Schedule of Classes

Policies and Procedures

Within a challenging and supportive environment, the University of Northern Iowa engages students in high quality and high-impact learning experiences and emphasizes excellence in teaching and scholarship.

UNI University of Northern Iowa

Classes Begin
Tuesday, January 16

Spring Break
March 11-15

Finals Week
May 6-10

Commencement
Friday, May 10

Saturday, May 11

Spring 2024

University of Northern Iowa Registration Policies and Procedures Spring 2024

NOTICE

This is a general publication regarding policies, procedures, and fees related to curricular offerings. It is not a contract. Every effort has been made to make this booklet accurate as of the date of publication; however, all policies, procedures, fees and charges are subject to change at any time by appropriate action of the faculty, the university administration, or the Board of Regents, State of Iowa. Students, Faculty, and Staff are urged to refer to this important information throughout the semester.

CONTACT INFORMATION

General University Information..... (319) 273-2311
Admissions - Graduate.....273-2623
Admissions - Undergraduate.....273-2281
Office of Academic Advising.....273-3406
Office of Business Operations.....273-2164
Office of Financial Aid and Scholarships.....273-2700
Office of the Registrar.....273-2241
Student Health Clinic.....273-2009

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PRE-REGISTRATION PROCEDURES

NEW STUDENTS
New students, both graduate and undergraduate, cannot register for classes until all requirements for admission to the university are met.

After admission requirements are met, new graduate students will register in accordance with the procedures set out below for former students.

After admission requirements are met, new undergraduate students will receive their registration materials in connection with the orientation program provided for such students. Further instructions for completing registration will be given during the orientation program.

FORMER AND CURRENTLY ENROLLED STUDENTS
Students enrolled for the Fall 2023 semester who plan to graduate in Spring 2024 and intend to continue as graduate students for Spring 2024 must file an application for graduate study. Graduate admission information and the application for admission are available on the web at grad.uni.edu/admission.

Former students who are not enrolled for the Fall 2023 semester must file a notice of intent to register with the Office of the Registrar two weeks prior to registration for Spring 2024. Failure to file this notice of intent to register will delay the registration process.

ADVISOR APPROVAL
To enhance understanding of degree requirements and planning for progress toward degree, students identified in the groups below are assigned an advising hold. This hold requires the student meet with his or her academic advisor or department prior to registration for the next semester. Information about service indicators, such as the Advising Hold, assigned to a student will show in the "Holds" section of Student Center.

Students assigned Advising Holds:
All students new from high school registering for their second semester, regardless of major will be assigned an Advising Hold. Additionally, students in these majors will be assigned an Advising Hold:

00 Exploratory
13x Marketing (Transfers only)
14x Management Information Systems (Transfers Only)
15x Management & Accounting (Transfers Only)
16x Finance (Transfers Only)

15Z Pre-MBA
32I Interior Design
33x Technology & Engineering (undergraduates only AND UNI GPA < 2.00)
34x Metal Casting (undergraduates only AND UNI GPA < 2.00)
35x Engineering Technology (undergraduates only AND UNI GPA < 2.00)
3GT Graphic Technology (undergraduates only AND UNI GPA < 2.00)
40x Psychology (graduates only)
49x Theatre
510-512 Communication Sciences and Disorders
52x Music
60x Art (Freshmen and Sophomores only)
62x English
64x Study of Religion (graduates only)
65x Philosophy (graduates only)
69x TESOL
80x Mathematics
81x Computer Science
82x Science Teaching
84x Biology (undergraduates only w/<2.5 UNI CUM GPA, Transfer students)
86x Chemistry
870-87N Earth Science (undergraduates only)
88x Physics
94x Public Administration
950 Public Policy
96x History (graduates only)
982 Criminology (undergraduates only w/<2.5 UNI CUM GPA)

ADVANCE REGISTRATION SCHEDULE – CURRENT AND FORMER STUDENTS
Advance enrollment appointment dates and times for Spring 2024 will be by classification and earned hours at the end of the 2024 Spring term.

Student enrollment appointment dates and times are available in MyUNIverse in the Student Center tab. Students who cannot register on their assigned day/time may register at a later date. Students are advised not to skip class to register for classes. An absence for this reason may be classified as unexcused and could affect the course grade.

GRADUATES
Registration day: October 30

SENIORS
Students with 90 or more hours of credit at the end of 2022 Spring term. Registration days: October 30-31

JUNIORS
Students with 60-89 hours credit at the end of 2022 Spring term. Registration days: November 1 - 3

SOPHOMORES
Students with 30-59 hours credit at the end of 2022 Spring term. Registration days: November 6 - 9

FRESHMEN
Students with less than 30 hours at the end of 2022 Spring term. Registration days: November 10 - 14

Freshmen should participate in the following steps to complete advising and registration. Advisor written approval is REQUIRED. See your assigned advisor. If you are unsure of your advisor's name or location, or if you need a change of advisor, contact the Office of Academic Advising in ITTC 007.

SPECIAL AND UNCLASSIFIED
Registration day: November 15

REGISTERING FOR CLASSES

THE REGISTRATION PROCESS
Students are encouraged to self-register from a convenient location.

During advance registration, scheduling assistance will be available in the Office of the Registrar 8:00am – 4:30pm Monday through Friday. Students registering from locations other than the Office of the Registrar will be able to access the system 24 hours per day, 7 days per week; any exceptions to availability will be noted by system messages.

The registration system is accessed through **MyUNIverse** under the Student Center tab. Students with questions on registering from off-campus should contact the ITS Consulting Center at (319) 273-5555.

If you are accessing MyUNIverse for the first time, or if you are accessing e-mail or MyUNIverse as a new user, your initial passphrase (password) is as follows:

- The format is panthersxxxmmmdd (xxx is the last three (3) digits of your University ID#, mmm is the first three letters of your birth month, and dd is the 2-digit number of your birth day). Example: panthers456nov23 (all lower case)
- Your new passphrase must be at least 15 characters long: see **Passphrase Requirements** for a complete listing.

The Class Search allows students to explore course offerings for a specific semester. There are many new options for searching for course sections in the student information system. The Planner allows students to select courses from the course catalog and plan which semesters they would like to enroll in them. The Shopping Cart allows students to select course sections from the schedule of classes for a given semester in order to plan which sections they will attempt to enroll in once the Enroll function becomes available. The Enroll function becomes available during a student's enrollment appointment and allows students to enroll in course sections for a given term.

Enrollment is a separate process from the Planner and Shopping Cart planning activities. Use of the Planner and Shopping Cart does not guarantee enrollment in class sections or add the courses to the student's enrollment; this takes place only during the Enroll process.

It is recommended that students take the following steps prior to registration:

1. Review the information about the enrollment features and capabilities of the student information system available at uni.edu/sis/content/student-center-help.
2. Access your registration information in the MyUNIverse Student Center tab myuniverse.uni.edu.
3. Use the Planner and/or Shopping Cart to plan your desired course sections prior to your enrollment date and time.
4. If any desired courses require an approval, please contact the appropriate offices. Approvals will be granted electronically or in writing. Students given written approval must add the course at the Office of the Registrar. Verbal approvals will not be acceptable.
5. If any desired courses list other enrollment requirements/prerequisites, please verify that the prerequisites have been met.
6. On or after your enrollment appointment date and time, enroll in the courses. Students will be able to drop and add classes at any time after their initial registration.

SECTION NUMBERS DESIGNATING HALF SEMESTER COURSES
Sections numbered in the “80s” (or “8” and a letter) meet the first-half of the semester. Sections numbered in the “90s” (or “9” and a letter) meet the second-half of a semester. Sections numbered in the “40s” (or “4” and a letter) meet during winter session.

ENROLLMENT REQUIREMENTS/PREREQUISITES
Enrollment requirements and prerequisites indicate conditions that must be satisfied before enrolling for the course. The university reserves the right to remove students from courses for which prerequisites have not been met.

STUDENT LOAD
Undergraduates with at least a total 2.00 GPA have a maximum load of 18 hours. Undergraduates with less than a total 2.00 GPA have a maximum load of 15 hours. All graduate students have a maximum load of 15 hours.

Students who wish to register for a load in excess of their appropriate limit must do the following **prior** to their initial registration:

- **Undergraduate Students**: students must complete an Academic Student Request available electronically through MyUNIverse. Students must also state the subject area, course number, and section number for the requested overload course(s). This

request will be routed electronically for approvals.

- **Graduate Students:** students must complete an Academic Student Request available electronically through MyUNIverse stating those reasons for requesting additional hours and including your UNI cumulative GPA. Students must also state the subject area, course number, and section number for the requested overload course(s). This request will be routed electronically for approvals.

CHANGE OF REGISTRATION

Students may enroll in a course anytime up to and including one week after the beginning of University instruction. This week shall be defined as seven instructional class days. Beyond that period, but not to exceed two calendar weeks beyond the beginning of University instruction, enrollment will be subject to departmental approval.

Monday, January 29, 2024, is the last day to drop a full-semester course without a "W". Dropping a course without a "W" removes the course from your academic record and is subject to a tuition refund if the drop results in less than full-time (12 hours undergraduate, 9 hours graduate). Full-semester courses dropped January 30 through April 9 are dropped with a "W" (withdraw) and are not subject to any type of tuition refund. Please note this methodology only pertains to a **portion** of the courses being dropped. When all of the courses are dropped for a semester (total withdraw), the amount of tuition refund is based upon the withdraw date - see the "Withdrawal Refund" section on page 17.

Students desiring to make changes from off-campus may do so through the first seven (7) days. The change of registration is not effective until the form is filed in the Office of the Registrar, and the date filed in the Office of the Registrar is the effective date of the change.

CLOSED CLASSES

Written permission to enroll in a closed class, must be secured from the head of the department in which the course is offered. In some instances, the department head may request the student to obtain the instructor's signature to see whether there is room in the class. In these cases, the student will need to return to the office of the department head for final approval. For a listing of closed class approvals, visit the Closed Class webpage here: https://registrar.uni.edu/students/current-students/registration/approvals-closed-classes.

LATE REGISTRATION

A $100.00 late registration fee will be charged of all students who initiate registration in or after the third week (class days 11 and onward).

