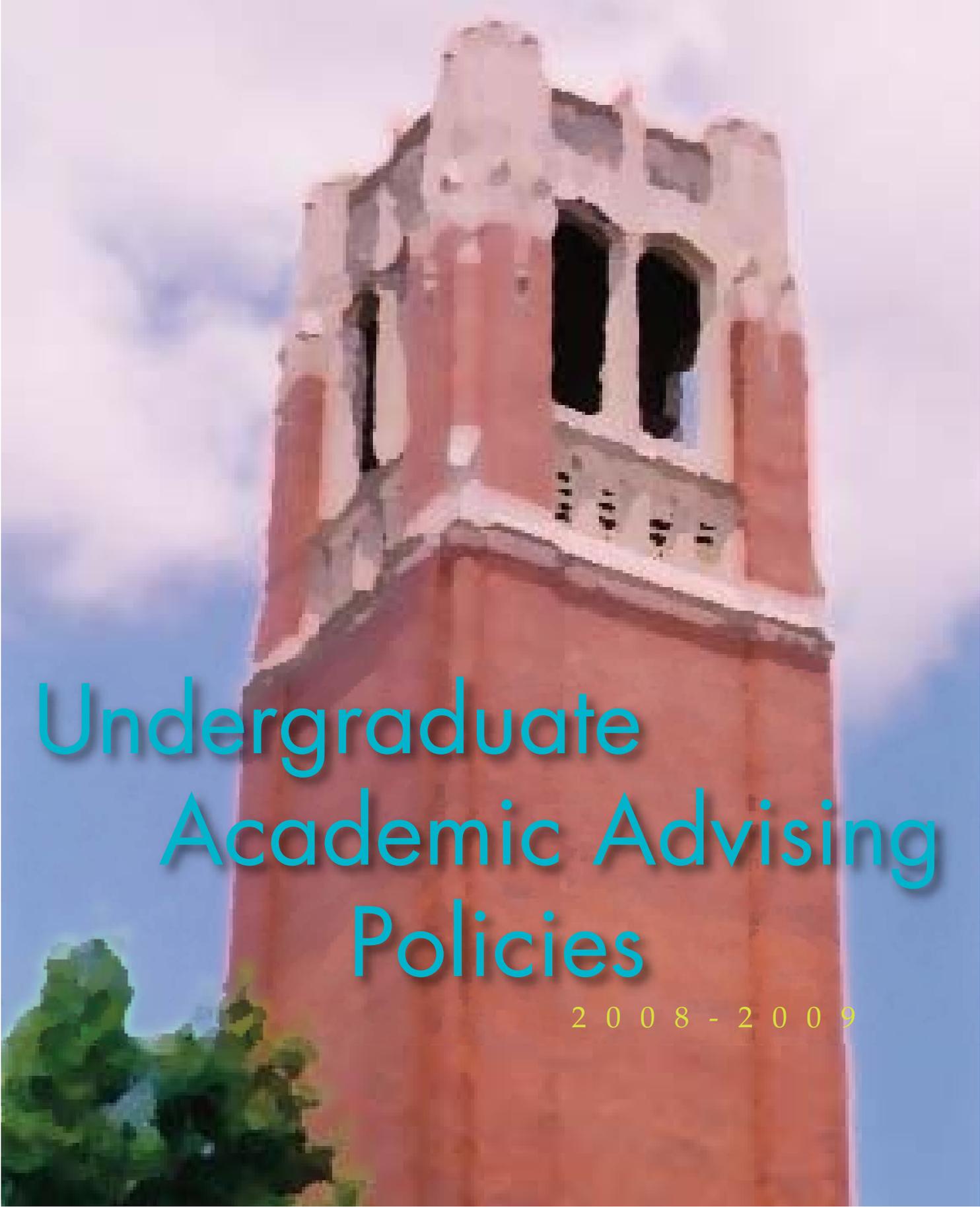


COLLEGE OF HEALTH AND HUMAN PERFORMANCE

UNIVERSITY OF FLORIDA



Undergraduate Academic Advising Policies

2008 - 2009

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College of Health and Human Performance

Advising Policies

Overall Mission/Goals of Advising

Provide accurate information and guidance in a timely manner to assist students through the education process in achieving their self identified academic, career and personal goals.

Role of Advising in the College

Advisors are integral to the College's goal of offering the highest quality educational experience to intelligent and motivated students. Advisors are professional staff who work with faculty and staff in facilitating a student's academic and career exploration. Advisors provide leadership, guidance and information to students, departments, and faculty. Advisors work closely with faculty in the development, revision and implementation of curricula, and department and college policies.

College's Principles of Advising

To fulfill the role of an effective advisor, an advisor strives to have the specific knowledge, demonstrate behaviors appropriate to the role, and reflect supportive attitudes. More specifically:

Knowledge:

- Understands the University's and College's academic policies and procedures.
- Understands both the General Education and specific degree requirements for a major in their department.
- Recognizes the requirements of state and federal legislation including FERPA.
- Is aware of the resources and support services that are available to students including academic support, counseling, career, and health services.
- Recognizes the needs of students at different stages in their academic and personal development.
- Understands the use of the tools and technology provided to assist in the advising process.
- Understands the needs of students from a variety of cultural and personal backgrounds.

Behavior:

- Welcomes new advisees to the College community and facilitates their successful integration.
- Acts as an agent of the College explaining and interpreting college policies, degree requirements and departmental expectations.
- Monitors student progress and performance, addresses the circumstances that are interfering with academic progress, and helps students make adequate academic progress.
- Maintains accurate academic records regarding interactions with students (e.g., uses advisor comment screen consistently).
- Facilitates students' registration, drop/add, and withdrawal when necessary.
- Listens to understand the student's interests, needs, concerns, strengths and weaknesses.
- Makes themselves available to meet with students and communicates office hours.
- Refers advisees to appropriate support services when necessary.

- Facilitates an ongoing process of exploration and discovery and help students to identify courses of action that meet their needs and align with their interests.
- Educates students about faculty interests and expertise.
- Educates students about the registration process and procedures, their degree audits and curriculum requirements.
- Advocates, as appropriate, for the student with faculty colleagues, employers, staff and administrators.
- Complies with University and College policies as well as state and federal regulations.
- Assists with integration into the academic and social communities of the College and University.
- Participates in ongoing professional development to enhance and update the knowledge and skills needed in advising.

Dispositions:

- Recognizes his/her professional responsibility for effective advising.
- Is professional and fair, recognizing appropriate boundaries and interactions.
- Respects students' privacy and the confidential nature of the advising relationship.
- Promotes student ownership and responsibility.
- Respects students as unique individuals with particular needs, goals, strengths and weaknesses.
- Treats students with courtesy, dignity and respect.
- Cares about the well-being and success of all advisees.
- Demonstrates patience, openness and acceptance.

