

# ACADEMIC POLICIES

⇒ Please read carefully and initial each box after review.

⇒ Students are responsible for knowing and adhering to all UNF and Coggin policies and procedures not specifically outlined on this form. Refer to the UNF Catalog and Coggin Advising website for more information.

Name: \_\_\_\_\_

N#: \_\_\_\_\_

## BE INFORMED

- **Check UNF email DAILY.** Students are responsible for all communication sent/received. Students should not forward UNF email to another account as the university is not responsible for lost or unread emails.
- Know **dates & deadlines.** Students are responsible for meeting all UNF deadlines as outlined in academic calendar.
- Know your program requirements. Students are responsible for reviewing their **Degree Evaluation & Osprey Map.** These tools can be found in the “Advising” or “Registration” tiles on myWings.
- Be aware of your **catalog year.** Students always follow the program requirements of their catalog year.

Initial: \_\_\_\_\_

## UNIVERSITY POLICIES

- A UNF GPA of 2.0 or above is required to maintain good academic standing. Students with a UNF GPA below 2.0 will be placed on **Academic Probation.**
- If a student does not maintain a cumulative UNF 2.0 GPA or better while on academic probation, they will be eligible for **Academic Suspension.** If suspended, the student will be dropped from any course for which he/she is currently registered and not be allowed to take coursework for a period of time. 1<sup>st</sup> = 1 semester; 2<sup>nd</sup> = 2 semesters; 3<sup>rd</sup> = 3 semesters to permanent.
- **Continuous Enrollment** is broken if a student does not enroll in UNF courses for three consecutive semesters. Once broken, students must re-apply for admission.
- Upon the 3<sup>rd</sup> attempt of the same course, a **Repeat Surcharge** will be applied to tuition. A withdraw (W) does count as an attempt.
- All undergraduate students are limited to a total of **six UNF course withdrawals.** Three course withdrawals for 1/2000 level courses and three course withdrawals for 3/4000 level courses.
- Credit for a course may only be received once; however, GPA will reflect all attempts. First bachelor degree seeking students are eligible for two **grade forgiveness** OR one **term forgiveness.** Consult with academic advisor for guidance.

Initial: \_\_\_\_\_

## COGGIN POLICIES

- All CCB major courses must be completed with grade of **‘C’ or better** to fulfill degree requirements.
- **Concurrent/transient** enrollment for business courses is not permitted. Once admitted to UNF all business requirements, including prerequisites, must be taken at UNF.
- **Upper level transfer courses:** All transfer courses must have a grade of “C” or better.
  - **BBA:** can only be accepted as degree applicable from AACSB accredited schools. Transfer is limited to 15 credits in upper-level business.
  - **BA:** Transfer credit is limited to 15 credits with no more than 12 credits towards the major
- **10 Year Rule:** At the point of graduation, no upper level (3000-4000) business class can be 10 years old as these courses EXPIRE according to the 10 year currency of knowledge rule.

Initial: \_\_\_\_\_

## REGISTRATION

- The majority of business courses have **prerequisites**. Review all prerequisites as listed in the catalog. A "C" or better must be earned to satisfy a prerequisite.
- If a prerequisite course has been taken at another school, a **registration override** may need to be submitted online with appropriate documentation by the student.
- **Course offerings**: Some courses may not be offered every semester. Summer courses can be especially limited. Follow the catalog listings and Osprey Map when registering.
- **Add/drop deadline**: All schedule changes must be made prior to the end of add/drop week. After the deadline students will be held fee responsible.
- All registration must be done through a student's **myWings** portal. Advisors are not able to register or withdraw students from any courses.
- **Holds** can prevent semester registration and the ability to withdraw from courses. Students are responsible for checking and clearing all registration holds.
- Students may be dropped from a course if not in **attendance the first day**. However, do not assume the professor will drop you. Non-attendance does NOT absolve students of fee liability.

Initial: \_\_\_\_\_

## GRADUATION

- All **BBA** business majors must complete a **capstone policy course (MAN 4720)** in their graduating semester. Students must apply online for registration approval in the term prior to graduation. Prerequisites MAN 3025, MAR 3023 and FIN 3403 must be completed with a "C" or better prior to taking the course.
- A minimum UNF overall and upper level **GPA of 2.0** is required for both graduation and enrollment in MAN 4720.
- **Incomplete "I" grades**: Students cannot graduate with an incomplete grade/an "I" on their transcript. Incompletes outstanding for more than one year will be changed to "F" grades.
- Students must **apply for graduation** online by the established deadline for the graduating semester.
- To **graduate** students must complete a minimum of 120 semester hours; BBA degrees require 60 upper level hours (54 upper level for International Business majors) and BA degrees require 48 upper-level hours.
- All **final transcripts** must be submitted to One Stop prior to be certified for graduation.

Initial: \_\_\_\_\_

## MY CURRENT EXCESS HOURS INFORMATION:

Exempt: Yes

No

Hours Allowed:

Hours Attempted:

As of today's date:

Hours Remaining:

Submit an Enrollment Services Appeal requesting more courses be exempt:

(Work with your Academic Advisor on this.)

Yes

No

Notes regarding Excess Hours: