

Registration, Grading & Academic Progress

Registration Procedures

Prior to Registering

The Graduate School at UNF and One Stop Student Services strongly encourage students to keep in touch with their graduate program administrator, director, coordinator, and/or advisor. On behalf of all graduate coordinators and advisors, we recommend that graduate students review with their advisors what graduate courses they plan on taking prior to registration.

Registration

Three quarters through each semester One Stop Student Services posts online a course schedule for the upcoming semester. The website identifies the steps involved in registering for classes on the Internet or in person at One Stop Student Services. The website also includes a wealth of information about the Academic Calendar, application deadlines, financial dates and deadlines, the final examination schedule, commencement, myWings, information for new students concerning orientation and the Student Identification Card, Student Services, the UNF policies on drugs and alcohol, and much more.

Adding and Dropping Courses During Drop/Add

Students may add and drop courses from the **first day of registration through the final day of the drop/add period**, usually the first week of classes. Students may add and drop courses in person at One Stop Student Services or via myWings. **Courses officially dropped during the drop/add period will not be entered on a student's permanent (transcript) record and will be completely refunded.** One Stop Student Services may drop a student from all classes if this person does not pay or arrange for the deferral of tuition and fees by the posted deadline.

Dropping and Adding Courses

Students should exercise care in registration to avoid the necessity of schedule changes after classes have begun. During a registration period through the last day of drop/add, classes may be added or dropped from a student's schedule. Adds and drops may be completed via the UNF website or in person at One Stop Student Services. Courses officially dropped during the drop/add period will not be entered on a student's permanent record, and a 100 percent refund will be generated for dropped courses. UNF students are not permitted to add a course after the drop/add period unless there are unusual circumstances clearly beyond the student's control. When



such a case exists, the student must complete a Request for Late Registration Form (available from One Stop Student Services). After the first three weeks of classes, students must complete a Petition to Waive University Policy, supported by proper documentation to be considered for late-adding a course. A final grade of "F" is assigned if a student discontinues attendance in a course without officially dropping or withdrawing from a course.

Non-attendance does not guarantee a student will be dropped from a class. Students are fee liable for all courses they register for unless dropped. Students must drop themselves from all courses they do not want to take.

Late adds (adding a class after the drop/add deadline) may only be done within two weeks of the drop/add deadline. Petitioning to extend the drop deadline is not permitted under normal circumstances. Extraordinary situations MUST be documented.

Withdrawals

A student may withdraw from a course or the University from the end of the drop/add period through the "Last day to withdraw" (see the University Calendar online). The student must complete an official withdrawal request by this deadline and submit it to One Stop Student Services, send a letter postmarked no later than the deadline, or withdraw online through myWings. A grade of "W" will be assigned upon completion of the withdrawal request process, and no refund is generated. If a student stops attending classes without officially withdrawing, a final grade of "F" is assigned.

Petitioning to extend the withdrawal deadline is not permitted under normal circumstances. Extraordinary situations MUST be documented.

Late Withdrawals

A student may petition for late withdrawal if there are **unusual circumstances clearly beyond the student's control**. A student may petition for withdrawal from a course up until the end of the term, prior to the posting of grades. The dean or designee of the student's major college has final approval/disapproval authority. The course instructor does not approve or disapprove the withdrawal, but only assigns a grade of "WP" or "WF." The instructor may recommend an action or write an explanation of the applicable circumstances. This policy does not mean a student has the right to withdraw from a course after the official withdrawal deadline simply because he/she had a passing grade at the time.

Petitions

Completing a petition **does not guarantee** that a particular policy will be waived as petitions are considered exceptions and are evaluated on a case-by-case basis.

Documentation of the circumstances related to the request **MUST** accompany the petition in order for the petition to be considered. Please visit the website to view items that cannot be petitioned, (www.unf.edu/registrar) "Petitioning University Academic Policies."

Course Loads

A full-time graduate course load is nine or more hours; a part-time graduate course load is fewer than nine hours. Students who wish to take more than 15 hours must present to the Graduate School written approval from the student's program administrator. For information on the number of hours students must take in order to be eligible for financial assistance programs, refer to the Financial Information section of the catalog.

