4 Week Sessions:
May 7 - June 1
June 4 - June 29
July 2 - July 27

6 Week Sessions:
May 7 - June 15
June 18 - July 27

8 Week Session:
June 4 - July 27

Memorial Day:
Monday, May 28

Independence Day:
Wednesday, July 4

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

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.
NOTICE

This is a general publication regarding policies, procedures, and fees related to curricular offerings. IT IS NOT A CONTRACT. EVERY EFFORT HAS BEEN MADE TO MAKE THIS BOOKLET ACCURATE AS OF THE DATE OF PUBLICATION; HOWEVER ALL POLICIES, PROCEDURES, FEES AND CHARGES ARE SUBJECT TO CHANGE AT ANY TIME BY APPROPRIATE ACTION OF THE FACULTY, THE UNIVERSITY ADMINISTRATION, OR THE BOARD OF REGENTS, STATE OF IOWA.

STUDENTS, FACULTY, AND STAFF ARE URGED TO REFER TO THIS IMPORTANT INFORMATION THROUGHOUT THE SPRING SEMESTER.
2012 Summer Office Hours

University offices are open from 7:30 a.m. to 4:30 p.m., Monday through Friday, during the summer. Offices will be closed on Monday, May 28 and Wednesday, July 4.

Regular Sessions

May Four-Week Session ..................................................... May 7-June 1
May/June Six-Week Session................................................. May 7-June 15
June Four-Week Session ..................................................... June 4-June 29
June/July Eight-Week Session ............................................. June 4-July 27
Mid-June/July Six-Week Session ........................................... June 18-July 27
July Four-Week Session .................................................... July 2-27

Legal holiday - no classes ............................................. May 28, Monday
Legal holiday - no classes ............................................ July 4, Wednesday

End of regular summer sessions, 10:00 p.m. ......................... July 27, Friday

Dates to Observe - All Sessions Included

Mon., May 7 May four-week session begins.
Mon., May 7 May/June six-week session begins.
Wed., May 9 $10.00 change of registration fee for courses added/dropped in May four-week session and
May/June six-week session.
Thurs., May 10, 4:30 p.m. Last day to add May four-week session course for credit.
Thurs., May 10, 4:30 p.m. Last day to drop May four-week session course with no report.
Thurs., May 10, 4:30 p.m. Last day to change May four-week session course to or from audit.
Thurs., May 10, 4:30 p.m. Fees for May four-week courses based on load at 4:30 p.m.
Fri., May 11, 4:30 p.m. Last day to add May/June six-week session course for credit.
Fri., May 11, 4:30 p.m. Last day to drop May/June six-week session course with no report.
Fri., May 11, 4:30 p.m. Last day to change May/June six-week session course to or from audit.
Fri., May 11, 4:30 p.m. Fees for May/June six-week courses based on load at 4:30 p.m.
Thurs., May 17, 4:30 p.m. Last day to drop May four-week session course without "F".
Thurs., May 17, 4:30 p.m. Last day to change May four-week session course to or from ungraded credit. (See note* below.)
Sun., May 20 University bill is due.
Fri., May 25, 4:30 p.m. Last day to drop May/June six-week session course without "F".
Fri., May 25, 4:30 p.m. Last day to change May/June six-week session course to or from ungraded credit. (See note* below.)
Mon., May 28, legal holiday No classes; all university offices closed.
Fri., June 1 May four-week session ends.
Mon., June 4 June four-week session begins.
Mon., June 4 June/July eight-week session begins.
Wed., June 6 $10.00 change of registration fee for courses added/dropped in June four-week session.
Thurs., June 7, 4:30 p.m. Last day to add June four-week session course for credit.
Thurs., June 7, 4:30 p.m. Last day to drop June four-week session course with no report.
Thurs., June 7, 4:30 p.m. Last day to change June four-week session course to or from audit.
Thurs., June 7, 4:30 p.m. Fees for June four-week courses based on load at 4:30 p.m.
Thurs., June 7 $10.00 change of registration fee for courses added/dropped in June/July eight-week session.
Tues., June 12, 4:30 p.m. Last day to add eight-week session course for credit.
Tues., June 12, 4:30 p.m. Last day to drop eight-week session course with no report.
Tues., June 12, 4:30 p.m. Last day to change eight-week session course to or from audit.
Tues., June 12, 4:30 p.m. Fees for eight-week courses based on load at 4:30 p.m.
Thurs., June 14, 4:30 p.m. Last day to drop June four-week session course without "F".
Thurs., June 14, 4:30 p.m. Last day to change June four-week session course to or from ungraded credit. (See note* below.)
Fri., June 15 May/June six-week session ends.

Mon., June 18 Mid-June/July six-week session begins.
Wed., June 20 $10.00 change of registration fee for courses added/dropped in June/July six-week session. University bill is due.
Fri., June 22, 4:30 p.m. Last day to add mid-June/July six-week session course for credit.
Fri., June 22, 4:30 p.m. Last day to drop mid-June/July six-week session course with no report.
Fri., June 22, 4:30 p.m. Last day to change mid-June/July six-week session course to or from audit.
Fri., June 22, 4:30 p.m. Fees for mid-June/July six-week courses based on load at 4:30 p.m.
Thurs., June 28, 4:30 p.m. Last day to drop eight-week session course without "F".
Thurs., June 28, 4:30 p.m. Last day to change eight-week session course to or from ungraded credit. (See note* below.)
Fri., June 29 4:30 p.m. June-four-week session ends.
Fri., July 4, legal holiday No classes; all university offices closed.
Thurs., July 5 July-four-week session begins.
Fri., July 6, 4:30 p.m. Last day to add July-four-week session course for credit.
Fri., July 6, 4:30 p.m. Last day to drop July-four-week session course with no report.
Fri., July 6, 4:30 p.m. Last day to change July-four-week session course to or from audit.
Fri., July 6, 4:30 p.m. Fees for July-four-week courses based on load at 4:30 p.m.
Fri., July 6, 4:30 p.m. Last day to drop mid-June/July six-week session course without "F".
Fri., July 6, 4:30 p.m. Last day to change mid-June/July six-week session course to or from ungraded credit. (See note* below.)
Fri., July 13, 4:30 p.m. Last day to drop July-four-week session course without "F".
Fri., July 13, 4:30 p.m. Last day to change July-four-week session course to or from ungraded credit. (See note* below.)
Fri., July 20 University bill is due.
Fri., July 20 June/July eight-week session ends.
Fri., July 27 Mid-June/July six-week session ends.
Fri., July 27 July-four-week session ends.
Mon., Aug 20 Summer sessions end.
University bill is due.

