The University of Northern Iowa provides transformative learning experiences that inspire students to embrace challenge, engage in critical inquiry and creative thought, and contribute to society.

Access to registration and other Fall 2012 information can be found at: www.uni.edu/registrar/registration or myuniverse.uni.edu (Student Center Tab)
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 SPRING SEMESTER.
REGISTRATION PROCEDURES

NEW STUDENTS - GRADUATE AND UNDERGRADUATE

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 undergraduate students will register in accordance with the procedures set out below for former students.

After admission requirements are met, new graduate 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 Spring 2012 semester who plan to graduate in Spring 2012 and intend to continue as graduate students for Fall 2012 must file an application for graduate study. Graduate admission information and the application for admission is available on the Web at www.grad.uni.edu/admission.

Former students who are not enrolled for the Spring 2012 semester must file a notice of intent to register with the Registrar's Office at least two weeks prior to registration for Fall 2012. Failure to file this notice of intent to register will delay the registration process.

ADVISOR APPROVAL

All Freshmen in their second term, regardless of major will have an Advisor Hold placed on their record which must be resolved prior to advance registration.

The following major departments require that all their students have an advisor's approval before registering.

- 31F Family Services
- 31L Gerontology: Long Term Care
- 31S Gerontology: Social Sciences
- 32I Interior Design
- 33S Construction Management
- 34G Metal Casting (Freshmen, Sophomores, Juniors only)
- 34H-J Manufacturing Technology (Freshmen, Sophomores, Juniors only)
- 400 Psychology (graduates only)
- 42x Athletic Training (Prospective only)
- 43x Leisure Services (Prospective only)
- 49x Theatre
- 510-51S Communication Sciences and Disorders
- 52x Music
- 60x Art (freshmen and sophomores only)
- 62x English
- 69x TESOL
- 72x French
- 74x German
- 77x Russian
- 80x Mathematics
- 81x Computer Science
- 82x Science Teaching
- 84x Biology (Undergraduates only w/~2.5 UNI CUM GPA)
- 86x Chemistry
- 870-87N Earth Science
- 88x Physics
- 94x Public Administration
- 950 Public Policy
- 96x History (graduates only)
- 98x Sociology (graduates only)
- 990 Anthropology (Prospective AND Declared - fall term only)

REGISTRATION PROCESS

Students are encouraged to self-register from a convenient location. Operator assisted registration will also be available at the Registrar’s Office.

During advance registration, scheduling assistance will be available in the Registrar’s Office 8:00 a.m. - 5:00 p.m. Monday through Friday. Students registering from locations other than the Registrar's Office 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. See http://myuniverse.uni.edu. 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, your initial password is in the format mmdd$nnnnn where mm is the first 2 letters of your birth month, dd is the 2 digit number of your birth day and nnnnn is your 6 digit university ID#. For example, if your birth date is July 4 and your university ID# is 123456, your initial password is ju04$123456. For security reasons, you are required to change your password the first time you log in. Your new password must be at least 8 characters long and must contain at least one alpha, one numeric, and one special character. See the password requirements on the MyUniverse log in screen for a complete listing of requirements. Keep your password in a secure place. It is required for future access to the system.

The new web Schedule of Classes allows students to search for course sections offered for a specific semester. There are many new options for searching for course sections in the new 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, 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 actually 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 new student information system available at http://www.uni.edu/sis/content/student-center-help.
   A. Note your enrollment appointment date and time. Registration can occur on or after the date and time that is listed.
   B. Note the Holds section. These must be cleared prior to registration or the system will prohibit you from enrollment.
   C. Note the course enrollment requirements and prerequisites for the course sections you plan to register for. Use this information to assist in determining course eligibility.
3. Use the Planner and/or Shopping Cart 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 Registrar’s Office. Oral 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.

ADVANCE REGISTRATION SCHEDULE

REGISTRATION SCHEDULE - CURRENT AND FORMER

STUDENTS

Advance enrollment appointment dates and times for Fall 2012 will be by classification and earned hours at the end of the 2011 Fall 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 any later date. Students are advised not to skip class to register for classes. An absence for this reason may be classified as unexcused and may affect the course grade.

GRADUATES

Registration day: April 3

SENIORS

Students with 90 or more hours of credit at the end of 2010 Fall term.

Registration days: April 4-5

JUNIORS

Students with 60-89 hours credit at the end of 2010 Fall term.

Registration days: April 6-10

SOPHOMORES

Students with 30-59 hours credit at the end of 2010 Fall term.

Registration days: April 11-13

FRESHMEN

Students with less than 30 hours at the end of 2011 Fall term.
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 Academic Advising Services in 102 Gilchrist.

**SPECIAL AND UNCLASSIFIED**

Registration day: April 19

**OTHER REGISTRATION INFORMATION**

**LATE REGISTRATION**

Registration after August 20, 2012 is considered a late registration. A $20.00 LATE REGISTRATION fee will be charged of all students who register after this date.

**CLOSED CLASSES**

Written permission to enroll in a class which is closed 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. Then the student will still need to go back to the department head office for final approval.

**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 three calendar weeks beyond the beginning of University instruction, enrollment will be subject to departmental approval.

Friday, August 31, 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 fulltime (12 hours undergraduate, 9 hours graduate). Courses dropped after September 1 through October 26 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 6.

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 Registrar’s Office, and the date filed in the Registrar’s Office is the effective date of the change.

**CHANGE OF REGISTRATION FEE**

The following fees will be assessed per day for changes of registration beginning Tuesday, August 28, 5pm:

- $10.00 for all added courses
- $10.00 for all dropped courses

(Max daily fee of $20.00)

**STUDENT LOAD**

Undergraduates with over a total 2.00 GPA have a maximum load of 18 hours. Undergraduates with under a total 2.00 GPA have a maximum load of 14 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 your initial registration.

Undergraduate students must obtain approval at the Registrar’s Office, 115 Gilchrist.

Graduate students must complete a student request form electronically through MyUniverse stating your reasons for requesting to take more hours and stating your UNI cumulative GPA. This request will be routed electronically for approvals.

**EXPLANATION OF COURSE NUMBERS**

The University of Northern Iowa is using a new course numbering system. Resources to support the transition from the old to the new course numbering system can be found at http://www.uni.edu/catalog/sites/default/files/2012-2014_UNI-Catalog_Courses-Only.pdf

Detailed information regarding the course numbering system prior to Fall 2012 and the system effective Fall 2012 may be found at http://www.uni.edu/catalog/sites/default/files/2012-2014_UNI-Catalog_Courses-Only.pdf

**SECTION NUMBERS DESIGNATING HALF SEMESTER COURSES**

Sections numbered in the “80s” (OR “8” AND A LETTER) MEET THE FIRST-HALF OF A SEMESTER. SECTIONS NUMBERED IN THE “90s” (OR “9” AND A LETTER) MEET THE SECOND-HALF OF A SEMESTER.

**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.

**AUDITING CLASSES**

Courses will default to the graded grading basis. Students wishing to request to audit courses should contact the Registrar’s Office.

Students receiving approval to audit may change registration in the first three weeks of fall or spring semester. After that any change would require signatures from the course instructor and the Office of Academic Affairs.

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.

**APPLICATION FOR GRADUATION**

Students who expect to graduate at the end of the Fall 2012 semester must complete an undergraduate graduation application through their Student Center.

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. Paper applications are no longer accepted. A non-refundable graduation fee is charged each term a student applies to graduate. For participation in commencement, an application to graduate must be submitted by the end of the 12th week of the Fall or Spring term 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 and pay the graduation fee, but will not have to pay a graduation fee for the late application.

**TRANSCRIPTS**

Complete transcript ordering information is available at www.uni.edu/registrar/students/transcripts.shtml.