ABBREVIATIONS OF CLASSROOM BUILDING NAMES

ABD	Study Abroad
ALN	Allen College
BAR	Bartlett Hall
BCS	Business & Community Service
BRC	Biology Research Complex
CAC	Communication Arts Center
CBB	Curris Business Building
CEE	Center for Energy & Environmental Education
CUE	Center for Urban Education- 800 Sycamore Street, Waterloo, Iowa. Students enrolling for classes at CUE must provide their own transportation.
GNH	Greenhouse Annex
HCC	Hawkeye Community College
HPC	Human Performance Center
ITC	Industrial Technology Center
ITT	Innovative Teaching and Technology Center
KAB	Kamerick Art Building
LAT	Latham Hall
LIB	Library
LNG	Lang Hall
MAU	Maucker Union

MSH	McCollum Science Hall
NRV	Native Roadside Vegetation Center – West 12th St.
ONL	Online Course
PAC	Gallagher-Bluedorn Performing Arts Center
PHY	Begeman Hall
RDC	Redeker Center
RSL	Russell Hall
SAB	Sabin Hall
SEC	Schindler Education Center
SRL	Seerley Hall
SWT	Strayer-Wood Theatre
TBA	To be Announced (contact department office)
WRC	Wellness Recreation Center
WRT	Wright Hall
WST	West Gymnasium

DATES TO OBSERVE: Winter Classes

Winter Session (December 18 – January 12)

Monday, December 18	Winter Session Begins
Tuesday, December 19	Last day to add winter course without Departmental approval*
Wednesday, December 20	Last day to drop winter course with no report*
Wednesday, December 20	Last day to change winter course to or from audit*
Wednesday, December 20	Fees for winter courses based on load at 4:30pm*
Wednesday, December 20	Last day to add winter course for credit. Student Request form required after this date *
Friday, December 22	Winter Break Begins at 10:00pm
Saturday, December 22 – 26	Winter Break
Wednesday, December 27	Instruction Resumes
Monday, January 1	University Holiday – Offices Closed
Friday, January 5	Last day to drop winter course with a “W”*
Friday, January 5	Last day to change winter course to or from ungraded credit*
Friday, January 12 10:00pm	Winter classes end

DATES TO OBSERVE: Spring 2024

Tuesday, January 16	Classes Begin
Monday, January 29	Tuition & Fees for Semester Based on Credit Load at 4:30pm
Friday, March 8	Spring Break Begins at 10:00pm
Monday, March 11 – 15	Spring Break
Monday, March 18	Classes Resume
Monday, March 25	Summer/Fall Advance Registration Begins - Graduates and Seniors
Wednesday, March 27	Summer/Fall Advance Registration Begins - Juniors
Saturday, April 1	Application for Graduation Deadline Commencement RSVP Deadline
Monday, April 1	Summer/Fall Advance Registration Begins - Sophomores
Friday, April 5	Summer/Fall Advance Registration Begins - Freshmen
Wednesday, April 10	Summer/Fall Advance Registration - Unclassified
Monday, May 6	Final Examinations Begin
Friday, May 10	Semester Ends
Friday & Saturday, May 10/11	Commencement

FULL-SEMESTER COURSES

Monday, January 22	Last Day to Add without Departmental Approval*
Monday, January 29	Last Day to Drop Full-Semester Course without a "W"*
Monday, January 29	Last Day to Change to or from Audit*
Monday, January 29	Last Day to Add for Credit for any student. Student Request form required after this date*
Tuesday, April 9	Last Day to Change to or from Credit/No Credit Grading Basis*
Tuesday, April 9	Last Day to Drop a Full-Semester Course without an "F"*

FIRST HALF-SEMESTER COURSES

Tuesday, January 16	First Half-Semester Begins
Thursday, January 18	Last Day to Add without Departmental Approval*
Monday, January 22	Last Day to Drop First Half-Semester Course without a "W"*
Monday, January 22	Last Day to Change to or from Audit*
Monday, January 22	Last Day to Add for Credit for any student. Approved Academic Student Request Required*
Thursday, February 22	Day to Change to or from Credit/No Credit Grading Basis*
Thursday, February 22	Last Day to Drop without an "F"*
Friday, March 8	First Half-Semester Ends

SECOND HALF-SEMESTER COURSES

Monday, March 18	Second Half-Semester Begins
Wednesday, March 20	Last Day to Add without Departmental Approval*
Friday, March 22	Last Day to Drop without a "W"*
Friday, March 22	Last Day to Change to or from Audit*
Friday, March 22	Second Half-Semester: Last Day to Add for Credit for any student. Approved Academic Student Request Required*
Wednesday, April 24	Second Half-Semester: Last Day to Change to or from Credit/No Credit Grading Basis*
Wednesday, April 24	Second Half-Semester: Last Day to Drop without an "F"*
Friday, May 10	Second Half-Semester Ends

**** Ends 4:30 p.m. of day indicated***

ACADEMIC STANDING

UNDERGRADUATE ACADEMIC STANDING POLICY

Undergraduate students at the University of Northern Iowa are expected to meet academic standards set by the university and to demonstrate satisfactory academic progress towards earning a degree. Academic Alert and Academic Probation serve to warn students that unless their academic performance improves, they may be placed on Academic Suspension. No students in their first-semester in attendance at the University of Northern Iowa will be placed on Academic Suspension.

First-semester students (freshman and transfer students) at the University of Northern Iowa placed on Academic Alert or Academic Probation may be subject to conditions designed to increase academic success. A student who does not agree to these conditions may have their course schedule canceled for the semester.

All continuing students (students who are in their second semester or beyond at UNI) who are placed on Academic Probation should also seek assistance for academic improvement from academic advisors, the Academic Learning Center, or the Counseling Center.

ACADEMIC ALERT

Any **first-semester student** who has a 1.00-1.99 UNI semester GPA will be placed on Academic Alert. Only first-semester students new to the university can be placed on Academic Alert. While on Academic Alert, the student will be limited to 15 credit hours. Academic Alert is not recorded on the student's official academic transcript.

At the end of a student's semester on Academic Alert, one of the following actions will be taken:

- The student will be removed from Academic Alert and shall be in Good academic standing if their UNI cumulative GPA is 2.00 or higher.
- The student will be placed on Academic Probation if their UNI cumulative GPA is less than a 2.00.

ACADEMIC PROBATION
Any **first-semester student** who has a UNI semester GPA below 1.00 will be placed on Academic Probation. Also, any **continuing student** will be placed on Academic Probation when their UNI cumulative GPA is below a 2.00. A student placed on Academic Probation must earn a minimum UNI semester GPA of 2.00 for each semester while on Academic Probation until their UNI cumulative GPA reaches 2.00 or higher.

While on Academic Probation, a student will be limited to 15 credit hours. Once a student's UNI cumulative GPA reaches 2.00 or higher, they will be removed from Academic Probation. Academic Probation is not recorded on the student's official academic transcript.

At the end of a student's semester on Academic Probation, one of the following actions will be taken:

- The student will be removed from Academic Probation and shall be in Good academic standing if their UNI cumulative GPA is a 2.00 or higher AND their UNI semester GPA is a 2.00 or higher.
- The student will continue on Academic Probation if their UNI semester GPA is a 2.00 or higher and their UNI cumulative GPA remains below a 2.00.
- The student will be placed on Academic Suspension if their UNI semester GPA is less than a 2.00.

ACADEMIC SUSPENSION
A student on Academic Probation who fails to earn a UNI semester GPA of 2.00 will be placed on Academic Suspension. Academic Suspension is for a minimum period of one academic semester and is permanently noted on the student's official academic transcript. Once suspended, a student will not be allowed to re-enroll at the University of Northern Iowa until they have been academically reinstated.

READMISSION AFTER SUSPENSION
Academic Suspension is for a minimum period of one regular academic semester. Only with strong justification, demonstrated potential for future success, and an agreement to enter the Early Readmission Program (ERP) would a student be readmitted prior to sitting out for a semester. Entry into the ERP does not remove the suspension from a student's record.

An undergraduate student who has been placed on Academic Suspension may be readmitted only after completing an application for readmission and receiving formal reinstatement from the **Committee on Admission, Readmission, and Retention**. The application for readmission can be completed and submitted online.

To request early readmission prior to sitting out a semester, complete the Application for Early Readmission from Academic Suspension. Readmission prior to sitting out a semester is contingent on the Committee's recommendation, and the student's acceptance of entry into the ERP. As a condition of reinstatement, a student will be subject to stipulations designed to increase academic success. A student who does not agree to these conditions will be denied early readmission or have their course schedule canceled for the semester.

To request readmission after sitting out a semester, complete the Application for Readmission from Academic Suspension.

A student who is readmitted after a first suspension, either through admission to the Early Readmission program (ERP) or after sitting out for one semester, will be placed on Academic Probation following Suspension. A student readmitted after suspension must earn a UNI semester GPA of 2.00 for each semester until their UNI cumulative GPA reaches 2.00 or higher. While on Academic Probation following Suspension, the student will be limited to 15 credit hours for a semester. Failure to earn a UNI semester GPA of 2.00 or higher will result in a second suspension.

A second Academic Suspension will be for two regular semesters (summer sessions excluded). Students suspended for a second time may apply for early readmission through the Committee on Admission, Readmission, and Retention by completing the Application for Early Readmission from Academic Suspension, only after having sat out for a minimum of one regular semester.

If a student sits out for two regular semesters, then the student will complete the Application for Readmission from Academic Suspension. A third Academic Suspension is considered permanent. Only the most extenuating circumstances would warrant consideration for readmission from Academic Suspension a third time.

At the end of a student's semester on Academic Probation following Suspension, including semesters in the Early Readmission Program, one of the following actions will be taken:

- The student will be removed from Academic Probation following Suspension and shall be in Good academic standing if their UNI cumulative GPA is a 2.00 or higher.
- The student will continue on Academic Probation following Suspension if their UNI semester GPA is a 2.00 or higher and their UNI cumulative GPA remains below a 2.00.
- Following a first suspension, the student will be academically suspended for the second time if their UNI semester GPA is less than a 2.00.
- Following a second suspension, the student will be permanently academically suspended if their UNI semester GPA is less than a 2.00.

GRADUATE PROBATION AND SUSPENSION
Refer to Graduate Degree requirements in the University Catalog at catalog.uni.edu

FEES AND BILLING INFORMATION

TUITION AND MANDATORY FEES (per semester)
Tuition and mandatory fees for Spring 2024 are based on credit load at 4:30pm, Monday, January 29, 2024. This is the last day for adjustments downward in tuition and mandatory fees assessment. Tuition and fees are subject to change by the university and the Board of Regents, State of Iowa. For information, contact the Office of Business Operations at (319) 273-2164, or visit their web site at tuition.uni.edu/.

OTHER FEES
Fees are estimated and subject to change by the university and the Board of Regents, State of Iowa.

Application for Admission to the University:	
Undergraduate	$40
Graduate	$60
Non-Degree	$40
Application for Admission of International Student:	
Undergraduate	$50
Graduate	$75
Applied Music (in addition to tuition)	
Private Lessons – 1 credit hour	$145
Private Lessons – 2 credit hours	$290
Group voice, group piano, group vocal practicum, group opera, (groups of 4 or more)	$58
Instrument Rental	$45
Extension/Continuing Education, per credit hour	
Undergraduate Resident	$350
Undergraduate Non-Resident	$350 - $832
Graduate Resident	$558
Graduate Non-Resident	$558 - $1,195
MBA (Domestic)	$731
International Course	$492 - $1,182
Technology Fee (per course)	$42
Guided Independent Study, per credit hour (plus an enrollment fee of $10.00 per course)	$268
Billing Fees	
Deferred Payment Fee, per semester	$20
Third Party Billing Fee	$35
Duplicate/Replacement Refund Check Fee	$30
Returned Check Fee	$30
Late Payment Fee	1%
Graduate College	
Late Graduation Fee (Graduate students only)	$50
Graduate Publications Fee (Masters & Doctorate only)	$50
Registration Fees	
Graduate Continuous Registration	$100
Doctoral Post Comp Registration	$150

Late Registration (Class days 11 and on)	$100
University Records and Documents Fee	
Degree-Seeking Students	$250
Non-Degree Seeking Students	$75
Continuing Education	$115
Miscellaneous Fees	
Credit by Examination, per course	$100
Diploma Replacement Fee	$25
ID Card Replacement	$30
Immunization Record Late Fee	$30
Developmental Courses (in addition to tuition)	$189 - $689
Orientation Services/Matriculation	
New Student Matriculation Fee	$250
International Student	$125
Study Abroad Fees	
Academic Year	$500
Administrative Fee	$100
Non-UNI Sponsored Programs	$400
One Semester Only	$400
Summer Session Only	$200
Open Credit Fee	$701

PAYMENT DUE DATES

U-Bill Dates	Due Dates
January 2	January 20
February 1	February 20
March 1	March 20
April 1	April 20
May 1	May 20

EXTENSION OF CREDIT/EDUCATIONAL LOAN

Registration for classes creates a legally binding financial obligation to pay tuition and fees per official university policy as summarized in this publication.