**COLLEGE OF HEALTH AND HUMAN PERFORMANCE
ACADEMIC ADVISOR LISTING**

Applied Physiology & Kinesiology	Health Education & Behavior	Tourism, Recreation & Natural Resources	Sport Management
Ms. Mila Henderson	Ms. Holly Moses	Mrs. Sarah Eberhart	Mr. Matt Williams
190D FLG	6 FLG	330D FLG	330E FLG
mhender@hhp.ufl.edu	hmoses@hhp.ufl.edu	seberhart@hhp.ufl.edu	Matt2017@hhp.ufl.edu
Staff Assistant:	Staff Assistant:	Staff Assistant:	Staff Assistant:
Lori Gibbs	Melissa Naidu	Donna Walker	Donna Walker
190E FLG	6 FLG	330 FLG	330 FLG
lgibbs@hhp.ufl.edu	michie@hhp.ufl.edu	dwalker@hhp.ufl.edu	dwalker@hhp.ufl.edu

Student Responsibility

Each student is responsible for registering for and completing the proper courses and for fulfilling all requirements for a degree. The student's advisor will help and counsel, but the student must take the initiative and **assume responsibility** for meeting all requirements.

Course requirements for each major have been determined and approved by the department faculty. The student's program of study to meet these requirements is subject to the approval of an advisor in the student's major.

To make informed decisions and fulfill personal goals, students must take a responsible and active role in their own advising. More specifically:

Knowledge:

- Understands the University's and College's academic requirements.
- Understands major and minor requirements.
- Is familiar with general University academic and behavioral policies.
- Has a sense of academic and career interests, learning strengths and weaknesses, and educational needs.

Behavior:

- Meets as needed with advisor.
- Comes to appointments on time.
- Registers in a timely fashion.
- Follows through with registration, add/drop, and withdrawals in a timely fashion.
- Reviews audit on a regular basis.
- Checks communication regularly, using UFL email account.
- Responds to communication in a timely fashion.
- Is an effective self-advocate.

Dispositions:

- Works cooperatively.
- Is open to new ideas and willing to explore curricular options.
- Is interested and dedicated to major.
- Believes in the value of being responsible and accountable.

Family Educational Rights and Privacy Act (FERPA)

The College of Health and Human Performance abides by the 1974 Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law (20 U.S.C. 1232g) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

At the University of Florida, the privacy of academic records is also protected by Florida Statute, Section 1002.22 (2006) and University Regulation 6C1-4.007.

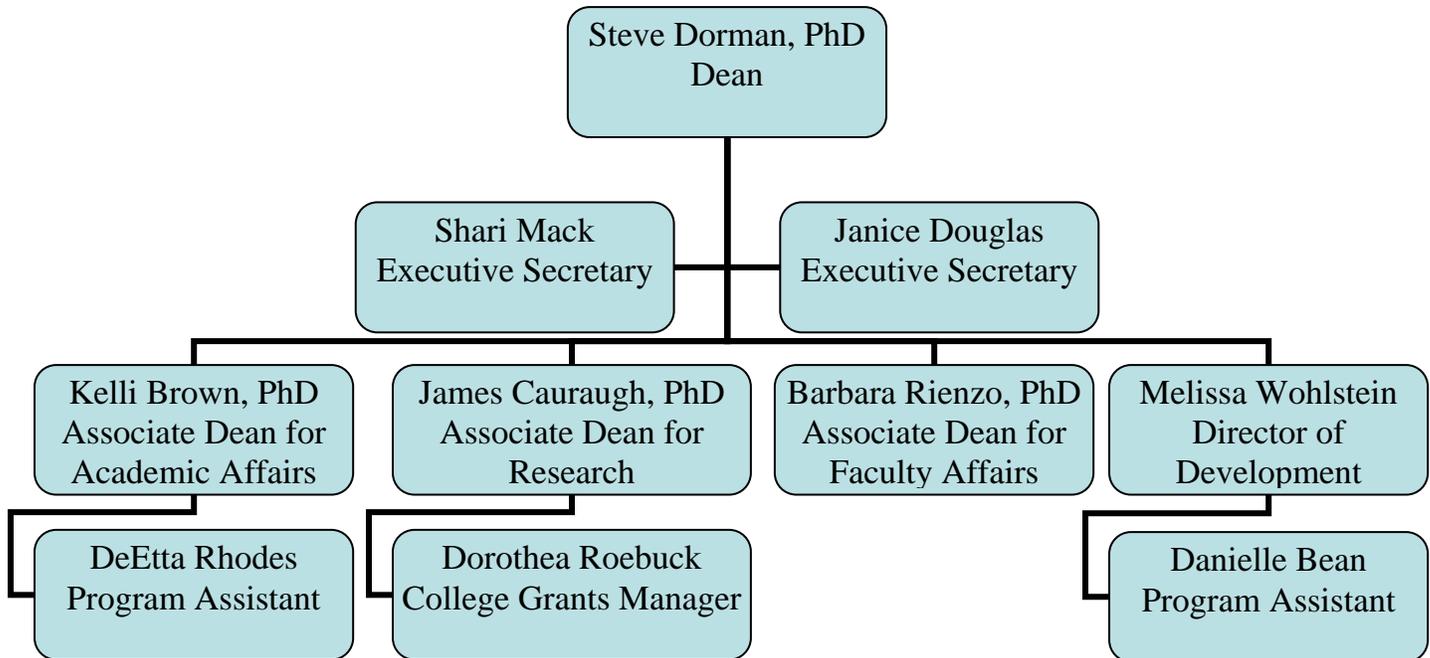
The U.S. Department of Education summarizes the rights afforded to students by FERPA as follows:

- The right to inspect and review their educational records within a reasonable period of time and no more than 30 days after the institution has received the request
- The right to request to amend inaccuracies in their educational records
- The right to limit disclosure of some personally identifiable information
- The right to file a complaint with the Family Policy Compliance Office if they feel their FERPA rights have been violated.

