

Fall 2017 Policies & Procedures

Office of the Registrar | www.uni.edu/registrar

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.

Important Dates

Classes Begin | August 21

Thanksgiving Break | November 20-24

Finals Week | December 11-15

Commencement | December 16



Access to Registration and Other Fall 2017 Information can be Found at:
www.uni.edu/registrar or myuniverse.uni.edu (Student Center Tab)

**UNIVERSITY OF NORTHERN IOWA
REGISTRATION POLICIES AND PROCEDURES
FALL 2017**

NOTICE

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

Students, Faculty, and Staff are urged to refer to this important information throughout the semester.

CONTACT INFORMATION

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

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PRE-REGISTRATION PROCEDURES

NEW STUDENTS

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

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

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

FORMER AND CURRENTLY-ENROLLED STUDENTS

Students enrolled for the Spring 2017 semester who plan to graduate in Spring 2017 and intend to continue as graduate students for Fall 2017 must file an application for graduate study. Graduate admission information and the application for admission are available on at www.grad.uni.edu/admission.

Former students who are not enrolled for the Spring 2017 semester must file a notice of intent to register with the Office of the Registrar two weeks prior to registration for Fall 2017. Failure to file this notice of intent to register will delay the registration process.

ADVISOR APPROVAL

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

Students assigned Advising Holds:

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

60x Art (freshmen and sophomores only)
84A Biology (undergraduates only w/<2.5 UNI CUM GPA)
84C Biology (undergraduates only w/<2.5 UNI CUM GPA)
84H Biology (undergraduates only w/<2.5 UNI CUM GPA)
84I Biology (undergraduates only w/<2.5 UNI CUM GPA)
84K Biology (undergraduates only w/<2.5 UNI CUM GPA)
84M Biology (undergraduates only w/<2.5 UNI CUM GPA)
84R Biology (undergraduates only w/<2.5 UNI CUM GPA)
84S Biology
84T Biology (undergraduates only w/<2.5 UNI CUM GPA)
84U Biology (undergraduates only w/<2.5 UNI CUM GPA)
84V Biology (undergraduates only w/<2.5 UNI CUM GPA)
844 Biology
845 Biology
848 Biology (undergraduates only w/<2.5 UNI CUM GPA)
84Y Biotechnology
86x Chemistry
510-515 Communication Sciences and Disorders
81x Computer Science
33S Construction Management
000 Deciding
7W Dual Languages
870-87N Earth Science (undergraduates only)
84Z Ecosystem Management
62x English
31F Family Services
7F French: Business/French: Liberal Arts
72x French
7G German: Business/German: Liberal Arts
74x German
31L Gerontology: Long Term Care
31S Gerontology: Social Sciences
41x Health Promotion
96x History (graduates only)
32I Interior Design Majors
34G Manufacturing Technology: Metal Casting
34H Manufacturing Technology: Manufacturing Design
80x Mathematics
52x Music
88x Physics (undergraduate only)
94C Political Communication
15Z Pre-MBA
40x Psychology (graduates only)
94x Public Administration
950 Public Policy
77x Russian
82x Science Teaching
98x Sociology (graduates only)
3T1-3T7 Technology (graduates only)
69x TESOL
49x Theatre

ADVANCE REGISTRATION SCHEDULE - CURRENT AND FORMER STUDENTS

Advance enrollment appointment dates and times for Fall 2017 will be by classification and earned hours at the end of the 2016 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 later. 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: March 20

SENIORS

Students with 90 or more hours of credit at the end of 2016 Fall term.

Registration days: March 20 - 21

JUNIORS

Students with 60-89 hours credit at the end of 2016 Fall term.

Registration days: March 22 – 24

SOPHOMORES

Students with 30-59 hours credit at the end of 2016 Fall term.

Registration days: March 27 – March 30

FRESHMEN

Students with less than 30 hours at the end of 2016 Fall term.

Registration days: March 31 – April 5

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 Hall.

SPECIAL AND UNCLASSIFIED

Registration day: April 5

REGISTERING FOR CLASSES

THE REGISTRATION PROCESS

Students are encouraged to self-register online from a convenient location. Please see the Office of the Registrar for additional registration assistance (www.uni.edu/registrar).

During advanced registration, scheduling assistance will be available in the Office of the Registrar 8:00 a.m. - 5:00 p.m. Monday through Friday. Students registering from locations other than the Office of the Registrar will be able to access the system from 7:30 a.m. - 11:00 p.m. Monday through Friday. On weekends during advanced registration, the system will be available 2:00 a.m. Saturday through 6:30 a.m. Monday.

Students will be able to register from ITS computer labs around campus.

Students who desire to register from off-campus may do so via MyUNiverse at www.uni.edu/registrar/registration or <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 passphrase is panthersxxxmdd (xxx is the last three (3) digits of your University ID#, mmm is the first three letters of your birth month, and dd is the 2 digit number of your birth day). Example: panthers456nov23 (all lower case). Your new passphrase must be at least 15 characters long. See the passphrase requirements on the MyUNiverse log in screen for a complete listing of requirements. **Keep your passphrase in a secure place. It is required for future access to the system.**

Prior to Registration:

1. Students should access their registration information. This is available at <http://MyUNiverse.uni.edu> via the Student Center tab.
 - A. Note the registration date and time. Registration can occur on or after the date and time that is listed.
 - B. Note the registration holds section. **These must be cleared prior to registration, or the computer will prohibit you from registering.**
 - C. Note the student eligibility section for majors, minors, GPA, projected classification, and teacher education status. Use this section to assist in determining course eligibility.
2. If any desired courses require an approval, please contact the appropriate offices. Approvals will be granted electronically or in writing. Students given written approval must add the course at the Office of the Registrar. Verbal approvals will not be acceptable.
3. If any desired courses list prerequisites, please verify that the prerequisites have been met.

Students will be able to drop and add classes at any time after their initial registration. This can be done at either location.

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/>.

Information regarding the course numbering system prior to Fall 2011 and the system effective Fall 2011 may be found at: <http://catalog.uni.edu/coursenumbersexplanation>

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.

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.

Requests for Exceptions (Undergraduate and Graduate)

If you wish to register for a load in excess of your appropriate limit you must do the following *prior* to your initial registration.

1. Undergraduate students need to complete a Student Request Form and approval must be obtained in the Office of the Registrar.
2. Graduate students must complete a Student Request Form electronically through MyUNiverse stating those reasons for requesting additional hours and including your UNI cumulative GPA. Students must also state the subject area, course number, and section number for the requested overload course(s). This request will be routed electronically for approvals.

CHANGE OF REGISTRATION

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

Friday, September 2, 2016, 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). Full-semester courses dropped after September 2, 2016, through October 28, 2016, 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 *Withdrawal Refund* section.

Students desiring to make changes from off-campus may do so through the first seven (7) days.

The change of registration is not effective until the form is filed in the Office of the Registrar, and the date filed in the Office of the Registrar is the effective date of the change.

CLOSED CLASSES

Written permission to enroll in a 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. If this is the case, the student will be required to seek final approval from the department head.

LATE REGISTRATION

Registration on or after the first day of classes is considered a late registration. A \$30.00 late registration fee will be charged of all students who register the first week of classes (class days 1-5), a \$60.00 fee will be assessed to those registering in the second week (class days 6-10), and a \$100.00 fee will be assessed to those registering in the third week (class days 11 and on).