Dates to Observe - By Session

Students should refer to above Dates to Observe - All Sessions or page 3 concerning payment dates for university bill.

May session 4 weeks (May 7-June 1)
Mon., May 7 May four-week session begins.
Wed., May 9 $10.00 change of registration fee for courses added/dropped in May four-week session.
Thurs., May 10, 4:30 p.m. Last day to add May four-week session course for credit.
Thurs., May 10, 4:30 p.m. Last day to drop May four-week session course with no report.
Thurs., May 10, 4:30 p.m. Last day to change May four-week session course to or from audit.
Thurs., May 10, 4:30 p.m. Fees for May four-week courses based on load at 4:30 p.m.
Fri., May 11, 4:30 p.m. Last day to drop May four-week session course without "F".
Fri., May 11, 4:30 p.m. Last day to change May four-week session course to or from ungraded credit. (See note* below.)
Mon., May 28, legal holiday No classes; all university offices closed.
Fri., June 1 May four-week session ends.
Mon., June 4 June four-week session begins.
Mon., June 4 June/July eight-week session begins.
Wed., June 6 $10.00 change of registration fee for courses added/dropped in June four-week session.
Thurs., June 7, 4:30 p.m. Last day to add June four-week session course for credit.
Thurs., June 7, 4:30 p.m. Last day to drop June four-week session course with no report.
Thurs., June 7, 4:30 p.m. Last day to change June four-week session course to or from audit.
Thurs., June 7, 4:30 p.m. Fees for June four-week courses based on load at 4:30 p.m.
Thurs., June 7 $10.00 change of registration fee for courses added/dropped in June/July eight-week session.
Tues., June 12, 4:30 p.m. Last day to add eight-week session course for credit.
Tues., June 12, 4:30 p.m. Last day to drop eight-week session course with no report.
Tues., June 12, 4:30 p.m. Last day to change eight-week session course to or from audit.
Tues., June 12, 4:30 p.m. Fees for eight-week courses based on load at 4:30 p.m.
Thurs., June 14, 4:30 p.m. Last day to drop June four-week session course without "F".
Thurs., June 14, 4:30 p.m. Last day to change June four-week session course to or from ungraded credit. (See note* below.)
Fri., June 15 May/June six-week session ends.

May/June session 6 weeks (May 7 - June 15)
Mon., May 7 May/June six-week session begins.
Wed., May 9 $10.00 change of registration fee for courses added/dropped in May/June six-week.
Fri., May 11, 4:30 p.m. Last day to add May/June six-week session course for credit.
Fri., May 11, 4:30 p.m. Last day to drop May/June six-week session course with no report.
Fri., May 11, 4:30 p.m. Last day to change May/June six-week session course to or from audit.
Fri., May 11, 4:30 p.m. Last day to drop May/June six-week session course to or from audit.
Friday, May 11, 4:30 p.m. Fees for May/June six-week courses based on load at 4:30 p.m.

Friday, May 25, 4:30 p.m. Last day to drop May/June six-week session course without "F".

Friday, May 25, 4:30 p.m. Last day to change May/June six-week session course to or from ungraded credit. (See note* below.)

Monday, May 28 legal holiday No classes; all university offices closed.

Friday, June 15

June session 4 weeks (June 4 – June 29)

Monday, June 4 June four-week session begins.

Wednesday, June 6 $10.00 change of registration fee for courses added/dropped in June four-week session.

Thursday, June 7, 4:30 p.m. Last day to add June four-week session course for credit.

Thursday, June 7, 4:30 p.m. Last day to drop June four-week session course with no report.

Thursday, June 7, 4:30 p.m. Last day to change June four-week session course to or from audit.

Thursday, June 7, 4:30 p.m. Fees for June four-week courses based on load at 4:30 p.m.

Thursday, June 14, 4:30 p.m. Last day to drop June four-week session course without "F".

Friday, June 14, 4:30 p.m. Last day to change June four-week session course to or from ungraded credit. (See note* below.)

Friday, June 22, 4:30 p.m. June four-week session ends.

June/July session 8 weeks (June 4 - July 27)

Monday, June 4 June/July eight-week session begins.

Thursday, June 7 $10.00 change of registration fee for courses added/dropped in June/July eight-week session.

Tuesday, June 12, 4:30 p.m. Last day to add eight-week session course for credit.

Tuesday, June 12, 4:30 p.m. Last day to drop eight-week session course with no report.

Tuesday, June 12, 4:30 p.m. Last day to change eight-week session course to or from audit.

Tuesday, June 12, 4:30 p.m. Fees for eight-week courses based on load at 4:30 p.m.

Thursday, June 28, 4:30 p.m. Last day to drop eight-week session course without "F".

Thursday, June 28, 4:30 p.m. Last day to change eight-week session course to or from ungraded credit. (See note* below.)

Wednesday, July 4 legal holiday No classes; all university offices closed.

Friday, July 27 June/July eight-week session ends.

Mid-June/July session 6 weeks (June 18 - July 27)

Monday, June 18 Mid-June/July six-week session begins.

Wednesday, June 20 $10.00 change of registration fee for courses added/dropped in June/July six-week session.

Friday, June 22, 4:30 p.m. Last day to add mid-June/July six-week session course for credit.

Friday, June 22, 4:30 p.m. Last day to drop mid-June/July six-week session course with no report.

Friday, June 22, 4:30 p.m. Last day to change mid-June/July six-week session course to or from audit.

Friday, June 22, 4:30 p.m. Fees for mid-June/July six-week courses based on load at 4:30 p.m.

Wednesday, July 4 legal holiday No classes; all university offices closed.

Friday, July 6, 4:30 p.m. Last day to drop mid-June/July six-week session course without "F".

Friday, July 6, 4:30 p.m. Last day to change mid-June/July six-week session course to or from ungraded credit. (See note* below.)

Friday, July 27 Mid-June/July six-week session ends.

July session 4 weeks (July 2 - July 27)

Monday, July 2 July four-week session begins.

Thursday, July 5 $10.00 change of registration fee for courses added/dropped in July four-week session.

Friday, July 6, 4:30 p.m. Last day to add July four-week session course for credit.

Friday, July 6, 4:30 p.m. Last day to drop July four-week session course with no report.

Friday, July 6, 4:30 p.m. Last day to change July four-week session course to or from audit.

Friday, July 6, 4:30 p.m. Fees for July four-week courses based on load at 4:30 p.m.

