

## University of Florida Academic Guidelines

### Time Expected to Bachelor's Degree

This document establishes guidelines for the number of semesters for completion of an undergraduate degree. For the purposes of these guidelines, a “major” is defined as a 120-credit hour degree program unless otherwise noted; a “semester” is defined as a fall or spring semester in which a student is enrolled full-time (attempting 12 or more credit hours). Summer semesters, overseas study, and full-term withdrawals are not included in the semester count. Semesters in which a student is doing an internship or co-op experience are not included in the semester count unless a full-semester internship is part of the degree requirements.

Students enter UF at different points in college progression so the amount of time expected to degree completion varies by student classification.

#### Time Expected to Degree Completion based on Student Classification

**First time in college (FTIC) students** are expected to complete a 120-credit hour degree program within 8 semesters. Degree programs with greater than 120 credit hours may require up to three additional semesters.

**High school/AA (HS/AA) students** are expected to complete a 120-credit hour degree program within 4 semesters, but may be allowed up to 8 semesters based on an academic plan that is developed by the student and his/her UF adviser and approved by the student's college within his/her first term on campus. Additional semesters may be required for degree programs that have (a) greater than 120 credit hours or (b) lockstep course sequence(s) in the major. The expected number of semesters will be delineated on the academic plan.

**Transfer students** who have completed 60 credit hours or an AA degree are expected to complete a 120-credit hour degree program within 4 semesters. Additional semesters may be required for degree programs that have (a) greater than 120 credit hours or (b) lockstep course sequence(s) in the major.

#### Additional information and situations that may affect time to degree completion

##### ***Credit by Examination:***

Transfer of credit by examination is guaranteed for up to 45 credits, provided that credit was awarded in accordance with the State of Florida Articulation Coordinating Committee's recommended minimum scores and course equivalents. Credit by examination may allow a student to finish earlier or provide flexibility for pursuing a second major or a combined degree program. Students should review their earned credits with an adviser in their major to determine applicability of earned credits to the degree program.

##### ***Dual Enrollment Credit:***

College credit earned while in high school is transferable and may allow a student to finish earlier or provide flexibility for pursuing a second major or a combined degree program. Students should review their earned credits with an adviser in their major to determine applicability of earned credits to the degree program.

##### ***Changing Majors Within a College:***

Decisions about allowing students to change majors within a college are left up to that college. Colleges are expected to follow the standards for time to degree outlined above, but may exercise flexibility depending on their assessment of the student's individual circumstances. Students should review the expected number of semesters required for degree completion with an adviser in the new major.

##### ***Changing Majors Between Colleges:***

Although the final decision to allow a student to change to a new major rests with the college of that major, the following guidelines are provided. Students should review the expected number of semesters required for degree completion with an adviser in the new major.

FTIC students:

FTIC students who have completed 6 or fewer semesters at UF should be allowed to change majors if the student meets all of the following conditions:

- has a minimum UF GPA of 2.0
- is on-track for the major of interest or can be on-track within two semesters
- can complete the major within a total of 10 semesters at UF (additional semesters may be granted for majors requiring greater than 120 credits or that require lockstep course sequences).

FTIC students who are currently in their 7<sup>th</sup> or 8<sup>th</sup> semester at UF should be encouraged to stay in their current major and finish that degree program. They may be allowed to change majors by exception only if:

- they can complete the new major within a total of 10 semesters at UF (additional semesters may be granted for majors requiring greater than 120 credits or that require lockstep course sequences).

HS/AA students:

HS/AA students who want to change majors must submit a revised academic plan for approval by the college of interest and must be able to complete the major within a total of 4-8 semesters at UF (additional semesters may be granted for majors requiring greater than 120 credits or that require lockstep course sequences).

Transfer students:

Transfer students are expected to complete the major to which they were admitted. Change of major may be allowed in exceptional circumstances after the student has completed one semester of courses for their admitted major. If the desired change of major is to a new college, the two colleges will discuss the student's situation in order to determine the best resolution.

***Minors:***

Approval of minors is at the discretion of the college(s) involved. Students are expected to apply for a minor after accumulating at least 45 credit hours but before their last semester of enrollment. Minors may be approved at the discretion of the college offering the minor in the last term of enrollment provided the student will have completed all of the remaining course requirements for the minor in that term.

***Double Majors or Dual Degrees:***

Approval of a second major or second degree is at the discretion of the college(s) involved. Students should follow the requirements as stated on the Double Major or Dual Degree application forms. Students are expected to apply for a second major or degree after accumulating at least 45 credit hours but before exceeding 96 credit hours (not counting in the latter any credit from examination or dual enrollment). The student's program of study is delineated on the application form. Approval of the double major or dual degree should consider the student's ability to complete both programs within no more than two additional semesters.

***Less than Full-Time Enrollment***

Degree progress by students who are attending school part-time or who are approved for reduced course loads is to be monitored by the college of the student's major.

*Approved by Office of the Provost  
September 2009*