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 27 th 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	Sabin 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

DATES TO OBSERVE

Monday, August 21, 8:00 a.m.	Classes begin
Thursday, August 24, 5:00 p.m.	Last day to add first half-semester course without Department Head approval.
Friday, August 25, 5:00 p.m.	Last day to drop first half-semester course without a "W"
Tuesday, August 29, 2017, 5:00 p.m.	Last day to add first half-semester course for credit for any student. Departmental approval on a Student Request Form required.
Tuesday, August 29, 5:00 p.m.	Last day to change first half-semester course to or from Audit
Tuesday, August 29, 5:00 p.m.	Last day to add full-semester course without department head approval.
Friday, September 1, 5:00 p.m.	Last day to drop full-semester course without a "W"
Friday, September 1, 5:00 p.m.	Fees for Fall based on load at 5:00 p.m.
Monday, September 4	Legal holiday – No classes; all university offices closed.
Friday, September 8, 5:00 p.m.	Last day to change full-semester course to or from Audit
Friday, September 8, 5:00 p.m.	Last day to add a full-semester course for credit for any student. Departmental approval on a Student Request Form required.
Tuesday, September 26, 5:00 p.m.	Last day to change first half-semester course to or from non-graded basis (See Note)
Tuesday, September 26, 5:00 p.m.	Last day to drop first half-semester course without an "F"
Friday, October 13, 10:00 p.m.	First half-semester ends
Monday, October 16, 8:00 a.m.	Instruction resumes
Wednesday, October 18, 5:00 p.m.	Last day to add second half-semester course without Department Head approval.
Friday, October 20, 5:00 p.m.	Last day to drop second half-semester course without a "W"
Tuesday, October 24, 5:00 p.m.	Last day to add second half-semester course for credit for any student. Departmental approval on a Student Request Form required.
Tuesday, October 24, 5:00 p.m.	Last day to change second half-semester course to or from Audit
Friday, October 27, 5:00 p.m.	Last day to change full-semester course to or from non-graded basis (See note)
Friday, October 27, 5:00 p.m.	Last day to drop a full-semester course without an "F"
Wednesday, November 15, 5:00 p.m.	Last day to drop second half-semester course without an "F"
Wednesday, November 15, 5:00 p.m.	Last day to change second half-semester course to or from non-graded basis (See note)
Friday, November 17, 10:00 p.m.	Thanksgiving Vacation begins
Monday, November 27, 8:00 a.m.	Instruction resumes
Monday, December 11	Final examinations begin
Friday, December 15	Semester ends
Saturday, December 16	Commencement

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.

ACADEMIC STANDING

Undergraduate Academic Standing Policy

Undergraduate students at the University of Northern Iowa are expected to meet academic standards set by the university and to demonstrate satisfactory academic progress towards earning a degree. Academic Alert and Academic Probation serve to warn students that unless their academic performance improves, s/he may be placed on Academic Suspension. No student in his/her first-semester of attendance at the University of Northern Iowa will be placed on Academic Suspension. First-semester students (freshmen and transfer students) at the University of Northern Iowa placed on Academic Alert or Academic Probation may be subject to conditions designed to increase academic success. A student who does not agree to these conditions may have her/his course schedule canceled for the semester. All continuing students (students who are in their second semester or beyond at UNI) who are placed on Academic Probation should also seek assistance for academic improvement from academic advisors, the Academic Learning Center, or the Counseling Center.

Academic Alert

Any **first-semester student** who has a 1.00 – 1.99 UNI semester GPA will be placed on Academic Alert. Only first-semester students new to the university can be placed on Academic Alert. While on Academic Alert, the student will be limited to 14 credit hours. Academic Alert is not recorded on the student's official academic transcript.

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

- The student will be placed on Academic Probation if his/her UNI cumulative GPA is less than a 2.0
- The student will be removed from Academic Alert and shall be in Good academic standing if his/her UNI cumulative GPA is a 2.0 or higher.

Academic Probation

Any **first-semester student** who has a UNI semester GPA below 1.0 will be placed on Academic Probation. Also, any **continuing student** will be placed on Academic Probation when their UNI cumulative GPA is below a 2.0. A student placed on Academic Probation must earn a minimum UNI semester GPA of 2.0 for each semester while on Academic Probation until his/her UNI cumulative GPA reaches 2.0 or higher.

While on Academic Probation, a student will be limited to 14 credit hours. Once a student's UNI cumulative GPA reaches 2.0 or higher, he/she will be removed from Academic Probation. Academic Probation is not recorded on the student's official academic transcript.

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

- The student will be placed on Academic Suspension if his/her semester GPA is less than a 2.0.
- The student will continue on Academic Probation if his/her UNI semester GPA for the semester is a 2.0 or higher and his/her UNI cumulative GPA remains below a 2.0.
- The student will be removed from Academic Probation and shall be in Good academic standing if his/her UNI cumulative GPA is a 2.0 or higher.

Academic Suspension

A student on Academic Probation who fails to earn a UNI semester GPA of 2.0 will be placed on Academic Suspension. Academic Suspension is for a minimum period of one calendar year and is permanently noted on the student's official academic transcript. Once suspended, a student will not be allowed to re-enroll at the University of Northern Iowa until he/she has been academically reinstated.

Readmission after Suspension

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

An undergraduate student who has been placed on Academic Suspension may be readmitted only after completing the *Application for Readmission from Academic Suspension* and receiving formal reinstatement from the Committee on Admission, Readmission, and Retention. The *Application for Readmission from Academic Suspension* can be completed and submitted online at www.uni.edu/registrar. As a condition of reinstatement, a student may be subject to stipulations designed to increase academic success. A student who does not agree to these conditions may be denied readmissions or have her/his course schedule canceled for the semester. A student who is readmitted after suspension will be placed on Academic Probation following Suspension beginning with the semester immediately following his/her return to UNI. A student readmitted after suspension must earn a minimum UNI semester GPA of 2.0 for each semester after being readmitted until his/her UNI cumulative GPA reaches 2.0 or higher. While on Academic Probation following Suspension, the student will be limited to 14 credit hours for a semester.

Academic Suspension for a second time is considered permanent. Only the most extenuating circumstances would warrant consideration for readmission from Academic Suspension a second time.

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

- The student will be permanently academically suspended if his/her UNI semester GPA is less than a 2.0.
- The student will continue on Academic Probation following Suspension if his/her UNI semester GPA is a 2.0 or higher and his/her UNI cumulative GPA remains below a 2.0.
- The student will be removed from Academic Probation following Suspension and shall be in Good academic standing if his/her UNI cumulative GPA is a 2.0 or higher.

Graduate Probation and Suspension

Refer to Graduate Degree requirements in the University Catalog.

FEES AND BILLING INFORMATION

TUITION AND MANDATORY FEES

Tuition and mandatory fees for Fall 2017 are based on credit load at 5:00 p.m. Friday, September 2, 2017. 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.