Friday, July 13, 4:30 p.m. Last day to drop July four-week session course without "F".

Friday, July 13, 4:30 p.m. Last day to change July four-week session course to or from ungraded credit. (See note* below.)

Friday, July 27 July four-week session ends.

*Students are reminded that only one change per course may be made to or from ungraded basis. Once a change has been made, the student cannot again change that course to or from ungraded credit.

Iowa Lakeside Laboratory

First Session May 21 - June 15
Second Session June 18 - July 13

For further information on Iowa Lakeside Laboratory see page 16.

Registration Procedures

NEW STUDENTS - GRADUATE AND UNDERGRADUATE

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

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

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

ADVISOR APPROVAL

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

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

- 31F Family Services
- 31L Gerontology: Long Term Care
- 31S Gerontology: Social Sciences
- 32I Interior Design
- 32S Construction Management
- 400 Psychology (graduates only)
- 49X Theatre
- 510-515 Communication Sciences and Disorders
- 52X Music
- 60X Art (freshmen and sophomores only)
- 62X English
- 69X TESOL
- 72X French
- 74X German
- 77X Russian
- 80X Mathematics
- 81X Computer Science
- 82X Science Teaching
- 84X Biology (undergraduates only w/ <2.5 UNI CUM GPA)
- 86X Chemistry
- 870-87N Earth Science
- 88X Physics
- 94X Public Administration
- 950 Public Policy
- 96X History (graduates only)
- 98X Sociology (graduates only)

REGISTRATION PROCESS

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

During advanced registration, scheduling assistance will be available in the Registrar’s Office 8:00 a.m. - 5:00 p.m. Monday through Friday. Students registering from locations other than the Registrar’s Office will be able to access the system from 7:30 a.m. - 11:00 p.m. Monday through Friday. Other times and

www.grad.uni.edu/admission.

Students enrolled for the Spring 2012 semester who plan to graduate in Spring 2012 and intend to continue as graduate students for Summer 2012 must file an application for graduate study. Graduate admission information and the application for admission is available on the Web at www.grad.uni.edu/admission.

Students enrolled for the Spring 2012 semester who plan to graduate in Spring 2012 and intend to continue as graduate students for Summer 2012 must file an application for graduate study. Graduate admission information and the application for admission is available on the Web at www.grad.uni.edu/admission.

Students enrolled for the Spring 2012 semester who plan to graduate in Spring 2012 and intend to continue as graduate students for Summer 2012 must file an application for graduate study. Graduate admission information and the application for admission is available on the Web at www.grad.uni.edu/admission.
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 password is in the format mmmdd$nnnnn where mm is the first 2 letters of your birth month, dd is the 2 digit number of your birth day and nnnnn is your 6 digit university ID#. For example, if your birth date is July 4 and your university ID# is 123456, your initial password is jup4$123456. For security reasons, you are required to change your password the first time you log in. Your new password must be at least 8 characters long and must contain at least one alpha, one numeric, and one special character. See the password requirements on the MyUniverse log in screen for a complete listing of requirements. Keep your password in a secure place. It is required for future access to the system.

Prior to registration:
1. Students should access their registration information. This is available via the Web at http://myuniverse.uni.edu on 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 Registrar’s Office. 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.

Advance Registration Schedule
REGISTRATION SCHEDULE - CURRENT AND FORMER STUDENTS
Registration for Summer 2012 will be by classification and earned hours at the end of 2011 Fall session.

The day and time for registration will be on your Student Center. If you cannot register on your assigned day, you may register at any later date. Please be advised that you should not skip class to register for classes. An absence for this reason may be classified as unexcused and may affect your course grade.

GRADUATES
Registration day: March 7

SENIORS
Students with 90 or more hours of credit at the end of 2010 Fall session.
Registration days: March 7

JUNIORS
Students with 60-89 hours credit at the end of 2010 Fall session.
Registration days: March 8

SOPHOMORES
Students with 30-59 hours credit at the end of 2010 Fall session.
Registration days: March 8

FRESHMEN
Students with less than 30 hours at the end of 2010 Fall session.
Registration days: March 9

Freshman 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 located in 102 Gilchrist.

SPECIAL AND UNCLASSIFIED
Registration day: March 9

Other Registration Information

LATE REGISTRATION
Registration after the first day of classes is considered a late registration. A $20.00 late registration fee will be charged of all students who register after this date.

CLOSED CLASSES
Written permission to enroll in a class which is closed must be secured from the head of the department in which the course is offered. In some instances the department head may request the student to obtain the instructor’s signature to see whether there is room in the class. Then the student will still need to go back to the department head office for final approval.

CHANGE OF REGISTRATION AND CHANGE OF REGISTRATION FEE
Please refer to the Dates to Observe section on pages 3-4 for drop/add dates and fees for the various summer sessions.

THE CHANGE OF REGISTRATION IS NOT EFFECTIVE UNTIL THE FORM IS FILED IN THE REGISTRAR’S OFFICE, AND THE DATE FILED IN THE REGISTRAR’S OFFICE IS THE EFFECTIVE DATE OF THE CHANGE. DESIRED CHANGES AFTER THE DATES LISTED ABOVE ARE SUBJECT TO DEPARTMENTAL APPROVAL.

REGISTRATION BY MAIL, FAX, AND PHONE
Registration for one or two courses may be accomplished by mail, fax, or phone. These will be processed based on the student's classification.

Registration by Mail:
March 7 - June 1

Registration by Fax:
March 7 – June 1
(319-273-6792)

Registration by Phone:
May 1 - June 1 (319-273-2241)

STUDENT LOAD
Undergraduate Students -- The normal maximum student load is one credit hour per week of instruction; thus, students enrolling for eight weeks may carry a maximum of 8 semester hours; those enrolling for six weeks may carry a maximum of 6 semester hours; and those enrolling for four weeks may carry a maximum of 4 semester hours. Undergraduate students with at least a 2.50 cumulative GPA will automatically be allowed to register for up to 6 hours in a four-week time period; however, prior consultation with an academic advisor is highly recommended.

Graduate Students -- The normal maximum graduate student load during the eight-week summer session is 9 hours; that normally permitted during each six-week or four-week split summer session is 4-5 hours.

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 Registrar’s Office.
2. Graduate students need to complete a student request form stating your reasons for requesting to take more hours and stating your UNI cumulative GPA. This form can be obtained at the Registrar's Office. Approval must be obtained from your advisor and the Dean of the Graduate College, 110 Lang.

EXPLANATION OF COURSE NUMBERS
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/ Note that the 2010-12 catalog lists both the old and the new course numbers.