You are expected to have made the necessary financial arrangements prior to enrolling for classes. Any financial assistance from the university should be arranged prior to the start of classes through the Office of Financial Aid and Scholarships. **You are responsible for making all payments due while a Financial Aid application is in process.**

Your registration for classes constitutes your understanding and acceptance of this responsibility. The university considers this extension of credit to be an "educational loan" under Federal and State laws. This credit is automatically extended to all students.

Every student must read and acknowledge the University Billing Terms and Conditions. These terms and conditions outline the billing process and procedures. Students will view this on MyUNIverse via the Student Center tab. The terms and conditions can also be referred to on the Office of Business Operations website: obo.uni.edu/student-accounts.

UNIVERSITY BILL (U-Bill)

All tuition, mandatory fees, lab fees, textbooks, contracted campus room and meal plan expenses, and other university related charges are electronically billed directly to the student by the Office of Business Operations, Student Accounts. Charges are billed one semester at a time. New charges and/or adjustments are billed monthly throughout the semester.

An electronic University Bill (U-Bill) is generated on the 1st and due on the 20th of every month. If the due date falls on a weekend, the due date is the first business day following. An email notification is sent to each student's official UNI email address when the bill is available. Paper bills are not sent. Students can view their bill, make a payment, or enroll in a payment plan online at uni.edu/ via MyUNIverse on the Student Center tab. Students can allow access to their U-Bill by creating a username and password for parents or other third parties. Go to MyUNIverse –My Page tab-Third Party Accounts to grant access.

Failure to receive or read an email reminder is not an acceptable reason for not making a payment when due. It is the responsibility of the student to check their U-Bill account at least monthly and make required payment by the due date. Billing information and guides to viewing the U-Bill are available online at obo.uni.edu/student-accounts.

Students must pay their account in full by the end of each semester to avoid registration delays and to receive transcripts or diplomas.

PAYMENT INSTRUCTIONS

U-Bill payments can be made by cash, check, or online by e-check or credit card. Payments must be received by the due date to avoid a late fee of up to 1% and other restrictions. Payments can be made using these options:

- Online via E-check or credit card at MyUNIverse - Student Center;
- Cashier's Window at 103 Gilchrist Hall (8 am – 4:30 pm M-F);
- Drop-box located outside of the East Entrance of Gilchrist Hall;
- Mailing Address:

  University of Northern Iowa
  Attn: Student Accounts
  103 Gilchrist Hall
  Cedar Falls, IA 50614-0008

Please include the student ID number in the memo section of the check.

DEFERRED PAYMENT PLAN

The University offers a Deferred Payment Plan option for tuition, mandatory fees, textbooks, and contracted room and meal plan charges. The plan allows students to make payments in installments each semester. The UNI Self-Service plan allows students to select a 5-month plan. All enrolled students are eligible to participate but the student must enroll prior to the first billing due date (i.e. before January 20 for Spring). To enroll, students must visit uni.edu and log in to MyUNIverse-Student Center to complete the online payment plan agreement. There is a $20 deferred billing fee, per semester, that will be assessed to the student's first bill after enrolling in a plan.

REFUNDS

When payments and/or Financial Aid credits are greater than the total charges, a refund will be generated. Refunds are deposited electronically into the student's checking or savings account via direct deposit. Students must enroll in direct deposit at uni.edu via MyUNIverse-Students Center. It is the responsibility of the student to ensure the accuracy of their bank routing and account numbers to avoid delays in receiving their funds. Once enrolled, students will receive an automatic email notification each time that a refund has been sent to their bank account. Students are encouraged to verify receipt of funds with their bank prior to conducting any transactions.

Refunds will be issued if the amount is $1 or greater. The University will initiate direct deposit refunds daily beginning the first week prior to classes starting through the second week of classes to accommodate increased financial aid disbursements. Beginning the third week of each semester, direct deposits will be initiated on Monday, Wednesday, and Friday each week. If a student has not set up direct deposit, a paper refund will be issued.

Paper refunds are printed weekly on Friday and held for pick up at the Cashier's window in Gilchrist 103. Students are required to provide valid identification when picking up their check. Checks not picked up within 14 days will be mailed to the student's permanent address. As a result, the receipt of funds will be significantly delayed compared to direct deposit. Parents can also have the Parent Plus Loan deposited directly to their bank by completing the Parent Plus Loan Direct Deposit Authorization form which can be found on the Office of Business Operations website obo.uni.edu/student-accounts.

FINANCIAL AID ELIGIBILITY

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The University of Northern Iowa has established requirements of Financial Aid Satisfactory Academic Progress (SAP) that all students must meet in order to be eligible for financial aid. The financial aid programs affected include, but are not limited to, all federal, state, and institutional aid including private education loans.

Financial Aid Satisfactory Academic Progress Requirements and Review Process

Financial Aid Satisfactory Academic Progress is evaluated yearly at the end of each spring semester for the previous Summer, Fall, and Spring semesters. To maintain eligibility for financial aid, students must meet the following three criteria:

1. **Minimum GPA:** Undergraduate and 2nd BA students must maintain a minimum 2.0 cumulative GPA for coursework taken

at UNI. Graduate students must maintain a minimum 3.0 cumulative GPA.

2. **Pace of Progression:** Students must complete 67% of all coursework attempted at UNI. Attempted hours are based on enrollment at the end of the first two weeks of class during a semester. Only grades of A, B, C, D, X, Cr, or P are counted as meeting the required hours. Failed classes, withdrawn classes, and incomplete grades do not count as completed credit hours and will negatively affect the SAP calculation. Example: A student has attempted 114 credits at UNI. Out of the 114 credits attempted, he has successfully completed a total of 87 credits (76% of the coursework attempted), thus meeting this standard of academic progress.
3. **Maximum Time to Complete a Degree:** Students must complete a degree within a certain number of credit hours and semesters. The current maximum credit hours is 150% of the degree, per the academic catalog. Undergraduate students must complete a degree within 12 full-time equivalent semesters, 2ndBA and Graduate students must complete a degree within 6 full-time equivalent semesters. Transfer credits are counted toward the maximum time to complete a degree.

Undergraduate students are also required to complete a degree within 12 full-time equivalent semesters (18 three-quarter time semesters or 24 half-time semesters). Second BA and graduate students are required to complete a degree within 6 full-time equivalent semesters (9 three-quarter time semesters or 12 half-time semesters). Transfer credits are counted toward the maximum timeframe to complete the degree. Students cannot receive financial aid for more than one degree at a time.

NOTE: Repeated coursework will be evaluated using the most recent grade received. UNI GPA refers to overall UNI GPA.

Financial Aid Suspension Status
Financial Aid Satisfactory Academic Progress is reviewed on an annual basis following the conclusion of the Spring semester. Students must meet all three academic requirements (see above) at the time of review or they will be placed on Financial Aid Suspension. Students placed on Financial Aid Suspension MUST appeal to have their aid reinstated for upcoming semesters at UNI. Students who have successfully appealed will be placed on Financial Aid Probation or Financial Aid Academic Plan status, allowing them to receive aid based on conditions set forth by the Office of Financial Aid and Scholarships.

Financial Aid Probation Status
Financial Aid Probation is available for a maximum of one semester for students who have successfully appealed to have their aid reinstated. Students on Financial Aid Probation must continue to adhere to the Financial Aid Satisfactory Academic Progress Policy outlined above and any other conditions listed on the Appeal Approval Contract. Students on Financial Aid Probation status are reviewed at the end of each semester. Students not making progress toward the terms of their appeal contract will have their aid suspended and must appeal before a committee to have their aid reinstated.

Financial Aid Academic Plan
If it is not possible for the student with an approved appeal to achieve minimum Financial Aid Satisfactory Academic Progress standards within one semester, the student will be maintained on an Academic Plan. While on Financial Aid Academic Plan, students must meet all Financial Aid Academic Progress standards each semester. The conditions for the approved appeal will continue each term until the student meets the minimum standard(s) or fails to meet the conditions of the approved appeal. If the student fails to meet the appeal conditions, the student's account will revert to Suspension Status indicating that the student is ineligible for aid.

Reinstatement of Financial Aid
Students placed on Financial Aid Academic Progress Suspension have the opportunity to appeal and/or have their previous grades reviewed by the Office of Financial Aid and Scholarships. Students have the following options for reinstatement:

1. **Meet all Financial Aid Satisfactory Academic Progress requirements.**
    a. Undergraduate students must improve their cumulative GPA to the 2.0 minimum with graduate students meeting the 3.0 cumulative GPA minimum requirement, and
    b. By meeting the 67% course completion standard.
2. **Initiate the financial aid appeal process.** Financial Aid appeals must demonstrate extenuating circumstances that impeded the students' ability to make progress academically. All appeals must be accompanied by third party documentation of the circumstances encountered as well as an academic plan of study (signed by an academic advisor or a record analyst in the Office of the Registrar). Examples of extenuating circumstances include but are not limited to:
    a. Personal or Family Emergency
    b. Serious Medical Issues
    c. Psychological Illness
3. **Review of grade changes to previously deficient course grades.** Students experiencing grade changes that may reinstate their eligibility should contact the Office of Financial Aid and Scholarships to have their academic progress reviewed.

The successful reinstatement of financial aid is not reflective of decisions regarding Office of the Registrar academic suspension. Students on academic suspension should visit with the Office of the Registrar regarding reinstatement to UNI.

FINANCIAL AID APPEAL PROCESS AND DEADLINES

An appeal process is in place for those experiencing extenuating circumstances that affected their ability to meet the Financial Aid Satisfactory Academic Progress standards. Appeal forms may be obtained from the Office of Financial Aid and Scholarships or online at https://admissions.uni.edu/financial-aid/eligibility/satisfactory-academic-progress**. Appeals must be submitted no later than the end of the second week of classes** following the suspended semester or within 14 calendar days of the date on the academic progress letter. It is recommended that students submit their appeals as soon as possible to avoid processing delays.

All appeals must be accompanied by third party documentation of the circumstances encountered, a description of how circumstances have changed to allow for future academic success, as well as an academic plan of study (signed by an academic advisor or a record analyst in the Office of the Registrar) demonstrating that the student can successfully meet Financial Aid Academic Progress policy within a reasonable amount of time, thereby allowing them to matriculate toward their degree within the timeframe set forth within the above policy. Reinstatement of the financial aid is contingent upon the availability of the funds at the time the appeal is approved. Approved appeals require a signed contract to be returned to the Office of Financial Aid and Scholarships.

DENIED FINANCIAL AID APPEALS

Students denied financial aid eligibility may continue attending UNI by funding their own education. Students can seek a private education loan if they are denied from their appeal. If students meet all of the progress standards in the future, they must contact the Office of Financial Aid and Scholarships to request a review of their financial aid status.

