress in the completion of degree requirements. Questions about the SASS audit should be discussed with the faculty advisor or a department academic peer counselor.

In particular, the student should note the following:

- 1) All lower level requirements should be completed before registering for upper level courses. This includes CLAST, Gordon Rule, Foreign Language, and General Studies requirements of the university, as well as the department lower level common pre-requisites of a Biology or Zoology course, General Psychology, Statistics, and a second lower level Psychology course. These courses form the foundation for the upper level Psychology core and elective courses, and should be completed first.
- 2) Required upper level core requirements (i.e. Experimental Psychology) should be among the first upper level courses completed, before most elective courses are taken, to establish the foundation for those elective courses.
- 3) Many Psychology courses are in high demand and fill up quickly during registration. Some courses are not offered every semester. If a student does not complete a core required course in proper sequence, and leaves it until the last semester, there is a significant risk that the course will not be available and graduation will be delayed a semester or more due to failure to complete courses in the recommended sequence.
- 4) It is the student's responsibility to be fully informed about degree requirements and to complete these requirements in proper sequence and in timely fashion. Failure of the student to be informed or to complete the degree requirements as recommended may result in a delay of graduation and will not be accepted as a basis for special consideration or appeal.

The undersigned student confirms receipt and understanding of the above, accepts full responsibility for his/her educational program, and agrees to follow recommendations for completion of the degree.

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Student

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Date

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Faculty Advisor

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Date