TUITION AND MANDATORY FEES (per semester)

	Iowa Residents	Iowa Residents COBA*	Non-Residents	Non-Residents COBA*
Undergraduates				
12 hours or more	\$4349.50	\$5196.50	\$9620.50	\$10467.50
11 hours	3961.50	4742.50	8790.50	9571.50
10 hours	3650.50	4360.50	8040.50	8750.50
9 hours	3339.50	3978.50	7290.50	7929.50
8 hours	2946.75	3514.75	6458.75	7026.75
7 hours	2635.75	3132.75	5708.75	6205.75
6 hours	2324.75	2750.75	4958.75	5384.75
5 hours	1932.75	2287.75	4127.75	4482.75
4 hours	1411.25	1695.25	1411.25	1695.25
3 hours	1100.25	1313.25	1100.25	1313.25
2 hours	789.25	931.25	789.25	931.25
1 hour	478.25	540.25	478.25	549.25
Graduates				
9 hours or more	\$5096.50	\$5943.50	\$10333.50	\$11180.50
8 hours	4524.50	5276.50	9180.50	9932.50
7 hours	4026.50	4684.50	8100.50	8758.50
6 hours	3446.75	4010.75	6938.75	7502.75
5 hours	2948.75	3418.75	5858.75	6328.75
4 hours	2159.25	2535.25	2159.25	2535.25
3 hours	1661.25	1943.25	1661.25	1943.25
2 hours	1163.25	1351.25	1163.25	1351.25
1 hour	665.25	759.25	665.25	759.25

*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

1. Application for admission to the university:
 - Undergraduate \$40
 - Graduate \$60
2. Application for admission of International Students:
 - Undergraduate \$50
 - Graduate \$75
3. Applied Music (in addition to tuition)
 - Private Lessons - 1 credit hour..... \$167
 - Private Lessons - 2 credit hours \$240
 - Group voice, group piano, group vocal practicum, group opera (groups of 4 or more) \$55
 - Instrument rental (per instrument) \$41
4. Continuing Graduate Scholar..... \$50
5. Correspondence Study (“Guided Independent Study”), per credit

hour.....	\$224
(plus an enrollment fee of \$13.00 per course)	
6. Credit by Examination, per course.....	\$100
7. Deferred Payment Fee, per semester	\$20
8. Diploma Replacement.....	\$25
9. Doctoral Post Comp.....	\$70
10. Duplicate/Replacement refund check fee	\$30
11. Extension Course, per credit hour	
Undergraduate.....	\$286
Graduate	\$461
MBA.....	\$606
12. University Records & Documents fee.....	\$220
13. ID Card replacement.....	\$25
14. Late Registration Fee	
Class Days 11 and on.....	\$100
15. Non-credit remedial courses (in addition to tuition).....	\$554
16. Orientation Services	
Administrative Fee - Freshmen.....	\$240
Administrative Fee - Transfer.....	\$240
International Student Orientation (additional program).....	\$120
17. Restricted Enrollment Fee.....	1%
18. Returned Check Fee, per check.....	\$30
19. Study Abroad Fees	
Academic year.....	\$500
Administrative fee.....	\$75
Non-UNI sponsored programs.....	\$300
One semester only.....	\$375
Summer session only.....	\$175
20. Third Party billing fee.....	\$25
21. Workshop/Telecourse	
Undergraduate, per credit hour	\$278
Graduate, per credit hour.....	\$448

PAYMENT DUE DATES

<u>U-bill Dates</u>	<u>Due Dates</u>
August 1	August 20
September 1	September 20
October 1	October 20
November 1	November 20
December 1	December 20

EXTENSION OF CREDIT/EDUCATIONAL LOAN

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

You are expected to have made the necessary financial arrangements prior to enrolling for classes. Any financial assistance from the university should be arranged prior to the start of classes through the 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 late fee up to 1% 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 - 5 pm M-F, summer hours 7:30 am-4:30 pm)
- *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 a UNI Self-Service Payment Plan option for tuition, mandatory fees, and contracted room and meal plan charges. This plan allows students to make payments in installments each semester.

The UNI Self-Service plan allows students to 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, Go to their Student Center to complete the online payment plan agreement. There is a \$20 deferred billing fee, per semester, that will be assessed to the student's first bill after enrolling in a plan.

REFUNDS

When payments and/or Financial Aid credits are greater than the total charges, 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 the following Monday. 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.

FINANCIAL AID ELIBILITY

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Financial Aid Satisfactory Academic Progress Requirements and Review Process

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

- 1) **Minimum GPA:** Undergraduate and 2nd BA students must maintain a minimum 2.0 cumulative GPA. Graduate students must maintain a minimum 3.0 cumulative GPA.
- 2) **Pace of Progression:** Students must complete 67% of all coursework attempted at UNI. Attempted hours are based on enrollment at the end of the first two weeks of class during a semester. Only grades of **A, B, C, D, X, Cr, or P** are counted as meeting the required hours. Failed classes, withdrawn classes, and incomplete grades do not count as completed credit hours and will negatively affect the SAP calculation.

Example: A student has attempted 114 credits at UNI. Out of the 114 credits attempted, he has successfully completed a total of 87 credits (76% of the coursework attempted), thus meeting this standard of academic progress.

- 3) **Maximum Time to Complete a Degree:** Students 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 Financial Aid and Scholarships.

Financial Aid Probation Status

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

Financial Aid Academic Plan

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

Reinstatement of Financial Aid

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

1) Meet all Financial Aid Satisfactory Academic Progress requirements.

- Undergraduate students must improve their cumulative GPA to the 2.0 minimum with graduate students meeting the 3.0 cumulative 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 Financial Aid and Scholarships 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 Progress standards. Appeal forms may be obtained from the Office of Financial Aid and Scholarships or online at www.uni.edu/finaid/academic-progress. **Appeals must be submitted no later than the end of the second week of classes following the suspended semester or within 14 calendar days of the date on the academic progress letter. It is recommended that students submit their appeals as soon as possible to avoid processing delays.**

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

Approved appeals require a signed contract to be returned to the Office of Financial Aid and Scholarships.

Denied Financial Aid Appeals

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

REPEATING COURSEWORK AND FINANCIAL AID IMPLICATIONS

Federal regulation limits the number of times a student may repeat a course and receive financial aid for that course.

- A student may receive aid when repeating a course that was previously failed regardless of the number of times the course was attempted and failed.
- A student may receive aid to repeat a previously passed course only one additional time.
- This policy applies whether or not the student received aid for earlier enrollments in the course.

GRANT ADJUSTMENT

Grants are need-based aid. The dollar amount of grants on your award is based on full-time enrollment, 12 hours per semester for undergraduates and 9 hours per semester for graduates. The actual amount of your grant(s) will be pro-rated if you are registered less than full-time. Due to the availability of federal, state and institutional funds, some types of aid are not awarded in conjunction with each other.

The Office of Financial Aid and Scholarships monitors semester hours of enrollment for students who are receiving financial aid. Students who drop courses during the first two weeks of classes (but are still enrolled) will have their grants reduced accordingly. Students who drop courses after the first two weeks of the semester (but are still enrolled) will not have their financial aid adjusted, however they would be subject to the Financial Aid Satisfactory Academic Progress policy.

If you have any questions regarding grants including how they may be affected by adding or dropping a class, please contact the Office of Financial Aid and Scholarships, 319-273-2700.

STUDENT LOAN OVERVIEW

Direct Loans are low-interest loans for eligible undergraduate and graduate students to help cover the cost of higher education. These federal loans are borrowed directly from the U.S. Department of Education at participating schools. These loans do not require a credit check. A small origination fee is withheld from the loan when it is disbursed to you. You do not have to make payments on Direct Stafford Loans while you are enrolled at least half-time (deferment). You also have a six month grace period after you graduate or drop below half-time enrollment before you begin [repayment](#).

There are two types of Federal Stafford Loans: subsidized and unsubsidized.

1. **Direct Subsidized Loans** provide fixed low interest rates and are available to undergraduate students who demonstrate financial need based on the results of the Free Application for Federal Student Aid (FAFSA). You are not charged interest on these loans while you are in school at least half-time and during grace periods and deferment periods. Graduate students are not eligible for Direct Subsidized Loans.

2. **Direct Unsubsidized Loans** provide fixed low interest rates and are available to students regardless of financial need (although the FAFSA still must be filed). Interest accrues on an unsubsidized loan from the time it is first disbursed to you. You can pay the interest while you are in school or allow it to accrue and be capitalized (added to the principal of the loan) upon repayment.

A new borrower on or after July 1, 2013 must complete their degree within 150% of the published length of the borrower's program to remain eligible for the interest subsidy benefits on all Direct Subsidized Loans. If a degree is not completed within the 150% timeframe, the borrower will lose all subsidy benefits and future

eligibility for Direct Subsidized Loans.