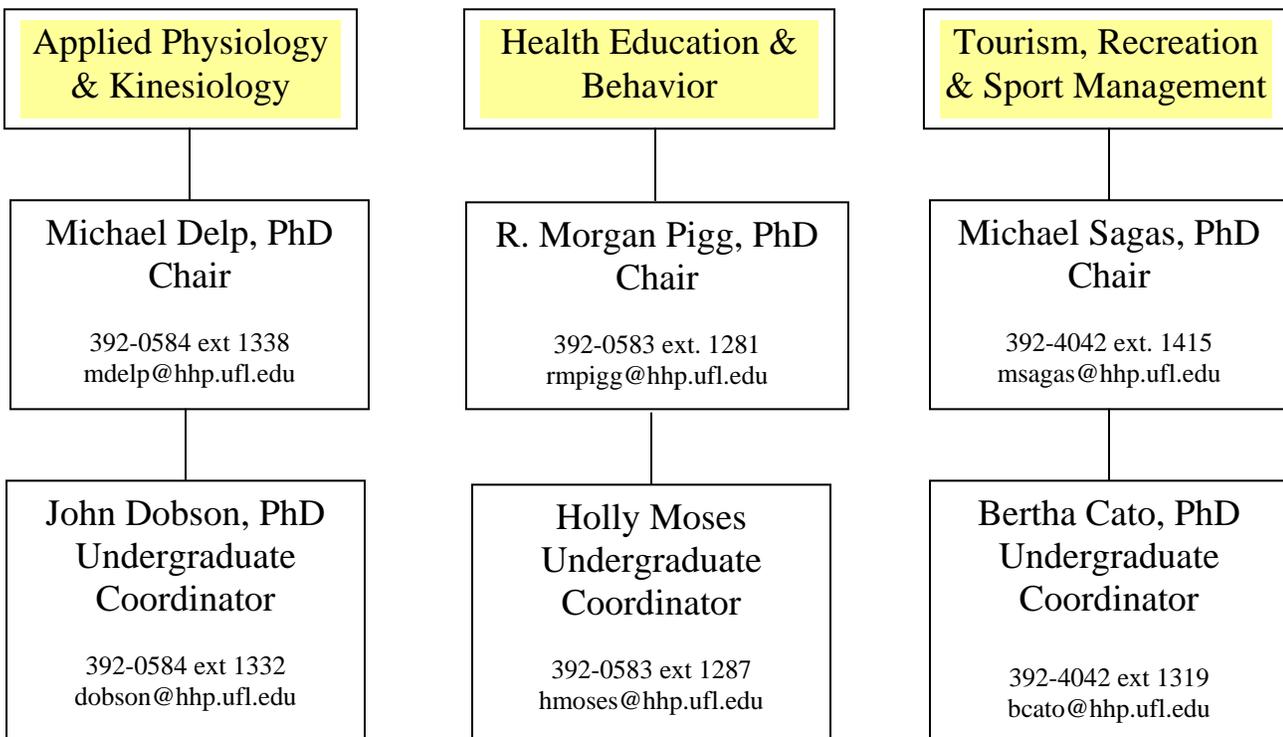
FERPA requires universities to provide students with annual notification of these rights. UF's annual notification appears in the undergraduate and graduate catalogs. Students who suspect that a FERPA violation has occurred, should contact the Vice President for Student Affairs (155 Tigert Hall; 352-392-1265) or they can contact the Family Policy Compliance Office within the U.S. Department of Education.

HHP Organizational Chart

Dean's Office and Executive Staff



HHP Academic Units and Undergraduate Contacts



Policies

The College abides by all UF academic regulations which can be accessed at: <http://www.registrar.ufl.edu/catalog/policies/index2.html>. College policies are above and beyond the university-wide regulations. If a policy is not mentioned in this college document the university regulation prevails.

All forms are available to download at <http://www.hhp.ufl.edu>

Academic Contract:

An academic contract is an agreement between the student and advisor and/or faculty that indicates specific actions that need to take place by a specific date.

A student may only have one academic contract as a lower division student and one academic contract as an upper division student. A student cannot have an academic contract for consecutive semesters. While on an Academic Contract **NO** I, N, or NG grades permitted. Failure to meet the Academic Contract agreement can result in, but is not limited to, one or more of the following actions:

1. A college hold will be placed on student's registration;
2. Student's registration for CHHP courses will be cancelled; and/or
3. Student must change to a new major.

See Appendix A: Academic Contract Form

Admission Requirements

Students classified as first semester freshmen at the university will be admitted to the college when they declare a major within the college. At that time, their college classification will become HH.

Students maintain the HH classification as long as they meet the standards set by the college and UF for admission and universal tracking. Students who are not making satisfactory academic progress may be required to seek admission to another college or to make alternative academic plans.

Students who fall below minimum performance standards will have a registration hold placed on their record. They must meet with an advisor to determine a plan of action before the hold will be removed.

Change of Major

For a student to be considered as a change of major, the following criteria must be met accordingly:

1. Lower Division Students
 - a. Minimum UF GPA
 - b. Minimum UT GPA as designated by the Department curriculum
 - c. No deficit points
 - d. Completion of the Letter of Intent

2. Upper Division Students
 - a. Minimum UF GPA
 - b. Minimum UT GPA as designated by the Department curriculum
 - c. No deficit points
 - d. Must be able to graduate within UF's designated timeframe (138 hours or 4 years)
 - e. Must have completed 75% of universal tracking courses of major seeking to change to
 - f. Must have all writing and math requirements met
 - g. Must have a minimum of 27 hours of General Education requirements met

3. Transfer Students will not be permitted to change majors into the college.

In addition to the above, the following applies to current and/or previous HHP Majors:

1. Current HHP students may not change into another HHP major unless they currently meet the major's criteria.
2. Student's who were dismissed from a college major cannot change out of HHP and then be accepted back into the College as a change of major.

See Appendix B: Letter of Intent*

College Probation

Students in HHP will be placed on college probation for two reasons:

- Grade point average falls below:
 - 2.00 GPA required for UFGPA;
 - Department/major requirement for the UDGPA; and/or
 - Department/major requirement for the UTGPA.
- The student fails to follow the prescribed program for the major.

A hold will be placed on the record and continued registration will be denied. Students must meet with their academic advisor to determine a plan of action to ensure successful completion of a degree before the hold will be removed.

Combined Degree (4/1 Program)

The combined degree is offered in Health Education and Behavior (HEB) and Tourism, Recreation and Sport Management (TRSM), and provides academically talented students the opportunity to complete their bachelor's and master's degrees within the same major in a shorter period of time. Students should review department guidelines for requirements and criteria needed for successful application. Students should apply for the program as a second semester sophomore/first semester junior. Students should discuss this option early with their academic advisor and then contact appropriate program's Graduate Coordinator for more information.

Dean's List

Any student who achieves a 3.50 GPA with at least 15 semester hours of graded coursework will appear on the Dean's List. Please be aware that:

- S-U option courses are not counted in the GPA calculation for dean's list.
- Grades of I* or N* cannot be calculated into the GPA.
- Students registered with the Disability Resource Center (DRC) may be allowed to vary the number of credit hours required, following certification by the DRC.

Deficit Points

Academic dismissal from the college denies registration privileges to students who have a grade point deficit of 15 or more in their upper division course work. The student will be dismissed from the college and holds will be placed on their registration.

A student who has been dismissed from the college due to grade point deficit will not be considered for readmission into the college.

For more information on deficit points you may access the UF Undergraduate Catalog at: <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html#calculatinggpa>

Drop Policy

During drop/add, courses can be dropped without penalty. After drop/add, courses may be dropped only through the college's petition process in accordance with university deadlines.

Before completing 60 hours of UF coursework, students are allowed two unrestricted drops after the close of drop/add. After 60 hours of UF coursework, the student also is allowed two unrestricted drops after the close of drop/add. Students seeking to drop all classes do not have to petition the college; dropping all classes is a withdrawal and is processed through the Dean of Students Office in Peabody Hall, Room 202.

If a student is registered for only one course and seeking to drop that course, this is a withdrawal, as the student is dropping all the courses that semester. See College Withdrawal Policy.

