

## **TRANSCRIPT EVALUATION**

The Transcript Evaluation (TE) is a cumulative record of all the courses taken at other institutions. Transcript Evaluations are prepared by the Admissions Office once all official transcripts have arrived and the application for admissions has been approved. The TE will show the total number of upper and lower level semester hours that are being transferred and will also list any general education deficiencies. Students are mailed a copy of the TE from the Office of Admissions. Upon its receipt, you should arrange to see an advisor to finalize your Program of Study.

## **FOREIGN LANGUAGE/FOREIGN CULTURE REQUIREMENT**

### **State of Florida Foreign Language Requirement:**

All students must have completed two years of sequential foreign language while in high school. Students who did not have two years of a sequential foreign language **MUST** complete eight (8) semester hours of a single foreign language at the college level or 8 hours of American Sign Language to fulfill the State of Florida language requirement. Grades of “C” or above are required.

### **College of Arts and Sciences Foreign Language/Foreign Culture Requirement:**

Students who completed two years of sequential foreign language in high school **must still** complete the Arts and Sciences foreign language/foreign culture requirement **at the college level** prior to graduation from UNF. Grades of “C” or above are required. This requirement may be satisfied in any of the following ways:

- Nine (9) semester hours of approved foreign culture courses (listed in the on-line schedule each semester).
- Eight (8) semester hours of American Sign Language (with labs if completing at UNF) .
- Eight (8) semester hours of a single foreign language.
- Demonstrate proficiency in a foreign language (see your academic advisor on methods to verify foreign language proficiency).
- Take and pass the College Level Examination Program (CLEP) exam for a specific language. Passing scores are determined by the UNF Office of Admissions and not by CLEP recommendations.

## **WHAT IS A FOREIGN CULTURE COURSE?**

Foreign culture courses are intended to lead you to think from the perspective of another culture and to view your own culture from the outside. This broadening of cultural perspectives is the common ground between foreign language and foreign culture courses. Foreign culture courses are interdisciplinary, but explore one culture or a range of cultures in depth. Courses that satisfy this requirement will be specified in the on-line schedule each semester. **This requirement can not be met with cultural diversity courses** (unless the course is also amongst the list of eligible foreign culture courses **and is not also** selected to fulfill the cultural diversity requirement). Grades of “C” or above are required in all courses.

## **GRADUATION**

To ensure timely graduation, please refer to the following checklist:

- See your academic advisor for a graduation check before registering for your final semester of courses at UNF.
- A grade of “C” or better is required in all Gordon rule, major, minor, prerequisite, and foreign language/foreign culture courses.
- A 2.0 cumulative UNF grade point average is required.
- Completion of a minimum of 120 overall hours and a minimum of 48 upper level hours.
- Apply for graduation in the Registrar’s Office during the registration period in which they are registering for their final courses.
- \*Note: Students considering graduate school should register to take the Graduate Records Exam (GRE) or any other graduate admissions exams during the beginning of the senior year. Addresses for graduate schools may be obtained from the Career Services Center.

On-line information about the graduation ceremony, guest tickets and other details important to graduating seniors is found on-line at [www.unf.edu/registrar/gradinfo.html](http://www.unf.edu/registrar/gradinfo.html). Students who do not qualify for graduation will be notified by the Registrar’s Office.

## **DOUBLE MAJORS**

Any student pursuing **two different majors under a single baccalaureate degree** is considered a “double major.” For example, the Bachelor of Arts in History and Bachelor of Arts in English both represent two different majors under the single Bachelor of Arts degree. In order to be considered a “double major,” students must first complete the appropriate column on the Change of Major form found in the Registrar’s Office, Building 2. Students must also meet with their Academic Advisor to obtain an official Program of Study for each major. All double majors must finish the foreign language/foreign culture requirement (if applicable), prerequisites, major requirements, major electives, and any outstanding general education requirements for each major. **Double majors do not require a minor.** Students must satisfy GPA requirements for each major and earn a minimum of 120 semester hours (48 hours must be upper level). Individual courses may not double count to satisfy requirements for either degree. **Once the degree has been awarded in the double majors, subsequent course work can not be added to create a second degree for either major.**