ACCEPTING LOANS

All loans must be accepted, reduced, or declined on the student’s online Award Notification, found within the Student Center on MyUNiverse.

First time borrowers must complete a **Direct Loan Master Promissory Note (MPN)** and **Direct Loan Entrance Counseling** online at www.studentloans.gov (using their FSA ID) before they are eligible to receive their loan proceeds.

The MPN covers both the Direct Subsidized loan and the Direct Unsubsidized loan. The MPN does not show a specific loan amount because it also serves as the promissory note for future Direct Loans (valid for up to 10 years). The amount of subsidized and unsubsidized loans a student is eligible to receive is included on the Award Notification. By completing the MPN, students are agreeing to repay to the U.S. 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.

GUIDED INDEPENDENT STUDY, CAMP ADVENTURE, AUDITED COURSES

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

For a more comprehensive overview of the financial aid process please visit: www.uni.edu/finaid/requiredreadings or www.uni.edu/finaid.

FINAL EXAMINATIONS

FINAL EXAMINATION SCHEDULE

For Classes Regularly

Scheduled On	Hour and Date of Exam
8:00 M W F*	8-9:50 a.m. Monday, December 11
8:00 T Th**	8-9:50 a.m. Tuesday, December 12
9:00 M W F*	10-11:50 a.m. Wednesday, December 13
9:00 T Th**	8-9:50 a.m. Wednesday, December 13
10:00 M W F*	10-11:50 a.m. Monday, December 11
10:00 T Th**	8-9:50 a.m. Thursday, December 14
11:00 M W F*	10-11:50 a.m. Tuesday, December 12
11:00 T Th**	10-11:50 a.m. Thursday, December 14
12:00 M W F*	1-2:50 p.m. Monday, December 11
12:00 T Th**	3-4:50 p.m. Thursday, December 14
1:00 M W F*	1-2:50 p.m. Tuesday, December 12
1:00 T Th**	1-2:50 p.m. Thursday, December 14
2:00 M W F*	3-4:50 p.m. Monday, December 11
2:00 T Th**	1-2:50 p.m. Wednesday, December 13
3:00 T Th**	3-4:50 p.m. Tuesday, December 12
4:00 M W F	3-4:50 p.m. Wednesday, December 13
6:00 M***	5-6:50 p.m. Monday, December 11
6:00 T***	5-6:50 p.m. Tuesday, December 12
6:00 W***	5-6:50 p.m. Wednesday, December 13
6:00 Th***	5-6:50 p.m. Thursday, December 14
7:00 M***	7-8:50 p.m. Monday, December 11
7:00 T***	7-8:50 p.m. Tuesday, December 12
7:00 W***	7-8:50 p.m. Wednesday, December 13
7:00 Th***	7-8:50 p.m. Thursday, December 14

*All classes that have a meeting during any portion of this hour (e.g., M, or M/W, or M/W/F, or M/F) will meet during the scheduled final examination time noted below.

All classes that meet on Tuesday **AND Thursday and begin on or during this hour.

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

Classes having sections numbered in the 90's will have their examinations in accordance with the regular examination schedule above. For those classes not provided for in the examination schedule, the examinations will be given on Friday, December 16, 2017, or during the last meeting of the class.

OTHER EXAMINATION INFORMATION

The examination schedule applies both to faculty and students. Unless previous arrangements have been made, it is expected that the official Schedule will be followed.

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

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

The department heads shall have the responsibility for seeing that the final examination schedule and the relevant policies are followed. Students may report policy violations to the appropriate department head, in accordance with the university academic grievance procedures.

Student requests to take final examinations at times other than as scheduled will be granted for only the most urgent reasons. Excessive examination load, three on one day, is a justifiable reason for a change.

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

1. Prepare a “Student Request” form (available from your advisor or department head) for each request. State the request and the reason for it.

2. A change in the examination time of an individual course must be approved by the instructor and the department head.
3. A request to change all exams must be approved by the Assistant Vice-President for Academic Affairs.

GUIDELINES, POLICIES, AND REGULATIONS

ACCOMMODATIONS OF DISABILITIES

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

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

Students: In order to receive assistance with requests for accommodations, a student with a disability must contact [Student Disability Services](#).

Employees: An employee with a disability who wishes to request an accommodation must contact his/her/their supervisor or [Faculty and Staff Disability Services](#) located in Human Resource Services. All University employees in a supervisory capacity are required to report to [Faculty and Staff Disability Services](#) any such request for accommodation received.

Events: Any individual (student, university employee or visitor) who plans to attend an event on campus and wishes to request an accommodation should contact the venue hosting the event. Visitors may also contact [Faculty and Staff Disability Services for assistance](#). To ensure accessibility in all programs and events, the following statement is to be placed in program announcements:

Individuals with disabilities are encouraged to attend all UNI-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (sponsoring department or contact person) at (telephone number and email) at least one week prior to the event.

If the event includes a meal, the following statement should be added:

If you have special dietary needs, please contact (sponsoring department or contact person) at (telephone number and email).

If a text telephone (TTY) number is available, it should be included in the program announcements.

It is the responsibility of the sponsoring department to arrange necessary accommodations. The sponsoring department should identify the individual(s) responsible for handling accommodation requests.

While the university will not deny a request based on a deadline, advance notice can be requested. The university must make a good faith effort to provide reasonable accommodations whenever a request is received.

If an employee or student feels his/her/their rights under the Rehabilitation Act, the ADA, and/or the ADAAA have been violated, he/she/they may consult with the [Office of Compliance and Equity Management](#) and/or utilize the procedures outlined in the [Discrimination and Harassment Policy](#). The Assistant to the President for Compliance and Equity Management is the designated ADA Compliance Officer.

For additional information, visit <http://www.uni.edu/disability> or contact the [Office of Compliance and Equity Management](#), 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, 319.273.2846, equity@uni.edu, www.uni.edu/equity.

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 seq ("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 page 14.)

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.

DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT POLICY

Purpose: Members of the campus community are entitled to an educational and working environment free of discrimination, harassment, and retaliation.

Policy Statement: The University of Northern Iowa is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, and retaliation under this policy. Alleged violations of this policy are subject to resolution using the [Complaint Resolution Process](#) detailed below. This policy applies regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff.

Persons who experience discrimination, harassment, or sexual misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The University provides a [variety of resources](#) to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident. Additional resource-related information can be found in [Section VIII](#) and at uni.edu/safety.

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

NON-DISCRIMINATION STATEMENT

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

discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence. The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the University Title IX Officer and the Section 504/ADA Coordinator: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu

DRUG FREE SCHOOLS & CAMPUSES REGULATIONS

www.uni.edu/subabuse
www.vpaf.uni.edu/hrs/eap/index.shtml

In compliance with the Drug Free Schools and Campus Regulations, these websites 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.

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:

General University	
Comprehensive Information	www.uni.edu
Cost of Attendance	www.uni.edu/tuition
Financial Aid	
Financial Aid Refund Policy	http://uni.edu/finaid/
Return of Title IV Grants/Loans	http://uni.edu/finaid/
Study Abroad Aid Eligibility	http://studyabroad.uni.edu
Terms/Conditions for Federal Direct Loan Deferment	http://www.direct.edu.gov
Types of Financial Aid	http://uni.edu/finaid/
Registrar	
Refund Policies of Tuition/Fees	https://www.uni.edu/registrar/tuition-and-fees/tuition-and-fees-refund-policy
Withdrawing from School & Dropping/Adding of Courses	www.uni.edu/registrar
Academic Programs	http://catalog.uni.edu/
University Accreditations	http://catalog.uni.edu/
Graduation Rates	http://www.ir.uni.edu/dbweb/ipeds.cfm
Intercollegiate Athletics	
Equity in Athletics Disclosure Act	http://unipanthers.collegesports.com/ot/equity.html
Disability Services	
Facilities & Services for Disabled Students	uni.edu/disability
Public Safety	
Campus Security & Crime Statistics	www.vpaf.uni.edu/pubsaf/crime_stats/index.shtml

Please see www.uni.edu/resources/consumer-info for more information.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information on crime statistics for recent years, Public Safety personnel and programs, building access, reporting crimes, safety suggestions, and policies, programs and services regarding alcohol, drugs and sexual abuse is available at www.vpaf.uni.edu/pubsaf/crime_stats/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.

