1. **POLICY STATEMENT**

Florida Gulf Coast University (FGCU) is committed to student success and supports the development of policies and procedures to ensure timely graduation of undergraduate students.

1. **REASON FOR POLICY**

The Florida Legislature has approved statutes and the State University System of Florida has approved regulations to encourage students to complete their baccalaureate degrees in the most efficient way possible. Florida Statute 1009.286 describes incentives for efficient baccalaureate completion. These incentives include an excess hour surcharge for credits in excess of the specified maximum. Other related policies and procedures support timely graduation of undergraduate students, thus providing access to the university’s programs for as many qualified students as possible.

1. **APPLICABILITY AND/OR ACCOUNTABILITY**

This policy applies to all undergraduate students.

1. **DEFINITION OF TERMS**

Undergraduate student: Student pursuing a baccalaureate degree at FGCU.

FTIC student:

1. **PROCEDURES**
2. The University shall implement a process for notifying students regarding the provisions of Florida Statute 1009.826. Notice will be provided upon a student’s initial enrollment in the institution and again when a student has earned the credit hours required to complete the baccalaureate degree program in which the student is enrolled. The notice must include a recommendation that each student who intends to earn credit hours at the institution in excess of the credit hours required for the baccalaureate degree program in which the student is enrolled meet with his or her academic advisor.
3. The University shall implement additional processes to ensure timely graduation. The processes may include, but are not limited to, the following:
	1. For FTIC students, selection of a major no later than the second term of attendance.
	2. The development of academic program guides demonstrating how students can complete baccalaureate degree program requirements in four years (eight semesters) for programs 120 hours in length.
	3. The development of advising aides to ensure that students are on track for graduation.
	4. The development of processes that ensure that students who wish to pursue minors, additional majors, or change majors do so in a manner that does not jeopardize timely graduation.
	5. The development of processes to ensure that a student who has completed degree requirements applies for graduation. If an undergraduate student has completed all degree requirements and does not apply to graduate, the appropriate college dean (or designee) of the student’s program will confirm that the student is eligible to be awarded the degree. The University reserves the right to award the degree.

1. **RELATED INFORMATION**

Florida Statute 1009.286

1. **HISTORY**
2. **APPENDICES**

**APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 President Date