Enrollment and Cost of Attendance Adjustments

Per Federal Regulations, financial aid is required to adjust the cost of attendance to reflect actual enrollment. New incoming undergraduate students are originally budgeted and packaged based on projected full-time enrollment for both fall and spring semesters. Financial aid for returning undergraduate students and graduate students are based on enrollment at the time of initial awarding.

Prior to financial aid disbursement each semester, if the student is NOT registered full time, a hold is placed on their financial aid so it does not disburse. The Office of Financial Aid and Scholarships reviews each of those students and adjusts their academic year financial aid offer and budgeted cost of attendance to match their current enrollment status. Adjustments to the cost of attendance budget can be made up until the census date of the term, then it is locked for the semester.

GRANT ADJUSTMENT

Grants are need-based aid. The Pell Grant Program is for students working on their first B.A. degree. Due to federal regulation and university policy, the actual amount of grant that you receive is based on the number of credit/hours for which you are enrolled at the end of the first two weeks of the semester. If you have any questions about how your grant may be affected by adding or dropping a class, please contact the Office of Financial Aid and Scholarships, 319-273-2700.

GUIDED INDEPENDENT STUDY & AUDITED COURSES

Financial aid is not available for Guided Independent Study or audited courses. If you have any questions regarding this policy, please contact the Office of Financial Aid and Scholarships at 319-273-2700.

STUDENT LOAN OVERVIEW

Federal student loan programs have a maximum amount of loans that can be received during an academic year based on a student's grade classification. For example, a freshman student who is dependent may only borrow $5,500 in the Direct Loan Program for the entire academic year (Fall, Spring and Summer). Additional information can be found at https://admissions.uni.edu/financial-aid/types-of-aid/loans/federal-direct-loans

ACCEPTING LOANS

Students can accept their Direct Loans by completing the following steps:

1. **All loans must be accepted, reduced, or declined on the student's online Award Notification, found within the Student Center on MyUNIverse.**
2. **Initial student borrowers should complete the Master Promissory Note (MPN) and Direct Loan Entrance Counseling online at studentaid.gov (using their FSA ID) before they are eligible to receive their loan proceeds.**

The MPN covers both the Direct Subsidized loan and the Direct Unsubsidized loan. The MPN does not show a specific loan amount because it also serves as the promissory note for future Direct Loans at UNI (valid for up to 10 years). The amount of subsidized and unsubsidized loans a student is eligible to receive is included on the Award Notification. By completing the MPN, students are agreeing to repay to the US Department of Education all loans made to them under the terms of the MPN. Direct Loan funds cannot be disbursed until the MPN is submitted and approved by the Department of Education. Processing of the loan(s) usually takes one week after the MPN is completed.

FINAL EXAMINATIONS

Spring 2024 Final Examination Schedule
All classes that begin on **or during the** **standard class meeting time.**

Classes having sections numbered in the 90s will have their examinations under the regular examination schedule below. For those classes not provided for in the examination schedule, the examinations will be given on Friday, May 10, or during the last meeting of the class. The last Final Exam time is Friday, May 10 from 3:00 – 4:50pm.

Classes that BEGIN Within Time Block	Time of Exam	Date of Exam
All classes M, or MW, or MWF or MF		
8:00	8:00-9:50am	Monday, May 6
9:00	10:00-11:50am	Wednesday, May 8
10:00	10:00-11:50am	Monday, May 6
11:00	10:00-11:50am	Tuesday, May 7
12:00	1:00-2:50pm	Monday, May 6
1:00	1:00-2:50pm	Tuesday, May 7
2:00	3:00-4:50pm	Monday, May 6
3:00	8:00-9:50am	Thursday, May 9
4:00	3:00-4:50pm	Wednesday, May 8
All classes that meet on BOTH Tuesday and Thursday		
8:00	8:00-9:50am	Tuesday, May 7
9:30	8:00-9:50am	Wednesday, May 8
11:00	10:00-11:50am	Thursday, May 9
12:30	1:00-2:50pm	Thursday, May 9
2:00	1:00-2:50pm	Wednesday, May 8
3:30	3:00-4:50pm	Tuesday, May 7

All classes that **meet or start** during any portion of this hour:

Classes Regularly Scheduled Within Time Block	Time of Exam	Date of Exam
Evening classes that meet or start during any portion of this hour.		
6:00 M	5:00-6:50pm	Monday, May 6
6:00 T	5:00-6:50pm	Tuesday, May 7
6:00 W	5:00-6:50pm	Wednesday, May 8
6:00 Th	5:00-6:50pm	Thursday, May 9
7:00 M	7:00-8:50pm	Monday, May 6
7:00 T	7:00-8:50pm	Tuesday, May 7
7:00 W	7:00-8:50pm	Wednesday, May 8
7:00 Th	7:00-8:50pm	Thursday, May 9

OTHER EXAMINATION INFORMATION
The final examination schedule applies both to faculty and to students. Unless previous arrangements have been made, it is expected that the official schedule in the semester Schedule of Classes will be followed.

A comprehensive final examination, if required, must be administered at the time indicated on the final schedule. No final comprehensive examination shall be administered to a class within the last two weeks prior to the officially scheduled final examination period (excluding summer sessions or half-semester courses). In the week prior to the beginning of the final examination period, unit tests, papers, projects, and other assignments are permissible if announced in the course outline/assignment, sheet/syllabus or prior to midterm.

For those classes, which do not, in the instructor's judgment, require a final comprehensive examination, the time of the officially scheduled final examination will be used for other appropriate class activities, such as evaluations, reports, performance, or regular class work. Therefore, the class will meet at the time of the officially-scheduled final examination, whether or not a final examination is administered.

The department heads must see that the final examination schedule and the policies are followed. Students may report policy violations to the appropriate department head, in accordance with the university academic grievance procedures.
Student requests to take final examinations at times other than as scheduled will be granted for only the most urgent reasons. Excessive examination load, or three exams on one day, is a justifiable reason for a change.

To request a change in the examination schedule, a student must:

1. Prepare an Undergraduate Student Request Form for each request. State the request and reason for it.
2. A change in the examination time of an individual course must be approved by the instructor and the department head.
3. A request to change all exams must be approved by the Associate Provost for Academic Affair

13.15 CAMPUS ACCESSIBILITY & ACCOMMODATIONS OF DISABILITIES

Purpose: To provide guidelines regarding the University's compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the Fair Housing Act (FHA), and other applicable federal and state laws and regulations.

Policy Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This policy applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large.

Requesting Accommodations:
Student Academic & Campus Experience Accommodations. In order to receive assistance with requests for academic accommodations and accommodations related to their general campus experience, a student with a disability must contact **Student Accessibility Services (SAS)**. University employees in a role of delivering accommodations to students are encouraged to engage with SAS to address questions or concerns with the implementation of approved academic or campus experience accommodations. The accommodation process related to pregnancy and parenting can be accessed through Student Care through the Office of the Dean of Students.

Student Housing & Dining Accommodations. In order to receive assistance with requests for University Housing & Dining accommodations, contracted students with a disability must contact SAS.

Student Employee Accommodations. UNI student employees with disabilities who are seeking reasonable accommodations in the workplace are encouraged to speak with their supervisor or HRS regarding their needs. The nature of workplace accommodations may differ from academic accommodations students may already receive.

Employment Accommodations. Employees with disabilities who face barriers in the workplace may request reasonable accommodations by notifying their supervisor or contacting the **Leave & Accommodations Coordinator** in Human Resource Services (HRS) to begin the interactive process.

Supervisors must notify the **Leave & Accommodations Coordinator** when employees need and/or request workplace accommodations so each situation may be evaluated on a case-by-case basis.

Job applicants who need reasonable accommodations during the application or hiring process should contact the HRS employment team.

Campus Events:
Programs and Events. All University programs and events are to provide access to individuals with disabilities. It is the responsibility of the sponsoring department to arrange necessary accommodations. The sponsoring department should identify the individual(s) responsible for handling accommodation requests.

To ensure accessibility in all programs and events, the following statement is to be placed in program announcements:

> *If you need a reasonable accommodation in order to participate in this program/event, please contact (sponsoring department or contact person) at (telephone number and email) prior to the event.*

If the event includes food, event organizers should work to take into account dietary restrictions of participants.

Any individual (student, university employee, or visitor) who plans to attend an event on campus and wishes to request an accommodation should contact the sponsoring department or contact person for the event.

Large-scale and Major Campus Audience Events. Large-scale major university events include but are not limited to commencement, convocation, conferences, summits, and similar events that focus on speakers conveying information to audience members.

Large-scale University events involving speakers and large-scale projection screens will use screen in screen placement as needed to provide the opportunity for audience members to see all content. In addition, major University events will plan for the inclusion of American Sign Language (ASL) interpreters.

Common accommodations to be included in event planning include:

- Preferential seating including extra space for wheelchairs, service animals, personal assistants, and clear sight lines to the interpreter
- Portable/personal amplification systems
- Captioned media
- Alternative formats for printed materials
- Program relocation to a more accessible space as necessary
- Signage for location of accessible restrooms, elevators, and entrances

Commencement will prepare for live and/or previously prepared closed-captioning throughout the event, as well as ASL interpreters. Care will be taken to communicate to participating students the ability to request additional accommodations for themselves and/or guests.

General Services:
All services and activities available to the student population will be made available to students with disabilities unless the availability of the service or activity causes an undue hardship or will fundamentally alter the nature of the service or activity.

Web Sites. All University web pages must be compliant with the guidelines of the World Wide Web Consortium (W3C) to assure accessibility.

Videos. All University-sponsored videos are to include closed-captioning before being posted or utilized, regardless of whether the video is pre-recorded or live streamed, and regardless of where/how the video is posted.

University Facilities:
Renovations and Alterations. Renovations and alterations to university space must be coordinated through Facilities Management (see Policy 9.61) to ensure compliance with State and Federal requirements. Universal design concepts will be utilized when feasible. It is the responsibility of Facilities Management to ensure all contracted facilities work meets ADA guidelines.

Facilities planning committees for new buildings, renovations, and alterations to existing buildings will include and/or take specific steps to consult with individuals with experience and/or professional knowledge of accommodation best practices and ADA guidelines throughout the planning process.

Campus Maps. The campus map is linked in the footer of the university web site. For areas where improvements are being made and walkways, parking, and accessibility may be impacted, view the current construction map. A priority route map indicating paths prioritized for maintenance (including snow removal) is posted on the SAS website.

Maintaining Accessibility. The campus community is encouraged to take responsibility in ensuring the accessibility of our campus. Problematic areas should be reported to Facilities Management by calling 319.273.4400.

- Access to interior and exterior doorways, entrances, pathways, including signage, must be kept open and unobstructed by furniture, boxes, vehicles, or other barriers.
- Golf carts, university vehicles/gators/carts, contractor vehicles and equipment, etc. are to be parked away from entrances and in a manner as to not block pathways and/or access to automatic door openers.
- Snow removal is done as quickly as possible and as weather conditions permit. Problematic areas should be brought to the attention of Facilities Management.
- Construction zones that have an impact on pathways will be communicated to campus via electronic student and employee newsletters and the current construction map.

Emergencies. Information on evacuation routes and evacuation chair locations can be found at Campus Emergencies.

Resources:
For additional information, visit https://uni.edu/resources/accessibility.