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

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

Definition:

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

Policy:

A. General Provisions

Faculty members who choose to have policies related to attendance and make-up work must distribute those policies on the first day of class. While it is strongly recommended that all faculty members have written policies regarding attendance and make-up work, these policies are not required. However, when such policies are not provided in writing at the start of the class, it is understood that there will be no grade-related penalties due to absences, missed exams, missed assignments or other activities or assignments which would otherwise have an impact on a student’s grade, regardless of the cause of those events.

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

Faculty members who require attendance at activities or events that may conflict with a student’s otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly schedule class period, the affected students must be provided written notice at least 10 University class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student’s obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student’s obligation to provide the schedule to his/her other faculty members.

If a faculty member assigns a mandatory activity or event that encompasses time outside of class or requires students to miss another class, that faculty member assigning the mandatory activity or event must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

B. Absences

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

1. Required university-related absences (including but not limited to athletic games/matches/meets or their equivalent), absences due to military duty or veteran status (including service-related medical appointments where failure to appear might result in a loss of benefits), and legally mandated absences such as jury duty, or court subpoena must be considered excused and the student must be allowed to make up missed work, to complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work or assignment. Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.

a. Students participating in required university or legally mandated absences must inform each faculty member of their known and anticipated absences as far in advance as possible. Failure to inform faculty beforehand, when it is clearly possible to do so, may be treated as an unexcused absence.

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

2. Except as outlined in B.1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to: non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional conference, lecture on campus); illness; significant personal emergency; bereavement; obligatory religious observances, etc.

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

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

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

Make-up Work Grievances Arising from Absences

Should a faculty member refuse to allow a student to make up missed work, and should this refusal constitute an unjust penalty upon the student, the faculty member's decision can be appealed by the student using the grievance process outlined in Section 7 of 12.01 Student Academic Grievance Policy.

Faculty Senate, approved February 18, 2013

President's Cabinet, approved March 1, 2013

STUDENT RIGHT TO KNOW ACT (Public Law 101-542)

Federal law requires all institutions of higher education to provide graduation rates to current and prospective students. Our most recent analysis shows that 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 Office of the Registrar.

INFORMATION FOR VETERANS

V.A. Specifications

Subsistence	Undergraduates	Graduates
Full Allowance	12 or more hours	9 or more hours
3/4 Allowance	9-11 hours	7-8 hours
1/2 Allowance	6-8 hours	5-6 hours
Tuition Assistance Only	1-5 hours	1-4 hours

The above specifications are subject to the exceptions listed below. Veterans to whom an exception applies must check with the VA Certification Official in the Office of the Registrar 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.

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

STUDENT RECORDS

ACADEMIC ADVISEMENT REPORT

All degree-seeking, active students who entered UNI summer 2006 or later have access to an Academic Advisement Report in their Student Center. 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, Academics - Other Academic Reports dropdown, Academic Requirements. A printable version can be created from within the interactive report. Students who entered UNI prior to summer 2006, who do not have complete Advisement Reports, should contact their Record Analyst in the Office of the Registrar. Post-Baccalaureate undergraduate students do not have an Academic Advisement Report and should contact the Office of the Registrar for their degree requirements.

Your Academic Advisement Report is divided into sections based on the degree and plans (majors/minors) you have declared. 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.

Students who wish to make substitutions or changes to their approved curriculum as identified in the Academic Catalog must complete the Student Request Form and obtain all required approvals. Approved course directives will be entered on the Advisement Report after enrollment in the course is complete, and will be identified in the Notes field of the report. Requirement changes will be noted in the unit/course requirement areas on the report.

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 Office of the Registrar.

AUDITING CLASSES

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

Students receiving approval to audit may change registration in the first 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.

CHANGING OF NAME

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

CREDIT/NO CREDIT GRADING

The undergraduate student having earned twelve semester hours of credit at this university may take courses offered by this institution for which 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 (EDPSYCH 2017); Field Experience: Teacher as a Change Agent (EDPSYCH 3128); and Student Teaching (TEACHING xxxx), ungraded credit may not be used in the Common Professional Sequence requirements for the teaching program.
7. Course work passed without grade may not be retaken except by special permission of the Dean of the College in which the course is offered.
8. A graded course completed may not be retaken on an ungraded basis.
9. The Credit/No Credit system may not be used with Credit by Examination, Extension, or Correspondence courses.
10. Change of registration in a course to or from a non-graded basis may not be made after ten calendar days following the beginning of the second half of the semester in a full, academic-year semester, or after the mid-point in the duration of a course taught in a period less than a full, academic-year semester. Only one such change of registration may be made per course.
11. Credit/No Credit grading cannot be used for Presidential Scholar Seminars or Presidential Scholar Thesis/Project credit.
12. No upper level (3000-level and above) Accounting courses may be taken without written consent of the department head or director of the MAcc, except ACCT 3090, ACCT 3092, ACCT 3179, and ACCT6090.

GRADE POINT AVERAGE

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

Example:

	Hours	Grade	Grade Points
Introduction to Literature	3	C+	6.99
Humanities I	4	C	8
Introduction to Psychology	3	C-	5.01
Calculus I	4	D	4
Total	14		24

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

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

GRADES

Students can access grades using their CatID and password. Grades may be accessed at MyUNiverse <http://myuniverse.uni.edu> in the Student Center tab. Grade information is not provided to parents without the authorization of the student. Such authorization may be signed at the Office of the Registrar.

INCOMPLETE WORK

To receive credit for 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 the 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.

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

1. The right to inspect and review the student's education records within 45 days after the day UNI receives a request for access. A student should submit to the

registrar, dean, head of the academic department, or other appropriate official, a written request that identified the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

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

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202

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

- To other school officials, including teachers, within UNI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 99.31 (a)(1)(i)(B)(2) are met. (99.31 (a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements 99.34. (99.31 (a)(2))
- To authorized representatives of the U.S. Comptroller General, The U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of 99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31 (A)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (99.31 (a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (99.31 (a)(10))
- Information the school has designated as "directory information" under 99.37. (99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (99.31 (a)(13))
- To the general public, the final results of disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))

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

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

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

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

The complete Student Records Policy of the university may be obtained by accessing 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/

TRANSCRIPTS

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

APPLYING TO GRADUATE

APPLYING TO GRADUATE

Seniors who expect to graduate at the end of the Fall 2016 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. **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.

STUDENT RESOURCES

ACADEMIC LEARNING CENTER

007 - 008 Innovative Teaching and Technology Center (ITTC) www.uni.edu/unialc

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.
- Workshops to enhance study skills, finances, and career interests
- Strategies for Academic Success, a two-credit course (POSTSEC 1055)
- 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.

Examination Services offers these tests:

- Praxis Series for teaching certification
- DSST Subject Standardized Test for college credit
- College Level Examination Program (CLEP Tests for College Credit)
- Test of English as a Foreign Language (TOEFL)
- American College Testing Program (ACT)
- Castle Worldwide 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.