Dual Degree

The college can permit students to pursue dual degrees in multiple majors. To request a Dual Degree the following must be met:

- 1) Must have between 45 and 96 hours (excluding AP, IB, dual enrollment, or overseas study credit);
- 2) Must have at least a 3.0 UFGPA at the time of submitting the application if at least one of the majors are in the CHHP;
- 3) Must meet all Universal Tracking requirements for the HHP major being requested. If one of the majors is outside CHHP, applicants must get approval from the appropriate college;
- 4) Must meet all other CHHP progression standards for both majors and demonstrate potential for success in both majors (successful completion of major and major-related courses without excessive W's, grades less than C, or multiple repeats)
- 5) Must be able to complete the degree in a reasonable number of semesters (i.e., 150 credit hours and/or up to 10 semesters), additional study is permitted only with Associate Dean's approval; and
- 6) Must have demonstrated a well articulated educational goal for which the double major or dual degree is appropriate and/or necessary.

First Aid, Adult CPR and AED

All students are required to have current (i.e. American Red Cross, American Heart Association) First Aid, adult CPR and AED certification at the time of registering for student teaching and/or internship.

Athletic Training

Students pursuing athletic training (AT) must be current in adult CPR certification before registering for AT coursework.

Tourism, Recreation & Sport Management

Students in the Department of Tourism, Recreation & Sport Management are required to have child and infant CPR certification in addition to the above requirements.

Online re-certification is not acceptable.

Fresh Start Program

This program is for former degree-seeking students “who wish to return to the University after an absence of no fewer than five calendar years.” During this absence the student should have engaged predominately in nonacademic activities. Students wishing to apply under the Fresh Start Program should follow UF guidelines:

<http://www.registrar.ufl.edu/catalog/admissions/readmission.html#freshstart>

Students are also required to complete the College's Letter of Intent, Appendix B.

Grade Appeals

Any student in the college who feels his or her performance in a course has not been evaluated accurately should first discuss any concerns with the instructor. If the disagreement is not resolved at that level, the student should consult the department chair, and if still unresolved, contact the Associate Dean for Academic Affairs.

The college is a strong supporter of the university's equal opportunity program. Any student who believes he or she has been discriminated against on the basis of race, color, religion, sex, disability, sexual orientation, age or national origin should contact the Associate Dean for Academic Affairs.

Graduation Participation

ALL requirements for the Bachelor's degree must be successfully completed prior to graduation to participate in graduation ceremonies, including successful completion of internship. The college will determine who is eligible to participate in the graduation ceremony. There are no exceptions.

Health Insurance

All students must secure health insurance or a signed health insurance disclaimer before they begin their internship or student teaching experience.

Honors

The university offers three levels of honors at graduation: *cum laude*, *magna cum laude* and *summa cum laude*. Please note that:

- Transfer credits and S-U option credits are excluded.
- Post-baccalaureate students are not eligible for honors recognition.
- Honors recognition is printed on the university diploma.

To graduate with the distinction of *cum laude*, *magna cum laude* or *summa cum laude*, a student must meet the requirements below and be recommended by the college faculty.

The student must have completed at least 45 semester hours of credit in residence at the university. Only the junior-/senior-level GPA exclusive of internship/student teaching will be considered. Credit earned through correspondence or extension courses is not included when computing grade point averages.

1. ***Cum Laude:***

To graduate *cum laude*, a student must have earned a 3.40 or higher GPA for all coursework taken while classified as a junior/senior.

2. *Magna or Summa Cum Laude:*

Students in the College of HHP are eligible for *magna cum laude* or *summa cum laude* by earning a 3.70 or higher GPA for all coursework taken while classified as a junior/senior and completing a senior paper or creative work. The student's supervisory committee makes the recommendation for these distinctions based upon an evaluation of this work.

Submitting an Honors Thesis (<http://www.honors.ufl.edu/thesis.html>)

Please follow these guidelines when preparing an Honors Thesis:

- Submission of an undergraduate thesis to request graduation with magna cum laude or summa cum laude it must reflect this high caliber of work.
- The Thesis Submission Form (<http://www.honors.ufl.edu/forms/thesis.pdf>) should be secured to the thesis as the first page. This form must be completed with a typewriter or computer. Handwritten forms will not be accepted.
- When completing the Thesis Submission Form, pay special attention to the Key Words entry, as these words will be used to index the thesis. Think of these words as instrumental in leading a potential reader to the thesis.
- The thesis should be stapled or secured with a binder clip. Binders and folders are discouraged, as they will be discarded when the theses are filed on microfiche.
- Have the abstract reviewed for organization, content, grammar, and spelling before submission.
- The abstract should begin with a definitive statement of the problem or project. The purpose, scope, and limit of the thesis should be clearly delineated. Then, as concisely as possible, describe research methods and design, major findings, the significance of your work (if appropriate), and conclusions. The abstract should be 100-200 words.
- Students whose thesis involves "creative" work such as original fine art, music, writing, theatre, film, or dance should describe process and production, indicating the forms of documentation on file as "thesis" materials.
- Type abstract into the space allotted on the Submission Form.

Looking for help writing a thesis? The Honors Program recommends, "Conquering Your Undergraduate Thesis" by Nataly Kogan (available on Amazon.com, or at your local bookstore). This book offers helpful and practical advice from fellow students and recent graduates.

HHP Honors Thesis Submission Deadline

Honors Thesis/Graduation requirements are completed during the last one or two semesters at UF. The final thesis submission is due to the College Associate Dean for Academic Affairs three days before the last day of classes.

Please visit your Departmental website (below) for your departmental process

Applied Physiology & Kinesiology: <http://www.hhp.ufl.edu/apk/>

Health Education & Behavior: <http://www.hhp.ufl.edu/heb/>

Tourism, Recreation & Sport Management: <http://www.hhp.ufl.edu/trsm/>

Incomplete Grades

The following information about I grades is provided to guide the decision making process on assessing the appropriateness of assigning an “I” grade at a student’s request.

An incomplete grade may be assigned at the discretion of the instructor as an interim grade for a course in which the student has completed a major portion of the course with a passing grade, been unable to complete course requirements before the end of the term (e.g., before the final exam is taken) because of extenuating circumstances, and obtained agreement from the instructor and arranged for resolution of the incomplete grade. **“I” grades are not to be used when the student is doing less than satisfactory work in a class and the instructor “wants to provide them another chance to do better.” Instructors are not required to assign incomplete grades.**

The “I” grade arrangement should stipulate all conditions for completing the course and earning a letter grade, including a specific expiration date for the arrangement and designation of the grade to be assigned for incomplete work. “I” grade arrangements should be recorded on a standard contract form (Appendix C: Incomplete Grade Contract), kept in a file in the department’s central office, and monitored by staff, so that the appropriate grade changes will be made by the end of the following semester. This practice will be particularly useful if the instructor is on leave or has left UF permanently.

