

## **NOTICE OF AMENDED REGULATION**

**September 11, 2013**

### **DEPARTMENT OF EDUCATION**

Division of Universities  
University of North Florida

### **REGULATION TITLE:**

Admissions – Transfer Students (Undergraduate)

### **REGULATION NO.:**

2.0382R

### **SUMMARY:**

The amendment to the regulation removes the prerequisite course completion requirement for transfer applicants without an Associates of Arts degree, who are applying to the upper division.

### **FULL TEXT:**

The full text of the regulation being proposed is attached.

### **AUTHORITY:**

Resolution of the Florida Board of Governors dated January 7, 2003 and BOG Regulation 6.004.

### **UNIVERSITY OFFICIAL INITIATING THE PROPOSED REVISED REGULATION:**

Dr. Thomas S. Serwatka, Vice President and Chief of Staff

### **INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REVISED REGULATION:**

Stephanie Howell, Paralegal, Office of the General Counsel, [showell@unf.edu](mailto:showell@unf.edu), phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

***Any comments regarding the amendment of the regulation must be sent in writing to the contact person on or before September 25, 2013 to receive full consideration.***

# Policies & Regulations

|                                                                              |            |                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Subject: Admissions – Transfer Students (Undergraduate)</b>               |            |                                                                                                                                                                                                                                                                   |
| <b>Number</b>                                                                | 2.0382R    | <input type="checkbox"/> New Regulation<br><input type="checkbox"/> Major Revision of Existing Regulation<br><input checked="" type="checkbox"/> Minor/Technical Revision of Existing Regulation<br><input type="checkbox"/> Reaffirmation of Existing Regulation |
| <b>Effective Date</b>                                                        | 07/01/2008 |                                                                                                                                                                                                                                                                   |
| <b>Revised Date</b>                                                          | 09/10/2010 |                                                                                                                                                                                                                                                                   |
| <b>Responsible Division/Department:</b> Academic Affairs/Enrollment Services |            |                                                                                                                                                                                                                                                                   |

## I. OBJECTIVE & PURPOSE

This regulation applies to the admissions of all transfer students to the University of North Florida. The basis for this regulation can be found in the Florida Board of Governors BOG 6.004 *Transfer Students-Undergraduate*, which governs decisions regarding admission of all undergraduate, degree seeking transfer students to UNF and the satisfaction of general education requirements. All University policies and procedures that result in a less stringent application of the requirements shall be superseded.

## II. STATEMENT OF REGULATION

- (1) Applicants to the University of North Florida must be in good standing and eligible to return to the last institution attended as a degree-seeking student.
- (2) Applicants must have earned at least a 2.0 GPA on a 4.0 system on all college-level academic courses attempted.
- (3) Applications must have completed two credits of one foreign language or American sign language in high school, pursuant to F.S. 232.2462 (1)(a) or 8-10 semester hours in the undergraduate institution previously attended. An alternate method for students to demonstrate equivalent foreign language competence is by means of credit awarded on the basis of scores on the foreign language subject matter examination in the College Level Examination Program (CLEP). The examination, minimum scores for awarding credit, and maximum credit to be awarded are as follows:

| <b>Examination</b> | <b>Minimum Score</b> | <b>Maximum Credit</b> |
|--------------------|----------------------|-----------------------|
| <b>French</b>      | 50                   | 12                    |
|                    | 46                   | 9                     |
|                    | 42                   | 6                     |
| <b>German</b>      | 55                   | 12                    |
|                    | 52                   | 9                     |
|                    | 43                   | 6                     |
| <b>Spanish</b>     | 55                   | 12                    |
|                    | 48                   | 9                     |
|                    | 45                   | 6                     |

Likewise, students may demonstrate equivalent foreign language competence in Latin by means of a minimum scores of 443 on the Latin examination published under the title of MAPS by the College Board, which represents the 1985 national mean of college bound seniors minus one (1) standard deviation. Additionally, student may be exempted by demonstrating mastery of a foreign language in conjunction with processes established by the University of North Florida's World Languages department. Transfer students are exempt from this admissions requirement if they received an Associate in Arts degree prior to September 1, 1989, or if prior to August 1, 1989, they enrolled in a program of studies leading to an Associate degree from a Florida [College System](#) ~~community college~~ and maintain continuous enrollment until they are admitted to the University of North Florida. Continuous enrollment will be established if the student enrolls at least one term each twelve month period beginning with the student's first enrollment in a community college and continuing until the student enrolls at the University of North Florida. Additionally, the University of North Florida may admit a limited number of freshmen and transfer students who have not met the above foreign language requirement if there is evidence that the applicant will be successful in completing their academic work. The number of such applicants enrolled at the University System shall not exceed 5% of the total number of freshmen enrolled in the State University System in the prior academic year. All transfer students admitted to the University of North Florida without meeting the foreign language admissions requirement must satisfy the foreign language requirement prior to graduation from the University of North Florida.