--GRE Revised General Test
--Miller Analogies Test (MAT)

Professional School Admission Tests

--Law School Admission Test (LSAT)

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

COLLEGE READING AND LEARNING CENTER

008 ITTC, 319-273-2361

Trained and certified academic coaches help students develop and apply effective college reading, learning, study, and time management strategies with

- Individualized appointments
- Workshops, courses, and presentations
- Supportive Seminars for specific courses
- Preparation for the Praxis Core Reading and GRE Verbal exams
- A-Team: Academic coaches available for general study strategies coaching in any subject, Sundays 6 pm-8 pm, Rod Library 282a/b.

The College Reading and Learning Center also offers faculty consultation and workshops for specific courses and groups, subject to staff availability.

MATH AND SCIENCE SERVICES

008 ITTC, 319-273-2361

Math and Science Services works in concert with UNI math and science faculty and in partnership with 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 lending program
- Walk-in, one-on-one tutoring Monday-Thursday 10:00 am -2:00 pm; Friday 10:00 am-12:00 pm
- Test preparation and study skills
- Study groups
- Praxis Core Math preparation
- Effective Study Strategies for STEM workshop
- A-Team: math and science tutors available for walk-in assistance Sundays 6 pm-8 pm, Rod Library 282a/b.

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, based on individual needs of the student, provide the following free services:

- Academic advising, including assistance with course selection
- Two for-credit courses, Strategies for Academic Success and Career Decision-Making
- Educational and long-range planning
- Monitoring of academic progress
- Personal and career advising
- Tutoring and study groups
- College survival and study skills workshops
- Cultural and educational activities
- Financial literacy education and assistance with the financial aid process
- Financial assistance to qualified participants
- Graduate school enrollment assistance

WRITING CENTER

008 ITTC, 319-273-2361

The Writing Center provides individualized feedback 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:

- break writer's block and get class assignments, personal statements, and other projects started
- identify problems with focus, development, organization, clarity, and grammar
- practice effective planning, revising, editing, and proofreading strategies
- prepare for Praxis Core Writing and GRE Analytical Essay exams

In addition, the Writing Center offers faculty consultation and workshops customized for specific courses and groups, subject to staff availability. An A-Team writing coach is available for walk-in assistance Sundays 6:00 p.m. - 8:00 p.m., Rod Library 282a/b.

ACADEMIC LEARNING CENTER FALL GRE COURSES

GRE Verbal Reasoning	Aug. 30-Sept. 20	5:00-6:30 pm	ITTC 035
GRE Analytical Writing	Sept. 22-Oct. 13	5:00-6:30 pm	ITTC 035
GRE Quantitative Reasoning	Oct. 18-Nov. 17	5:00-6:30 pm	ITTC 035

Learn about fees and registration for GRE courses at uni.edu/continuing/distance/gre-prep/enroll.

All Academic Learning Center services other than fee-based testing through Examination Services and GRE Preparation Courses are free for currently enrolled UNI students. Call 319-273-2361 for additional information.

IOWA VOCATIONAL REHABILITATION SERVICES

Iowa Vocational Rehabilitation Services (IVRS) has a counselor on campus located in 102 Gilchrist Hall to assist qualifying students with disabilities prepare for employment. Services may include helping students choose a suitable vocational goal, providing tuition assistance, providing services to help students benefit from academic training and assisting with job placement. Students who are interested in additional information or applying for services may make an appointment by calling 273-6348.

Rehabilitation Services may include:

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

CULTURE AND INTENSIVE ENGLISH PROGRAM

As part of its year-round intensive English language program, the Office of International Programs offers two eight-week programs for non-native speakers of English during the fall semester. Each full-time CIEP student receives four hours of classroom work daily (Monday through Friday) in one of eight levels of instruction: Bridge, Level 2 - Beginning, Level 3 - Low Intermediate, Level 4 - Intermediate, Level 5 - High Intermediate, Level 6 - Advanced, and Level 7 - Academic. This classroom work focuses on the development of the skills of reading, writing, listening, and speaking that are necessary for students who will be living and learning in a U.S. college or university. Classroom instruction combines teacher presentation, group work, and individual projects.

The first eight-week program will be conducted August 25 to October 16. The second eight-week program will be conducted October 21 to December 18. For further information about the program, tuition, and room and board, contact the Director, Culture and Intensive English Program, University of Northern Iowa, Cedar Falls, Iowa 50614-0511, 319-273-2182. FAX number 319-273-3333. E-mail: ciep@uni.edu

WITHDRAWING FROM SCHOOL

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

WITHDRAWAL PROCEDURE

A student who has started attending classes who finds it necessary to withdraw from school initiates the withdrawal through the Office of the Registrar in person 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.**

A student who has registered but decides not to come to the University of Northern Iowa should advise the Office of the Registrar as early as possible, listing 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 for questions on tuition when a *portion* of the classes are dropped.

The schedule for charging or refunding tuition for the Fall 2017 semester is as follows:

Dates	Percent Refund
Prior to August 21	100
August 21-25	90
August 28-September 1	75
September 4-8	50
September 11-15	25
After September 18	0

MISCELLANEOUS INFORMATION

VOTER REGISTRATION

You may obtain voter registration information from the Office of the Registrar or sos.iowa.gov/elections/voterinformation/voterregistration.html (Iowa Code 48A.23)

2014 LIBERAL ARTS CORE (Total 44 Hours)
For All New Freshmen Entering UNI Summer 2014 and Thereafter

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

Category 1. Core Competencies 11 hours

A. Reading and Writing (3 hours required)

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)	
ENGLISH 1005 (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 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)	

OR

COMM 1000 (48C:001)	Oral Communication, 3 hours
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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)	Modern Tools for Exploring Data, 3 hours
*Elementary Education students may meet the category 1C requirement by completing MATH 1204 (800:031).	

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

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

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)

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 3132 (990:132)	Native North America, 3 hours
HUM 3137 (680:137)/ANTH 3137 (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

*THEATRE 3060 may substitute for the Fine Arts requirements for all theatre majors, 3 hours in the Liberal Arts Core, Category 3A.

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

ENGLISH 1120 (620:031)	Literature: (topic), 3 hours
RELS 1020 (640:024)	Religions of the World, 3 hours
PHIL 1020 (650:021)	Philosophy: The Art of Thinking, 3 hours
GER 1120 (740:031)	Introduction to German Literature in Translation, 3 hours

Category 4. Natural Science and Technology 7 hours

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

A. Life Sciences (3 or 4 hours required)

Select one of the following:

ANTH 1001 (990:010)	Human Origins, 3 hours
BIOL 1012 (840:012)	Life: The Natural World, 3 hours
BIOL 1013 (840:013)*	Life: The Natural World - Lab, 1 hour
BIOL 1014 (840:014)	Life: Continuity and Change, 3 hours
BIOL 1015 (840:015)*	Life: Continuing and Change - Lab, 1 hour

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

BIOL 1033 (840:033)*	Principles of Microbiology, 3 hours
BIOL 2051 (840:051)*	General Biology: Organismal Diversity, 4 hours
BIOL 2052 (840:052)*	General Biology: Cell Structure and Function, 4 hours
BIOL 3101 (840:101)*	Anatomy and Physiology I, 4 hours
SCI ED 1200 (820:032)*	Inquiry into Life Science, 4 hours

*Lab course

B. Physical Sciences (3 or 4 hours required)

Select one of the following:

CHEM 1010 (860:010)*	Principles of Chemistry, 4 hours
CHEM 1011 (860:011)	Molecules and Life, 3 hours
EARTHSCI 1100 (870:010)**	Astronomy, 3-4 hours
EARTHSCI 1110 (870:011)*	Astronomy Laboratory, 1 hour
EARTHSCI 1200 (870:021)	Elements of Weather, 3 hours
EARTHSCI 1210 (870:022)*	Elements of Weather, Laboratory, 1 hour
EARTHSCI 1300 (870:031)*	Introduction to Geology, 4 hours
GEOG 1210 (970:026)	Physical Geography, 3 hours
GEOG 1211	Physical Geography Laboratory, 1 hour
PHYSICS 1000 (880:012)	Physics in Everyday Life, 3 hours
PHYSICS 1400 (880:011)*	Conceptual Physics, 4 hours
TECH 1015	Introduction to Sustainability, 3 hours

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

CHEM 1020 (860:020)*	Chemical Technology, 4 hours
CHEM 1110 (860:044)*	General Chemistry, 4 hours
CHEM 1130 (860:070)*	General Chemistry I-II, 5 hours
EARTHSCI 3328 (870:125)*	Fossils and Evolution, 4 hours
PHYSICS 1511 (880:054)*	General Physics, 4 hours
PHYSICS 1701 (880:130)*	Physics I for Science and Engineering, 4 hours
SCI ED 1100 (820:033)*	Inquiry into Earth Science, 4 hours
SCI ED 1300 (820:031)*	Inquiry into Physical Science, 4 hours

* 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 C.

A. Group A Sociocultural and Historical Perspectives

ANTH 1002 (990:011)	Culture, Nature, and Society, 3 hours
GEOG 1120 (970:010)	Human Geography, 3 hours
*HISUS 1023 (900:023)	History of the United States, 3 hours (*Formerly SOC SCI 1023) Note: HISUS 1023 will be considered a repeat if previously taken under SOC SCI 1023
SOC 1000 (980:001)	Introduction to Sociology, 3 hours
WGS 1040 (680:040)	Women's and Gender Studies: Introduction, 3 hours

B. Group B Individual and Institutional Perspectives

ECON 1031 (920:024)*	Introduction to Economics, 3 hours
FAM SERV 1010 (31F:010)	Human Identity and Relationships, 3 hours
POL AMER 1014 (942:014)	Introduction to American Politics, 3 hours
PSYCH 1001 (400:001)	Introduction to Psychology, 3 hours

*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 Diversity and Global Issues

EDPSYCH 2030 (200:030)	Dynamics of Human Development, 3 hours
GEOG 1110 (970:040)	World Geography, 3 hours

POL GEN 1020 (940:020)	Contemporary Political Problems, 3 hours
POL INTL 1024 (943:024)	International Relations, 3 hours
SOC 1060 (980:060)	Social Problems, 3 hours
SOC SCI 1020 (900:020)	Women, Men, and Society, 3 hours
SW 1041 (450:041)/SOC SCI 1041 (900:041)	Social Welfare: A World View, 3 hours
SW 2045 (450:045)/SOC SCI 1045 (900:045)	American Racial & Ethnic Minorities, 3 hours

Category 6. Capstone Experience 2 hours

CAP 3102 (CAP:102)/TECH 3102 (330:102)	Living in our Techno-Social World, 3 hrs.
CAP 3103 (CAP:103)	Multidisciplinary Perspectives on Genocide: Case Studies, 3 hours
CAP 3105 (CAP:105)	Sacred Space, 3 hours
CAP 3106 (CAP:106)/THEATRE 3100 (490:106)	Theatre in Education, 3 hours
CAP 3110 (CAP:110)/BIOL 3110 (840:110)	Obesity and Diabetes: Science, Sociology and Economics, 2 hours
CAP 3121 (CAP:121)	Creativity and the Evolution of Culture, 3 hours
CAP 3122 (CAP:122)	Building Communities: Developing Intentional Family Spaces, 3 hrs.
CAP 3123 (CAP:123)	Greece: From the “Cradle of Democracy” to Today, 3 hours
CAP 3124 (CAP:124)	Democracies, 3 hours
CAP 3125 (CAP:125)	Globalization, Cultural Pluralism, and International Security, 3 hours
CAP 3128 (CAP:128)/COMM 4236 (48C:128)	Ethics in Communication, 3 hours
CAP 3129 (CAP:129)	Being National, 3 hours
CAP 3130 (CAP:130)	Science and Pseudoscience: Critiquing the World Around You, 3 hrs.
CAP 3131 (CAP:131)	Analysis of Social Issues, 3 hours
CAP 3132 (CAP:132)	Medicine, Morality, and Society, 3 hours
CAP 3134 (CAP:134)	Back in the Valley: Martin Luther King Jr. and the 21 st Century, 3 hours
CAP 3140 (CAP:140)	Environment, Technology, and Society, 2 hours
CAP 3144/ENGLISH 3144	Genocide in Writing and Film, 3 hours
CAP 3148 (CAP:148)/ENGLISH 3148	The Holocaust in Literature and Film, 3 hours
CAP 3151 (CAP:151)/PHIL 3010 (650:151)	Money, Sex & Power: Theories of Race, Class, & Gender, 3 hours
CAP 3152 (CAP:152)/HPE 3650 (410:152)	Complementary, Alternative and Integrative Health, 3 hours
CAP 3154/BUSINESS 3154	Global Skills, 2-3 hours
CAP 3155 (CAP:155)/BUSINESS 3155 (100:155)	Socio-Economic Reality of Central America, 2 hours
CAP 3158 (CAP:158)	The Water Planet, 3 hours
CAP 3159/BUSINESS 3159	Managing Energy and Sustainability for the Organization, 3 hours
CAP 3159/RELS 3159/PHIL 3159	Monsters, Vampires, and Religion: An Awesome Alliance
CAP 3159/ENGLISH 3186	Myths of Ireland
CAP 3160 (CAP:160)/HPE 3160 (410:160)	Community and Public Health, 3 hours
CAP 3165/GER 3334/TESOL 3565	Intercultural Perspectives, 3 hours
CAP 3173 (CAP:173)/RELS 3510 (640:173)/PHIL 3510 (650:173)	Bio-Medical Ethics, 3 hours
CAP 3187 (CAP:187)/ENGLISH 4577 (620:187)	Blues and Jazz in African American Film and Literature, 3 hours
CAP 3190	Idea of the University, 3 hours
CAP 3194 (CAP:194)/RELS 3110 (640:194)/PHIL 3110 (650:194)	Perspectives on Death and Dying, 3 hours
CAP 3550/TESOL 3550	Constructing Cross-Cultural Bridges, 3 hours

2004 LIBERAL ARTS CORE (Total 44 Hours)
For All Students Entering UNI Fall 2004 - Spring 2014

Category 1. Core Competencies 11 hours

A. Reading and Writing (3 hours required)

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)	
ENGLISH 1005 (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 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)	

OR

COMM 1000 (48C:001)	Oral Communication, 3 hours
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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)	Modern Tools for Exploring Data, 3 hours
*Elementary Education students may meet the category 1C requirement by completing MATH 1204 (800:031).	

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

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

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)

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 3132 (990:132)	Native North America, 3 hours
HUM 3137 (680:137)/ANTH 3137 (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

*THEATRE 3060 may substitute for the Fine Arts requirements for all theatre majors, 3 hours in the Liberal Arts Core, Category 3A.