Detailed information regarding the course numbering system prior to Fall 2011 and the system effective Fall 2011 may be found at http://www.uni.edu/catalog/sites/default/files/2010-2012_UNI-Catalog_Courses-Only.pdf

SECTION NUMBERS DESIGNATING HALF SEMESTER COURSES
SECTIONS NUMBERED IN THE “80s” (OR “8” AND A LETTER) MEET THE FIRST-HALF OF A SEMESTER. SECTIONS NUMBERED IN THE “90s” (OR “9” AND A LETTER) MEET THE SECOND-HALF OF A SEMESTER.

ENROLLMENT REQUIREMENTS/PREREQUISITES
Enrollment requirements and prerequisites indicate conditions that must be satisfied before enrolling for the course.

The university reserves the right to remove students from courses for which prerequisites have not been met.
AUDITING CLASSES

Courses will default to the graded grading basis. Students wishing to request to audit a course should submit the online web form at:
http://www.uni.edu/registrar/registration-audit-and-pass-fail-request

Students receiving approval to audit may change to registration for credit 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. Audits will not be recorded on the permanent record except by a student request approved by the instructor showing that the student regularly attended the course.

APPLICATION FOR GRADUATION

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

Graduate students: Applications for graduation in a particular term may be completed online through the Student Center in My UNIverse any time up to the end of the term, but for participation in commencement, application to graduate must be submitted by the 12th week of the Fall or Spring term classes (July 1 deadline for all summer sessions) so that students’ names can be included in the commencement publication. After the 12th week students may still apply for degree conferment that term, but their names will not be included in the commencement publication. Degree conferment for a late applicant must be approved by the Graduate College. If the Graduate College does not approve a late applicant, the application will be moved to the next term.

TRANSCRIPTS

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

TUITION AND MANDATORY FEES (per semester)

See Dates to Observe section on pages 3-4 for dates regarding fees and payment due dates for Summer 2012. Tuition and fees are subject to change by the university and the Board of Regents, State of Iowa.

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

OTHER FEES

1. Application for admission to the university................................. $40
2. Application for admission of International Students.................. 50
3. Applied Music (in addition to tuition)......................................... $90
4. Continuing Graduate Scholar......................................................... 50
5. Correspondence Study (“Guided Independent Study”), per credit hour.......................................................... 218
6. Credit by Examination, per course.................................................. 50
7. Deferred Payment Fee, summer 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.............................................................................. 278
  Graduate.................................................................................... 432
12. Graduation fee........................................................................... 60
13. ID Card replacement................................................................. 25
14. Late registration........................................................................... 20
15. Non-credit remedial courses (in addition to tuition).................... 536
16. Orientation Services
  Administrative Fee - Freshmen................................................. 210
  Administrative Fee - Transfer..................................................... 210
17. Restricted Enrollment Fee, per occurrence............................... 25
18. Returned Check Fee, per check..................................................... 30
19. Study Abroad Fees
  Academic year............................................................................. 500
  Administrative fee....................................................................... 65
  Non-UNI sponsored programs................................................... 120
  One semester only...................................................................... 375
  Summer session only................................................................. 160
20. Third Party billing fee................................................................. 25
21. Transcript of academic record
  Each Copy.................................................................................... 16
  Immediate service (per copy)....................................................... 18
  FAX service per copy.................................................................. 7
22. Workshop/Telecourse
  Undergraduate, per credit hour..................................................... 278
  Graduate, per credit hour............................................................. 432

Payment Due Dates

<table>
<thead>
<tr>
<th>U-bill Dates</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>May 20</td>
</tr>
<tr>
<td>June 1</td>
<td>June 20</td>
</tr>
<tr>
<td>July 1</td>
<td>July 20</td>
</tr>
<tr>
<td>August 1</td>
<td>August 20</td>
</tr>
</tbody>
</table>

EXTENSION OF CREDIT/EDUCATIONAL LOAN

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

You are expected to have made the necessary financial arrangements prior to enrolling for classes. Any financial assistance from the university should be arranged prior to the start of classes through the Student Financial Aid Office.

You are responsible for making all payments due while a Financial Aid application is in process.

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

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

UNIVERSITY BILL (u-bill)

All tuition, mandatory 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 also view their u-bill by creating a username and password for parents or other third parties. Go to MyUNIverse –My Page tab-Third Party Accounts to grant access.

Failure to receive or read an email reminder is not an acceptable reason for not making a payment when due. It is the responsibility of the student to check their u-bill account at least monthly and make required payment by the Due Date.
A sample bill with instructions of how to read it can be viewed at www.uni.edu/obo/student_accounts.

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

PAYMENT INSTRUCTIONS
U-bill payments can be made by cash, check, or online by e-check. UNI DOES NOT accept credit or debit cards as a form of payment for u-bill charges. Payments must be received BY THE DUE DATE to avoid a 1% late fee and other restrictions. Payments can be made using the following options:

- Online via E-check at MyUNIverse-Student Center tab
- Cashier’s Window at 103 Gilchrist Hall (8 am - 4 pm M-F)
- Drop-box located outside of the East Entrance of Gilchrist Hall
- Mailing Address: University of Northern Iowa Attn: Student Accounts 103 Gilchrist Hall Cedar Falls, IA 50614-0008

(please include the student number in the memo section of the check)

DEFERRED PAYMENT PLAN
The University offers a Deferred Payment Plan option for tuition, mandatory fees, and contracted room and meal plan charges. This allows students to select a 3 month payment plan if their class begins in May (and is billed on May 1st) or a 2 month plan if their class begins in June (and is billed on June 1st). Classes that begin in July will be billed on July 1st and the entire bill will be due on July 20th.

All enrolled students are eligible to participate but the student MUST ENROLL prior to the first billing due date. To enroll, students need to visit www.uni.edu and log in to MyUNIverse-Student Center tab to complete the online payment plan agreement. There is a $20 deferred billing fee 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 $50 or greater. Credit balances below $50 will be held on account to pay additional u-bill charges throughout the semester. Once the student’s enrollment ends, a refund will be disbursed, if the amount is $10 or more. In either case, a student may request a cash refund of any credit balance below the minimum in person at the Cashier’s Window.

The University will initiate direct deposit refunds daily beginning the first week of each semester. Once the student’s enrollment ends, a refund will be disbursed, 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 Dates to Observe section on pages 6-7 and the Change of Registration and Change of Registration Fee section on page 8 for questions on tuition when a portion of the classes are dropped.