**FEES AND BILLING INFORMATION**

**TUITION AND MANDATORY FEES**

Tuition and mandatory fees for Fall 2012 are based on credit load at 5:00 p.m. Friday, August 31, 2012. This is the last day for adjustments downward in tuition and mandatory fee assessment. Tuition and fees are subject to change by the university and the Board of Regents, State of Iowa.

<table>
<thead>
<tr>
<th>Tuition and Mandatory Fees (per semester)</th>
<th>Iowa Residents</th>
<th>Iowa Residents</th>
<th>Non-Residents</th>
<th>Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 hours or more</td>
<td>$3817.50</td>
<td>$4595.50</td>
<td>$8360.50</td>
<td>$9138.50</td>
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<tr>
<td>11 hours</td>
<td>3482.00</td>
<td>4197.00</td>
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<td>10 hours</td>
<td>3205.00</td>
<td>3835.00</td>
<td>6995.00</td>
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<tr>
<td>9 hours</td>
<td>2928.00</td>
<td>3515.00</td>
<td>6339.00</td>
<td>6924.00</td>
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<tr>
<td>8 hours</td>
<td>2592.25</td>
<td>3112.25</td>
<td>5624.25</td>
<td>6144.25</td>
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<tr>
<td>7 hours</td>
<td>2315.25</td>
<td>2770.25</td>
<td>4968.25</td>
<td>5423.25</td>
</tr>
<tr>
<td>6 hours</td>
<td>2038.25</td>
<td>2428.25</td>
<td>4312.25</td>
<td>4720.25</td>
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<tr>
<td>5 hours</td>
<td>1702.75</td>
<td>2027.75</td>
<td>3597.75</td>
<td>3922.75</td>
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<tr>
<td>4 hours</td>
<td>1496.00</td>
<td>1780.00</td>
<td>3064.00</td>
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<td>3 hours</td>
<td>972.00</td>
<td>1167.00</td>
<td>1796.00</td>
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<tr>
<td>2 hours</td>
<td>695.00</td>
<td>825.00</td>
<td>1265.00</td>
<td>1398.00</td>
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<tr>
<td>1 hour</td>
<td>695.00</td>
<td>825.00</td>
<td>1265.00</td>
<td>1398.00</td>
</tr>
<tr>
<td>Graduates</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>9 hours or more</td>
<td>$4371.50</td>
<td>$5149.50</td>
<td>$9006.50</td>
<td>$9784.50</td>
</tr>
<tr>
<td>8 hours</td>
<td>3883.00</td>
<td>4579.00</td>
<td>8003.00</td>
<td>8699.00</td>
</tr>
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<td>7 hours</td>
<td>3452.00</td>
<td>4061.00</td>
<td>7057.00</td>
<td>7666.00</td>
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<tr>
<td>6 hours</td>
<td>2962.25</td>
<td>3484.25</td>
<td>6052.25</td>
<td>6574.25</td>
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<tr>
<td>5 hours</td>
<td>2531.25</td>
<td>2966.25</td>
<td>5106.25</td>
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<tr>
<td>4 hours</td>
<td>1865.00</td>
<td>2213.00</td>
<td>3857.00</td>
<td>4232.00</td>
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<tr>
<td>3 hours</td>
<td>1434.00</td>
<td>1695.00</td>
<td>2937.00</td>
<td>3242.00</td>
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<tr>
<td>2 hours</td>
<td>1003.00</td>
<td>1177.00</td>
<td>1768.00</td>
<td>1930.00</td>
</tr>
<tr>
<td>1 hour</td>
<td>1003.00</td>
<td>1177.00</td>
<td>1768.00</td>
<td>1930.00</td>
</tr>
</tbody>
</table>
*Students with junior status or higher who are declared majors within the College of Business Administration are assessed a mandatory supplemental tuition fee. This supplemental tuition fee is represented in the total listed above.

For further information, contact the Office of Business Operations at (319) 273-2164, or visit their Web site at www.uni.edu/tuition

### OTHER FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for admission to the university:</td>
<td>$40</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$50</td>
</tr>
<tr>
<td>Application for admission of International Students:</td>
<td>$50</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$70</td>
</tr>
<tr>
<td>Applied Music (in addition to tuition)</td>
<td></td>
</tr>
<tr>
<td>Private Lessons - ½ hour per week (1 credit hour)</td>
<td>$126</td>
</tr>
<tr>
<td>Private Lessons - 1 hour per week (2 credit hours)</td>
<td>$210</td>
</tr>
<tr>
<td>Group voice, group piano, group vocal practicum, group opera (groups of 4 or more)</td>
<td>$49</td>
</tr>
<tr>
<td>Instrument rental (per instrument)</td>
<td>$37</td>
</tr>
<tr>
<td>Continuing Graduate Scholar</td>
<td>$50</td>
</tr>
<tr>
<td>Correspondence Study (&quot;Guided Independent Study&quot;), per credit hour</td>
<td>$218</td>
</tr>
<tr>
<td>(plus an enrollment fee of $13.00 per course)</td>
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</tr>
<tr>
<td>6. Credit by Examination, per course</td>
<td>$25</td>
</tr>
<tr>
<td>7. Deferred Payment Fee, per semester</td>
<td>$20</td>
</tr>
<tr>
<td>8. Diploma Replacement</td>
<td></td>
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<tr>
<td>9. Doctoral Post Comp</td>
<td>$25</td>
</tr>
<tr>
<td>10. Duplicate/Replacement refund check fee</td>
<td>$30</td>
</tr>
<tr>
<td>11. Extension Course, per credit hour</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$278</td>
</tr>
<tr>
<td>Graduate</td>
<td>$432</td>
</tr>
<tr>
<td>MBA</td>
<td>$556</td>
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<tr>
<td>12. Graduation fee</td>
<td>$60</td>
</tr>
<tr>
<td>13. ID Card replacement</td>
<td>$25</td>
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<tr>
<td>14. Late registration</td>
<td>$20</td>
</tr>
<tr>
<td>15. Non-credit remedial courses (in addition to tuition)</td>
<td>$556</td>
</tr>
<tr>
<td>16. Orientation Services</td>
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</tr>
<tr>
<td>Administrative Fee - Freshmen</td>
<td>$210</td>
</tr>
<tr>
<td>Administrative Fee - Transfer</td>
<td>$210</td>
</tr>
<tr>
<td>17. Restricted Enrollment Fee</td>
<td>1%</td>
</tr>
<tr>
<td>18. Returned Check Fee, per check</td>
<td>$30</td>
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<tr>
<td>19. Study Abroad Fees</td>
<td></td>
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<tr>
<td>Academic year</td>
<td>$500</td>
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<tr>
<td>Administrative fee</td>
<td>$65</td>
</tr>
<tr>
<td>Non-UNI sponsored programs</td>
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<tr>
<td>One semester only</td>
<td>$375</td>
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<tr>
<td>Summer session only</td>
<td>$160</td>
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<tr>
<td>20. Third Party billing fee</td>
<td>$25</td>
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<tr>
<td>21. Transcript of academic record</td>
<td></td>
</tr>
<tr>
<td>Each Copy</td>
<td>$16</td>
</tr>
<tr>
<td>Immediate service (per copy)</td>
<td>$18</td>
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<tr>
<td>FAX service per copy</td>
<td>$7</td>
</tr>
<tr>
<td>22. Workshop/Telecourse</td>
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</tr>
<tr>
<td>Undergraduate, per credit hour</td>
<td>$278</td>
</tr>
<tr>
<td>Graduate, per credit hour</td>
<td>$432</td>
</tr>
</tbody>
</table>

### PAYMENT DUE DATES

<table>
<thead>
<tr>
<th>U-bill Dates</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>August 27</td>
</tr>
<tr>
<td>September 1</td>
<td>September 20</td>
</tr>
<tr>
<td>October 1</td>
<td>October 22</td>
</tr>
<tr>
<td>November 1</td>
<td>November 20</td>
</tr>
</tbody>
</table>

### 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 Student Financial Aid Office. **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 will need to 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 www.uni.edu/obo/student_accounts.