- (4) All transfer students who apply to the University of North Florida must submit complete academic transcripts from all institutions attended these transcripts shall list all courses for which the student was enrolled each term, the status in each course at the end of each term, all grades and credits awarded, and a statement explaining the grading policy of the institution.
- (5) Each college-level academic course in which a grade of "D" or better was awarded shall be received, accepted and retained as part of the transferring student's record by the University of North Florida in order that the appropriate college may determine the

additional courses needed for the baccalaureate degree. This regulation does not remove the university's minimum upper division credit requirements for graduation, but it does permit Florida public community college transfer students to satisfy curriculum requirements on the basis of a minimum number of credit courses completed in excess of 64 academic semester hours, when such credits are applicable for the program the student is entering.

- (6) College-level academic courses completed by a student at a regionally or nationally accredited collegiate institution prior to graduation from high school may be accepted for transfer by the University of North Florida provided the courses are applicable to a degree program offered.
- (7) Credit earned in an external degree program shall not be accepted for transfer to a university unless such credit was earned through a collegiate institution accredited by the appropriate regional accrediting association. However, on a class by class basis, credits can be transferred to the University of North Florida from institutions inside the State of Florida, if those institutions and the courses in question are participants in the State-wide common course numbering program.
- (8) College credits earned by high school or college students on the basis of the College Entrance Examination Board's Advanced Placement Program, the International Baccalaureate Program or College Level Examination Program (CLEP), **and other approved accelerated mechanisms** shall be accepted for transfer by a university provided the scores attained by the student on these examinations meet the standards established by the institution for the award of credit to its native students.
- (9) Admission of Associate in Arts degree graduates from Florida ~~Community College~~ **College System** and State University System institutions will be governed by the ~~Articulation Agreement~~ **Articulation Agreement** between the state universities and ~~public junior colleges~~ **Florida College System** of Florida, as approved by the Board of ~~Governors~~ **Governors** and the ~~State~~ **State** Board of Education. These Florida Associate in Arts degree graduates shall receive priority for admission to the University of North Florida over out-of-state students. Recruitment materials, catalogs, orientation programs, and student handbooks provided to freshman enrollees and transfer students at state universities must include an explanation of this provision.
- (10) Within curriculum, space, and fiscal limitations, admission as a junior to the upper division of a university shall be granted to any graduate of a state approved Florida ~~community college~~ **College System** or SUS institution who has completed the university parallel program and received the Associate in Arts degree, provided the degree has been awarded on the basis of the following:
  - a. At least 60 semester hours of academic work exclusive of occupational courses;
  - b. An approved general education program of at least 36 semester hours and ;

- c. A grade point average of at least 2.0 on a 4.0 system on all college level academic courses attempted, providing that only the final grade received in the courses repeated by the student shall be used in computing the average.

(11) The University of North Florida will actively participate in the state-wide Career Ladder Degree Articulation Agreement. The Career Ladder agreement integrates specific associate in science degree programs with identified baccalaureate degree programs statewide. Each associate in science degree program must meet specific requirements as prescribed in the agreement and public postsecondary institutions are required to honor the transfer of credit toward the specified baccalaureate degree. Graduates of a Florida ~~community eCollege~~ **System** associate in science degree program with an agreement that is documented and maintained by the Articulation Coordinating Committee shall be granted admission to the University of North Florida in the program designated to articulate with their degree, except for limited access programs and those requiring specific grades on particular courses for admission. Admission to the student's preferred public postsecondary institution is not guaranteed. The University of North Florida shall develop admissions criteria to ensure that associate in science degree students are evaluated on an equal basis with associate in arts degree graduates and native university students for admission into Career Ladder programs designated as limited access and those requiring specific grades on particular courses for admission.

(12) Undergraduate transfer students who have not earned the AA degree from an approved Florida public institution and who seek admission to the lower division of the University of North Florida should satisfy the same admission requirements as beginning freshmen and have earned at least a 2.0 grade point average on a 4.0 system on all college-level academic courses attempted. In determining eligibility for admissions of undergraduate transfer students who have not earned the AA degree from an approved Florida public institution, the University of North Florida will provide for reasonable substitution for any requirement or high school unit distribution requirement for any student with a disability as prescribed in Regulation BOG-6.018.

(13) Transfer applicants without an AA, applying to the upper division of the University of North Florida shall have completed the following:

- a. At least 60 semester hours of transfer credit in college level academic courses, exclusive of occupational course; and
- ~~b. The prerequisite courses listed by the upper level division program to which admissions is being sought.~~

(14) Florida ~~community college~~ **College System** and state university students who have been certified as having completed an approved general education program prior to transferring to the University of North Florida will be considered as having met the general education requirements.

(15) Notwithstanding anything else contained hereinabove to the contrary, the ultimate decision regarding the admission of any and all transfer students shall rest with the

University of North Florida and the University of North Florida shall be free to use any criteria as it may deem appropriate in making such admissions decisions.

*Specific Authority: Florida Board of Governors Regulation 6.004 and Section 7(d), Art. IX, Fla. Const.; Formerly 3.005; Approved by the BOT April 17, 2008 and by the BOG June 18, 2008. Amended and Approved by the BOT \_\_\_\_\_ and by the BOG \_\_\_\_\_.*