Reporting a Concern:
If an individual feels their rights under the Rehabilitation Act, the ADA, the ADAAA, the FHA, and/or other similar federal or state law have been violated, they may consult with the **Office of Compliance and Equity Management** and/or utilize the procedures outlined in Policy 13.02 **Discrimination, Harassment, and Sexual Misconduct**. Leah Gutknecht, Assistant to the President for Compliance and Equity Management, is the designated ADA/Section 504 Compliance Officer, and can be contacted at leah.gutknecht@uni.edu, 319.273.2846, or 117 Gilchrist.

For additional information, visit https://uni.edu/resources/accessibility or contact the **Office of Compliance and Equity Management**, 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, 319.273.2846, **equity@uni.edu**, **www.equity.uni.edu**.

Office of Compliance and Equity Management, approved November 2022
President's Cabinet, approved January 2023

Related policies:
8.09 Animals on University Owned or Controlled Property
13.02 Discrimination, Harassment, and Sexual Misconduct Policy

POLICY ON MAKE-UP WORK AND MISSED CLASSES (3.06)

Purpose:
It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. On occasion events will necessitate a student's absence from class. This policy delineates the responsibilities of faculty members and students relating to class attendance and make-up work.

Definition:
The term "faculty member(s)" when used in this policy includes all regular, full-time faculty and all part-time course instructors, regardless of any other University employee classification which applies to the individual who teaches on a part-time basis.

Policy:
A. General Provisions
1. Faculty members who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction.

2. Students must adhere to each faculty member's policies regarding attendance and make-up work.

3. Faculty members who require attendance at activities or events that may conflict with a student's otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly scheduled class period, the affected students must be provided with written notice at least 10 university class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student's obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student's obligation to provide the schedule to their other faculty members. A student may not be penalized for missing a course activity which is outside of their regularly scheduled class time and conflicts with their other scheduled courses. If a faculty member has course activities which require attendance outside of scheduled class time, that faculty member must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

B. Absences

Occasionally, students will have reasonable cause to miss class. In order for both faculty members and students to plan effectively for these absences, the following procedures have been developed. Faculty members are encouraged to take into account the reason for an absence and make appropriate accommodations. Students are still responsible for demonstrating achievement of course learning goals, even when absences are necessary or reasonable. In situations with many absences, it may be most appropriate for the student to withdraw and retake the course in a future semester.

1. In the case of mandatory excused absences, students must be allowed to make up missed work, complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work assignment. Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.

a. The following absences must be excused:

- Required university related absences, including but not limited to athletic games/matches/meets or their equivalents.
- Absences due to military duty or veteran status, including service-related medical appointments where failure to appear might result in a loss of benefits.
- Absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began. (See Title IX and related information.)
- Legally mandated absences such as jury duty or court subpoena.
- Absences on a day the provost has declared a severe weather day per policy 4.07.
- Religious observances.

b. Students participating in or involved with an excused absence listed in section B.1.a. above must inform each faculty member of their known and anticipated absences as far in advance as possible. Such information or notice is not required in situations involving a severe weather day per policy 4.07. Failure to inform faculty beforehand, when it is clearly possible to do so, may be treated as an unexcused absence.

c. Faculty are not required to offer make-up work for extra credit tasks or assignments.

2. Except as outlined in B1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to: non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional conference, lecture on campus); illness; significant personal emergency; bereavement; etc.

a. When an absence is deemed "reasonable", the faculty member provides the student an opportunity to make up missed work, or has in place a make-up policy that does not unjustly penalize a student for the absence.

b. Remedies for missed work due to a "reasonable" absence include but are not limited to replacement assignments; policies which may allow students to drop a certain number of assignments or exams; policies which might average a score for a missed exam or account for it in other ways; etc.

c. In each of these remedies, a "reasonable" standard should apply. In determining whether a remedy is reasonable, consideration should be given to the published syllabus.

C. Make-up Work Grievances Arising from Absences
Should a faculty member refuse to allow a student to make up missed work, the faculty member's decision can be appealed by the student using the grievance process outlined in Section 7 of 12.01 Student Academic Grievance Policy.

DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT POLICY (Policy 13.02)

Purpose: The University (referred to as "University" or "UNI") is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected class, as well as retaliation.

Policy Statement: To affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, and to ensure compliance with federal and state civil rights laws and regulations, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class, and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the Formal Complaint process during what is often a difficult time for all those involved.

This policy prohibits all forms of discrimination based on a protected class. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using the University's procedures as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the UNI community, a Formal Complaint process may be available regardless of the status of the Complainant, who may or may not be a member of the University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Officer (or designated Deputy Coordinator). The Assistant to the President for Compliance and Equity Management serves as the Title IX Officer and ADA/504 Coordinator and oversees implementation of the University's Affirmative Action Plan and the University's Policy on Discrimination, Harassment, and Sexual Misconduct. The designated Title IX Deputy Coordinator is the Senior Associate Athletic Director. For those individuals who become aware of incidents involving discrimination, harassment, or sexual misconduct, reporting responsibilities are described in Section 16. A complainant's options for reporting are addressed more specifically in Section 7. The complete policy can be found at policies.uni.edu/1302.

NON-DISCRIMINATION STATEMENT (Policy 13.03)
No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa prohibits discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence.

The following person has been designated to handle inquiries regarding the equal opportunity and non- discrimination policies and serves as the University Title IX Officer and the Section 504/ADA Coordinator: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu.

DRUG FREE SCHOOLS ACT
wellbeing.uni.edu/student-wellness
deanofstudents.uni.edu/student-conduct
hrs.uni.edu

In compliance with the Drug Free Schools and Communities Act of the Drug and Alcohol Abuse Prevention Regulations, the websites above contain the following information: standards of conduct concerning alcohol and other drug use and related disciplinary sanctions; local, state, and federal laws and sanctions concerning AOD use; health risks of alcohol and other drugs, and programs for students and employees that provide assistance for alcohol and other drug concerns.

FEDERAL DISCLOSURE INFORMATION WEB SITES INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

As required by the Higher Education Amendments of 1998, Public Law 105-244, the following information is available to prospective and currently enrolled students. You have a right to inspect and to have copies of any and/or all of the following:

General University	
Comprehensive Information	uni.edu/
Cost of Attendance	tuition.uni.edu/
Financial Aid	
Financial Aid Refund Policy	admissions.uni.edu/financial-aid/eligibility/withdrawing-and-dropping-classes
Return of Title IV Grants/Loans	admissions.uni.edu/financial-aid/eligibility/withdrawing-and-dropping-classes
Study Abroad Aid Eligibility	uni.edu/studyabroad/finances
Terms/Conditions for Federal Direct Loan Deferment	studentaid.gov
Types of Financial Aid	admissions.uni.edu/financial-aid/types-of-aid
Registrar	
Refund Policies of Tuition/Fees	registrar.uni.edu/tuition-and-fees
Withdrawing from School & Dropping/Adding of Courses	registrar.uni.edu/
Academic Programs	catalog.uni.edu/
University Accreditations	catalog.uni.edu/generalinformation/theuniversityanditsprograms/
Graduation Rates	ir.uni.edu/ipeds
Intercollegiate Athletics	
Equity in Athletics Disclosure Act (EADA)	https://unipanthers.com/documents/2022/10/28/2021-22_EADA_FY22.pdf
Accessibility Services	
Facilities & Services for Disabled Students	uni.edu/resources/accessibility
Public Safety	
Campus Security & Crime Statistics	publicsafety.uni.edu

Additional information available at www.uni.edu/resources/consumer-info

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information on crime statistics for recent years, Public Safety personnel and programs, building access, reporting crimes, safety suggestions, and policies, programs and services regarding alcohol, drugs and sexual abuse is available at publicsafety.uni.edu. You may request a printed copy of this information by contacting the Department of Public Safety at 030 Gilchrist Hall, Cedar Falls, Iowa, 50614-023.

STUDENT RIGHT TO KNOW ACT (Public Law 101-542)
Federal law requires all institutions of higher education to provide graduation rates to current and prospective students. Our most recent analysis shows that 66 percent of the students who enter the University of Northern Iowa graduate within the six-year completion period established by the law. The national average graduation rate after six years for the university's national Carnegie peers is 47 percent. If you wish to obtain additional information regarding student retention and persistence to graduation at UNI, you may contact the Office of the Registrar.

INFORMATION FOR VETERANS

V.A. Specifications

Subsistence	**Undergraduates**	**Graduates**
Full Allowance	12 or more hours	9 or more hours

3/4 Allowance	9-11 hours	7-8 hours
1/2 Allowance	6-8 hours	5-6 hours
Tuition Assistance Only	1-5 hours	1-4 hours

The above specifications are subject to the exceptions listed below. Veterans to whom an exception applies should check with the VA School Certifying Officials (SCOs) in the Office of the Registrar to find out how the exception may affect their benefits.

1. Half-semester courses are certified as such and will not count for a full-semester load.
2. The university will certify veterans for repeating courses if a grade of "F" was previously received in the course, or a course needs to be replaced to attain required grade.
3. Students will only be certified for courses, which are required for their minimum degree requirements.
4. Withdrawal from a course with a "W" can result in costly repayments to the VA.

If you have questions about your education benefits from the Veterans Administration, visit the Office of the Registrar, 115 Gilchrist Hall, (319) 273-2241.

STUDENT RECORDS

ACADEMIC ADVISEMENT REPORT

All degree-seeking, active students who entered UNI summer 2006 or later will receive an Academic Advisement Report in their Student Center. This report provides information on how the courses you have completed and are currently registered for apply to your degree requirements. This report also serves as your guide for scheduling classes. Interactive Academic Advisement Reports are accessible on the web via Student Center by selecting Academic Requirements from the Other Academic Reports dropdown menu. Students who entered UNI prior to summer 2006 may not have complete Advisement Reports and should contact their Record Analyst in the Office of the Registrar. Post-Baccalaureate undergraduate students do not have an Academic Advisement Report and should contact the Office of the Registrar for their degree requirements.

Your Academic Advisement Report is divided into sections, based on the degree and plans (majors/minors) you have declared. You will find your Academic Advisement Report to be a valuable tool for advising meetings and charting your progress towards your degree. In-Progress (non-graded) courses show on the Academic Advisement Report as satisfying requirements and unit/course counts. However, unsuccessful completion will remove the course from the requirement and the unit/course counts. Approved student requests will be shown on the advisement report, in most cases, by course directives and explained in the Notes field reference. If you have questions about your report please contact your academic advisor, the Office of Academic Advising, or your Record Analyst in the Office of the Registrar.

AUDITING CLASSES

Course grading will default to a graded basis for all enrollments. Students wishing to request to audit courses should contact the Office of the Registrar. Students receiving approval to audit may change registration in the first two weeks of the fall or spring semester. After that, any change would require a student request be completed. Audit hours are included in the maximum credit hour load a student may take. Students may audit a course, but the fee assessment will be the same as courses taken for credit.

CHANGING OF NAME

The name on the student record should be the student's complete and legal name. In evaluating and processing all name changes, the university reserves the right to require adequate and appropriate documentation as warranted.

CREDIT/NO CREDIT GRADING

The undergraduate student having earned twelve semester hours of credit at this university may take courses offered by this institution for which the student is otherwise eligible for degree credit without grade under the following conditions:

1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C-or higher is required in a course to receive credit on the "Credit/No Credit" option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.
4. Ungraded credit may not be applied to work required for a major or minor except with the consent of the Head of the Department in which the course is offered.
5. No course taken on the "Credit/No Credit" option may be applied toward fulfilling a UNIFI/General Education.
6. Except for Field Experience: Exploring Teaching (EDPSYCH 2017); Field Experience: Teacher as a Change Agent (EDPSYCH 3128); and Student Teaching (TEACHING xxxx), ungraded credit may not be used in the Common Professional Sequence requirements for the teaching program.
7. Course work passed without grade may not be retaken except by special permission of the Dean of the College in which the

course is offered.

