

# College of Sciences Advising Services

UNDERGRADUATE SERVICES | UNIVERSITY OF CENTRAL FLORIDA

The College of Sciences Advising Services (COSAS) is the primary office charged with providing academic assistance to undergraduate students within the College of Sciences and the larger UCF community. Our mission is to efficiently and professionally advise and serve students with clear communication, concerned care, and creative solutions to problems. Our goal is to help students navigate the resources available to them, optimize their educational opportunities, help students with matters concerning college and university requirements, policies, and processes, and provide holistic guidance in all aspects of completing their degree in an accessible, confidential and welcoming environment.

## Your college advisor (COSAS advisor) can assist you with:

- General Education Program requirements
- General Education State Core requirements
- Gordon Rule requirements
- Foreign Language proficiency requirements
- University Credit Hour requirements
- University undergraduate policies and procedures
- Understanding your myKnight Audit, Schedule Builder, and other tools
- Coordination of evaluating transfer credits
- Transient Forms
- Intent to Graduate
- University record change forms
- Special registration: overrides, excess hours, independent study
- Academic progress and standing
- Petitions requiring college approval
- Referrals to university resources
- Special problems
- Graduation certification
- And much more....

We recommend that new students work with a COSAS advisor initially to get general guidance in navigating their degree requirements and getting started on the right path. We work with the advisors in your major as part of a collaborative advising team to help students be successful at UCF.

**WHAT WE DO:** Students use our services primarily by walk-in, but also by appointment for advising, graduation reviews, and special problems.

## STAFF:

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## CONTACT:

**College of Sciences**

**Building** CSB Room 250

**Phone:** 407.823.6131

**Website:**  
sciences.ucf.edu/cosas

## OFFICE HOURS

**Monday-Thursday**

9:00 am - 5:00 pm

**Friday**

9:00 am - 12:00 pm

## SOCIAL MEDIA

 UCF College  
of  
Sciences  
Advising Services

 @UCF\_COSAS



UCF

## DEPARTMENTS

Every student has a major departmental advising office available to assist them with specific concerns in relation to their degree. The departmental advisor is typically a faculty member or administrator that works specifically with your major and is an expert in your field of study. Departmental advisor availability varies from major to major, so please contact your program directly for additional information:

### *Please visit departmental advisors for:*

- Major specific questions
- Class Scheduling
- Course Content Questions
- Internships
- Independent Studies
- Career Information

### **PSYCHOLOGY** Ms.

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# Graduation Requirements

Students must fulfill both the requirements for the major and the university graduation requirements to receive a degree from the University of Central Florida. Please use this checklist as a guide in monitoring your progress toward degree requirements.

## TO EARN A BACHELOR'S DEGREE FROM UCF, STUDENTS MUST:

- Fulfill the requirements of the chosen major.
- Fulfill the General Education requirements as defined in the catalog.
- Fulfill the Gordon Rule requirements as defined in the catalog.
- Fulfill the Foreign Language Proficiency requirements as defined in the catalog and by your major.
- Earn a minimum of 120 unduplicated semester credit hours with at least a "C" average (2.0 GPA) for all UCF course work attempted. Some majors require more than 120 hours.
- Earn at least 48 of these 120 semester credit hours in 3000-level courses or above (upper-division).
- Earn a minimum of 30 of the last 39 hours in regular courses at UCF. Students under the 2001 catalog year and before must complete their last 30 hours in regular hours at UCF. Credit by examination may not be used to satisfy this requirement.
- Earn a minimum of 25% of the total hours required for the degree in residence at UCF. For programs which require the minimum of 120 total hours, residency will be 30 hours. For programs which exceed 120 hours, the specific residency requirement increases proportionally and is listed with the requirements for the specific degree program.
- Earn a minimum of 60 semester hours after CLEP credit has been awarded.
- Apply no more than 45 semester hours in any combination of extension, correspondence, CLEP, University Credit by Examination and Armed Forces credits toward an undergraduate degree.
- Earn a minimum of nine semester hours during the Summer terms, if applicable.
- File an online Intent to Graduate by the last day of classes during the term prior to your intended graduation term.

## YOU MUST:

- NOT attend another university (be transient) during your graduating term.

This is for planning purposes only. **See your catalog for specific information concerning these and other degree requirements.** Final confirmation of all requirements is subject to department, college, and university review and will only take place at the end of the term of intended graduation.