Graduate Course Numbering

In accordance with the State University System's Statewide Common Course Numbering System, UNF offers three "levels" of graduate courses. 5000-level courses are typically introductory or beginning graduate-level courses. In some programs they are double-listed with undergraduate 4000-level courses, in which case they are offered to undergraduates for 4000-level credit and to graduate students (who are required to complete undergraduate and additional graduate course work requirements) for 5000-level credit. 6000-level courses are master's degree-level courses. 7000-level courses are doctoral courses. At present, UNF offers such courses in its Doctor of Education in Educational Leadership, Doctor of Nursing Practice, and Doctor of Physical Therapy programs.

Grading System

Grades

A	4.0	B-	2.7
A-	3.7	C+	2.3
B+	3.3	C	2.0
B	3.0	D	1.0

F and WF 0.0 (calculated in GPA)

X, I, NR, P, W, WP, WM, WS 0.0 (not calculated in GPA)

X - Audit: Students must indicate **at the time of registration** that they wish to audit a course rather than register for credit. **Any change from credit to audit or vice-versa must be made before the close of drop/add.** Fees for audit classes are the same as those for credit and are nonrefundable. Petitioning to move from audit to credit or vice-versa is not permitted under normal conditions. Extraordinary circumstances must be documented. **Audited courses do not count towards financial aid.**

I - Incomplete: At the instructor's discretion, students who have not completed required work in a course by the end of the term may be assigned a grade of "I." In order for an "I" to be assigned, the student must have completed a substantial portion (at least a majority) of the course with a passing grade. The "I" is not computed in the grade point average. The time limit for removing the "I" is set by the instructor of the course. This time limit may not exceed one calendar year or graduation, whichever comes first. The time limit applies whether the student is in residence or not. To extend an incomplete beyond one year, the student must petition for a waiver of University policy.

Any "I" will be changed to a final evaluative grade (one that is used in calculating GPAs) at the time the student completes the required work. **Students may not register for courses in which incomplete grades have been received.** Any "I" grade not removed by the end of the time limit will be changed to a final grade to be determined by the instructor. This grade will be used to calculate the student's cumulative GPA. If no final grade is issued, the "I" will change to an "F" and will be calculated in the grade point average.

Veterans and other eligible persons should contact One Stop Student Services concerning the effect of incomplete or failing grades upon certification.

NR - No Record: "NR" is assigned when grades for an entire class or portion thereof are not submitted by the processing deadline. Enrollment Services Processing will send a list of "NR" grades to the respective department chairpersons, who will be responsible for communicating with faculty members about removing the "NR" grade. The "NR" may remain on the record for up to one year but should not remain in the student's transcript beyond graduation.

P - Passing: Indicates passing grade for the employment experience in the Cooperative Education Program and, at the discretion of the college and departments, for thesis, dissertation, independent study, practicum and/or internship courses. Passing grades are not calculated in the grade point average.

W - Withdrawn: Indicates a student has withdrawn officially from a course before the established deadline.

WP: Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was making satisfactory progress at the time.

WF: Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was not making satisfactory progress at the time.

WM: Indicates a student has successfully petitioned to withdraw from all courses due to an incapacitating illness.

WS: Indicates a student has successfully petitioned to withdraw from all courses due to being called for military duty during the term.

Disciplinary Transcript Notations

Expulsion and suspension from the University for student disciplinary reasons are sanctions outlined in the Student Conduct Code, which is published in the Student Handbook <http://www.unf.edu/studentaffairs/conduct.html>. Expulsions will be noted permanently on a student's transcript. Transcripts will record disciplinary suspension. Questions should be referred to the Student Conduct Office: (904) 620-3979.

Grade Point Average

The registrar determines GPA by dividing the sum of grade points earned in graded courses by the number of UNF hours attempted. In the following example, the sum of all grade points multiplied by credit hours (48.7) divided by the number of (Psychology) course credit hours (14) equals a GPA of 3.478.

Example:

Course	Grade	Grade Points	x	Credit Hrs	=Total Points
PCO 6056	A-	3.7		4	14.8
PCO 6317C	B	3.0		4	12.0
PCO 6869	B+	3.3		3	9.9
PCO 6935	A	4.0		<u>3</u>	<u>12.0</u>
Totals:				14	48.7

The graduate GPA does not include hours with grades of X, I, P, NR, W, WP, WM, WS. Transfer credits are also not included. Graduate students are not eligible for grade or term forgiveness.