8. A graded course completed may not be retaken on an ungraded basis.
9. The Credit/No Credit system may not be used with Credit by Examination, Extension, or Correspondence courses.
10. Change of registration in a course to or from a non-graded basis may not be made after ten calendar days following the beginning of the second half of the semester in a full, academic-year semester, or after the mid-point in the duration of a course taught in a period less than a full, academic-year semester. Only one such change of registration may be made per course.
11. Credit/No Credit grading cannot be used for Presidential Scholar Seminars or Presidential Scholar Thesis/Project credit.
12. No upper level (3000-level and above) Accounting courses may be taken without written consent of the department head or director of the MAcc, except ACCT 3090, ACCT 3092, ACCT 3179, and ACCT6090.

GRADE POINT AVERAGE

Grades are evaluated in terms of quality points. For each hour of A earned, the student is credited with 4 grade points; for each B, 3; each C, 2; D, 1; F, 0. One third of a quality point is added for every hour in which a plus (+) is earned. One third of a quality point is subtracted for every hour in which a minus (-) grade is earned. Grades of A+, F+, or F- are not assigned. The grade index is determined by dividing the number of grade points by the number of hours of load.

Example:

	Hours	Grade	Grade Points
Intro to Literature	3	C+ *(2.33)*	6.99
Humanities I	4	C *(2.00)*	8
Introduction to Psychology	3	C – *(1.67)*	5.01
Calculus I	4	D *(1.00)*	4
Total	**14**		**24**

*Grade point average is 24 divided by 14 for a **1.71**.*

Hours of credit/no credit, withdrawal and/or incompletes are not used in determining your grade point average.

GRADES

Students can access grades using their CatID and password on MyUNIverse myuniverse.uni.edu in the Student Center tab. Grade information is not provided to parents without the authorization of the student. Such authorization may be signed at the Office of the Registrar.

INCOMPLETE WORK

To receive credit for coursework a student is required to be in attendance for the full semester. Exceptions to this rule are rarely made. Work lost because of absence due to illness, or other extenuating circumstances, may be made up, but arrangements for making up work missed are made between the student and the instructor. Work left incomplete at the end of a semester or summer session will be reported as an F (Failure) unless a report of I (Incomplete) has been authorized by the instructor. The incomplete is restricted to students doing satisfactory work in the class who, because of extenuating circumstances, are unable to complete the work of the course. The incomplete is limited to assigned work during the final sixth of the term. If a course is reported as incomplete, a student is not prevented from registering for another course for which the incomplete course is a prerequisite.

Work reported as incomplete **for undergraduate students** in the fall semester must be completed by July 1st of the next calendar year. The exact length of time to remove the Incomplete within the above guideline, is set by agreement between the instructor and the student. If the work reported as incomplete is not made up by this deadline, it is automatically entered as an F (Failure) on the student's record. However, if for sufficient cause an incomplete cannot be removed in the time allowed, a request for an extension of the time may be made to the instructor of the course. The extension, if approved, is for a period of up to another six months as designated by the instructor.

Work reported as I (Incomplete) for a fall semester for **graduate students** must be completed by June 1st of the next calendar year. The exact length of time to remove the incomplete within the above guidelines, is set by agreement between the instructor and the student. If the work reported as incomplete is not made up by the deadline, it is automatically entered as an F (Failure) on the student's record. Any requests for an exception to the above guidelines for graduate students must be submitted on-line through

MyUNIverse (refer to Filing Graduate Student Requests). Only under the most unusual circumstances would requests for additional time be approved. Some courses continue beyond the normal ending date of the semester or session. In such cases, the initial grade reported will be an RC, which means Research or Course Continued. Once the extended instructional period is finished, the RC grade will be replaced with the A-F grade assigned by the instructor.

TRANSCRIPTS

Complete transcript ordering information is available at: registrar.uni.edu/students/current-students/transcript-requests

NOTIFICATION OF RIGHTS UNDER FERPA

The University of Northern Iowa adheres to the Family Educational Rights and Privacy Act of 1974 as amended. Students who have questions concerning their rights under this Act may contact the Office of the Registrar for pertinent information.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An eligible student who is 18 years of age or older or who attends postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day UNI receives a request for access. A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identified the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the university to amend a record they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested, the university will notify the student of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by UNI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII for education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UNI. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UNI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave, SW
   Washington, DC 20202-8520

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within UNI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 99.31 (a) (1)(i)(B)(2) are met. (99.31 (a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the

disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements 99.34. (99.31 (a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of 99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31 (A)(4))
- To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (99.31 (a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (99.31 (a)(10))
- Information the school has designated as "directory information" under 99.37. (99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (99.31 (a)(13))
- To the general public, the final results of disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))

- Based on an institutional adjudged determination of "need to know" the university may release the following "Directory Information" to anyone who requests it without the consent of the student unless the student has requested the university not to release any or all of the information.

Please note: Restricted directory information will be released when necessary to perform required administrative duties related to your enrollment at the university.

1. Student's name, university and home address, e-mail address, and telephone number
2. College
3. Curriculum major(s) and minor(s)
4. Classification (year in school)
5. Participation in recognized organizations, activities, and sports
6. Currently enrolled
7. Dates of attendance
8. Degrees received
9. Photograph

Students desiring to restrict the release of any of the preceding Directory Information should contact the Office of the Registrar and fill out the appropriate form or "Update My Personal Information" within MyUNIverse. This restriction will remain in effect until you request it be changed.

The complete Student Records Policy of the university may be obtained by accessing policies.uni.edu/311.

GRADUATION

APPLYING TO GRADUATE

Seniors who expect to graduate at the end of the Spring 2024 semester must complete an undergraduate graduation application through their MyUniverse Student Center no later than April 1, 2024.

Graduate students: It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNIverse Student Center. For participation in commencement, **an application to graduate AND Commencement RSVP must be submitted by April 1, 2024**, so that students' names can be included in the commencement publication. After the 12th week, but before the end of the term,

students may still apply for degree conferral that term, but their names may not be included in the commencement publication. **Applications submitted after the end of the term will generally not be processed for degree conferral for the term just past.** Exceptions will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNIverse student request. If the department or Graduate College does not approve a late applicant, the student will need to apply for graduation the next term.

STUDENT RESOURCES

THE LEARNING CENTER @ ROD LIBRARY
Learning Commons, Main Floor Rod Library, Main Office Rod 261, 319-273-6023 tlc.uni.edu

All UNI students are encouraged to take advantage of The Learning Center @ Rod Library (TLC) for assistance with writing, math, science, learning and study strategies, as well as other specific content areas. TLC @ Rod Library employs both general and specialized tutors, coaches, and PLUS Teaching Assistants. If you are unavailable during normal tutoring hours, online tutoring is also available through Tutorme. For instructions on how to access theTutorme, platform go to https://tlc.uni.edu/online

All Learning Center Services are free to currently enrolled UNI students.

Panther Access, Connection, & Engagement (PACE)!
008 ITTC, 319-273-3406

The Panther Access, Connection and Engagement (PACE) program is a transition and support opportunity for incoming University of Northern Iowa undergraduate students.

PACE was established as UNI's alternative to the federally funded TRIO/Student Support Services program. The mission of the PACE program is to:

- Assist students in their transition to college and to build a foundation for success
- Establish a sense of belonging on campus along with a community of learners
- Help students find connection points throughout campus
- Promote student empowerment and a growth mindset

If you have been a participant in a federally funded TRIO program (Upward Bound, Educational Opportunity Centers, Educational Talent Search, and GEAR UP).

For more information, please visit https://advising.uni.edu/pace

IOWA VOCATIONAL REHABILITATION SERVICES
116B Gilchrist, 319-273-6349

Iowa Vocational Rehabilitation Services (IVRS) has a counselor on campus in 116B Gilchrist Hall to assist qualifying students with disabilities prepare for employment.

Services may include helping students choose a suitable vocational goal, providing tuition assistance, providing services to help students benefit from academic training and assisting with job placement following graduation. Students interested in additional information or applying for services may make an appointment by calling 319-273-6349.

Rehabilitation Services may include:

- Medical and psychological assessment
- Technological assessment
- Vocational assessment
- Counseling and guidance
- Physical and/or mental restoration services which may include Therapy, wheelchairs, hearing aids, eye glasses etc.
- Special adaptive equipment or devices
- Support for personal attendant assistance

UNI CULTURE AND INTENSIVE ENGLISH PROGRAM (UNI CIEP)

As part of its year-round intensive English language program, the Culture and Intensive English Program (CIEP) offers two eight-week programs for English learners during the spring semester. CIEP classes are taught as integrated skills and offers a 5-level program (CIEP I: High Beginner Academic English, CIEP II: Low Intermediate Academic English, CIEP III: Intermediate Academic English, CIEP IV: High Intermediate Academic English, and CIEP V: Advanced Academic English). Each class meets for 3 hours a day. Furthermore, students have a 1-hour lab to practice and continue their studies each day. Students may meet with native speakers, listen to guest lecturers, complete homework, or engage in other activities during this time. CIEP follows an integrated approach to language learning so students can learn how to combine receptive skills (listening and reading) and productive skills (speaking and writing) across the curriculum.

This classroom work focuses on developing the language skills necessary for students who will be living and learning in an English-speaking U.S. college or university. Classroom instruction combines teacher presentation, group work, and individual projects.

The first eight-week program will be conducted from January 16 to March 8. The second eight-week program will be conducted from March 20 to May 10. For further information about the program, tuition, and room and board, contact the Director, Culture and Intensive English Program, University of Northern Iowa, Cedar Falls, Iowa 50614-0514, 319-273-2182. E-mail: ciep@uni.edu

WITHDRAWING FROM SCHOOL

The information set forth below applies to students who withdraw completely from school. Dropping one or more classes does not constitute a withdrawal unless the student drops all classes for which he or she is registered. Do not attempt to withdraw your registration by filing a change of registration or withdrawing online.

Contact the Office of the Registrar. If all classes are dropped, this is a withdrawal and the information below applies.

WITHDRAWAL PROCEDURE
A student who has started attending classes who finds it necessary to withdraw from school initiates the withdrawal through the Office of the Registrar in person, by email at registrar@uni.edu, or by calling 319-273-2241. Students living in a residence hall also must cancel their housing contract through the Director of the residence hall where they live. **Students with financial aid MUST contact** the Office of Financial Aid and Scholarships.

A student who has registered but decides not to come to the University of Northern Iowa should advise the Office of the Registrar as early as possible, listing all the reasons for withdrawing from the university. **WITHDRAWAL AFTER CLASSES BEGIN WILL RESULT IN A TUITION CHARGE**. If you received financial aid from the university, all or part of this aid may have to be repaid.

Students are withdrawn with a "Cancel" designation until the first day of the term. For Spring 2024, any withdrawal requests received prior to January 17 will be withdrawn with a "Cancel" designation regardless of their enrollment in winter courses. The withdrawn winter courses will have grades assigned in accordance with the withdrawal schedule for that date range.