### UNIVERSITY BILL (u-bill)

All tuition, mandatory fees, lab fees, 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 of every month and due on the 20th. (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, pay their bill, or enroll in a payment plan online at www.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.

A sample bill with instructions of how to read it can be viewed at www.uni.edu/obo/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. UNI DOES

**NOT** accept credit or debit cards as a form of payment for u-bill charges.

Payments must be received BY THE DUE DATE to avoid a 1% late fee and other restrictions. Payments can be made using the following options:

- **Online via E-check** at MyUniverse-Student Center tab
- **Cashier’s Window** at 103 Gilchrist Hall (8 am - 4 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 number in the memo section of the check.)

### DEFERRED PAYMENT PLAN

The University offers two Deferred Payment Plan options for tuition, mandatory fees, and contracted room and meal plan charges. These plans allow students to make payments in installments each semester. Plan options:

- **Option 1 - UNI Self-Serve plan**
  - The UNI Self-Serve plan allows students enroll in a 5 month payment plan.
  - All enrolled students are eligible to participate but the student MUST ENROLL prior to the first billing due date. To enroll, students need to visit www.uni.edu and log in to MyUNIVerse-Student Center tab 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.

- **Option 2 - Educational Computer Systems, Inc. (ECSI)**
  - Long-term payment plans are also available through Educational Computer Systems, Inc. (ECSI). This option provides students and families the ability to pay tuition on a monthly schedule for 10, 11, or 12 months. To take advantage of this option, visit www.ecsi.net or call 1-866-927-1438 to enroll. There is a $65 annual enrollment fee. For the ECSI payment plan schedule, visit www.uni.edu/obo/student_accounts.

Students participating in the ECSI plan make monthly payments, directly to ECSI, beginning as early as May 1. All payments will be due on the first of every month. Payments not received by the first of the month may be subject to account termination. If a student’s account is closed, they are required to pay all
REFUNDS
When payments and/or Financial Aid credits are greater than the total charges, the result is a refund. Refunds are deposited electronically into the student’s checking or savings account via direct deposit. Students must enroll at www.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. Credit balances below $1 will be held on account to pay additional u-bill charges throughout the semester.

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 3rd 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 www.uni.edu/obo/student accounts.

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. Contact the Registrar's Office. 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 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 (see page 11-12).

A student who has registered but decides not to come to the University of Northern Iowa should advise the Registrar's Office as early as possible, listing 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.

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 on the basis of 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.

Please note that the refund schedule only pertains to a withdrawal (all courses are dropped). See the “Change of Registration” section on page 7 for questions on tuition when a portion of the classes are dropped.

The schedule for charging or refunding tuition for the Fall 2012 semester is as follows:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Percent Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before August 20</td>
<td>100</td>
</tr>
<tr>
<td>August 20-24</td>
<td>90</td>
</tr>
<tr>
<td>August 27 - August 31</td>
<td>75</td>
</tr>
<tr>
<td>September 3-7</td>
<td>50</td>
</tr>
<tr>
<td>September 10-14</td>
<td>25</td>
</tr>
<tr>
<td>September 17 and after</td>
<td>0</td>
</tr>
</tbody>
</table>

INFORMATION FOR VETERANS

V.A. Specifications

<table>
<thead>
<tr>
<th>Undergraduates</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Allowance 12 or more hours</td>
<td>9 or more hours</td>
</tr>
<tr>
<td>3/4 Allowance 9-11 hours</td>
<td>7-8 hours</td>
</tr>
<tr>
<td>1/2 Allowance 6-8 hours</td>
<td>5-6 hours</td>
</tr>
<tr>
<td>Tuition Assistance Only 1-5 hours</td>
<td>1-4 hours</td>
</tr>
</tbody>
</table>

The above specifications are subject to the exceptions listed below. Veterans to whom an exception applies must check with the VA Clerk in the Registrar's Office prior to registration.

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 only if a grade of “F” was previously received in the course.
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.
5. Any veteran reported for non-attendance in a course will have their training level adjusted in that semester to the instructor's recorded last day of attendance.

If you have questions about your VA Education benefits, please contact the Veterans Certification Official in the Office of the Registrar, 115 Gilchrist Hall, by stopping in, calling her at (319)273-6801, or email her at patricia.welter@uni.edu.

MISCELLANEOUS INFORMATION

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.

GRADE REPORTS
Students can access grades using their CatID and password. Grades may be accessed at MyUNIverse http://myuniverse.uni.edu in the Student Center tab. Copies of grade reports are not sent to parents without the authorization of the student. Such authorization may be signed at the Registrar's Office.

GRADE POINT AVERAGE
Grades are evaluated in terms of quality points. For each hour of A earned, the student is credited with 4 quality 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+, A, A- are not assigned. The grade index is determined by dividing the number of grade points by the number of hours of load.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Literature</td>
<td>3</td>
<td>C+</td>
<td>6.99</td>
</tr>
<tr>
<td>Humanities I</td>
<td>4</td>
<td>C</td>
<td>8</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>C-</td>
<td>5.01</td>
</tr>
<tr>
<td>Calculus I</td>
<td>4</td>
<td>D</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Grade point average is 24 divided by 14 for a 1.71.
WARNING - PROBATION - SUSPENSION

An undergraduate student is placed on warning, probation, or suspension when his/her UNI and/or total cumulative grade point average is less than 2.00. The status is determined by the number of grade points deficient from the number needed to obtain a 2.00 grade point average. If the grade point deficiency warrants it, the student may be placed on academic suspension without having previously been on warning or probation status.

To determine grade point deficiency, double the total of attempted graded hours. If the actual number of grade points is less than this total, there is a grade point deficiency. In the example above the sample student had 14 hours and 24 grade points. In the example above, grade point deficiency is determined as follows: \((14 \times 2) - 24 = 4\). In this case the student is 4 grade points deficient from obtaining a 2.00.

A grade point deficiency of 1 through 5 grade points places the student on academic warning.

Academic probation and suspension status is determined as follows:

- **Students with 29 or fewer graded hours:**
  - probation 6 through 13 deficiency points of obtaining a 2.00
  - suspension 14 or more deficiency points of obtaining a 2.00

- **Students with 30-59 graded hours:**
  - probation 6 through 11 deficiency points of obtaining a 2.00
  - suspension 12 or more deficiency points of obtaining a 2.00

- **Students with 60 or more graded hours:**
  - probation 6 through 9 deficiency points of obtaining a 2.00
  - suspension 10 or more deficiency points of obtaining a 2.00

Academic suspension is for a minimum period of one academic year. Only the most extenuating circumstances would warrant consideration for readmission before one academic year has elapsed.

The university has very generous provisions for a student to drop courses during a semester, or to withdraw from school without serious academic penalties. However, there are times when repeated withdrawals or dropping of courses may raise questions as to the serious intent of the students, and they may be suspended.

**Readmission After Suspension:** A student who has been suspended may be readmitted only after applying for readmission in writing and receiving favorable action on the application from the Committee on Admission and Retention. Applications for readmission may be secured from and filed with the secretary of the Committee in the Office of the Registrar. The completed application and all supporting documents must be received in the Office of the Registrar at least **SEVEN CALENDAR DAYS PRIOR TO THE BEGINNING OF THE TERM** for which the student is requesting enrollment.

