

**University of West Florida Regulation  
UWF/REG. 3.032 Undergraduate Admission Standards for Transfer Students**

(1) General Provisions.

- a. Admission decisions to the University of West Florida (“UWF” or “University”) are made by the University subject to the regulations of the Florida Board of Governors (“BOG”).
- b. “Transfer” applicants are those applicants who, prior to admission to UWF, have earned 12 or more semester hours of transferable college credit, as defined in this regulation, since graduating from high school, as evaluated by the Office of Undergraduate Admissions.
  - i. Transfer applicants with fewer than 60 semester hours of transferable college credit must meet the transfer admission requirements set forth in paragraph (2) below, and these applicants must also meet the First Time In College (“FTIC”) student admission requirements located in UWF Regulation 3.001.
  - ii. Transfer applicants with 60 or more semester hours of transferable college credits must meet the transfer admission requirements set forth in paragraph (2) below.
- c. Undergraduate admission decisions for transfer students are determined on a selective basis within curricular, space, enrollment and fiscal limitations. Satisfaction of minimum admission requirements does not guarantee acceptance. The selection process may include, but is not limited to, such factors as grades, test scores, pattern of courses completed, class rank, educational objectives, past conduct, academic recommendations, personal recommendations and achievements. Preference for admission in any term will be given to those applicants whose credentials indicate the greatest promise of academic success while enrolled at UWF.
- d. UWF does not discriminate in the admission process based upon age, color, disability, gender (sex or gender identity), marital status, national origin, race, religion, sexual orientation nor veteran status.

(2) Transfer Student Admission.

The minimum admission requirements expected of transfer students are established by and are set forth in BOG Regulation 6.004. Satisfaction of the BOG minimum requirements does not automatically guarantee admission to the University of West Florida. The BOG regulation requires the transfer applicant to:

- a. Be in good standing and eligible to return to the last post-secondary institution attended as a degree-seeking student;

- b. Have a cumulative 2.0 Grade Point Average (“GPA”) on a 4.0 system. The GPA is calculated using all transferable post-secondary credits (see paragraph (12)b. below);
- c. Satisfy the minimum admission requirements for entering FTIC students (See UWF Regulation 3.001) if transferring with fewer than 60 semester hours; and
- d. Demonstrate proficiency to the second level of the same foreign language (or American Sign Language) taken either in high school or at the undergraduate institution(s) attended previously.
  - i. Transfer students not meeting the foreign language requirement may be admitted; however, if admitted, such students are required to complete the foreign language requirement prior to UWF graduation.
  - ii. Transfer students who received an Associate of Arts (“AA”) degree from a Florida public college or university prior to September 1, 1989 are exempt from this requirement.

(3) Enrollment Limitations.

The admission of transfer students to UWF shall be in accordance with the University’s mission and goals and shall comply with any enrollment limitations established by the BOG or the University.

(4) Limited Access Programs.

- a. In addition to the requirements for admission set forth in paragraph two (2) above, applicants seeking admission to limited access programs must meet specific departmental requirements as published in the Undergraduate Catalog. Applicants to a limited access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the limited access program from the department.
- b. The admissions criteria and procedures for limited access programs at UWF provide equal access to AA degree holders from Florida College System institutions, AA degree transfers from other Florida State University System institutions, and UWF students of equivalent status.

(5) Restricted Access Programs.

Some academic programs require a portfolio review, audition, or some element of pre-qualification prior to admission to the program. Explanations of these requirements are published in the Undergraduate Catalog by program. Applicants to a restricted access program will receive a decision for general admission to the University of West Florida from the Office of Undergraduate Admission and will receive a separate decision for admission to the restricted program from the department.

(6) General Application Processing for Transfer Student Applicants.

- a. A complete application for admission, including all required documentation and the non-refundable application fee, must be submitted by all students except those who were previously enrolled at UWF in a degree program.
- b. Applications for admission are accepted as early as 12 months before the requested term of entry. Complete applications must be submitted before the published application deadline date for the term desired. UWF reserves the right to return the application and application fee when the application is received after the published deadline or after any enrollment limit is reached for the requested term of entry. UWF also reserves the right to accept applications for admission after the deadline on a space-available basis.
- c. Applications for admission are evaluated using a comprehensive review in the Office of Undergraduate Admission. All decisions are communicated in a letter issued to the applicant by the Office of Undergraduate Admission.
- d. Admission to UWF is granted for a specific term and to a specific academic program. Depending upon the number of credits already earned, a student may be required to declare a specific academic program at the time of application. The specific term of entry and the academic program to which the student is admitted are both stated in the decision letter.
- e. All official transcripts, test scores, and other credentials must be received directly from the issuing institution or agency. Standardized test scores (SAT, ACT, TOEFL, CPT and PERT) may be considered to be official if they are recorded on an official high school transcript. It is the applicant's responsibility to request official copies of all required credentials and to assure their receipt by UWF. All documents and credentials submitted become the property of UWF. The originals will not be returned to applicants or forwarded to a third party.
- f. UWF reserves the right to request validation of an applicant's test scores (SAT, ACT, TOEFL, CPT, or PERT) prior to making an admission decision if deemed necessary.
- g. UWF reserves the right to rescind an applicant's or student's admission to the University if, upon review, his or her final transcript(s) demonstrates that he or she no longer meets the standards for admission.
- h. 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.
- i. 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.