## PROCEDURE FOR REQUESTING AN EVALUATION OF TRANSFER CREDIT IN THE COLLEGE OF SCIENCES

Some of your credits may need to be evaluated to determine if you have courses that may satisfy the General Education Program (GEP), Common Program Prerequisites and/or major requirements. If you are transferring from a Florida public institution, courses that follow common course numbering (the same prefix and last three numbers) are accepted automatically and will not need further evaluation. Some courses from out-of-state, private, or international institutions may have been evaluated for equivalency for previous transfer students and may also be accepted automatically. If you think additional course work should be considered for substitution, please follow the procedures for each requirement area as outlined below:

### **Common Program Prerequisites and Major Requirements**

To have a course evaluated for College of Sciences taught common program prerequisites and/or major requirement equivalency, **please obtain a copy of the course description for that course from the previous institution's catalog and syllabus of the course (usually from the department that taught the course or the Registrar)**. The relevant COS department will then determine if the course is acceptable. If it is equivalent, the department will then submit a Course Substitution or Equivalency to COSAS, which will in turn be entered into the audit system. You can check progress on the substitution by viewing your degree audit online through myUCF. Please submit these request online via [www.sciences.ucf.edu/cosas](http://www.sciences.ucf.edu/cosas) then click "course evaluation".

If the course was determined not to be equivalent but you would still like to request general credit to meet a general education requirement please see below. Please note that if you need the course as a prerequisite for another course, approval as use for GEP does not make it equivalent and will not meet the prerequisites.

### **General Education Program**

To have a course evaluated for General Education equivalency, **please complete the online Transfer Evaluation Request form on the Academic Services website (<https://undergrad.ucf.edu/as/> select Services, then Transfer Credit Evaluation Request)**. You will need to provide the transfer course prefix & number, the UCF course prefix and number, and the weblink to the transfer course description or syllabus. For any questions, please contact Academic Services (MH 210, 407-823-2691).

*If you have any further questions regarding this process, please feel free to contact COSAS, CSB 250, at 407-823-6131.*

### **College of Sciences Advising Services (COSAS)**

CSB 250  
407-823-6131  
M-Th 9-5  
F 9-12

# UCF Terminology

## General Terms:

**General Education Program (GEP)** - Specific courses required for all UCF degree programs providing skills and knowledge in general subject areas essential to continued learning and success, not only in college but throughout the student's life.

**A.A.:** Associate of Arts degree. A degree designed for transfer to an upper division college or university. A Florida A.A. degree satisfies General Education (GEP) at all Florida SUS Schools.

**Unrestricted/Free Elective** – elective taken that does not meet a specific major requirement. May be taken to meet a university degree requirement and may be upper or lower level.

**Withdrawal, Withdraw from a Course** - to formally request an official departure from one or more courses during the first half of the term or session through myUCF (<https://my.ucf.edu>) or at the Registrar's Office. Students who withdraw from a class are still responsible for tuition and fees for that withdrawn course.

**Grade Forgiveness** - refers to when a course taken at UCF is repeated, and for grade point average purposes, the grade earned in the first attempt is replaced by the grade earned in the second attempt at UCF (may be used only twice in the student's academic career). See Undergraduate Catalog for more details (<http://catalog.ucf.edu/>).

**Excess Credit Hour Surcharge** - a surcharge to each credit hour taken in excess of the total number of credit hours required to complete the degree being pursued. The amount in excess of the total hours is calculated based on a percentage defined in statute and is referred to by the University of Central Florida as baseline hours limit. See (<https://registrar.ucf.edu/excess-hours/>) for more details.

## Major related terms:

**Common Program Prerequisites (CPP)** - the State of Florida has identified Common Program Prerequisites for all University programs. These prerequisites must be completed by all students entering that field of study, must be accepted by all state universities and must be applied towards the degree.

**Core Requirements** – Coursework required for a major regardless of track or specialization (may be lower level or upper level).

**Advanced Core Requirements** - Coursework required for a major regardless of track or specialization (mostly upper level & may require prerequisites).

**Restricted Elective** - a specified group of courses within a major from which students must make selections.

**Track Elective** - a restricted elective within a particular major track.

## Registration Terms:

**Prerequisite (PR)** – refers to a specific course that must be taken and passed prior to enrolling in the primary course the student desires to take.

**Co-requisite (CR)** - co-requisite is an additional course in which you must enroll during the same term as the primary course you desire to take.

**Add (a course)** - online procedure used to alter class schedules after registration. During this time, students can adjust their schedules through myUCF (<https://my.ucf.edu>) by adding courses.

**Drop/Swap** - a student may drop or swap a course(s) during the official Drop/Swap period. A dropped course will not appear on the student's permanent record. Students are not fee liable for dropped courses.