Upon readmission, students must earn a minimum of a 2.00 grade point average each term they are enrolled until their cumulative grade point average is 2.00 or higher. Failure to earn a 2.00 or higher grade point average in any semester following readmission will cause the student to be suspended again. Academic suspension for a second time is considered permanent. Only the most extenuating circumstances would warrant consideration for readmission a second time.

**VOTER REGISTRATION**

You may obtain voter registration information from the Office of the Registrar or by accessing the Web site [http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html](http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html). (Iowa Code 48A.23)

**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 he/she 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 Liberal Arts Core requirement.
6. Except for Field Experience: Exploring Teaching (200:017); Field Experience: Teacher as a Change Agent (200:128); and Student Teaching (280:xxx), ungraded credit may not be used in the Common Professional Sequence requirements for the teaching program.

7. Course work passed on an ungraded basis cannot 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.

**ACADEMIC ADVISEMENT REPORT**

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

We have endeavored to show the results of any special student requests you may have had approved. These actions will most likely be shown by course directives and explained in Notes field reference; and requirement changes as noted in the unit/course requirement areas on the report.

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.

Your Academic Advisement Report is divided into sections, based on the degree and plans (majors/minors) you have declared. We hope you will find your Academic Advisement Report to be a valuable tool for advising meetings and charting your progress towards your degree. If you have questions about your report please contact your academic advisor, the Office of Academic Advising or your Record Analyst in the Registrar's Office.

**AMERICANS WITH DISABILITIES ACT**

It is the policy of the University of Northern Iowa to fully comply with the stated provisions of the Americans with Disabilities Act, 42 U.S.C.A., Section 12101, et req ("ADA"). The ADA states that “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 a public entity, or be subjected to discrimination by any such entity.”

The university is committed to the philosophy that students, staff, faculty or visitors with qualifying disabilities will be provided reasonable accommodation.

The Office of Student Disability Services also has voter registration services available to those with disabilities. (Also refer to “Voter Registration” information on this page.)

If you have any questions concerning your responsibilities under this Act or if you would like information on services available to students, please contact the Office of Student Disability Services at (319)273-2677. Information regarding services for faculty or staff members can be obtained through the Employee Disability and Leave Coordinator, (319)273-6164. For deaf or hard of hearing individuals, please use Relay 711.

**STUDENT RECORDS**

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 Registrar's Office for pertinent information.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university 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 university official to whom the request was submitted, that 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 are inaccurate or misleading.

Students may ask the university to amend a record that 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 by the student, the university will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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.

Upon request, the university 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 University of Northern Iowa to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:


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.

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 the general information portion of the university's home page on the World Wide Web. The home page address is www.uni.edu/studentaffairs/deanofstudents/handbook/.

FEDERAL DISCLOSURE INFORMATION WEB SITES
INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

(Higher Education Amendments of 1998, Public Law 105-244)

The following information is available to all prospective and currently enrolled students. You have a right to inspect and to have copies of any and/or all of the following:

Information

- Comprehensive Office Contact Financial Aid
  General University www.uni.edu
  Financial Aid 319-273-2700

- Cost of attendance uni.edu/infosys/tuition
- Financial aid refund policy finaid/special.shtml/dropping
- Return of Title IV grants/loans
- Study Abroad aid eligibility
- Terms/conditions for deferral of Federal Direct Loans
- Types of financial aid
finaid/finalaid

Direct Loans

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and 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 www.vpaf.uni.edu/pubsaf/index.shtml. You may request a printed copy of this information by contacting the Office of the Vice President for Educational and Student Services, University of Northern Iowa, Cedar Falls, IA 50614-0002.

Drug Free Schools ACT
www.uni.edu/subabuse

In compliance with the Drug Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations, these Web sites contain the following information: standards of conduct concerning alcohol and other drug (AOD) use and related disciplinary sanctions, local, state and federal laws and sanctions concerning AOD use, health risks of AOD use and abuse, and programs for students and employees that provide assistance for alcohol and/or other drug concerns.

Student Right to Know Act
www.uni.edu/subabuse

Federal law requires all institutions of higher education to provide graduation rates to current and prospective students. Our most recent analysis shows that 65.0 percent of the students who enter the University of Northern Iowa graduate within the six-year completion period established by the law. This percentage does not include students who continued to be enrolled at UNI after six years or students who transferred to other colleges and universities. In a recent study of universities comparable to UNI, their mean graduation rate after six years was 48 percent. If you wish additional information regarding student retention and persistence to graduation at UNI you may contact the Registrar's Office.

POLICY ON MAKE-UP WORK AND MISSED CLASSES

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. In order for both faculty and students to effectively plan for these absences, the following procedures are recommended.

1. All parties involved should be made aware of scheduled absences well ahead of the date(s) of absence. In the case of extra-curricular activities, a semester-long schedule should be prepared and distributed at the beginning of the semester. In instances where semester-long schedules are not feasible, two weeks written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite. Assuming that appropriate notification has been
provided, students and faculty shall mutually agree as to how assignments, lectures, exams, etc. shall be made up. The type and extent of make-up work shall be at the discretion of the faculty member.

2. Occasionally there will occur situations where two weeks notice is impossible. On these occasions, students, faculty, and others concerned should work closely together to ascertain whether special arrangements can and/or should be made.

3. Faculty shall not penalize a student for missing a class or exam for an educationally-appropriate activity, including university sponsored or sanctioned events.

4. Where situations of irreconcilable disagreement occur which are not resolved at the department level, a panel comprised of the Vice President for Academic Affairs, or that officer's designee, the Department Head of the academic department involved, and a representative of the extra-curricular program (where applicable) shall meet at their earliest convenience with the faculty member and the student to mediate the matter.

UNI EQUAL OPPORTUNITY POLICY

Purpose: To provide guidelines regarding equal opportunity at the university in compliance with applicable federal and state nondiscrimination and affirmative action laws and regulations.

Policy Statement: The university has established its equal opportunity policy as follows:

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, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa seeks to prohibit discrimination and to promote affirmative action in its educational and employment policies and practices.

Office of Compliance and Equity Management. Approved 03/02
President’s Cabinet, Approved 04/01/02

For additional information, contact the Office of Compliance and Equity Management, 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, (319) 273-2846, or visit www.uni.edu/equity.

UNI DISCRIMINATION AND HARASSMENT POLICY

Purpose: To provide guidelines regarding discrimination and harassment applicable to the entire university.

Policy Statement: It is the policy of the University of Northern Iowa that there will be equal employment and educational opportunity without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law. This includes the provision of a campus environment that is free from illegal discrimination and harassment. The University will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

All members of the University community are accountable for compliance with this policy. The University is committed to eliminating illegal discrimination and harassment, wherever they occur in the University community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action up to and including separation from the University.

Discrimination: Discrimination occurs when an individual is treated adversely because of that individual’s membership in one of the legally protected groups listed above.

Harassment: Harassment occurs when unwelcome conduct based on an individual’s membership in a protected group unreasonably interferes with the individual’s work or academic environment.

Sexual Harassment: Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the individual; or

1) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Consensual Relationships: Consensual romantic and/or sexual relationships where a power differential exists, whether real or perceived, may constitute sexual harassment. The effect of such a relationship may render an individual’s work, academic, or social environment intimidating, offensive, or hostile. Further, the individual with the power in the relationship will bear the burden of responsibility should a complaint of sexual harassment be filed. Hence, all University employees are strongly discouraged from entering into romantic and/or sexual relationships, which could lead to the creation of a hostile educational, social, and/or work environment for other members of the University community.