## **Simultaneous/Dual Degrees Across Colleges**

Students in the College of Arts and Sciences may pursue two simultaneous undergraduate degrees across colleges if the second college agrees to the arrangement. **Note: The College of Education and Human Services will not allow simultaneous/dual majors in any education major.** Students must meet **all requirements** for both degrees and complete a minimum of 150 hours of course work. This includes the completion of any minors required for either degree and specific graduation requirements, i.e., foreign language/foreign culture, prerequisites, etc. In addition, courses used to satisfy one degree will not be used to satisfy requirements in the simultaneous/dual degree. Students who satisfy these requirements will be awarded two undergraduate degrees. The simultaneous/dual major must be declared by completing the Change of Major form located in the Registrar’s Office, Building 2. **Declared simultaneous/dual majors who decide to return to a single undergraduate major cannot subsequently use courses to create or finish a post-baccalaureate degree of Master’s degree once the first undergraduate degree has been awarded.**

## **POST-BACCALAUREATE STUDENTS**

The UNF *residency policy* for earning a second bachelor's degree requires completion of a minimum of 30 upper level hours. All prerequisites must be completed in addition to the required 30 upper level hours. Courses completed in any previous bachelor’s degree will not satisfy hours needed for the post-baccalaureate degree.

## **NINE (9) HOUR SUMMER POLICY**

Students who enter a state university in Florida before completing 60 semester hours must earn a minimum of nine (9) semester hours in one or more Summer terms at one of the *state universities* in Florida before graduation. This rule applies to any student, at any time, who had taken even one course at a State of Florida public university while enrolled as a Freshman or Sophomore with less than 60 semester hours. This requirement may not be completed at the community college or any private institution.

## **CHANGING FROM NON-DEGREE TO DEGREE-SEEKING STATUS**

A non-degree student may register for no more than one semester and a maximum of 12 semester hours. Continuing at UNF beyond this first semester requires application for admissions to UNF as a degree-seeking student, an admissions application fee, and all official transcripts must be mailed to the UNF Admissions Office.

## **PETITIONS**

Any waiver of college or university policy must be requested through formal petition using the “Waiver of University Policy” form found in the Registrar’s Office, Building Two. The College of Arts and Sciences has established the following procedures for petitions:

- All petitions must be written clearly and concisely.
- Petitions referring to specific courses require signatures (in the following order) of: 1) the Professor; 2) Department Chairperson; 3) Academic Advisor; 4) the Dean’s Office of the College of Arts and Sciences; and, 5) the Vice President (if required).
- **Students must handle their own petitions directly and not leave them for routing by office secretaries.**
- All withdrawal petitions must include the course number, section number and detailed reason.
- Requests for late withdrawals may not be made after the term has ended.
- Documentation will be required to substantiate reasons beyond your control, i.e. illness, work conflicts, etc.

## **CONTINUOUS ENROLLMENT**

UNF defines continuous enrollment as being enrolled in classes at UNF without a break of three or more consecutive semesters. Students who break continuous enrollment are subject to the program requirements published in the catalog for the academic year in which they reinstate continuous enrollment at UNF. Additionally, students who for each of three consecutive semesters, either do not enroll or withdraws from all courses will be required by their academic department to convert to current program requirements. Students who were on probation or suspension during the last semester of attendance at UNF must reapply to the university through the Office of Admissions at least 10 weeks in advance of the beginning of the semester.

## **REPEATED ATTEMPTS OF COURSES**

In accordance with State of Florida statute, effective Fall 1997, students who repeat the same course more than two times, will be charged additional fees. There will be certain exceptions such as repeating a course that is officially designated as repeatable for credit, however, students should not repeat courses unless absolutely necessary. Questions about this policy may be addressed to the Registrar’s Office or Advising Office.

## **CONCURRENT ENROLLMENT**

Concurrent enrollment requires prior approval by an academic advisor and completion of a Concurrent Enrollment form prior to taking courses at another institution. **Students may NOT take courses at another institution in their final semester at UNF.** This includes correspondence courses and CLEP examinations. Students who risk taking courses during their final semester at UNF must sign and submit the form called, "Concurrent Enrollment - Final Term Grades for Graduating Seniors" found in the Registrar's Office, Building Two or Advising Office. Such students will need to reapply for graduation for the following semester.