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

Summer 2012 Sessions Withdrawal Schedules

Four-week sessions:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Percent of May Refund</th>
<th>May Dates</th>
<th>June Dates</th>
<th>July Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>90</td>
<td>May 7-8</td>
<td>June 4-5</td>
<td>July 2-3</td>
</tr>
<tr>
<td>3</td>
<td>75</td>
<td>May 9</td>
<td>June 6</td>
<td>July 5</td>
</tr>
<tr>
<td>4</td>
<td>50</td>
<td>May 10</td>
<td>June 7</td>
<td>July 6</td>
</tr>
<tr>
<td>5</td>
<td>25</td>
<td>May 11</td>
<td>June 8</td>
<td>July 9</td>
</tr>
<tr>
<td>6th day &amp; beyond</td>
<td>0</td>
<td>May 14</td>
<td>June 11</td>
<td>July 10</td>
</tr>
</tbody>
</table>

Six-week sessions:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Percent of May Refund</th>
<th>May/Mid-June Dates</th>
<th>Mid-June/July Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>90</td>
<td>May 7-8</td>
<td>June 18-19</td>
</tr>
<tr>
<td>3-4</td>
<td>75</td>
<td>May 9-10</td>
<td>June 20-21</td>
</tr>
<tr>
<td>5-6</td>
<td>50</td>
<td>May 11-14</td>
<td>June 22-25</td>
</tr>
<tr>
<td>7-8</td>
<td>25</td>
<td>May 15-16</td>
<td>June 26-27</td>
</tr>
<tr>
<td>9th day &amp; beyond</td>
<td>0</td>
<td>May 17</td>
<td>June 28</td>
</tr>
</tbody>
</table>

Eight-week session:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Percent of June/July Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>90</td>
</tr>
<tr>
<td>4-6</td>
<td>75</td>
</tr>
<tr>
<td>7-8</td>
<td>50</td>
</tr>
<tr>
<td>9-10</td>
<td>25</td>
</tr>
<tr>
<td>11th day &amp; beyond</td>
<td>0</td>
</tr>
</tbody>
</table>

The manner in which refunds will be determined is as follows:

1. Find the date of your withdrawal on the various session refund schedules.
2. If you are enrolled in multiple sessions, your refund will follow the schedule for each session in which you are enrolled.
For example: If you are enrolled in one eight-week class and one mid-June/July six-week class and you withdraw from school on June 25, you would receive a 50 percent refund for your mid-June/July six-week class and no refund for your eight-week class.

As another example: If you are enrolled in a May four-week class and a mid-June/July six-week class and you withdraw on June 15, you would receive no refund for your May four-week class and a full refund for your mid-June/July six-week class.

3. As a general rule, if you withdraw from a session in which you are registered since classes have begun for that session, you will be assessed some percentage of the total tuition for that session. If you withdraw from a session in which you are registered prior to classes beginning for that session, you will be accorded a full refund of tuition for that session.

4. Workshop fee is not refundable after the workshop class has begun.

5. Students receiving financial aid should visit with a counselor in the Financial Aid Office about how dropping a class and/or withdrawing totally from school will impact your financial aid award.

Information for Veterans

<table>
<thead>
<tr>
<th>V.A. Specifications</th>
<th>Undergraduates</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsistence</td>
<td>6 or more hours</td>
<td>5 or more hours</td>
</tr>
<tr>
<td>3/4 Allowance</td>
<td>4-5 hours</td>
<td>4 hours</td>
</tr>
<tr>
<td>1/2 Allowance</td>
<td>3 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Tuition Assistance Only</td>
<td>1-2 hours</td>
<td>1-2 hours</td>
</tr>
</tbody>
</table>

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

1. The above specifications apply only to eight-week courses. For the specifications which apply to four-week or six-week session courses or a combination, consult the VA Clerk in the Office of the Registrar.
2. The university will certify veterans for repeating courses only if a grade of "F" was previously received in the course.
3. Students will only be certified for courses which are required for their minimum degree requirements.
4. Withdrawal from a course with a "W" can result in costly repayments to the VA.
5. Any veteran reported for non-attendance in a course will be reported to the VA. Training level will be adjusted in that semester to the instructor's recorded last day of attendance.

To make application for VA Educational assistance, visit the Registrar's Office, GIL 115, call 273-6801 or email patricia.welter@uni.edu. The VA clerk is generally available between 8-4 Monday through Friday.

Miscellaneous Information

CHANGING OF NAME

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

GRADE REPORTS

Students can access grades using their Cat ID and UNI password. To access grades via the Internet, go to the address http://myuniiverse.uni.edu, and go to your Student Center. Copies of grade reports are not sent to parents without the authorization of the student. Such authorization may be signed at the Registrar's Office.

GRADE POINT AVERAGE

Grades are evaluated in terms of quality points. For each hour of A earned, the student is credited with 4 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:

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

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

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

WARNING - PROBATION - SUSPENSION

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

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

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

Academic probation and suspension status is determined as follows:

- **Students with 29 or fewer graded hours**
  - probation 6 through 13 deficiency points of obtaining a 2.00
  - suspension 14 or more deficiency points of obtaining a 2.00
- **Students with 30-59 graded hours**
  - probation 6 through 11 deficiency points of obtaining a 2.00
  - suspension 12 or more deficiency points of obtaining a 2.00
- **Students with 60 or more graded hours**
  - probation 6 through 9 deficiency points of obtaining a 2.00
  - suspension 10 or more deficiency points of obtaining a 2.00

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

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

Readmission After Suspension: A student who has been suspended may be readmitted only after applying for readmission in writing and receiving favorable action on the application from the Committee on Admission and Retention. Applications for readmission may be secured from and filed with the secretary of the Committee in the Office of the Registrar. The completed application and all supporting documents must be received in the Office of the Registrar at least seven calendar days prior to the beginning of the term for which the student is requesting enrollment.

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

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 207); 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.

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

POLICY ON MAKE-UP WORK AND MISSED CLASSES
It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. On occasion events will necessitate a student’s absence from class. In order for both faculty and students to effectively plan for these absences, the following procedures are recommended.

1. All parties involved should be made aware of scheduled absences well ahead of the date(s) of absence. In the case of extra-curricular activities, a semester-long schedule should be prepared and distributed at the beginning of the semester. In instances where semester-long schedules are not feasible, two weeks written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite. Assuming that appropriate notification has been provided, students and faculty shall mutually agree as to how assignments, lectures, exams, etc. shall be made up. The type and extent of make-up work shall be at the discretion of the faculty member.
2. Occasionally there will occur situations where two weeks’ notice is impossible. On these occasions, students, faculty, and others concerned should work closely together to ascertain whether special arrangements can and/or should be made.