Confidentiality: Complaints of discrimination or harassment filed with the University will be treated with the utmost privacy possible to the extent allowed by law, while also assuring a complete investigation. University personnel involved in or responsible for any aspect of a complaint shall maintain such confidentiality throughout the processing of the complaint.

Should the complainant publicly discuss the complaint, the University shall be relieved of its confidentiality obligations related to the disclosed information under this policy.

Retaliation: The University seeks to create an environment where its students and employees are free, without fear of reprisal, to use these procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action. Similarly, persons who use this process to bring frivolous or otherwise bad faith allegations against an employee shall be subject to disciplinary action.

Reporting Responsibilities: All University employees in a supervisory capacity are required to report to the Office of Compliance and Equity Management any allegation of discrimination and/or harassment of which they are made aware. The confidentiality of all parties will be honored to the extent legally allowed and which provides for an appropriate investigation. Persons seeking information or guidance concerning potential discrimination or harassment allegations are advised that the University may need to take action once it is informed of an allegation whether or not the person wants to pursue a complaint.

Non-supervisory employees are strongly encouraged to report allegations of discrimination and/or harassment to any supervisor or directly to the Office of Compliance and Equity Management.

Disabilities: In order to receive assistance with requests for accommodations, a student with a disability must contact the Office of Student Disability Services. An employee with a disability who wishes to request an accommodation should contact his/her supervisor or the coordinator of employee disability services located in Human Resource Services. A visitor with a disability who wishes to request an accommodation should contact Human Resource Services. If an employee or student feels his/her rights under the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 have been violated, they may consult with the Office of Compliance and Equity Management and/or utilize the following procedures.

Procedure for Resolution: An allegation of discrimination and/or harassment against a University employee, vendor, or other third party should be addressed to the Office of Compliance and Equity Management. An allegation against a student should be reported to the Dean of Students and will be resolved through student conduct procedures.

Except in cases involving criminal activity and/or sexual assault, an employee or student alleging discrimination and/or harassment under this policy is encouraged to discuss the allegation with the head of the department in which the alleged discrimination and/or harassment occurred. The department head will then consult with the Office of Compliance and Equity Management to determine an appropriate course of action. If it is determined to be appropriate, an attempt to facilitate an informal resolution of the matter will be made. In the event that an informal resolution is not reached, is not appropriate, or is not pursued, the student or employee may consult with the Office of Compliance and Equity Management to initiate a formal investigation. If, at any time, the employee or student is not comfortable addressing the department head, the Office of Compliance and Equity Management may be contacted directly.

Note: If an allegation includes actions that involve criminal activity and/or sexual assault, the individual is strongly encouraged to file a report with UNI Police. Such reports will not be handled informally within the department.

The Office of Compliance and Equity Management will provide a complaint form with which the complaint will then be complete and returned. The complaint will describe the alleged discrimination and/or harassment, the specific type of discrimination and/or harassment being alleged, and name of person(s) against
The Office of Compliance and Equity Management will acknowledge the receipt of the complaint in writing and will also notify in writing the following parties: the accused person and his/her department head/director, dean, vice president, and the president. When deemed appropriate by the Office of Compliance and Equity Management, the complainant is given the option to resolve the complaint through mediation rather than investigation. Only if both the complainant and accused agree to mediation will that option be utilized. In the event that either party declines mediation, the Office of Compliance and Equity Management will conduct an investigation of the alleged discrimination and/or harassment charges. Cases of sexual harassment will generally not be considered for mediation.

Following is the process for the investigation of complaints which have not been resolved through mediation:

A person designated by the Office of Compliance and Equity Management will initiate an investigation into the allegations. A typical investigation will involve meeting with the person filing the complaint, the person(s) named in the complaint, and with other persons who may have knowledge relevant to the investigation.

The Assistant to the President for Compliance and Equity Management will receive a report of the investigation from the designated investigator. S/he will render a finding of sufficient or insufficient evidence that this policy has been violated. This determination will be based upon the evidence obtained as a result of the investigation process. The complainant and the accused will be notified of the finding in writing. The accused person’s department head/director, dean, vice president, and the president will also be notified.

In the event that there is a finding of a violation of University policy, the vice president of the accused will determine appropriate disciplinary sanctions based on the recommendation from the Office of Compliance and Equity Management, and will notify in writing the accused and the Office of Compliance and Equity Management of his/her decision. This written decision must be issued within fifteen working days of the date of the notice from the Office of Compliance and Equity Management. If the vice president serves as a party or witness in an investigation, the notice will be sent to the president for determination of disciplinary sanctions. This is the conclusion of the internal procedures under this policy.

Office of Compliance and Equity Management, Approved 03/02, Amended 06/07, Amended 02/09

President’s Cabinet, Approved 04/01/02, Amended 06/07, Amended 02/09

For additional information contact the Office of Compliance and Equity Management, 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, (319) 273-2846 or visit www.uni.edu/equity.

ACADEMIC LEARNING CENTER
007 - 008 Innovative Teaching and Technology Center (ITTC)
www.uni.edu/untec

ACADEMIC ACHIEVEMENT AND RETENTION SERVICES
007 ITTC, 319-273-6023
Academic Achievement and Retention Services inspires students to achieve academic success and empowers them to develop personal/professional strengths. Services include:
- Personalized advising, academic planning, career/graduate school exploration and financial literacy education.
- Individual and group tutoring for selected courses.
- Workshops to enhance study skills, finances, and career interests
- Strategies for Academic Success, a two-credit course
- Collaboration with other campus offices in delivering orientation and transition programs

EXAMINATION SERVICES
007 ITTC, 319-273-6023
Examination Services offers credit by examination, certification examinations, and most major national college and professional school entrance exams. Services are provided to enrolled graduate and undergraduate students, non-UNI students, and non-students. In addition to test administration, this program provides test registration and preparation assistance.

Examination Services offers these tests:
- College Level Examination Program (CLEP)
- Professional Assessments for Beginning Teachers: Pre-professional Skills Tests (PPST/Praxis I and II)
- Test of English as a Foreign Language (TOEFL)
- American College Testing Program (ACT)
- CASTLE Worldwide (Certification Tests)
- DSST (DANTES Subject Standardized Tests)
- ISO Quality (Certification Tests)

Examinations for Graduate School Admissions:
To determine which examinations you are required to take, it is recommended that you meet with your current advisor and/or department head and the graduate student advisor for the programs to which you are applying.
-Graduate Record Examination (GRE)
--Miller Analogies Test (MAT)

Professional School Admission Tests
--Law School Admission Test (LSAT)

For additional information on registration, fees, practice tests, and testing dates, please call 319-273-6023.

