

**UNIVERSITY OF FLORIDA COLLEGE OF ENGINEERING
DIVISION OF STUDENT AFFAIRS**

Guidelines for Completing Admissions/Tracking Decisions Form

1. If transferring from a Florida state community college, student must complete and submit proof confirming completion of the AA degree.
2. Complete 6 of 8 required pre-professional courses (MAC 2311, MAC 2312, MAC 2313, MAP 2302, CHM 2045, CHM 2046/APB, CGS 2425, PHY 2048, PHY 2049), including PHY 2048, with a minimum grade of C (C+ for EE and CEE), and with no more than two attempts.
3. Pre-professional courses which are in progress, may be counted as part of the 6 completed with the stipulation that the student must complete 'in progress' courses with a GPA of 2.5 or better, prior to starting at UF.
4. GPA for pre-professional courses must be 2.5 or better, with a minimum grade of 'C' in each course. EE and CEE majors must have a minimum grade of 'C+' in each course.
5. Cumulative GPA must be 2.00 or better.
6. When computing pre-professional GPA, no more than two attempts is allowed for each course. Credit hours allowed must be similar to those required by the college (i.e., MAC 2311 for 4 credits, PHY 2048 for 3 credits, etc.).
7. PHY 2048 MUST be completed prior to admission/registration.
8. Do not count lab hours.
9. To figure pre-professional GPA: total grade points and divide by **TOTAL** hours attempted (Second of two attempts).
10. All students, transferring from a Florida state community college, out of state community college, four-year institution, etc., must complete required number of pre-professional courses with 2.5 GPA or better.
11. Verify all institutions attended by student, including last institution and attach supporting information to decisions form.
12. Print "Transfer Referral System Update" screen (all of them if more than one) to have access to 'in progress' courses shown.
13. Submit completed Decisions form to the Dean's office for review and approval. Students must not be referred to the Dean's office during the process.