- j. In accordance with BOG Regulation 6.001(9), and the UWF policy governing immunization requirements, once accepted for admission at UWF, each student must submit a signed medical history form and must provide documentation of appropriate immunization.
  - k. Applicants may request to change their term of entry to a different term. The newly desired term of entry must be within one academic year of the originally requested term of entry provided there is no alternative enrollment at another college or university in the interim. For example, an applicant for the fall 2010 term could change the term of entry to the spring 2011 term or the summer 2011 term but not the fall 2011 term, where one academic year would have elapsed from the original term of entry.
    - i. All requests for changes of entry dates must be submitted in writing and received before the published application deadline for the new desired term of entry.
    - ii. A new application and application fee is required for applicants who accumulate additional academic coursework between the original term of entry and the desired term of entry.
    - iii. A new application and fee is required for applicants who wish to be considered for admission for a term that begins more than 12 months after the originally requested term of entry.
    - iv. Applicants who request to change their term of entry will be re-evaluated for admission using the admissions requirements and selection criteria in effect for the new term requested.
    - v. Those changing terms of entry who apply to a limited access or restricted program will have their application re-evaluated within the context of the subsequent applicant pool.
- (7) Applications and documents submitted by those applicants who are either denied or who do not enroll are retained as inactive files for one year only and are then destroyed.
- (8) UWF will provide reasonable substitution of admission requirements for an applicant as long as the absence of the requirement would not constitute a fundamental alteration in the nature of the program of study to which the applicant seeks admission, as long as the applicant establishes:
- a. that he or she is disabled as defined in BOG Regulation 6.018, and

b. that his or her inability to meet the admission requirement is related to the disability.

(9) Within curricular, space, enrollment and fiscal limitations, admission as a junior to the upper division of the University will be granted to any applicant with an AA degree from a Florida public, postsecondary institution who has not enrolled in a degree seeking program at any other educational institution since his or her AA degree was conferred. The admission of such transfer students is governed by BOG Regulation 6.004 and any applicable articulation agreement.

(10) Transfer student applicants who do not meet the minimum admissions criteria may be considered for admission to the University of West Florida. Such applicants will be evaluated for admission on a case-by-case basis using a comprehensive review of factors, such as, but not limited to, a combination of test scores and GPA that indicate potential for success, family educational background, socioeconomic status, geographic location, military service, special talents or abilities, or other special circumstances which contribute to a diverse student body.

(11) Appeal.

Undergraduate transfer applicants denied admission may appeal this decision in writing to the Office of Undergraduate Admission. This request must contain reasons why reconsideration is warranted and should highlight extenuating circumstances and/or appropriate alternative evidence of academic achievement, ability, motivation and responsibility that indicates potential for success at UWF. Student-initiated appeals are heard by the undergraduate admissions appeal committee.

(12) Undergraduate Transfer Credit Processing.

- a. The receipt and evaluation of transfer credits is the responsibility of the Office of Undergraduate Admission. In addition, the Office of Undergraduate Admission evaluates General Studies, Gordon Rule, CLAS, and multicultural course requirements necessary for graduation. The department chairperson for the program to which an applicant applies has ultimate authority in determining which courses are applicable toward the requirements for that degree at UWF. Appeals for reconsideration of transfer credit evaluations must be directed to the Office of Undergraduate Admission. In many instances, exact course equivalents are determined after consultation with the departments.
- b. UWF accepts transfer credits only from those institutions accredited by a regional or national accrediting agency recognized by the United States Department of Education or identified by the American Association of Collegiate Registrars and Admissions Officers (“AACRAO”) at the time the credits were earned. UWF adheres to the AACRAO procedure for situations where credits are earned at an institution in candidacy status for accreditation.
- c. Applicants with credits from institutions that are not accredited by a regional or national accrediting agency may petition the Office of Undergraduate Admission for a re-evaluation of the credits earned at such institutions for inclusion in their UWF

- academic record. In order to be eligible to petition, these applicants must have earned a minimum of 20 credits at UWF with a cumulative UWF GPA of at least 2.0.
- d. UWF reserves the right to evaluate specific courses and deny transfer credit. Courses that are remedial, occupational or vocational in nature are not accepted for transfer credit.
  - e. Applicants who have earned an AA degree from a Florida public higher education institution are automatically awarded 60 semester credit hours. Credits of all other AA degree transfer applicants will be evaluated on a course-by-course basis.
  - f. All satisfactorily completed courses from a regionally or nationally accredited Florida postsecondary institution that participates in Florida's Statewide Course numbering system ("SCNS") and which bear the same SCNS course prefix and last three digits as a UWF course will automatically be transferred pursuant to the Florida Statewide Articulation Agreement. Applicability of such credits to a degree program will be determined by the degree program requirements in effect at the time of the student's admission to the University or readmission in the event the student does not maintain continuous enrollment.
  - g. Transfer credit will not be awarded for tests taken for the purpose of earning a GED credential.
  - h. Service school courses will be evaluated with reference to the recommendations of the American Council of Education when official credentials have been presented. Such recommendation, however, is not binding upon the University.
  - i. A maximum of 30 semester hours of military service credit, AP, IB, AICE, DANTEs, and CLEP can be applied to an applicant's record as nontraditional credit. For those credits awarded by examination, official score reports from the testing agencies may be required.
  - j. A maximum of 60 nontraditional credits can be accumulated using military service credits, AP, IB, AICE, DANTEs, and CLEP. To reach this total, no more than 30 credits of any one type of credit can be used.
  - k. GPAs for the purpose of admission are computed based on grades earned in courses that are acceptable for transfer credit. During this computation, incomplete grades are computed as failures.
  - l. Grades earned in transferred courses are not computed in the student's UWF GPA except for the purposes of admission to limited access programs, awarding of honors at graduation, and class ranking of baccalaureate students.

*Authority- BOG Regulations 6.001, 6.004, 6.018; History- New 7/5/11.*