If make-up work requires classroom or laboratory attendance in a subsequent term, the students should not register for the course again. Instead, the student must audit the course and pay course fees. Students who need to audit a course should be referred to the Registrar’s office to complete the audit registration process.

If the make-up work does not require classroom or laboratory attendance, the instructor and student should decide on an appropriate plan and deadline for completing the course.

When the course is completed or the arrangement has expired, the instructor will submit a change of grade to the Office of the University Registrar. An “I” grade should not be assigned to a student who never attended class; instead, instructors may assign a failing grade or no grade at all, which will result in assignment of N*.

The only time a letter grade should be changed to an “I” is when the instructor made an error in the grade. For example, he or she has an “I” grade arrangement on file for the student, but forgot and recorded an “E” instead. The College will approve such grade changes only when a clear instructor error has occurred and when the grade is submitted with a copy of the “I” grade arrangement, which must be dated prior to the final exam period for the course.

These procedures cannot be used to repeat a course for a different grade.

See Appendix C: Incomplete Grade Contract*

Internship/Student Teaching

Prior to graduation, all HHP students - except athletic training students - are required to complete a full semester of internship or student teaching. This requirement is completed during the semester of expected graduation, after successful completion of all other required coursework. Credit hours for this requirement are included in the credit hour total required for graduation. Students will not be granted permission to participate in the graduation ceremony prior to successfully completing the internship/student teaching experience. See Graduation Participation.

Students are eligible to complete the internship semester if they have:

- Successfully **completed ALL other required courses** and are therefore eligible to graduate upon successful of the internship semester;
- Secured professional liability insurance, or if permitted by the department, received an exemption from liability insurance;
- Current certification in First Aid, CPR (level determined by department) and AED.
- A UF, UD (upper-division), major and UT GPA of **at least a 2.0, with no I, N or NG grades or flags**;
- No deficit points; and
- Submitted all internship materials by the deadlines set by the departments and have been approved by the Department for internship.

Upon submission of the required application for internship (as determined by the department), an academic advisor will determine whether or not the student is academically eligible to complete the internship during the desired semester. For in-depth information regarding internships, please contact the department internship coordinator.

Students can only register and attempt to successfully complete the practicum (if required by major) and internship/student teaching two times. If unable to successfully complete after two attempts the student may be dismissed from the program.

See Appendix D: Department Internship Coordinator Listing*

Junior and Senior Status

After reaching 60 hours, students who meet or exceed the 60-hour performance standards specified by the college and major/department will retain their classification within the college. Juniors and seniors (3HH and 4HH respectively) will be monitored for progress toward the degree. All students must adhere to the policies of the college and the department to retain the HH classification.

Athletic Training

Athletic Training is a limited access program, and therefore requires students to apply at the end of the spring term of their sophomore year. To be eligible to apply, students must meet the all academic and clinical requirements. Students who are not selected in the competitive program will not be permitted to continue tracking as an Athletic Training major and will be changed into APK.

Liability Insurance

All students must secure professional liability insurance before they begin their internship or student teaching experience.

Maximum Credit Hours

UF policy allows a maximum of 18 credits. Therefore, College policy to exceed 18 credit hours requires students to have:

- 3.0 GPA in all categories (e.g., UF GPA, UT GPA);
- 1 drop available; and
- Academic advisor approval.

Non-Degree Registration

The College follows the University's Employee Educational Program (EEP) policies. Nondegree enrollment is restricted to University of Florida employees only during the Fall and Spring semesters. For college credit and non-UF employees, enrollment is restricted to summer terms only. Nondegree enrollment is subject to the availability of faculty, space and facilities. No application for admission is required.

Undergraduate students who have been denied admission to UF for any term are not eligible for nondegree registration. Students who have previously attended UF in a degree-seeking status who did not subsequently earn a bachelor's degree are not eligible for nondegree registration.

Visiting Students Attending UF – Undergraduate students in good standing at another accredited collegiate institution can enroll full time at UF as nondegree transient students to complete work to transfer back to the parent institution. The university and college does not allow transient students during the regular academic year (fall and spring semesters).

Non-Degree Application: <http://www.registrar.ufl.edu/pdf/nondegreecapp.pdf>

Petition Request

Students who are petitioning a Department or College policy must complete the General College Petition and submit it along with all required documentation to the Academic Advisor.

For the following college policies the Associate Dean makes the final decision: Graduation Participation, Internships, third drops, appeals of department petitions, change of major to the college, SUS summer requirement, universal tracking transient course requests, and residency requirement. The levels prior to the Associate Dean for Academic Affairs are recommendations to the Associate Dean. For the above mentioned policies, the petition must be reviewed by the Academic Advisor, Department Chair, and College Petitions Committee. The Associate Dean for Academic Affairs will notify the student of the outcome/decision.

Petitionable items at the department level include the following but are not limited too: curricular items, course substitutions, non-universal tracking transient course requests, continuation in major, department internship deadline, and readmission to major.

For all department level petitions the Academic Advisor makes the decision or defers to the Department Petitions Committee. If the academic advisor approves, no further action is needed by the department and the student is notified by the advisor. If the academic advisor denies or defers the petition, it is reviewed by the department petitions committee. If the department petitions committee reviews and approves the petition that was referred or denied by the academic advisor, the petition will be signed by the appropriate department chairperson. The student is then notified of the decision by the academic advisor.

If the department petitions committee denies the petition, the student can appeal to the college petition committee for review. Regardless of a recommendation to approve or deny, the petition will then be reviewed for final decision by the associate dean for academic affairs. The student will be notified of the decision by the Associate Dean.

If the petition is denied at the college level the student may contact the UF Ombudsman's Office and/or submit at Senate Petition, if appropriate.

See Appendix E: General Petition Request*

See Appendix F: Petition Decision Making Flowchart*

Post-Baccalaureate

The University limits the options for post-baccalaureate studies to the following areas:

1. Certificate program/state licensure
2. Teacher Certification
3. Prerequisites for graduate study
4. Distance Learning

The College has elected to abide by the UF policy (<http://www.admissions.ufl.edu/grad/postbacc.html>), and therefore limits students to the above criteria. In addition, any student wishing to apply under the “prerequisites for graduate study” will be required to apply to the department to which they plan to apply AND NOT the department that offers the course they wish to complete. For example: a student wishing to apply to the physical therapy graduate program, and who needs anatomy and physiology as prerequisites should apply to the College of Public Health and Health Professions as a post-baccalaureate.

Prerequisite Coursework

The state of Florida has determined that the prerequisite coursework required for a major in the state university system (SUS) will be the same for all SUS schools offering the major. In most cases, meeting the prerequisites for admission will be sufficient to meet any course prerequisites. This may not always be the case; however, students who follow the sequence of courses identified in the universal-tracking plan for their major will satisfy all course prerequisites within the major, provided they achieve the minimum grades required.

Readmission

To be considered for readmission to the College of Health and Human Performance, the following is required:

1. Student must have UFGPA of 2.0, UTGPA of 2.0, and an UDGPA as determined by the department/major.

Students who have been dismissed and/or on academic probation with deficit points will not be considered for readmission.