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

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

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

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

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Northern Iowa to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:


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

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

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

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

The complete Student Records Policy of the university may be obtained by accessing the general information portion of the university’s home page on the World Wide Web. The home page address is www.uni.edu/studentaffairs/deanofstudents/handbook/

FEDERAL DISCLOSURE INFORMATION WEB SITES

INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION
(Higher Education Amendments of 1998, Public Law 105-244)

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

- Comprehensive Financial Aid
  - Cost of attendance
  - Financial aid refund policy
  - Return of Title IV grants/loans
  - Study Aroad aid eligibility
  - Terms/conditions for deferral of Federal Direct Loans
  - Types of financial aid

Registrar
  - Refund policies of tuition/fees
  - Withdrawal from school and dropping or adding of courses
  - Academic programs
  - University accreditations
  - Graduation rates

Intercollegiate Athletics
  - Equity in Athletics Disclosure Act

Office of Disability Services
  - Facilities and services for disabled students

Office of Public Safety
  - Campus security and crime statistics

www.vpaf.uni.edu/pubsaf/crime_stats/index.shtml

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.

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 this page.)

If you have any questions concerning your responsibilities under this Act or if you would like information on services available to students, please contact the Office of Student Disability Services (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.

DRUG FREE SCHOOLS & CAMPUSES REGULATIONS
www.uni.edu/subabuse
www.vpaf.uni.edu/hrf/eap/index.shtml

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

IOWA VOCATIONAL REHABILITATION SERVICES
Iowa Vocational Rehabilitation Services (IVRS) has a counselor on campus located in 102 Gilchrist to assist qualifying students with disabilities. 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:
1) medical and psychological assessment
2) technological assessment
3) vocational assessment
4) counseling and guidance
5) physical and/or mental restoration services which may include therapy, wheelchairs, hearing aids, eye glasses etc.
6) special adaptive equipment or devices
7) financial support for personal attendant assistance

UNI CHILD DEVELOPMENT CENTER
The UNI Child Development Center provides a setting for children to explore and interact with their environment, other children and adults. The Center is staffed by teachers certified in Early Childhood Education and UNI students.

Summer programming available for children birth through 5 years of age. Enrollment is open to children of faculty, staff, and students. Head start and state funding accepted. Enrollment is full-time only and fees are charged by the session. Sessions include Summer programming available for children birth through 5 years of age. Enrollment is open to children of faculty, staff, and students. Head start and state funding accepted. Enrollment is full-time only and fees are charged by the session. Sessions include May, June, and July.

Summer hours are 7:00 a.m. - 5:00 p.m. Advanced registration is required.

Forms and information are available from:
UNI Child Development Center
1 Price Laboratory School
19th & Campus Streets
319-273-3946

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 67.0 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 50 percent. If you wish additional information regarding student retention and persistence to graduation at UNI you may contact the Registrar's Office.
VOTER REGISTRATION
You may obtain voter registration information from the Office of the Registrar or by accessing the Web site http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html (Iowa Code 48A.23).

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

Policy Statement:

The university has established its equal opportunity policy as follows:

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

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

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

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

UNI DISCRIMINATION AND HARASSMENT POLICY
Purpose: To provide guidelines regarding discrimination and harassment applicable to the entire university.

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

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

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

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

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACADEMIC ACHIEVEMENT AND RETENTION SERVICES 007 ITTC, 273-6023

Academic Achievement and Retention Services empowers students to achieve academic success and to develop personal/professional strengths. Services include:

- Personalized advising, academic planning, career/graduate school exploration, and financial literacy education
- Individual and group tutoring for selected courses
- Workshops to enhance study skills, finances, and career interests
- Strategies for Academic Success, a two-credit course
- Collaboration with other campus offices in delivering orientation, mentoring, and transition programs

EXAMINATION SERVICES 007 ITTC, 319-273-6023

Exam Services offers credit by examination, certification examinations, and most major national college and professional school entrance examinations. Services are provided to enrolled graduate and undergraduate students, non-UNI students, and non-students. In addition to test administration, this program provides test registration information and referrals for preparation assistance.

Examination Services Offers These Tests:

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

Examinations For Graduate School Admissions

To determine which examinations you are required to take, it is recommended that you meet with your current advisor and/or department head and the graduate student advisor for the programs to which you are applying.

- Graduate Record Examination (GRE)
- Miller Analogies Test (MAT)
- Law School Admission Test (LSAT)

Professional School Admission Tests

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

COLLEGE READING AND LEARNING CENTER 008 ITTC, 319-273-2361

The College Reading and Learning Center works with students to help them develop and apply effective reading, learning, time management, and study strategies in a variety of formats:

- Individualized academic coaching
- Workshops, courses, study groups, and presentations
- Faculty consultation
- Preparation for the Praxis I (PPST), GRE, and other entrance exams

MATH AND SCIENCE SERVICES 008 ITTC, 319-273-2361

The purpose of Math and Science Services is to provide academic resources to inspire, challenge, and empower UNI students to achieve academic success in their math and science courses. 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 rental program
- Walk-in, one-on-one tutoring and study skills assistance
- Test preparation
- Study groups
- GRE and Praxis I (PPST) preparation courses
- Succeeding in Science and Math workshops

STUDENT SUPPORT SERVICES (SSS) 007 ITTC, 319-273-2179

Student Support Services is a federally-funded TRIO program that is designed to increase the retention and graduation rates of UNI students who meet federal eligibility requirements. Program staff serve as advocates for participants and provide a combination of services based on the individual needs of each student. The following free services are offered to eligible participants:

- Academic advising, including assistance with course selection
- Educational and long-range planning
- Monitoring of academic progress
- Personal, financial, and career advising
- Tutoring and study groups
- College survival and study skills workshops
- Cultural and educational activities
- Financial assistance to qualified participants
- Graduate school enrollment assistance

WRITING CENTER 008 ITTC, 319-273-2361

The Writing Center offers individualized assistance by appointment in planning, writing, revising, and documenting papers for undergraduate and graduate students in all majors. Certified writing coaches and students work together to

- Break writer’s block and get class assignments, personal statements, and other projects started
- Improve focus, development, organization, clarity, and grammar
- Practice effective planning, revising, editing, and proofreading strategies
- Prepare for the Praxis I (PPST), GRE, MCAT and other entrance exams

In addition, the Writing Center offers faculty consultation and workshops customized for specific courses and groups.
ACADEMIC LEARNING CENTER SUMMER WORKSHOPS

GRE Preparation Workshops

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Register for workshops by phone at 319-273-2361 or online at www.uni.edu/uniacle. UNI CAT ID is required for online registration.