COLLEGE READING AND LEARNING CENTER
008 ITTC, 319-273-2361
The College Reading and Learning Center works with students in a variety of formats to help them develop and apply effective reading, learning, studying, and time management strategies:
- Personalized academic coaching
- Workshops, courses, and presentations
- Faculty consultation
- Preparation for the Praxis I (PPST), GRE, and other professional exams
- A-Team: Academic coaches available for general study strategies coaching in any subject, Sundays 6 pm-9 pm, 1st floor Rod Library

MATH AND SCIENCE SERVICES
008 ITTC, 319-273-2361
The purpose of Math and Science Services is to provide academic resources to inspire, challenge, and empower UNI students to achieve success in their math and science courses. In addition, tutors are available to assist students with study skills, TI-83 calculator use, and time management. Please address inquiries about presentations for your math or science course to the Math and Science Coordinator. Math and Science Services works in concert with UNI math and science faculty, the Mathematics Department, the College of Humanities, Arts, and Sciences, and affiliates of the Academic Learning Center to provide the following resources:
- Math and science preparedness consultations
- Supplemental instruction for specific courses
- Calculator Rental program
- Walk-in, one-on-one tutoring and study skills assistance
- Test preparation
- Study groups
- GRE Quantitative and Praxis I (PPST) preparation courses
- Succeeding in Science and Math workshops
- How to Use a Calculator workshop
- A-Team: math, science, and business tutors available for walk-in assistance Sundays 6 pm-9 pm, 1st floor Rod Library

STUDENT SUPPORT SERVICES (SSS)
007 ITTC, 319-273-2179
Student Support Services is a federally-funded TRIO program that is designed to increase the retention and graduation rates of UNI students who meet federal eligibility requirements. Program staff serve as advocates for participants and provide a combination of cognitive and affective services based on the individual needs of the student. The following free services are offered to eligible participants:
- Academic advising including assistance with course selection
- Educational and long-range planning
- Monitoring of academic progress
- Personal, financial, and career advising
- Tutoring and study groups
- College survival and study skills workshops
- Cultural and educational activities
- Financial assistance to qualified participants
- Graduate school enrollment assistance

WRITING CENTER
008 ITTC, 319-273-2361
The Writing Center provides individualized assistance by appointment in planning, writing, revising, and documenting papers for undergraduate and graduate students in all majors. Trained, certified writing coaches and students work together to
1) break writer’s block and get class assignments, personal statements, and other projects started
2) identify problems with focus, development, organization, clarity, and grammar
3) practice effective planning, revising, editing, and proofreading strategies
4) prepare for PPST, GRE, MCAT, and other essay exams
In addition, the Writing Center offers faculty consultation and workshops customized for specific courses and groups. An A-Team writing coach is available for walk-in assistance Sundays 6-9 pm, 1st floor Rod Library.

ACADEMIC LEARNING CENTER FALL WORKSHOPS

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE</td>
<td>Aug 28-</td>
<td>T/Th</td>
<td>ITTC 35</td>
</tr>
<tr>
<td>Quantitative</td>
<td>Oct 4</td>
<td>am</td>
<td></td>
</tr>
<tr>
<td>GRE Verbal</td>
<td>Oct 9-Oct 25</td>
<td>am</td>
<td></td>
</tr>
<tr>
<td>GRE</td>
<td>Oct 30-</td>
<td>T/Th</td>
<td>ITTC 35</td>
</tr>
<tr>
<td>Analytical Essays</td>
<td>Nov 8</td>
<td>am</td>
<td></td>
</tr>
<tr>
<td>PPST Writing</td>
<td>Aug 28-Sept 13</td>
<td>T/Th 2:00-3:15</td>
<td>ITTC 35</td>
</tr>
<tr>
<td>PPST Math</td>
<td>Sept 18-Oct 25</td>
<td>T/Th 2:00-3:15</td>
<td>ITTC 35</td>
</tr>
<tr>
<td>PPST Reading</td>
<td>Oct 30-Nov 15</td>
<td>T/Th 2:00-3:15</td>
<td>ITTC 35</td>
</tr>
</tbody>
</table>

Workshops are free of charge for currently-enrolled UNI students. Register by phone at 319-273-2361 or online at www.uni.edu/unialc/. See our Web site for additional workshops throughout the semester. UNI CAT ID is required for online registration.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

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 UNI GPA for coursework taken at UNI. Graduate students must maintain a minimum 3.0 UNI GPA.

2) Pace of Progress: 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 who have completed all course and hour requirements to earn a degree will no longer qualify for financial aid. Students completing a double major or minor in conjunction with their first degree will no longer qualify for financial aid once the requirements for the initial degree are met.

   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: The credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once the course is passed, then the credit hours are counted as both attempted and completed credit hours.

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 Student Financial Aid.

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 Student Financial Aid. Students have the following options for reinstatement:

1) Meet all Financial Aid Satisfactory Academic Progress requirements.
   - Undergraduate students must improve their UNI GPA to the 2.0 minimum with graduate students meeting the 3.0 UNI GPA minimum requirement, and
   - 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 Registrar’s Office). Examples of extenuating circumstances include but are not limited to:
   - Personal or Family Emergency
   - Serious Medical Issues
   - 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 Student Financial Aid to have their academic progress reviewed.

The successful reinstatement of financial aid is not reflective of decisions regarding Registrar academic suspensions. Students on academic suspension should visit with the Registrar’s Office 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
All loans must be accepted, reduced, or declined on the student's online Award Notification, found within the Student Center on MyUNIverse.

**If students are borrowing Direct Loans at UNI for the first time, they must complete a Direct Loan Master Promissory Note (MPN) and Direct Loan Entrance Counseling online at [www.studentloans.gov](http://www.studentloans.gov) (using their FAFSA PIN) 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 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 if the MPN is completed electronically, and up to three weeks if a paper MPN is completed.

**THE MAKING UP OF INCOMPLETE WORK**

To receive credit for course work 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 a Failure unless a report of Incomplete (I) has been authorized by the instructor. The I 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 I 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 must be completed within six months from the time at which the report was made. If work reported as Incomplete is not made up within six months, it is automatically entered as a Failure on the student's record. However, if for sufficient cause an Incomplete cannot be removed in six months, 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 Incomplete for a fall semester for graduate students must be completed by June 1. Work reported Incomplete for graduate students in the spring semester or in the summer session must be completed by January 1. 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 a Failure on the student's record.

Any requests for an exception to the above guidelines for graduate students must be submitted in writing to the Graduate College. 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.

**IOWA VOCATIONAL REHABILITATION SERVICES**

Iowa Vocational Rehabilitation Services (IVRS) has a counselor on campus located in 102 Gilchrist 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. Students who are interested in additional information or applying for services may make an appointment by calling 273-6348.

Rehabilitation Services may include:

5) medical and psychological assessment
6) technological assessment
7) vocational assessment
8) counseling and guidance
9) physical and/or mental restoration services which may include therapy, wheelchairs, hearing aids, eye glasses etc.
10) special adaptive equipment or devices
11) financial support for personal attendant assistance

**DATES TO OBSERVE**

<table>
<thead>
<tr>
<th>Monday, August 20, 8:00 a.m.</th>
<th>Tuesday, August 28, 8:00 a.m.</th>
<th>Classes begin</th>
<th>$10.00 “change of registration fee” assessed per day for courses dropped and added, 5pm. Last day to add full-semester course without department head approval. Last day to add first half-semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 28, 5:00 p.m.</td>
<td>Tuesday, August 28, 5:00 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NOTE: Students are reminded that only one change per course may be made to or from a non-graded basis. Once a change has been made the student cannot again change that course to or from non-graded basis.

EVENING AND SATURDAY CLASSES
SUNDAY AND EVENING CLASSES ARE NOTED IN BOLD.

REGISTRATION FOR PART TIME STUDENTS (1 OR 2 CLASSES) MAY BE ACCOMPLISHED BY MAIL OR TELEPHONE.

MAIL OR FAX (319-273-6792) REGISTRATION - Depending on classification, April 3 - August 10.