Readmission is not automatic or guaranteed.

In addition to the UF Readmission Application, applicants must also complete the College of Health and Human Performance’s Letter of Intent.

See Appendix B: Letter of Intent*

Retaking Universal Tracking (UT) Courses

A student is permitted to retake a UT tracking course under the following premises:

- All universal tracking attempts will be counted toward the UT GPA,
- Students may retake a universal tracking course one time only,
- All universal tracking courses must be completed by the time noted in the catalog for each major,
- Completing UT courses beyond the specified time is at the advisor's discretion and must be approved by the advisor in advance, and
- Any students completing universal tracking courses during the first semester of their junior year may not complete any upper-division HHP courses that semester.

S-U Option

Students are not permitted to complete required courses using the S-U option. However, courses that are not required for degree certification of their major can be completed using the S-U option. Students wishing to complete a course with the S-U option are required to follow UF policy and deadlines: <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html#suoption>.

Transfer or Correspondence Credit

Transfer and/or correspondence course credit may be allowed even if taken after the student has been admitted to the major. These courses must be approved in advance by the academic advisor. Students are discouraged from taking such courses after 60 hours. As per UF policy, no more than six credit hours of correspondence credit and/or a maximum of 60 hours of community college academic credit can apply toward a UF degree.

In general, these courses are recorded on the transcript and can be used to meet core curriculum requirements if approved by the department in advance. At least 60 credit hours at the 3000 level or higher are required in all majors. Correspondence and extension course credit is excluded from honors GPA calculation for the College of Health and Human Performance, and will not be used to determine Dean's List GPA.

Transfer Students

For application information, all transfer students should refer to the admission as a transfer section (<http://registrar.ufl.edu/catalog/admissions/transfer.html>). Within space and fiscal limitations, applicants from other institutions who have satisfied minimum requirements will be considered for admission at the junior level.

Florida community college applicants to the College of Health and Human Performance must complete an Associate of Arts degree and meet all university and college-specific requirements. Admission evaluation factors include academic record, cumulative grade point average, performance in critical-tracking courses, extent to which the applicant exceeds minimum requirements, and achievements and career goals as stated in the letter of intent. The admission review process is a holistic review of the applicant's overall record and potential in the chosen academic field. Students who complete pre-professional courses outside the state system (students who attend out-of-state, private and/or international institutions) must submit course descriptions to the department adviser.

In addition to the UF Transfer Application, applicants must also complete the College of Health and Human Performance's Letter of Intent (See Appendix B: Letter of Intent). Transfer admission is limited and extremely competitive. Priority will be given to applicants who have completed an AA degree from a Florida Community College, per the State of Florida Articulation Agreement.

The Departments of Applied Physiology & Kinesiology, Tourism, Recreation and Sport Management and Health Education Behavior accept transfer students on a limited basis based on space and fiscal availability, during the Fall and Spring semesters only, on a limited basis based on space and fiscal availability.

Transient Request

Students are not permitted to complete Universal Tracking courses as a transient student. Upper division coursework taken as a transient student is discouraged, and as such approvals will be at the discretion of the Department. Students wishing to complete work at another institution must submit the College Transient Request Form and be approved by advisor in advance of taking course.

See Appendix G: Transient Request Form*

Once approved at the college level, students may complete the UF Transient Request online at <http://www.facts.org>.

Universal Tracking Courses

All universal tracking courses must be taken at the University of Florida for all native students. All universal tracking courses must be completed by the time noted by each major in the catalog. Any student completing universal tracking during their first semester junior year may not complete any upper division HHP courses during that semester.

Withdrawal Policy

If a student in the college withdraws from the university a second time, with a registration of more than one course that semester, that student will be placed on college probation. Probation terms will be determined by the adviser working with the student.



ACADEMIC CONTRACT
COLLEGE OF HEALTH AND HUMAN PERFORMANCE

A student may only have one academic contract as a lower division student and one academic contract as an upper division student. A student cannot have an academic contract for consecutive semesters.

To be completed by student:

Name: _____ UF ID #: _____

Class/College/Major/Specialization: _____ Date: _____

Term to be Completed: _____

While on academic contract **NO** I, N or NG grades permitted.

The student agrees to accomplish all the selected goals below:

- Earn a minimum
- _____ semester GPA
 - _____ UT GPA
 - _____ upper division GPA
 - _____ UF GPA
- Earn no grade below _____
- Have no drops or withdrawals without advisor approval
- Register for the approved courses: _____
- Other: _____

Accomplishment of the above selected goal(s) will result in continuation in desired major and specialization.

Failure to meet these conditions will result in the following action(s):

- A college hold will be placed on student's registration
- Student's registration for CHHP courses will be cancelled for the following term(s): _____
- Student must change to a new major
- Other: _____

Student Signature

Date

Advisor Signature

Date

Please read the following important policy information and sign below:

*** Degree Tracking Audit/Advanced Registration Appointments**

Each student's academic progress is tracked using the SASS audit which can be accessed online through the Integrated Student Information System (ISIS). This audit will outline your completed degree requirements as well as those which you have left to complete. It will also indicate your designated advanced registration start day and time for the upcoming semester(s). It is important that you review your audit each semester and register at your appointment time to insure that you are able to get into the classes that you need. Should you not register at this time or soon after for any reason, you are not guaranteed a space in the class of your choice for the specified semester, which could affect your graduation date.

*** Undergraduate Catalog**

Students must abide by the policies and procedures as discussed in the Undergraduate Catalog for their particular year. It is the responsibility of the student to read, review and adhere to these policies for the University of Florida and the College of Health and Human Performance.

I have read and understand the above information...

Student Signature: _____ **Date:** _____

Return to the appropriate advisor below:

Applied Physiology & Kinesiology

Mila Henderson
PO Box 118205
Gainesville, FL 32611-8205

Health Education & Behavior

Holly Moses
PO Box 118210
Gainesville, FL 32611-8210

**Natural Resources, Recreation & Event Management,
Recreation Programming, Tourism & Hospitality Management**

Sarah Eberhart
PO box 118208
Gainesville, FL 32611-8208

Sport Management

Matt Williams
PO Box 118208
Gainesville, FL 32611-8208



INCOMPLETE GRADE CONTRACT
COLLEGE OF HEALTH AND HUMAN PERFORMANCE

This form should be used by every instructor when arranging to give an “I” grade to a student. After completion, a copy of the form should be submitted to the department office to be monitored for expiration on a semester basis by the staff member responsible for maintaining grade changes.

To be completed by student:

Name: _____ UF ID #: _____
 Instructor: _____
 Course # _____ Course Title: _____
 Section #: _____ Term: _____ Credit Hrs: _____

Under no circumstances should the student re-register for the course the following semester. The student should go to the Registrar’s office to complete the audit registration process if he/she is required to audit the course.