## **PREREQUISITE/COREQUISITE POLICY**

(Prerequisite=taken before; co-requisite = taken at the same time). **Students may not take courses without the assigned prerequisite.** Each student is responsible for assuring that he/she has satisfactorily met the requirements for all prerequisite/co-requisite courses. **Prerequisites are checked electronically during the registration process.** Students are required to visit the Advising Office to obtain a prerequisite clearance if registration is blocked due to the lack of the required prerequisite course(s). Students should be aware that faculty have authority to administratively withdraw any student from a course who lack required prerequisites or co-requisites. Fees will not be refunded for administrative withdrawal from a course by an instructor due to a lack of required prerequisites/co-requisites if the withdrawal occurs after the drop/add period. So, make sure you belong in the class.

## **INCOMPLETE GRADES**

Faculty in the College of Arts and Sciences are not required to give incomplete grades. If your faculty is willing, in order for an incomplete grade to be assigned, you must have completed a majority of the course work with a passing grade. The time limit to remove an incomplete grade from your record is assigned by the individual faculty. However, this time limit may not exceed one academic year or graduation, whichever comes first. After the allotted time has run out, all incomplete grades turn to "F's" which are calculated in your cumulative grade point average. **Students may not re-register for any course in which an incomplete grade was received** but must arrange to participate in the course by approval of the faculty teaching the course in which the "I" was received.

## **CHANGE OF MAJOR**

The following is required to change your major to another College of Arts & Sciences major area. The requirements are:

- Review the major in which you are interested in the UNF catalog.
- Make sure your cumulative Grade Point Average (GPA) is above a 2.0.
- Discuss career options with the Center for Personal Counseling and Career Development.
- Complete and submit an official "Change of Major" form in the Registrar' Office.
- Call for an advising appointment or visit as a "walk-in" after receiving notice of admission to the new major.

## **GRADE FORGIVENESS**

"Grade Forgiveness" allows undergraduate students seeking their first degree to improve their GPA by repeating a course and requesting that the repeated grade be the one counted in the GPA calculation. Only two such requests are available to any student during their undergraduate career. The repeated course must be the same course as taken

previously and must be completed at UNF. Grade forgiveness requests will not be processed after graduation from UNF. Students receiving Veteran's Benefits or Financial Aid should consult that office for policies pertaining to repeating courses. Grade forgiveness request forms may be obtained from the Registrar's Office, Building Two. Repeating courses may result in excess hour charges.

### **TERM FORGIVENESS**

"Term Forgiveness" allows undergraduate, degree-seeking students to retroactively withdraw from one academic term of work because of personal or financial problems. If approved, a note will be placed on the transcript indicating "Term Forgiveness." A "W" indicator will appear on the official transcript. Originally recorded grades will only be used in any "Latin Honors Distinction" calculations. Students must file the "Term Forgiveness Petition" form in the Registrar's Office, Building Two anytime prior to graduation. Petitions will never be approved for the present term or the immediate preceding term. No more than one petition for term forgiveness may be granted for any student at UNF. Students granted term forgiveness may not apply for grade forgiveness (and gives up any grade forgiveness already applied to the UNF transcript). Term forgiveness petitions can only be approved by the College that the student was enrolled in during the semester for which forgiveness is requested.

### **LATE WITHDRAWALS**

A student may withdraw from a course for a grade of "W" by the established deadline shown in the "Web Guide" publication or in the Registrar's Office. Requests for late withdrawals must be submitted before the end of the term in which the course is taken. A grade of "WP" (withdrawing passing) or "WF" (withdrawing failing) is assigned for late withdrawals. Please note that "WF" is averaged into the GPA as an "F" grade; "WP" is non-punitive. University policy prohibits students from attending, receiving a grade or petitioning for reinstatement in courses that have been withdrawn.