All Academic Learning Center services other than fee-based testing through Examination Services are free to enrolled UNI students. Registration for workshops is free to UNI students and available for a fee to non-students. Call 319-273-2361 for additional information.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

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

Financial Aid Satisfactory Academic Progress Requirements and Review Process

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

1) Minimum GPA: Undergraduate and 2nd BA students must maintain a minimum 2.0 UNI GPA for coursework taken at UNI. Graduate students must maintain a minimum 3.0 UNI GPA.

2) Pace of Progress: Students must complete 67% of all coursework attempted at UNI. Attempted hours are based on enrollment at the end of the first two weeks of class during a semester. Only grades of A, B, C, D, X, Cr, or P are counted as meeting the required hours. Failed classes, withdrawn classes, and incomplete grades do not count as completed credit hours and will negatively affect the SAP calculation.

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

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

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

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

Financial Aid Suspension Status

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

Financial Aid Probation Status

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

Financial Aid Academic Plan

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

Reinstatement of Financial Aid

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

1) Meet all Financial Aid Satisfactory Academic Progress requirements.
   - Undergraduate students must improve their UNI GPA to the 2.0 minimum with graduate students meeting the 3.0 UNI GPA minimum requirement, and
   - By meeting the 67% course completion standard.

2) Initiate the financial aid appeal process. Financial Aid appeals must demonstrate extenuating circumstances that impeded the students’ ability to make progress academically. All appeals must be accompanied by third party documentation of the circumstances encountered as well as an academic plan of study (signed by an academic advisor or a record analyst in the Registrar’s Office). Examples of extenuating circumstances include but are not limited to:
   - Personal or Family Emergency
   - Serious Medical Issues
   - Psychological Illness

3) Review of grade changes to previously deficient course grades. Students experiencing grade changes that may reestablish their eligibility should contact the Office of Student Financial Aid to have their academic progress reviewed.

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

Financial Aid Appeal Process and Deadlines

An appeal process is in place for those experiencing extenuating circumstances that affected their ability to meet the Financial Aid Satisfactory Academic Progress standards. Appeal forms may be obtained from the Office of Student Financial Aid 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 Student Financial Aid.

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 Student Financial Aid to request a review of their financial aid status.

SUMMER FINANCIAL AID ELIGIBILITY
A 2011-12 FAFSA must be on file to be considered for summer financial aid. Summer financial aid eligibility is based on remaining eligibility from the previous Fall and Spring semesters. For example, if a student did not enroll full-time in either of the Fall or Spring they may have remaining Pell Grant eligibility (if eligible based on the FAFSA). Once awarded, a student will need to accept, reduce, or decline the financial aid offered, and complete any required promissory notes and other required materials (see below).

GRANT ADJUSTMENT
Grants are need-based aid. The Pell Grant Program is for students working on their first B.A. degree. Due to federal regulation and university policy, the actual amount of grant that you receive is based on the number of credit/hours for which you are enrolled.

Therefore, if a grant has already been disbursed to you and you add or drop classes during the summer session, your grant will be adjusted. If you have any questions about how your grant may be affected by adding or dropping a class, please contact the Office of Student Financial Aid, (319) 273-2700.

STUDENT LOAN OVERVIEW
For financial aid purposes, the Summer session is considered the final term of an academic year. Federal aid programs have a maximum amount of aid that can be received during an academic year. For example, a freshman student who is dependant may only borrow $5,500 in the Direct Loan Program for the entire academic year (Fall, Spring and Summer). Therefore, Summer aid is limited if the maximum amount of Direct Loan has already been received.

ACCEPTING LOANS
Students can accept their Direct Loans by completing the following steps: Accept, reduce, or decline the loans offered on the student’s online Award Notification, found within the Student Center on MyUNIverse.

First time borrowers must complete the Master Promissory Note (MPN) and Direct Loan Entrance Counseling at www.studentloans.gov (using their FAFSA PIN). The MPN covers both the Direct Subsidized Loan and the Direct Unsubsidized Loan. The MPN does not show a specific loan amount because it also serves as the promissory note for future Direct Loans at UNI (valid for up to 10 years). By completing the MPN, students are agreeing to repay to the U.S. Department of Education all loans made to them under 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.

Parent PLUS Loans: If parents are choosing to borrow the Direct Parent PLUS Loan they will need to complete the “Request a PLUS Loan” link found on www.studentloans.gov and a Master Promissory Note (if the parent is borrowing a PLUS Loan for the first time).

Private Education Loans: If the parent is not borrowing the full amount of the Parent PLUS Loan, any remaining loan eligibility may be borrowed by the student in the form of a private education loan. These loans are available through private banks and lenders. Please contact the Office of Student Financial Aid, (319) 273-2700 for additional information.

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 Student Financial Aid, (319) 273-2700.

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STUDENT LOAN OVERVIEW
For financial aid purposes, the Summer session is considered the final term of an academic year. Federal aid programs have a maximum amount of aid that can be received during an academic year. For example, a freshman student who is dependant may only borrow $5,500 in the Direct Loan Program for the entire academic year (Fall, Spring and Summer). Therefore, Summer aid is limited if the maximum amount of aid has already been received. (See chart on first page for specific amounts per grade level)

ACCEPTING LOANS
Students can accept their Direct Loans by completing the following steps:
All loans must be accepted, reduced, or declined on the student’s online Award Notification, found within the Student Center on MyUNIverse.

Students should complete the Master Promissory Note (MPN) online at www.studentloans.gov (using their FAFSA PIN), or they may request a paper MPN from the UNI Office of Student Financial Aid if unable to complete the MPN online.

If students are borrowing Direct Loans at UNI for the first time, they must complete Direct Loan Entrance Counseling before they are eligible to receive their loan proceeds. Students may complete the Loan Entrance Counseling on the web at www.studentloans.gov.

THE MAKING UP OF INCOMPLETE WORK
To receive credit for course work a student is required to be in attendance for the full semester. Exceptions to this rule are rarely made.

Work lost because of absence due to illness, or other extenuating circumstances may be made up, but arrangements for making up work missed are made between the student and the instructor.