WITHDRAWAL REFUNDS
If credit is earned during a period of enrollment, there is no refund of academic fees for that period. For any one-, two-, or three-week session, there is no refund. Room and board refunds are made according to the agreement set out in the "Contract for Room and Board", signed by the student at the time of enrollment.

Tuition is refundable based on the percentage table given below. The effective date of the withdrawal is the date the official withdrawal form is completed in the Office of the Registrar.

Students who withdraw completely prior to the first day of instruction for a semester will not pay any tuition for that semester. If any tuition has been paid, it will be refunded in full. After university instruction begins for a semester, tuition charges or refunds will be made in accordance with the schedule set forth below. For example, if a student withdraws during the first week of classes, 10% of the total tuition will be charged; or, if the total tuition has been paid, 90% will be refunded.

The refund schedule only pertains to a withdrawal (all courses are dropped). See the "Change of Registration" section for questions on tuition when a *portion* of the classes are dropped.

The schedule for charging or refunding tuition for the Spring semester is as follows:

SPRING 2024 Withdrawal Schedule for Refund Percentages & Grade Assignment			
Dates for Full-Semester Courses	**Days of Attendance**	**Refund Percentage**	**Grade Assignment**
Ends on January 15	0	100	V
January 16 – 22	1 – 5	90	R
January 23 – 29	6 – 10	75	R
January 30 - February 5	11 – 15	50	W
February 6 - 12	16 – 20	25	W
February 13 – April 9	21 – 56	0	W
April 10 – May 10	57 and after	0	F
Dates for First Half Courses	**Days of Attendance**	**Refund Percentage**	**Grade Assignment**
Ends on January 15	0	100	V
January 16 – 18	1 – 3	90	R
January 19 - 22	4 – 5	75	R
January 23 – 25	6 – 8	50	W
January 26 - 29	9 – 10	25	W
January 30 - February 22	11 – 28	0	W
February 23 – March 8	29 and after	0	F
Dates for Second Half Courses	**Days of Attendance**	**Refund Percentage**	**Grade Assignment**
Ends on March 17	0	100	V
March 18 – 20	1 – 3	90	R
March 21 - 22	4 – 5	75	R
March 23 - 27	6 – 8	50	W
March 28 – 29	9 – 10	25	W
March 30 – April 24	11 – 28	0	W
April 25 – May 10	29 and after	0	F
Winter Classes SPRING 2024 Withdrawal Schedule for Refund Percentages & Grade Assignment			
Dates for 4-Week Courses	**Days of Attendance**	**Refund Percentage**	**Grade Assignment**
Ends on December 17	0	100	V
December 18	1	90	R
December 19	2	75	R
December 20	3	50	W
December 21	4	25	W
December 22 – January 5	5 – 12	0	W
January 8 and After	14 and after	0	F

MISCELLANEOUS INFORMATION

VOTER REGISTRATION

You may obtain voter registration information from the Office of the Registrar at https://registrar.uni.edu/students/current-students/voter-registration or http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html (Iowa Code 48A.23).

2022 UNI Foundational Inquiry (Total 37 Hours)
For All New Freshmen Entering UNI Fall 2022 and Thereafter

Any student entering UNI before Fall 2022 can opt into the UNI Foundational Inquiry program.

Engage Learning Areas (9 hours)

Written Communication (3 hours required)

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours

***(Both UNIV 1000 and UNIV 1010 must be taken to meet Written Communication and Oral Communication Learning Areas.)**

ENGLISH 1005	College Writing and Research, 3 hours
ENGLISH 2015	Introduction to Writing Studies, 3 hours
ENGLISH 2120	Critical Writing About Literature, 3 hours
PHIL 1050	The Art of Critical Thinking and Writing, 3 hours

Oral Communication (3 hours required)

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours

***(Both UNIV 1000 and UNIV 1010 must be taken to meet Written Communication and Oral Communication Learning Areas)**

COMM 1000	Oral Communication, 3 hours

Quantitative Reasoning (3 hours required)

Select one of the following:

ECON 1031	Introduction to Business Economics, 3 hours
ECON 1041	Principles of Macroeconomics, 3 hours
FIN 1040	Financial Skills for Smart Living, 3 hours
MATH 1100	Mathematics in Decision Making, 3 hours
MATH 1204	Mathematical Reasoning, 3 hours
MATH 1420	Calculus I, 4 hours
PHIL 1030	Elementary Logic, 3 hours
SOC SCI 2020	Social Sciences Statistics, 3 hours
STAT 1772	Introduction to Statistical Methods, 3 hours

Discover Learning Areas (16 hours)

Human Condition Domestic (3 hours required)

Select one of the following:

ANTH 2003	People of the Great Lakes, 3 hours
COMM 2456	Communication and Popular Culture, 3 hours
COMM DM 1611	Media Literacy, 3 hours
CRIM 2152	Crime and Community, 3 hours
EDPSYCH 2030	Dynamics of Human Development, 3 hours
ENGLISH 2420	Survey of American Literature, 3 hours
ENGLISH 2520	Multicultural Literature, 3 hours
FAM SERV 1010	Human Identity and Relationships, 3 hours
FAM SERV 1020	Family Relationships, 3 hours
FAM SERV 1140	Exploring Family Diversity in America, 3 hours
HIST 1110	US History to the Civil War & Emancipation, 3 hours
HIST 1120	US History since the Civil War & Emancipation, 3 hours
PH 2520	Maternal and Infant Health, 3 hours
POL AMER 1014	Introduction to American Politics, 3 hours
POL GEN 1020	Political Problems in the US: (topic), 3 hours
PSYCH 1001	Introduction to Psychology, 3 hours
RELS 1060	American Religious Diversity, 3 hours

SOC 1000	Introduction to Sociology, 3 hours
SOC 1060	Social Problems, 3 hours
SOC 2075	The Self in Social Context, 3 hours
SW 2045	American Racial and Ethnic Minoritized Populations, 3 hours
TESOL 2015	Language Today, 3 hours

Human Condition Global (3 hours required)

Select one of the following:

ANTH 1002	Introduction to Cultural Anthropology, 3 hours
ANTH 2300	World Prehistory and the Rise of Civilizations, 3 hours
ANTH 3010	Climate Change, Human Migration and Conflict, 3 hours
ENGLISH 2320	Survey of English Literature I, 3 hours
ENGLISH 2340	Survey of English Literature II, 3 hours
ENGLISH 3148	The Holocaust in Literature and Film, 3 hours
ENGLISH 3162	Ireland: Literature, Culture, and History, 3 hours
GEOG 1110	Global Geography, 3 hours
GEOG 1120	Peoples, Cultures, and Environments, 3 hours
HIST 1210	Making the Modern World
HIST 3210	Problems and Perspectives in Global History: (topic), 3 hours
LANG 2020	Constructing Cross-Cultural Bridges, 3 hours
POL INTL 1024	International Relations, 3 hours
POL GEN 1041	Global Challenges: (topic), 3 hours
SOC 1070	Introduction to Human Rights, 3 hours
RELS 1020	Religions of the World, 3 hours
SOC 2040	Social Movements, 3 hours
SW 1041	Global Social Work, 3 hours
TESOL 3565	Intercultural Perspectives, 3 hours
WGS 1040	Women's and Gender Studies: Introduction, 3 hours
WGS 2040	Introduction to LGBTQ+ Studies, 3 hours
WGS 2050	Masculine Cultures, 3 hours

Scientific Reasoning (4 hours required)

Select a 4-hour course with lecture and laboratory or a 3-credit course with its accompanying 1-hour laboratory.

ANTH 1001	Bones & Stones: The Science of Human Origins, 3 hours
ANTH 1003	Bones & Stones: The Science of Human Origins Laboratory, 1 hour
ANTH 2005	Archaeology for Beginners, 3 hours
ANTH 2006	Archaeology for Beginners Laboratory, 1 hour
BIOL 1012	The Natural World, 3 hours
BIOL 1013	The Natural World - Lab, 1 hour
BIOL 1014	Life: Continuity and Change, 3 hours
BIOL 1015	Life: Continuity and Change - Lab, 1 hour
BIOL 2051	General Biology: Organismal Diversity, 4 hours
BIOL 2052	General Biology: Cell Structure and Function, 4 hours
CHEM 1010	Principles of Chemistry, 4 hours
CHEM 1020	Chemical Technology, 4 hours
CHEM 1110	General Chemistry I, 4 hours
EARTHSCI 1100	Astronomy, 3 hours
EARTHSCI 1110	Astronomy Laboratory, 1 hour
EARTHSCI 1200	Elements of Weather, 3 hours
EARTHSCI 1210	Elements of Weather Laboratory, 1 hour
EARTHSCI 1300	Introduction to Geology, 4 hours
GEOG 1210	Planet Earth, 3 hours
GEOG 1211	Planet Earth Laboratory, 1 hour
PHYSICS 1000	Physics in Everyday Life, 3 hours
PHYSICS 1010	Physics in Everyday Life Laboratory, 1 hour
PHYSICS 1511	General Physics I, 4 hours
PHYSICS 1701	Physics I for Science and Engineering, 4 hours
SCI ED 1100	Inquiry into Earth and Space Science, 4 hours

SCI ED 1200	Inquiry into Life Science, 4 hours
SCI ED 1300	Inquiry into Physical Science, 4 hours

Human Expression (3 hours required)

Select one of the following:

ART 1002	Visual Inventions, 3 hours
ARTHIST 1004	Visual Perceptions, 3 hours
COMM 3455	Storytelling and Identity, 3 hours
COMM DM 1630	Start a Podcast, 3 hours
CHIN 1050	Introduction to Chinese Literature, 3 hours
ENGLISH 1120	Literature: (topic), 3 hours
ENGLISH 2700	Elements of Creative Writing, 3 hours
FREN 3004	Introduction to French Literature, 3 hours
MUSIC 1100	Soundscapes, 3 hours
RELS 1040	The Power of Myth, 3 hours
SPAN 3004	Introduction to Hispanic Literature, 3 hours
THEATRE 1002	The Theatrical Arts and Society, 3 hours
THEATRE 1005	Acting for Non-Majors, 3 hours

Responsibility (3 hours required)

Select one of the following:

CHEM 1059	Matter Matters, 3 hours
COMM 3236	Ethics in Communication, 3 hours
EARTHSCI 3336	Natural Resources and Civilizations, 3 hours
ECON 1001	Economics of Social Issues, 3 hours
ENTR 1010	Overview of Entrepreneurship, 3 hours
HIST 3110	Conflict and Justice in History: (topic), 3 hours
PH 1101	Introduction to Public Health, 3 hours
PHIL 1560	Science, Technology and Ethics, 3 hours
PHIL 1040	Justice & Good Life: Philosophical Perspectives, 3 hours
RTNL 2130	Foundations of the Nonprofit Sector, 3 hours
SOCFOUND 2274	Democracy and Education in the 21st Century, 3 hours
TECH 1015	Introduction to Sustainability, 3 hours

Connect Learning Areas (12 hours)

Students must take a total of 37 total hours to fulfill UNIFI requirements. Any of the courses above in the Engage and Discover Learning Areas may be used to fulfill general education electives. In addition, the following certificate-only options may be used either to fulfill general education electives or to satisfy specific requirements of UNIFI certificates.