To be completed by instructor:

All of the following must be true for the student to be eligible to receive a grade of “I”:

- *The student has completed a major portion of the course with a passing grade (“D” or better);*
- *The student is unable to complete course requirements because of documented circumstances beyond his or her control.*
- *The student and instructor have discussed the situation prior to the final exam.*
- *The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed.*

Due date for completion of all work: _____

Grade to be assigned if all work is not completed by due date: _____

List all work to be completed:

Student: I understand the terms of this contract and take responsibility for completing the required coursework to earn a grade in this course. Failure to complete the work by said deadline could result in a failing grade.

 Student signature

 Date

 Instructor Signature

 Date



**COLLEGE OF HEALTH AND HUMAN PERFORMANCE
DEPARTMENT INTERNSHIP COORDINATOR LISTING**

Applied Physiology & Kinesiology	Health Education & Behavior	Tourism, Recreation & Sport Management
Dr. Ron Siders	Holly Moses	Dr. Doug DeMichele
144 FLG	6 FLG	330C FLG
rsiders@hhp.ufl.edu	hmoses@hhp.ufl.edu	dougd@hhp.ufl.edu
Staff Assistant:	Staff Assistant:	Staff Assistant:
Lori Gibbs	Melissa Naidu	Lauren Medlin
190E FLG	6 FLG	330 FLG
lgibbs@hhp.ufl.edu	michie@hhp.ufl.edu	Lauren42@hhp.ufl.edu

**GENERAL PETITION REQUEST
COLLEGE OF HEALTH AND HUMAN PERFORMANCE**

This form should be used by students who are petitioning College policies. Once completed, please submit the form to your academic advisor for processing.

To be completed by student:

Name: _____ UF ID #: _____

Local Phone: _____ Email: _____

Your signature on this form gives CHHP staff permission to contact any mentioned in your petition for additional information. Please see an advisor if you have any questions.

Student Signature: _____ Date: _____

Circle One	Complete Appropriate Section on this side and read corresponding section on the reverse side	Remember To:
A	Drop the Following Course(s) from the Current Term: 1. _____ 2. _____	1. Include course adjustment form 2. Include documentation 3. Submit by the published deadline 4. Include personal statement explaining the extenuating circumstances.
B	Dual Enrollment Request for the Following Course(s): 1. _____ 2. _____	1. Include documentation 2. Include personal statement
C	Correspondence Request for the Following Course: 1. _____ Have you ever applied for a correspondence course before? Yes No	1. Attach College Enrollment Form 2. Include documentation 3. Include personal statement
D	Break Residency by _____ Hours.	1. Include documentation 2. Include personal statement
E	Reduce Summer Requirement by _____ Hours.	1. Include documentation 2. Include personal statement
F	Other Request (please specify): _____	1. Consult with an advisor before you complete this request. 2. Include personal statement

OFFICIAL USE ONLY:	
Hours: _____ GPA: _____ Class/College: _____ Major: _____ Drops: _____ Cat. Year: _____	
Academic Advisor: Approved on: _____ Denied on: _____ Deferred to DPC on: _____	
Comments: _____	
Department Petitions Committee: Approved on: _____ Denied on: _____ Deferred to CPC on: _____	
Comments: _____	
College Petitions Committee: Approved on: _____ Denied on: _____	
Comments: _____	
Associate Dean: Approved on: _____ Denied on: _____ Signature: _____	

GENERAL INSTRUCTIONS FOR ALL REQUESTS:

You must submit a personal statement explaining how an extenuating circumstance is responsible for all requests and attach documentation of your claim.

GENERAL GUIDELINES FOR DOCUMENTATION FOR ALL PETITIONS:

- 1) Make and keep copies of all documentation for your records prior to submitting your petition
- 2) Medical documentation should be on physician's letterhead and contain a statement from the physician stating that your request is necessary due to your medical condition.
- 3) Letters from employers, rental agents, other business or university officials must be on appropriate letterhead.
- 4) Letters from Parents or other individuals must be signed and NOTARIZED.
- 5) If there was a death in the immediate family (parent, spouse, child, sibling) you must provide an obituary and proof of relationship.

[A] PETITION TO DROP A COURSE

- 1A) You must continue attending the course(s) until you know the results of your petition.
- 2A) Meet with your professor to discuss possible options BEFORE beginning the petition process.
- 3A) Attach the course schedule change form indicating the course(s) you wish to drop.
- 4A) Briefly explain your reason for petitioning to drop a course(s) on a separate sheet. You must explain what extenuating situation has occurred that is preventing you from completing the course(s) you wish to drop. Include documentation to support your statement.
- 5A) Approval to drop a course(s) does not waive your fee liability. To petition a refund of fees, you must complete a University Senate Petition.
- 6A) The following conditions are NOT VALID reasons to petition for additional drops and will automatically be denied:
 - Failing the course
 - Registered for too many hours
 - Transferring to another school
 - Busy with extracurricular activities
 - Need to "protect" GPA
 - Professor said you should drop
 - On a scholarship or financial aid
 - Failure to attend a class
 - Requirements changed due to a change of major
 - Failure to confirm schedule before the end of drop/add
 - Documentation does not support reason for dropping
 - Did not check for prerequisites prior to adding the course
 - Inadequate or no documentation is provided.

[B] DUAL ENROLLMENT REQUEST

- 1B) "Normally, UF students are not permitted to register at another institution for a course or its equivalent that is offered at UF"
- 2B) You must also complete and submit a Transient Student Form online via <http://www.facts.org> and select "Transfer Services."
- 3B) Dual Enrollment results will be available the second day of Drop/Add at UF if the required course you need this semester is full.
- 4B) Grades earned at other institutions are not calculated into your UF GPA, but may be calculated into your CHHP pre-professional GPA.
- 6B) Guidelines for approval:
 - a) You must have completed at least one semester at UF with a minimum GPA of a 2.0.
 - b) Requested course(s) are not being offered at UF the semester in which you MUST fulfill the requirement OR all sections of the required course(s) are full on the second day of drop/add at UF.
 - c) You have a work conflict during the semester when the specific requirement must be fulfilled. Documentation of hours of employment must be provided on employer letterhead.
 - d) You have a letter from the Dean of the Office for Students with Disabilities indicating that it is a reasonable accommodation of your disability to take the specific course(s) at another institution (Include copy of letter).
 - e) On a separate page include a personal statement explaining why you are unable to take the course(s) at UF and why you must complete the course(s) this semester. Remember to include all documentation.

[C] REQUEST FOR COURSE SUBSTITUTION

- 1C) Include the syllabus for the course(s) you are wishing to complete in lieu of the approved course(s).
- 2C) You must have completed at least one semester at UF and have a minimum 2.5 UF GPA.
- 3C) A maximum of two courses may be substituted and counted toward your UF degree.
- 4C) Your documentation must include the following:
 - a) The semester you plan to complete the course (or completed the course).
 - b) The institution you plan to complete the course (or completed the course).