Graduate GPA

The graduate GPA includes all graduate credits taken once the student has been accepted as a degree-seeking graduate student. This includes all graduate credits taken as a postbaccalaureate student, even before official admission to a graduate program, when those credits are used to fulfill degree requirements.

Graduate credits taken as a post-baccalaureate student, when those hours are not counted toward fulfillment of degree requirements, are not counted in the construction of the graduate GPA. Undergraduate credits, no matter when they are taken, are not counted. Transfer credits are not counted.

Satisfactory Academic Progress

Good Academic Standing: A graduate student who has a cumulative UNF graduate GPA of 3.0 or higher is considered to be in good academic standing.

A graduate student must have a cumulative UNF graduate GPA of 3.0 or higher to be eligible for graduation and the award of a graduate degree.

Graduate students who hold assistantships and fellowships are expected to be in good academic standing.

Academic Probation: A graduate student who fails to maintain a cumulative UNF graduate GPA of at least 3.0 will be considered not in good academic standing and will be placed on academic probation. Probation shall be noted on the academic transcript for each term in which the cumulative UNF graduate GPA is below 3.0.

Academic Suspension and Dismissal:

(1) If, while a graduate student is on probation, the cumulative UNF graduate GPA does not reach 3.0 in the next academic term, the student is eligible for suspension or dismissal from the program.

(2) If, while a graduate student is on probation, he or she earns a "D" or an "F" in a graduate course in his or her program of study, the student is eligible for suspension or dismissal from the program.

The decision concerning whether the student is actually placed on academic suspension rests with the particular program's graduate program director and/or the program's graduate program committee (should the program have one).

Academic suspension is noted on the academic transcript. A graduate student may not register for courses while on academic suspension. The decision to release the student from academic suspension rests with the particular program's graduate program director and/or graduate program committee.

Decisions made by graduate program directors and/or graduate program committees may be appealed by graduate students; such appeals are made through the normal academic appeals process as specified in the Graduate Catalog and Student Handbook.

Program-Specific Policies:

Many programs have program-specific policies further defining good academic standing and related matters. These program-specific policies, if inclusive of higher standards than those of the University, supersede University policy. Please refer to individual program requirements for more information.

Suspension of VA Benefits upon Unsatisfactory Progress

If the graduate GPA falls below 3.0 during the term following probation status, graduate students receiving Department of Veterans Affairs education benefits will be notified of their unsatisfactory progress and will have their benefits suspended.

Grade Reporting

At the close of each term, students may access their grades through the myWings portal available at www.unf.edu.

Course Credits

All credits are expressed in credit hours. All courses taken at UNF are considered residence credit.

Degree Completion Time Limits

All coursework for a graduate or post-baccalaureate professional degree must be completed within six years of a master's-degree-seeking student being admitted to a graduate program. All coursework for a doctoral degree must be completed within eight years. All exceptions must be approved by the student's graduate program director and the dean of the Graduate School.

Credit Validation for Course Work Completed more than Five Years Ago

UNF requires that students who have taken courses at UNF or elsewhere more than five years prior to the completion of a graduate-degree program or admission to candidacy for the doctoral degree must petition their program administrator to validate these courses before the Graduate School will apply them toward the student's current program. Program directors have the authority to require the student to demonstrate his or her knowledge of the material covered in those courses.

Colleges and programs may have more restrictive policies concerning course validation. Check with your program director.

Graduate Transfer Credit Policy

The residency requirement at UNF is 24 credit hours, 18 of which must be taken at the 6000 level. No student may earn a UNF graduate degree without 24 hours of UNF graduate course credit. It is also required that students earn a majority of credits toward their degrees at UNF.

Individual programs have particular requirements concerning transferring in credits. Most graduate programs at UNF allow a student to transfer in approximately 20 percent of the overall graduate credits required for a degree (rounded up to the nearest number divisible by 3) from another regionally accredited institution, as allowable under the residency requirement and as approved on a course by course basis at the discretion of the appropriate graduate program director. Additional credits may be transferred in via special petition, subject to the approval of the appropriate graduate program director and the graduate dean. No student may transfer in more than 40 percent of the overall credits required for a degree.