CHIN 1060	Introduction to Chinese Culture, 3 hours
CSD 3100	Language Acquisition: Children Birth to 5 Years, 3 hours
EARTHSCI 1400	Introduction to Environmental Earth Science, 3 hours
ENTR 2010	Entrepreneurial Fundamentals, 3 hours
FAMSERV 1055	Human Growth & Development, 3 hours
GEOG 2250	Nature-Society Relations, 3 hours
LIBRARY 2100	Question Everything: Navigating Information Overload, 3 hours
MATH 1000	Exploring Social Justice Issues through Mathematics, 3 hours
MATH 1160	Calling Hogwash: Mathematics for Critical Thinking, 3 hours
POL GEN 1060	B.S. Detection, 3 hours
KINES 2053	Physical Activity and Nutrition for Health and Fitness, 3 hours
KINES 2056	Motor Learning and Development, 3 hours
KINES 2062	Developmental Trends in Physical Activity & Sport, 3 hours
PSYCH 2202	Developmental Psychology, 3 hours
PSYCH 2403	Science and Experience of Human Flourishing, 3 hours
SW 3143	Self-Care & Stress Management in Helping Professions, 3 hours
SW 3175	Child Welfare Policy & Practice, 3 hours

2014 LIBERAL ARTS CORE (Total 44 Hours)
For Students Enrolled Prior to the Fall 2022 Semester

Any student who has completed Category 5 coursework at another institution prior to Summer 2014 may opt to follow the previous LAC 2004 program.

Category 1. Core Competencies 11 hours

A. Reading and Writing (3 hours required)

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours

***(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)**

ENGLISH 1005	College Writing and Research, 3 hours
ENGLISH 2015	Craft of Academic Writing, 3 hours
ENGLISH 2120	Critical Writing About Literature, 3 hours

B. Speaking and Listening (3 hours required)

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours

***(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)**

OR

COMM 1000	Oral Communication, 3 hours

C. Quantitative Techniques and Understanding (3 hours required)*

MATH 1100	Mathematics in Decision Making, 3 hours
MATH 1420	Calculus I, 4 hours
STAT 1774	Introductory Statistics for Life Sciences, 3 hours
STAT 1772	Introduction to Statistical Methods, 3 hours
CS 1025	Modern Tools for Exploring Data, 3 hours

*Elementary Education students may meet the category 1C requirement by completing MATH 1204 (800:031).

D. Dimensions of Well-Being (2 hours required)

KAHHS 1020	Dimensions of Well-Being Lecture, 1 hour
KAHHS 1030	Dimensions of Well-Being Lab, 1 hour

Category 2. Civilizations and Cultures 9 hours

A. Humanities (6 hours required)

HUM 1021	Humanities I: The Ancient, Classical, and Medieval Worlds, 3 hours
HUM 1022	Humanities II: The Renaissance, Reformation, and Enlightenment, 3 hours
HUM 1023	Humanities III: The Age of Revolution to the Present, 3 hours

B. Non-Western Cultures (3 hours required)

HUM 3121	Russia/Soviet Union, 3 hours
HUM 3122	Japan, 3 hours
HUM 3123	Latin America, 3 hours
HUM 3124	China, 3 hours
HUM 3125	India, 3 hours
HUM 3127	Middle East, 3 hours
HUM 3128	Africa, 3 hours
HUM 3132/ANTH 3132	Native North America, 3 hours
HUM 3137/ANTH 3137	Native Central and South America, 3 hours

*SPAN 3020 (780:120) may substitute for the non-Western Cultures requirement, 3 hours

Category 3. Fine Arts, Literature, Philosophy and Religion 6 hours

A. Fine Arts (3 hours required)*

PEMES 2034	Survey of Dance History, 3 hours
THEATRE 1002	The Theatrical Arts and Society, 3 hours
MUSIC 1100	Soundscapes: Music in Culture, 3 hours
ART 1002	Visual Inventions, 3 hours
ARTHIST 1004	Visual Perceptions, 3 hours

*MUS HIST 1020 (590:002) may substitute for the Fine Arts requirement for all music majors, 3 hours
*THEATRE 3060 may substitute for the Fine Arts requirements for all theatre majors, 3 hours in the Liberal Arts Core, Category 3A.

B. Literature, Philosophy, or Religion (3 hours required)

ENGLISH 1120	Literature: (topic), 3 hours
RELS 1020	Religions of the World, 3 hours
PHIL 1020	Philosophy: The Art of Thinking, 3 hours
GER 1120	Introduction to German Literature in Translation, 3 hours

Category 4. Natural Science and Technology 7 hours

Students are required to take a course with a scheduled laboratory from either Life Sciences or Physical Sciences or another laboratory course offered by the College of Humanities, Arts and Sciences. (Only 6 hours are required for students who meet the liberal arts core laboratory requirement with a course other than one listed in Life or Physical Sciences.) For all courses listed under Life Sciences and Physical Sciences, with the exception of ANTH 1001 (990:010), a student must have satisfied University entrance requirements in English and Mathematics.

A. Life Sciences (3 or 4 hours required)

Select one of the following:

ANTH 1001	Human Origins, 3 hours
BIOL 1012	Life: The Natural World, 3 hours
BIOL 1013*	Life: The Natural World - Lab, 1 hour
BIOL 1014	Life: Continuity and Change, 3 hours
BIOL 1015*	Life: Continuity and Change - Lab, 1 hour

The following major and/or minor courses can substitute for the Life Sciences requirement:

BIOL 1033*	Principles of Microbiology, 4 hours
BIOL 2051*	General Biology: Organismal Diversity, 4 hours
BIOL 2052*	General Biology: Cell Structure and Function, 4 hours
BIOL 3101*	Anatomy and Physiology I, 4 hours
SCI ED 1200*	Inquiry into Life Science, 4 hours

*Lab course

B. Physical Sciences (3 or 4 hours required)

Select one of the following:

CHEM 1010*	Principles of Chemistry, 4 hours
CHEM 1011	Molecules and Life, 3 hours
EARTHSCI 1100	Astronomy, 3 hours
EARTHSCI 1110*	Astronomy Laboratory, 1 hour
EARTHSCI 1200	Elements of Weather, 3 hours
EARTHSCI 1210*	Elements of Weather, Laboratory, 1 hour
EARTHSCI 1300*	Introduction to Geology, 4 hours
GEOG 1210	Physical Geography, 3 hours
GEOG 1211*	Physical Geography Laboratory, 1 hour
PHYSICS 1000*	Physics in Everyday Life, 3 hours
TECH 1015	Introduction to Sustainability, 3 hours

The following major and/or minor courses can substitute for the Physical Sciences requirement:

CHEM 1020*	Chemical Technology, 4 hours
CHEM 1110*	General Chemistry, 4 hours
CHEM 1130*	General Chemistry I-II, 5 hours
EARTHSCI 3328*	Fossils and Evolution, 4 hours
PHYSICS 1511*	General Physics, 4 hours
PHYSICS 1701*	Physics I for Science and Engineering, 4 hours
SCI ED 1100*	Inquiry into Earth Science, 4 hours
SCI ED 1300*	Inquiry into Physical Science, 4 hours

* Lab Course

Category 5. Social Science 9 hours

Required: one course from group A, one course from group B, and one course from group C.

A. Group A Sociocultural and Historical Perspectives (3 hours required)

ANTH 1002	Introduction to Cultural Anthropology, 3 hours
GEOG 1120	Human Geography, 3 hours
*HISUS 1023	History of the United States, 3 hours (*Formerly SOC SCI 1023) Note: HISUS 1023 will be considered a repeat if previously taken under SOC SCI 1023
SOC 1000	Introduction to Sociology, 3 hours
WGS 1040	Women's and Gender Studies: Introduction, 3 hours

B. Group B Individual and Institutional Perspectives (3 hours required)

ECON 1031*	Introduction to Economics, 3 hours
FAM SERV 1010	Human Identity and Relationships, 3 hours
POL AMER 1014	Introduction to American Politics, 3 hours
PSYCH 1001	Introduction to Psychology, 3 hours

*Satisfactory completion of **both** ECON 1041 **and** ECON 1051 by all non-business majors and Business Teaching majors, through UNI or transfer, may substitute for ECON 1031.

C. Group C Diversity and Global Issues (3 hours required)

EDPSYCH 2030	Dynamics of Human Development, 3 hours
GEOG 1110	World Geography, 3 hours
POL GEN 1020	Contemporary Political Problems, 3 hours
POL INTL 1024	International Relations, 3 hours
SOC 1060	Social Problems, 3 hours
SOC SCI 1020	Women, Men, and Society, 3 hours
SW 1041/SOC SCI 1041	Social Welfare: A World View, 3 hours
SW 2045/SOC SCI 1045	American Racial & Ethnic Minorities, 3 hours

Category 6. Capstone Experience 2 hours

CAP 3102/TECH 3102	Living in our Techno-Social World, 3 hrs.
CAP 3103	Multidisciplinary Perspectives on Genocide: Case Studies, 3 hours
CAP 3105	Sacred Space, 3 hours
CAP 3106/THEATRE 3100	Theatre in Education, 3 hours
CAP 3110/BIOL 3110	Obesity and Diabetes: Science, Sociology and Economics, 2 hours
CAP 3121	Creativity and the Evolution of Culture, 3 hours
CAP 3122	Building Communities: Developing Intentional Family Spaces, 3 hrs.
CAP 3123	Greece: From the "Cradle of Democracy" to Today, 3 hours
CAP 3124	Democracies, 3 hours
CAP 3125	Globalization, Cultural Pluralism, and International Security, 3 hours
CAP 3128/COMM 4236	Ethics in Communication, 3 hours
CAP 3129	Being National, 3 hours
CAP 3130	Science and Pseudoscience: Critiquing the World Around You, 3 hrs.
CAP 3131	Analysis of Social Issues, 3 hours
CAP 3132	Medicine, Morality, and Society, 3 hours
CAP 3134	Back in the Valley: Martin Luther King Jr. and the 21st Century, 3 hours
CAP 3140	Environment, Technology, and Society, 2 hours
CAP 3144/ENGLISH 3144	Genocide in Writing and Film, 3 hours

CAP 3148/ENGLISH 3148	The Holocaust in Literature and Film, 3 hours
CAP 3151/PHIL 3010	Money, Sex & Power: Theories of Race, Class, & Gender, 3 hours
CAP 3152/HPE 3650	Complementary, Alternative and Integrative Health, 3 hours
CAP 3154/BUSINESS 3154	Global Skills, 2-3 hours
CAP 3155/BUSINESS 3155	Socio-Economic Reality of Central America, 2 hours
CAP 3157/RELS 3157	Monsters, Vampires, and Religion: An Awesome Alliance
CAP 3158 (CAP:158)	The Water Planet, 3 hours
CAP 3159/BUSINESS 3159	Managing Energy and Sustainability for the Organization, 3 hours
CAP 3160/HPE 3160	Community and Public Health, 3 hours
CAP 3162	Ireland: Literature, Culture, History
CAP 3165/GER 3334/TESOL 3565	Intercultural Perspectives, 3 hours
CAP 3173/RELS 3510/PHIL 3510	Bio-Medical Ethics, 3 hours
CAP 3187/ENGLISH 4577	Blues and Jazz in African American Film and Literature, 3 hours
CAP 3190	Idea of the University, 3 hours
CAP 3194/RELS 3110/PHIL 3110	Perspectives on Death and Dying, 3 hours
CAP 3550/TESOL 3550	Constructing Cross-Cultural Bridges, 3 hours