TELEPHONE REGISTRATION – April 30 - August 10.
ABBREVIATIONS OF CLASSROOM BUILDING NAMES

ABD Study Abroad
ALN Allen College
BAK Baker Hall
BCS Business & Community Services
BRC Biology Research Complex
CAC Communication Arts Center
CBB Curris Business Building
CEE Center for Energy & Environmental Education
CET Center for Educational Technology
CIS Central Intermediate School - 1350 Katoski Drive, Waterloo
CUE Center for Urban Education
   (CUE is located at 800 Sycamore Street, Waterloo, Iowa. Students enrolling for classes at CUE must provide their own transportation.)
GNH Greenhouse Annex
HCC Hawkeye Community College
HON Honor’s House - 2401 College St.
HPC Human Performance Center
ICN Iowa Communication Network
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
MUS Museum
NRV Native Roadside Vegetation Center - West 27th St.
ONL Online Course
PAC Gallagher-Bluedorn Performing Arts Center
PEC Physical Education Center
PHY Begeman Hall
PLS Price Laboratory School
RDC Redeker Center
RSL Russell Hall
SAB Subin Hall
SEC Schindler Education Center
SRL Seerley Hall
SSC Student Services Center
SWT Strayer-Wood Theatre
TBA To be Announced (contact department office)
WRC Wellness Recreation Center
WRT Wright Hall
WST West Gymnasium
2004 LIBERAL ARTS CORE (Total 45 hours)

Category 1. Core Competencies  12 hours

A. Reading and Writing (3 hours required)

UNIV 1059*  First Year Cornerstone, 3 hours
*This course will be taught in 2-semester increments and a student must complete both semesters or will not apply to LAC 1A and 1B credit.

ENGLISH 1005 (620:005)  College Writing and Research, 3 hours
ENGLISH 2015 (620:015)  Craft of Academic Writing, 3 hours
ENGLISH 2120 (620:034)  Critical Writing About Literature, 3 hours

B. Speaking and Listening (3 hours required)

UNIV 1059*  First Year Cornerstone, 3 hours
*This course will be taught in 2-semester increments and a student must complete both semesters or will not apply to LAC 1A and 1B credit.

COMM 1000 (48C:001)  Oral Communication, 3 hours
OR two courses distributed as follows:
COMM 2256 (48C:011)  Oral Interpretation: Texts in Performance, 3 hours or
COMM 2255 (48C:071)  Public Speaking, 3 hours or
COMM 2257 (48C:074)  Argumentation and Debate, 3 hours;
AND
COMM 2344 (48C:004)  Interpersonal Communication, 3 hours or
COMM 1205 (48C:031)  Group Communication Skills, 3 hours

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

MATH 1100 (800:023)  Mathematics in Decision Making, 3 hours
MATH 1420 (800:060)  Calculus I, 4 hours
STAT 1774 (800:064)  Introductory Statistics for Life Sciences, 3 hours
STAT 1772 (800:072)  Introduction to Statistical Methods, 3 hours
CS 1025 (810:025)  Computational Modeling and Simulation, 3 hours

*Elementary Education students may meet the category 1C requirement by completing MATH 1201 (800:031).

D. Personal Wellness (3 hours required)

HPELS 1010 (440:010)  Personal Wellness, 3 hours

Category 2. Civilizations and Cultures  9 hours

A. Humanities (6 hours required)

HUM 1021 (680:021)  Humanities I: The Ancient, Classical, and Medieval Worlds, 3 hours
HUM 1022 (680:022)  Humanities II: The Renaissance, Reformation, and Enlightenment, 3 hours
HUM 1023 (680:023)  Humanities III: The Age of Revolution to the Present, 3 hours

B. Non-Western Cultures (3 hours required)

ANTH 3159  Cultural Anthropology of Korea, 3 hours
HUM 3121 (680:121)  Russia/Soviet Union, 3 hours
HUM 3122 (680:122)  Japan, 3 hours
HUM 3123 (680:123)  Latin America, 3 hours
HUM 3124 (680:124)  China, 3 hours
HUM 3125 (680:125)  India, 3 hours
HUM 3127 (680:127)  Middle East, 3 hours
HUM 3128 (680:128)  Africa, 3 hours
HUM 3132 (680:132)/ANTH 2410 (990:132)  Native North America, 3 hours
HUM 3137 (680:137)/ANTH 2411 (990:137)  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 (420:034)  Survey of Dance History, 3 hours
THEATRE 1002 (490:002)  The Theatrical Arts and Society, 3 hours
MUSIC 1100 (520:010)  Soundscapes: Music in Culture, 3 hours
ART 1002 (600:002)  Visual Inventions, 3 hours
ARTHIST 1004 (600:004)  Visual Perceptions, 3 hours

*MUS HIST 1020 (590:002) may substitute for the Fine Arts requirement for all music majors, 3 hours

B. Literature, Philosophy, or Religion (3 hours required)
ENGLISH 1120 (620:031)  Introduction to Literature, 3 hours
RELS 1020 (640:024)  Religions of the World, 3 hours
PHIL 1020 (650:021)  Philosophy: The Art of Thinking, 3 hours
FREN 1120 (720:031)  Introduction to Francophone Literature in Translation, 3 hours
GER 1120 (740:031)  Introduction to German Literature in Translation, 3 hours
SLAV 1120 (770:031)  Introduction to Russian Literature in Translation, 3 hours
Port 1031 (790:031)  Introduction to Portuguese and Hispanic Literatures 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 Natural 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI ED 1200 (820:032)*</td>
<td>Inquiry into Life Science</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIOL 1012 (840:012)</td>
<td>Life: The Natural World</td>
<td>3 hours</td>
</tr>
<tr>
<td>BIOL 1013 (840:013)*</td>
<td>Life: The Natural World - Lab</td>
<td>1 hour</td>
</tr>
<tr>
<td>BIOL 1014 (840:014)</td>
<td>Life: Continuity and Change</td>
<td>3 hours</td>
</tr>
<tr>
<td>BIOL 1015 (840:015)*</td>
<td>Life: Continuing and Change - Lab</td>
<td>1 hour</td>
</tr>
<tr>
<td>BIOL 1033 (840:033)*</td>
<td>Principles of Microbiology</td>
<td>3 hours</td>
</tr>
<tr>
<td>BIOL 2051 (840:051)*</td>
<td>General Biology: Organismal Diversity</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIOL 2052 (840:052)*</td>
<td>General Biology: Cell Structure and Function</td>
<td>4 hours</td>
</tr>
<tr>
<td>ANTH 1001 (990:010)</td>
<td>Human Origins</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

*Lab course

B. Physical Sciences (3 or 4 hours required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI ED 1300 (820:031)*</td>
<td>Inquiry into Physical Science</td>
<td>4 hours</td>
</tr>
<tr>
<td>SCI ED 1100 (820:033)*</td>
<td>Inquiry into Earth Science</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHEM 1010 (860:010)*</td>
<td>Principles of Chemistry</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHEM 1011 (860:011)</td>
<td>Molecules and Life</td>
<td>3 hours</td>
</tr>
<tr>
<td>CHEM 1020 (860:020)*</td>
<td>Chemical Technology</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHEM 1110 (860:044)*</td>
<td>General Chemistry</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHEM 1030 (860:061)*</td>
<td>Applied General Chemistry</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHEM 1130 (860:070)*</td>
<td>General Chemistry I-II</td>
<td>5 hours</td>
</tr>
<tr>
<td>EARTHSCI 1100 (870:010)**</td>
<td>Astronomy</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>EARTHSCI 1110 (870:011)*</td>
<td>Astronomy Laboratory</td>
<td>1 hour</td>
</tr>
<tr>
<td>EARTHSCI 1200 (870:021)</td>
<td>Elements of Weather</td>
<td>3 hours</td>
</tr>
<tr>
<td>EARTHSCI 1210 (870:022)*</td>
<td>Elements of Weather, Laboratory</td>
<td>1 hour</td>
</tr>
<tr>
<td>EARTHSCI 1300 (870:031)*</td>
<td>Introduction to Geology</td>
<td>4 hours</td>
</tr>
<tr>
<td>EARTHSCI 2320 (870:125)*</td>
<td>Fossils and Evolution</td>
<td>4 hours</td>
</tr>
<tr>
<td>PHYSICS 1400 (880:011)*</td>
<td>Conceptual Physics</td>
<td>4 hours</td>
</tr>
<tr>
<td>PHYSICS 1000 (880:012)</td>
<td>Physics in Everyday Life</td>
<td>3 hours</td>
</tr>
<tr>
<td>PHYSICS 1511 (880:054)*</td>
<td>General Physics</td>
<td>4 hours</td>
</tr>
<tr>
<td>PHYSICS 1701 (880:130)*</td>
<td>Physics I for Science and Engineering</td>
<td>4 hours</td>
</tr>
<tr>
<td>GEOG 1210 (970:026)**</td>
<td>Physical Geography</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>TECH 1015</td>
<td>Introduction to Sustainability</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

* Lab Course
** Lab Course if 4-hour option elected

Category 5. Social Science  9 hours

Required: one course from group A, one course from group B, and one course from group A, B, or C. (Students cannot count both GEOG 1120 [970:010] and GEOG 1110 [970:040] toward the liberal arts core.)