### **CLAST TEST**

The College Level Academic Skills Test (CLAST) is a statewide test of computation and communications skills for all students entering the junior year. The CLAST test must be taken by all native UNF and transfer students prior to earning 60 semester hours. There are four subtests of the CLAST: reading, writing, mathematics and essay. All four sections must be passed before completing 36 upper level semester hours (including upper level transfer courses). Students with certain SAT or ACT test scores or earned grade point averages of 2.5 in two English Composition and 2.5 in two Mathematics courses (taken at the level of College Algebra or above) may seek exemption from CLAST. More information about the CLAST or CLAST exemption is available in the UNF CLAST Office.

### **GOOD STANDING**

In order to remain in good standing in the College of Arts and Sciences or at UNF, you must maintain a cumulative GPA of 2.0 or better in all UNF course work. Grades of "C" or better are required in all major, minor, Gordon Rule, foreign language and foreign culture courses. Some majors require higher GPA standards. You should consult the UNF catalog for information on grade requirements for the majors.

### **PROBATION**

Should your cumulative or term GPA fall below the 2.0 standard, you will be placed on academic probation by the Registrar's Office. You will be removed from probation upon improving your cumulative and term GPA to a 2.0 or better. Should your cumulative or term GPA fail to improve, you will become eligible for academic suspension.

## **SUSPENSION**

Students who do not satisfy the conditions of academic probation may be placed on academic suspension for a period of one academic semester. Release from suspension will require the approval of the College's Suspension Review Committee (SRC) and the Department Chairperson. Conditions will be outlined for continued probation during the SRC meeting. However, the Department Chairperson has the option to deny readmissions to the major if the GPA is too low. Students who receive a second probation may be placed on suspension for a period of two academic semesters.

Students who receive a third suspension may be placed on suspension for a period of three consecutive semesters (or one year). A year's academic suspension will break UNF's "continuous enrollment" policy and will require readmissions to UNF by petition through the Office of Admissions. Former students not in good standing must file a request for readmissions in the Office of Admissions ten weeks prior to the beginning of the term they wish to enroll.

## **RETURNING AFTER SUSPENSION**

Upon returning to the College of Arts and Sciences after suspension, the following will be required:

- Call the Advising Office at 620-2797 to arrange an interview with the Suspension Review Committee (SRC). A pre-interview packet will be provided for students to complete and bring to the SRC interview.
- The Suspension Review Committee will make a recommendation on whether to continue probation or reinstate suspension. A "Release from Suspension" form will be prepared for students to take to the Department Chairperson for approval. This form is then submitted to the Registrar's Office.
- Students continued on probation must arrange an advising session with an Academic Advisor to obtain an updated Program of Study.
- Adherence to the conditions outlined for continued probation will be required, including participation in the "College Success Program" offered through the Office of Student Success and Retention. A mid-term progress evaluation will also be required from faculty for all courses enrolled during the term of continued probation. This form will need to be submitted to the Advising Office at mid-term and will be considered for any future suspension actions.
- Students who break UNF's continuous enrollment policy must reapply for admissions in the Office of Admissions ten weeks prior to the term requested for readmissions.

## **Glossary of Important Terms**

**B.A.:** Bachelor of Arts degree. Requires completion of the major, a minor and the foreign language/foreign culture requirement.

**B.F.A.:** Bachelor of Fine Arts degree. This degree is offered in: Ceramics/Sculpture, Graphic Design, Multi-Media, Painting/Drawing and Photography. The B.F.A. has a greater concentration of courses in the major field of study. It does not require a minor nor completion of the foreign language/foreign culture requirement (unless 2 years of foreign language was not completed at the high school level).

**B.M.:** Bachelor of Music degree. The B.M. is available in Jazz Studies and Performance Music. The B.M. has greater concentration of music courses and has fewer free electives. The B.M. has a greater concentration of courses in the major field of study. It does not require a minor nor completion of the foreign language/foreign culture requirement (unless 2 years of foreign language was not completed at the high school level).

**B.S.:** Bachelor of Science degree. This degree is offered in: Biology, Chemistry, Communications, Interdisciplinary Sciences, Physics, Mathematics and Statistics. The B.S. degree requires a heavier concentration of major electives. It does not require a minor nor completion of the foreign language/foreign culture requirement (unless 2 years of foreign

language was not completed at the high school level). Minors for the B.S. in Mathematics and Statistics are specified by the Department.