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

ENGLISH 1120 (620:031)	Literature: (topic), 3 hours
RELS 1020 (640:024)	Religions of the World, 3 hours
PHIL 1020 (650:021)	Philosophy: The Art of Thinking, 3 hours
GER 1120 (740:031)	Introduction to German Literature in Translation, 3 hours

Category 4. Natural Science and Technology 7 hours

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

A. Life Sciences (3 or 4 hours required)

Select one of the following:

ANTH 1001 (990:010)	Human Origins, 3 hours
BIOL 1012 (840:012)	Life: The Natural World, 3 hours
BIOL 1013 (840:013)*	Life: The Natural World - Lab, 1 hour
BIOL 1014 (840:014)	Life: Continuity and Change, 3 hours
BIOL 1015 (840:015)*	Life: Continuing and Change - Lab, 1 hour

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

BIOL 1033 (840:033)*	Principles of Microbiology, 3 hours
BIOL 2051 (840:051)*	General Biology: Organismal Diversity, 4 hours
BIOL 2052 (840:052)*	General Biology: Cell Structure and Function, 4 hours
BIOL 3101 (840:101)*	Anatomy and Physiology I, 4 hours
SCI ED 1200 (820:032)*	Inquiry into Life Science, 4 hours

*Lab course

B. Physical Sciences (3 or 4 hours required)

Select one of the following:

CHEM 1010 (860:010)*	Principles of Chemistry, 4 hours
CHEM 1011 (860:011)	Molecules and Life, 3 hours
EARTHSCI 1100 (870:010)**	Astronomy, 3-4 hours
EARTHSCI 1110 (870:011)*	Astronomy Laboratory, 1 hour
EARTHSCI 1200 (870:021)	Elements of Weather, 3 hours
EARTHSCI 1210 (870:022)*	Elements of Weather, Laboratory, 1 hour
EARTHSCI 1300 (870:031)*	Introduction to Geology, 4 hours
GEOG 1210 (970:026)	Physical Geography, 3 hours
GEOG 1211	Physical Geography Laboratory, 1 hour
PHYSICS 1000 (880:012)	Physics in Everyday Life, 3 hours
PHYSICS 1400 (880:011)*	Conceptual Physics, 4 hours
TECH 1015	Introduction to Sustainability, 3 hours

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

CHEM 1020 (860:020)*	Chemical Technology, 4 hours
CHEM 1110 (860:044)*	General Chemistry, 4 hours
CHEM 1130 (860:070)*	General Chemistry I-II, 5 hours
EARTHSCI 3328 (870:125)*	Fossils and Evolution, 4 hours
PHYSICS 1511 (880:054)*	General Physics, 4 hours
PHYSICS 1701 (880:130)*	Physics I for Science and Engineering, 4 hours
SCI ED 1100 (820:033)*	Inquiry into Earth Science, 4 hours
SCI ED 1300 (820:031)*	Inquiry into Physical Science, 4 hours

* 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 1110 (970:040) and GEOG 1120 (970:010) toward the liberal arts core.]

A. Group A Sociocultural and Historical Perspectives

WGS 1040 (680:040)	Women's and Gender Studies: Introduction, 3 hours
*HISUS 1023 (900:023)	History of the United States, 3 hours (Formerly SOC SCI 1023) Note: HISUS 1023 will be considered a repeat if previously taken under SOC SCI 1023
GEOG 1120 (970:010)	Human Geography, 3 hours
GEOG 1110 (970:040)	World Geography, 3 hours
SOC 1000 (980:001)	Introduction to Sociology, 3 hours
ANTH 1002 (990:011)	Culture, Nature, and Society, 3 hours

B. Group B Individual and Institutional Perspectives

FAM SERV 1010 (31F:010)	Human Identity and Relationships, 3 hours
PSYCH 1001 (400:001)	Introduction to Psychology, 3 hours
ECON 1031 (920:024)*	Introduction to Economics, 3 hours
POL AMER 1014 (942:014)	Introduction to American Politics, 3 hours
POL INTL 1024 (943:024)	International Relations, 3 hours

*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

EDPSYCH 2030 (200:030)	Dynamics of Human Development, 3 hours
SW 1041 (450:041)/SOC SCI 1041 (900:041)	Social Welfare: A World View, 3 hours
SW 2045 (450:045)/SOC SCI 1045 (900:045)	American Racial & Ethnic Minorities, 3 hours
SOC SCI 1020 (900:020)	Women, Men, and Society, 3 hours
POL GEN 1020 (940:020)	Contemporary Political Problems, 3 hours
SOC 1060 (980:060)	Social Problems, 3 hours

Category 6. Capstone Experience**2 hours**

CAP 3102 (CAP:102)/TECH 3102 (330:102)	Living in our Techno-Social World, 3 hrs.
CAP 3103 (CAP:103)	Multidisciplinary Perspectives on Genocide: Case Studies, 3 hours
CAP 3105 (CAP:105)	Sacred Space, 3 hours
CAP 3106 (CAP:106)/THEATRE 3100 (490:106)	Theatre in Education, 3 hours
CAP 3110 (CAP:110)/BIOL 3110 (840:110)	Obesity and Diabetes: Science, Sociology and Economics, 2 hours
CAP 3121 (CAP:121)	Creativity and the Evolution of Culture, 3 hours
CAP 3122 (CAP:122)	Building Communities: Developing Intentional Family Spaces, 3 hrs.
CAP 3123 (CAP:123)	Greece: From the “Cradle of Democracy” to Today, 3 hours
CAP 3124 (CAP:124)	Democracies, 3 hours
CAP 3125 (CAP:125)	Globalization, Cultural Pluralism, and International Security, 3 hours
CAP 3128 (CAP:128)/COMM 4236 (48C:128)	Ethics in Communication, 3 hours
CAP 3129 (CAP:129)	Being National, 3 hours
CAP 3130 (CAP:130)	Science and Pseudoscience: Critiquing the World Around You, 3 hrs.
CAP 3131 (CAP:131)	Analysis of Social Issues, 3 hours
CAP 3132 (CAP:132)	Medicine, Morality, and Society, 3 hours
CAP 3134 (CAP:134)	Back in the Valley: Martin Luther King Jr. and the 21 st Century, 3 hours
CAP 3140 (CAP:140)	Environment, Technology, and Society, 2 hours
CAP 3144/ENGLISH 3144	Genocide in Writing and Film, 3 hours
CAP 3148 (CAP:148)/ENGLISH 3148	The Holocaust in Literature and Film, 3 hours
CAP 3151 (CAP:151)/PHIL 3010 (650:151)	Money, Sex & Power: Theories of Race, Class, & Gender, 3 hours
CAP 3152 (CAP:152)/HPE 3650 (410:152)	Complementary, Alternative and Integrative Health, 3 hours
CAP 3154/BUSINESS 3154	Global Skills, 2-3 hours
CAP 3155 (CAP:155)/BUSINESS 3155 (100:155)	Socio-Economic Reality of Central America, 2 hours
CAP 3158 (CAP:158)	The Water Planet, 3 hours
CAP 3159/BUSINESS 3159	Managing Energy and Sustainability for the Organization, 3 hours
CAP 3159/RELS 3159/PHIL 3159	Monsters, Vampires, and Religion: An Awesome Alliance
CAP 3159/ENGLISH 3186	Myths of Ireland
CAP 3160 (CAP:160)/HPE 3160 (410:160)	Community and Public Health, 3 hours
CAP 3165/GER 3334/TESOL 3565	Intercultural Perspectives, 3 hours
CAP 3173 (CAP:173)/RELS 3510 (640:173)/PHIL 3510 (650:173)	Bio-Medical Ethics, 3 hours
CAP 3187 (CAP:187)/ENGLISH 4577 (620:187)	Blues and Jazz in African American Film and Literature, 3 hours
CAP 3190	Idea of the University, 3 hours
CAP 3194 (CAP:194)/RELS 3110 (640:194)/PHIL 3110 (650:194)	Perspectives on Death and Dying, 3 hours
CAP 3550/TESOL 3550	Constructing Cross-Cultural Bridges, 3 hours