A. Group A Sociocultural and Historical Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WGS 1040 (680:040)</td>
<td>Women’s and Gender Studies: Introduction</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC SCI 1023 (900:023)</td>
<td>American Civilization</td>
<td>3 hours</td>
</tr>
<tr>
<td>GEOG 1120 (970:010)</td>
<td>Human Geography</td>
<td>3 hours</td>
</tr>
<tr>
<td>GEOG 1110 (970:040)</td>
<td>World Geography</td>
<td>3 hours</td>
</tr>
<tr>
<td>SOC 1000 (980:001)</td>
<td>Introduction to Sociology</td>
<td>3 hours</td>
</tr>
<tr>
<td>ANTH 1002 (990:011)</td>
<td>Culture, Nature, and Society</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

B. Group B Individual and Institutional Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>FAM SERV 1010 (31F:010)</td>
<td>Human Identity and Relationships</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSYCH 1001 (400:001)</td>
<td>Introduction to Psychology</td>
<td>3 hours</td>
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<tr>
<td>ECON 1031 (920:024)*</td>
<td>Introduction to Economics</td>
<td>3 hours</td>
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<tr>
<td>POL AMER 1014 (942:014)</td>
<td>Introduction to American Politics</td>
<td>3 hours</td>
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<tr>
<td>POL INTL 1024 (943:024)</td>
<td>International Relations</td>
<td>3 hours</td>
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*Satisfactory completion of both ECON 1041 (920:053) and ECON 1051 (920:054) by all non-business majors and Business Teaching majors, through UNI or transfer, may substitute for ECON 1031 (920:024).
### C. Group C Topical Perspectives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EDPSYCH 2030</td>
<td>Dynamics of Human Development</td>
<td>3</td>
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<tr>
<td>SW 1041</td>
<td>Social Welfare: A World View</td>
<td>3</td>
</tr>
<tr>
<td>SW 2045</td>
<td>American Racial &amp; Ethnic Minorities</td>
<td>3</td>
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<tr>
<td>SW 1020</td>
<td>Women, Men, and Society</td>
<td>3</td>
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<tr>
<td>POL GEN 1020</td>
<td>Contemporary Political Problems</td>
<td>3</td>
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<tr>
<td>SOC 1060</td>
<td>Social Problems</td>
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### Category 6. Capstone Experience

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CAP 3102</td>
<td>Living in our Techno-Social World, 3 hrs.</td>
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<tr>
<td>CAP 3103</td>
<td>Multidisciplinary Perspectives on Genocide: Case Studies, 3 hrs.</td>
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<tr>
<td>CAP 3105</td>
<td>Sacred Space, 3 hours</td>
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<tr>
<td>CAP 3106</td>
<td>Theatre in Education, 3 hours</td>
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<tr>
<td>CAP 3110</td>
<td>Obesity and Diabetes: Science, Sociology and Economics, 2 hours</td>
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<tr>
<td>CAP 3121</td>
<td>Creativity and the Evolution of Culture, 3 hours</td>
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<tr>
<td>CAP 3122</td>
<td>Building Communities: Developing Intentional Family Spaces, 3 hrs.</td>
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<tr>
<td>CAP 3123</td>
<td>Greece: From the “Cradle of Democracy” to Today, 3 hours</td>
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<tr>
<td>CAP 3124</td>
<td>Democracies, 3 hours</td>
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<tr>
<td>CAP 3125</td>
<td>Globalization, Cultural Pluralism, and International Security, 3 hours</td>
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<tr>
<td>CAP 3128</td>
<td>Ethics in Communication, 3 hours</td>
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<td>CAP 3129</td>
<td>Being National, 3 hours</td>
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<tr>
<td>CAP 3131</td>
<td>Analysis of Social Issues, 3 hours</td>
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<tr>
<td>CAP 3132</td>
<td>Medicine, Morality, and Society, 3 hours</td>
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<td>CAP 3134</td>
<td>Back in the Valley: Martin Luther King Jr. and the 21st Century, 3 hours</td>
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<td>CAP 3140</td>
<td>Environment, Technology, and Society, 2 hours</td>
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<tr>
<td>CAP 3148</td>
<td>The Holocaust in Literature and Film, 3 hours</td>
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<td>CAP 3151</td>
<td>Money, Sex &amp; Power: Theories of Race, Class, &amp; Gender, 3 hours</td>
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<td>CAP 3152</td>
<td>Complementary, Alternative and Integrative Health, 3 hours</td>
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<td>CAP 3155</td>
<td>Socio-Economic Reality of Central America, 2 hours</td>
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<td>CAP 3158</td>
<td>The Water Planet, 3 hours</td>
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<td>CAP 3159</td>
<td>Child, Family, and Community Development in Nicaragua, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Communication Disorders and Society, 3 hours</td>
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<td>CAP 3159</td>
<td>Conflict Transformation in Northern Ireland, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Constructing Cross-Cultural Bridges, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Evolution in the Courtroom, on the Stage, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Genocide in Writing and Film, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Ghanaian Culture Immersion, 2 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Global Skills, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Intercultural Perspectives, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Lies and Lying in Personal and Public Life, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Myths of Ireland</td>
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<tr>
<td>CAP 3159</td>
<td>The Black Sea: Exploring Crimea, 2 hours</td>
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<td>CAP 3159</td>
<td>The Idea of a University, 3 hours</td>
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<tr>
<td>CAP 3159</td>
<td>Russia Today, 3 hours</td>
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<tr>
<td>CAP 3160</td>
<td>Community and Public Health, 3 hours</td>
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<tr>
<td>CAP 3173</td>
<td>Bio-Medical Ethics, 3 hours</td>
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<td>CAP 3187</td>
<td>Blues and Jazz in African American Film and Literature, 3 hours</td>
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<tr>
<td>CAP 3194</td>
<td>Perspectives on Death and Dying, 3 hours</td>
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### LIBERAL ARTS CORE ADMINISTRATIVE POLICIES

1. Liberal Arts Core courses may be used to satisfy requirements for both the Liberal Arts Core program and the major, minor, and program emphasis.
2. Departments offering a liberal arts core course may preclude their major or minor students from taking that particular course to satisfy the requirements for the liberal arts core, the major, or the minor.
3. Liberal Arts Core requirements can be met through CLEP examinations, departmental examinations and the Advanced Placement Program of the College Entrance Examination Board. CLEP examinations do not include the mandatory laboratory course requirement. A student who receives CLEP credit in both the physical and biological sciences shall be considered to have fulfilled the laboratory requirement.
4. No Liberal Arts Core course may be taken for graduate credit.
5. No Liberal Arts Core course may have a non-Liberal Arts Core course as a prerequisite.
6. All courses taken to meet liberal arts core requirements must be taken for graded credit.
7. The Liberal Arts Core program requirements apply to all undergraduate degree programs.