[D] RESIDENCY

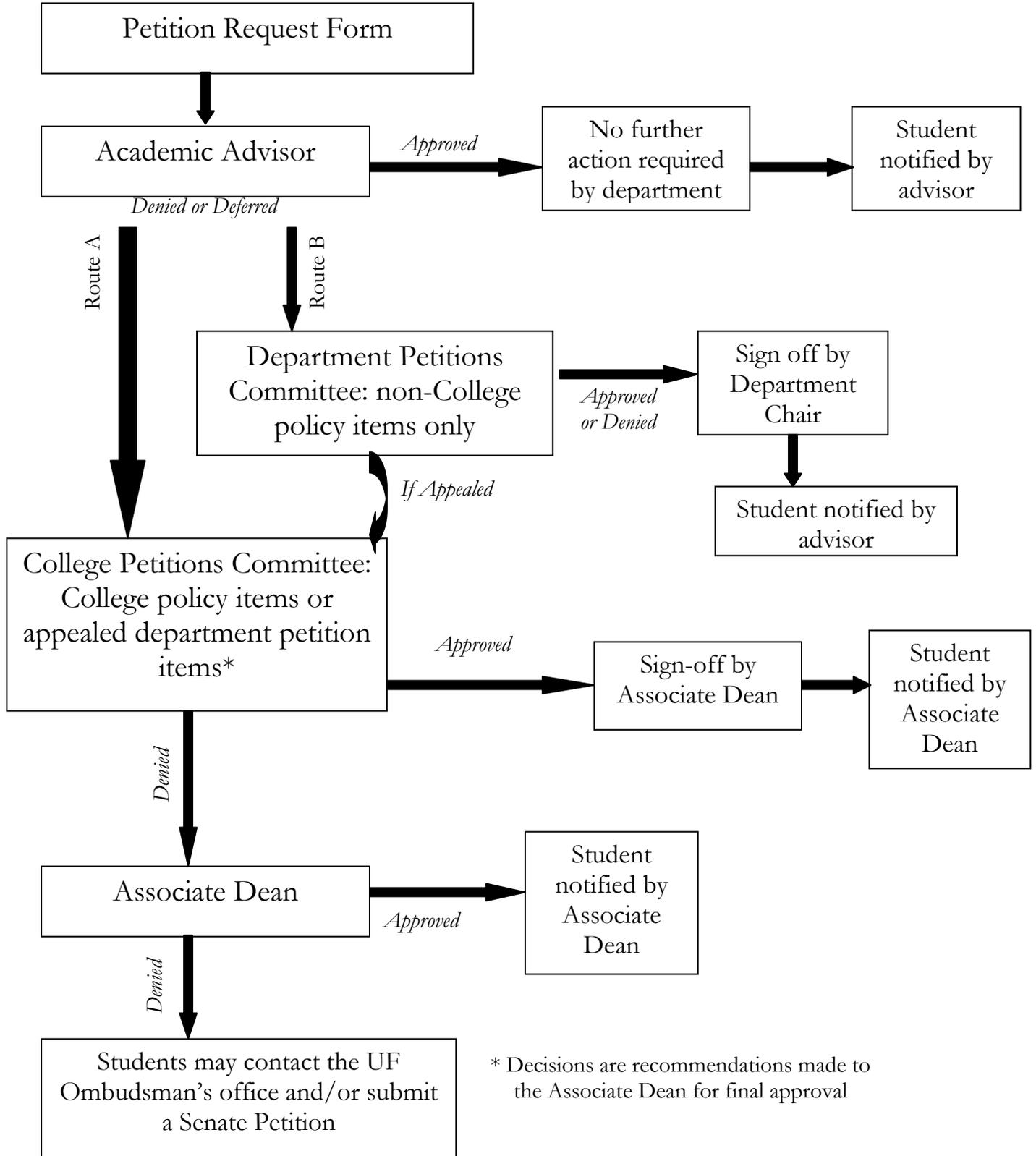
1D) Explain why you cannot complete your degree requirements at UF. If personal or financial reasons, you must provide documentation. You must also provide written approval on letterhead from the undergraduate coordinator of your major and/or minor if you will be taking a course for your major and/or minor. If substantial hours have already been transferred to UF, the petition will be denied, even if there is a sound reason for petitioning.

[E] SUMMER REQUIREMENT

1E) Nine hours must be earned at one of the eleven (11) Public State of Florida Universities during a Summer Term. If you are unable to complete this requirement, appropriate documentation must be included showing how the completion of this requirement would cause a severe hardship.

[F] OTHER REQUESTS: Please consult with an academic advisor to discuss your special request BEFORE you submit this petition.

PETITION DECISION MAKING FLOWCHART





TRANSIENT FORM
COLLEGE OF HEALTH AND HUMAN PERFORMANCE

This form should be used by students who are requesting to complete coursework at another institution. Once completed, please submit the form to your academic advisor for processing. Students are not permitted to complete Universal Tracking courses as a transient student. Approval of upper division courses will be at the discretion of the Department.

To be completed by student:

Name: _____ UF ID #: _____

Email: _____ Phone: _____

Transient Institution: _____ Term and Year: _____

Transient Course Prefix and Number	Course Name <small>(Attach a printed copy of the course description to this form before submitting to advisor)</small>	UF Equivalent Course Prefix and Number	Desired Requirement Achieved from Transient Course <small>(general education, writing, math, etc.)</small>

Before submitting this transient request, please complete the below section by placing a check next to all statements that are true. Your advisor will review the form and respond by email with a decision to approve or deny your transient request. If approved, students must also complete a “transient student form” at www.facts.org. If denied, students may not take the requested courses at a transient institution.

Student Check Box	College of Health and Human Performance Transient Student Guidelines	Advisor Check Box
	I have a UF GPA of 2.0 or higher	
	This is not a Universal Tracking course required for my major.	
	I will not break the UF residency requirement (Students MUST complete last 30 hours at UF).	
	I have not already transferred 60 credits from a community college to UF.	
	I realize that I must have a transcript sent to UF after completion of the course(s).	
	I realize that grades for courses taken elsewhere will not be calculated into my UF GPA.	
	I understand that all courses that I intend to use to meet minor requirements are subject to the approval of the department offering minor.	
	I understand that Gordon Rule (GR) requirements (Math and Writing) and General Education (GE) requirements are based on how the course is taught at the institution where the course is taken. Do not assume you will receive the same GR or GE credit from another institution as you would if you took the course at UF. All GR questions should be directed to the Office of Admissions. All GE questions should be directed to your academic advisor. For GE courses, students are responsible for providing a copy of the transient course description to their academic advisor.	

Student Signature: _____ Date: _____

My signature indicates that I understand and abide by all guidelines that apply to transient coursework. I realize that approval of this form grants me permission to take courses at the institution stated during the semester indicated. It does not guarantee that the courses will count in fulfillment of any specific requirement. In addition, if I complete transient coursework without College approval, I may not use the credits toward my CHHP degree.

ADMINISTRATIVE AREA: Approved () Denied ()	By: _____	Date: _____
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