A student who transfers in more than 20 percent of the credits required for a degree may not apply any credits earned as a transient student (hours taken at another institution while the student is matriculating at UNF) toward fulfillment of that degree's requirements without prior approval of the appropriate graduate program director and the graduate dean. Students wishing to enroll in courses at another institution for the purpose of transferring credits into their graduate program of study must complete a "Concurrent Enrollment" form and have prior approval from the appropriate graduate program director.

Additional credit transfer conditions:

1. The student must have completed the course work subject to the time limits applicable to his or her current graduate program.
2. The student must have earned grades of 3.0 or higher in the courses.
3. The student is not entitled to apply transfer credits toward the 18-hour minimum of 6000-level courses required for all master's degrees.
4. The student is not entitled to transfer credit for correspondence courses, courses included in a completed degree program, or portfolio-based experiential learning that has taken place prior to admission to the current graduate program.

Credit Earned as a Post-Baccalaureate

A student may apply up to 10 hours of graduate course work taken at UNF as a post-baccalaureate. (Such credits will be included in the student's UNF graduate GPA.) The student must receive the approval of the program director, who will then inform the Graduate School.

Second Master's Residency Requirement

For a second master's degree, at least 24 hours of UNF graduate coursework in residency is required. Coursework counted in the fulfillment of any other UNF degree requirements cannot be counted toward this second master's residency requirement.

Graduation Time Limits/Continuous Enrollment Policy

Students must submit a formal graduation application through myWings or to One Stop Student Services by the deadline date listed in the University Calendar published online.

Work required for a degree must be completed and certification of completion must be posted in the UNF student record system prior to the college approving the candidates for their degrees. For all course work completed at institutions other than UNF, official transcripts are the only acceptable certification of completion. In order for applicable transcripts to be posted prior to the UNF certification deadline in a given term, they must be received by the Graduate School on or before the last day of UNF final examinations for that term. Students who intend to complete course work at another institution to satisfy UNF degree requirements must obtain written approval and complete the courses prior to the term in which they intend to graduate to ensure sufficient time to process the transcript.

Every degree-seeking student at UNF must have a signed program of study. Normally, graduation requirements printed in the catalog at the time the student enters UNF and obtains a signed program of study are those which must be satisfied.

Graduation/Commencement Ceremony

Commencement ceremonies are held each semester (spring, summer, and fall) at the end of the term. Candidates for graduation will be sent detailed instructions for participating in the ceremony. Tickets are required. For additional information, visit the UNF website for commencement information: www.unf.edu.

Student Attendance Policy

Students are required to attend the first class meeting of courses for which they registered. Registered students not attending the first day of the term may be dropped from the course at the discretion of the instructor (only some departments follow this policy as it is optional). Please drop your course in myWings if you will not be attending. Students having extenuating circumstances beyond their control and who are unable to attend the

first class meeting must notify the instructor of the department prior to the first class meeting. Students who add courses or late-register during the add-drop period will not be dropped for nonattendance by the instructor during this period.

Students are expected to attend all of their scheduled University classes to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, who reserves the right to deal with individual cases of nonattendance.

It is the student's responsibility to give the instructor notice prior to any anticipated absence, and within a reasonable amount of time after an unanticipated absence. Instructors must allow each student who is absent due to a University-sponsored activity the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence. However, in special cases, the instructor may establish specific attendance requirements in addition to those covered by this policy. These special attendance requirements must be published on the course syllabus and disseminated at the first class meeting.

Only those students who are enrolled in classes are permitted to attend that class beyond the reinstatement period.

Students who have been dropped from a class roster for failure to pay fees or for any other reason may continue attendance until the reinstatement deadline, as published in the academic calendar.

Special guests may be permitted to attend specific class sessions with the permission of the instructor.

Nonattendance does not guarantee a course will be dropped. The student is fee liable for all courses registered for unless a drop is initiated by the student.

Computer and Internet Access

Beginning with the fall 2001 term, all students have been required to have access to a personal computer with Internet service and every currently enrolled student has been provided with an e-mail account at no cost to the student. University units may elect to use e-mail to provide information and notices either in lieu of or in addition to existing methods of communication. These University-provided e-mail addresses would be the only officially recognized e-mail address for all currently enrolled students.