**Contextual:** Courses that are closely allied to the subject matter of a major discipline.

**Core:** Major discipline courses that all students in a given degree program must complete. These courses are usually foundation, theory, principles and introductory courses.

**Cultural Diversity:** A cultural diversity course is required of all students who have not received an Associates of Arts (AA) degree from a Florida public institution. Courses to satisfy this requirement will be specifically designated with "CD" in the course title. They are found in the on-line schedule each semester. **This requirement can not be satisfied with Foreign Culture courses (unless the course are also listed on both the FC and CD lists in the on-line schedule).**

**Degree Seeking Student:** A classification assigned to students admitted to a degree program.

**Free Electives:** Courses that are not part of the major or minor requirements but are needed for total hours.

**General Education Requirements:** Core of courses designed to develop skills, attitudes and understanding in broad discipline areas, such as: social sciences, humanities, natural science, mathematics, and English. General Education courses must be completed before graduation for all students who do not have an Associate of Arts degree from a Florida public institution.

**Grade Points:** The total number of points received for assigned grades: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, D = 1.0, F = 0.0 and FW (calculated in average) = 0.0.

**Grade Point Average (GPA):** The sum of the number of grade points earned divided by the sum of the number of hours attempted to yield a quotient. GPA's are calculated for each term and a cumulative of all terms.

Example: You take 4 courses that are three hours each and earn two A's, one B+, and one B-. Your quality points are:

A	(6 hours x 4 quality points)	=	24 quality points
B+	(3 hours x 3.3 quality points)	=	9.9 quality points
B-	(3 hours x 2.7 quality points)	=	<u>8.1</u> quality points
	12 hours		42 quality points

42 quality points divided by 12 semester hours = 3.5 GPA.

**Gordon Rule:** A State mandate requiring grades of "C" or above in 24,000 words of specific writing courses and two courses at the level of College Algebra or above. Students with the Associate of Arts degree (AA) from a Florida public institution are assumed to have satisfied Gordon Rule.

**Latin Honors: Summa cum laude:** 3.8 or higher; **Magna cum laude:** 3.65 or higher; **Cum laude:** 3.5 or higher. Final Latin Honors designations are awarded to students who are in the top 20% of their College after grades post for the graduating term. The top 20% are calculated by the Registrar's Office based on cumulative grade point averages for all graduating students in each academic college.

**Lower level courses:** Courses with 1000 or 2000 level designations.

**Major:** A degree program designed to develop competence in a specific academic discipline.

**Minor:** An organized sequence of courses totaling 15 hours in a disciplinary area intended to supplement the major program of interest. All minors are listed in the UNF catalog. Some require prerequisites.

**Prerequisites:** Courses required as preparation for subsequent requirements in the major.

**Transcript:** The official cumulative record of courses completed only at UNF listed in semester order.

**Upper Level Courses:** All courses with a 3000 or 4000 level designation.

## KEYS TO SUCCEEDING IN COLLEGE

The Advising Office strives to empower our students with advising support, information and enrichment to facilitate their understanding of the challenges and rigors of their academic majors and degree requirements. We also believe strongly that all of our students can succeed. To support this idea, we encourage the following:

- Realize that personal responsibility is the ultimate indicator of success.
- Always be prepared. Read book assignments in advance, complete prerequisite courses, take thorough notes, review lecture notes, finish course assignments in advance and meet deadlines.
- Study, study, study. The “rule” for successful study is 3 hours of study time for **each** hour of time spent in class.
- Use a planner. Develop a schedule each term to include all commitments, such as work, family, study, etc. Stick to your schedule!
- Get to know your faculty. Talk to your faculty when concerns arise, when suggestions are needed for improvement, or to learn more about opportunities in the department or career field.
- Select courses from a variety of faculty and not just specific faculty recommended by other students. Exposure yourself to other ideas and philosophies.
- Like your major. Select courses of personal interest to you and not to other students.
- Attendance, attendance, attendance. You can't know what is going on unless you are there.
- Get help when needed! Seek academic support services, i.e., tutoring, advising, study skills, etc. These services are available to help you succeed.

- Develop a course load with which you are comfortable. You are the best judge of your own time and commitments.
- Enjoy your educational experience and consider it a life achievement.