Work left incomplete at the end of the 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.
Study Abroad

2012 UNI Study Abroad Summer Programs

Each year many summer UNI programs are held abroad from May to August. In 2012, along with several long-standing programs, many new programs will be offered through the UNI Study Abroad Center. Participants apply for all abroad programs using the Study Abroad Online Application, now available at www.uni.edu/studyabroad, and registration is done in 28 Gilchrist Hall. Please contact the Study Abroad Center in 28 Gilchrist Hall if you have questions or if you would like additional information. Walk-in appointments are available, and we also encourage you to schedule ahead by calling 319-273-7078, or emailing us at study-abroad@uni.edu.

Capstone in Four Countries ...........................................May-June
(England, Greece, Hungary, and Romania)

Spanish Language and Culture in Chile ...................................May-July

Global Skills Capstone in China .............................................May-June

English Summer Camp in China ............................................May-August

Capstone in Costa Rica ......................................................May

Intensive Spanish Language in Costa Rica ............................May-August

Capstone in England and Ireland .......................................May-June

Capstone in England and Wales ........................................May

Capstone in France (Rennes and Paris) .................................May

European Business in Paris, France ...................................May

Capstone in India ...............................................................May

Intensive French Language and Culture in France ..............May-July

Luxury Industry in Paris, France ........................................May-July

Management in Rennes, France ........................................May-June

Summer Research Projects in France ..................................May-August

German Culture and History in Berlin ................................May

Capstone in Greece .........................................................May-June

Summer School in Greece ................................................May-July

Irish Literature Capstone and Fiction Writing in Ireland ..........May-August

Summer School in Cork, Ireland ........................................May-July

Capstone in Southern Italy ...............................................May-June

Cross-Cultural Capstone in Italy ........................................May

Summer Internship in Italy ...............................................May-July

Intensive Italian Study in Italy ..........................................May-June

Intensive Japanese Study in Japan ......................................May-July

Capstone in London and Paris ..........................................May

Capstone and Social Work in Nicaragua .............................May-July

Socio-Economic Reality Capstone in Nicaragua ....................May

Regents Program in Morocco .............................................June-July

Capstone in Poland ..........................................................May-June

Economics in Russia .......................................................May

Summer School in Scotland ..............................................May-August

Organizational Management in South Africa .......................May

Climate Change Capstone in Spain ....................................May

Regents Hispanic Institute in Spain ...................................May

Biology Research Projects in Taiwan ..................................May-July

Study Taiwanese Culture and Chinese Language in Taiwan ......May-August

Capstone in Turkey ..........................................................May

All programs listed above are either led directly by UNI faculty, or taught on-site by UNI Partner Institution faculty. In addition to these, there are short-term programs in Argentina, Chile, China, Costa Rica, France, Germany, Hungary, Italy, Mexico, the Netherlands, Thailand, UK, and Uruguay through UNI affiliate program providers.

Application deadline is generally February 15. Please contact the UNI Study Abroad Center to confirm specific program availability.

Culture and Intensive English Program

As part of its year-round intensive English language program, the Office of International Programs offers an eight-week summer program for non-native speakers of English. 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 program will be conducted from June 4 to July 27. 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

On-Campus Workshops

The following Iowa Writing Project courses and workshops are designed for K-College practicing teachers, any discipline. Special tuition rate: $100 per credit hour. For further information and to register, go to IWP Web site www.uni.edu/continuinged/iwp or contact IWP Director Jim Davis at james.davis@uni.edu or 319-273-3842. Note: graduate credit may not apply to all degree programs; consult your specific program advisor. Prerequisite for all IWP credit bearing activities: teacher licensure or consent of the instructor and/or IWP Director. Additional opportunities as developed will be posted on the IWP website.

English 5133 Teaching First-Year College Writing – 3 hrs.
College/district support preferred; reduced cost through IWP.
June 25 - 29 on campus at UNI. This workshop meets Mon-Fri, 6+ hours daily. Two follow-up sessions fall semester 2012.
Audience: teachers of courses which carry credit for beginning college writing, whether at 2 or 4 year colleges or in high schools.

English 5133 Teaching Deliberatively: Writing and Civic Literacy – 3 hrs.
July 9 – 13+ Des Moines (ISEA Building). Registration covered by donor.
Workshop meets Monday through Friday, 6+ hours daily, plus 2 follow-up sessions during 2012-13 school yr. Interdisciplinary teams preferred. Focus on public issues, community & student civic life.

ENGLISH 6286 Studies in the Teaching of Writing - 4 hrs.
July 16 - Aug. 3 Des Moines area. This initial level institute meets Monday through Friday, 6 hours daily.

ENGLISH 6286 Advanced Studies in Writing and Learning - 4 hrs.
Prerequisite: prior participation in initial level IWP institute.
July 9 - 20 This advanced level institute meets Monday through Friday, 6 hours daily.

A number of UNI departments will be conducting workshops during the 2011 summer session, and information on these programs is found in the departmental course listings of this bulletin.

Department of Teaching

Human Relations (3170G) Human Relations will be offered on campus from May 7-June 1, and from June 4-29.

Further information about any of the sessions is available by contacting the Department of Teaching, Office of Student Field Experience, Room 509, Schindler Education Center.

Advanced Laboratory Practice (6250) -- Graduate students attending the summer session are encouraged to explore opportunities for Advanced Laboratory Practice in any aspect of a school program.

Student Teaching (3132-3140) -- Summer student teaching is offered in limited situations to students who meet the requirements for student teaching or to gain additional endorsements. Interested students should file applications with the Department of Teaching, Office of Student Field Experience, Room 509, Schindler Education Center, by April 2, 2012.

Field Experience in Camp Counseling (430:141g)
Supervised counseling experience in an organized camp. May be repeated for maximum of 12 hours. Offered on credit/no credit basis only. Prerequisite: junior standing.

Each student will chronicle her or his professional growth in relation to Leisure, Youth and Human Services experiences, select a related topic that has research potential and develop a conceptual scheme for its development, and (with agency approval) design, implement and evaluate one project.

For further information, contact Dr. Kathy Scholl or Dr. Christopher Edginton, Division of Leisure, Youth and Human Services, School of Health, Physical Education and Leisure Services, UNI.

Iowa Lakeside Laboratory

The following courses are scheduled at Iowa Lakeside Laboratory, a 147-acre field station located on West Okoboji Lake in northwest Iowa. See the Lakeside Lab web site (www.continuetolearn.uiowa.edu/lakesidelab) for
complete course descriptions and information on facilities, housing, scholarships, and registration procedures.

You may register using the online form found at www.continuetolearn.uiowa.edu/lakesidelab or by phone at 1-888-469-2338 (toll-free). There is a $100.00 non-refundable deposit (payable to “Iowa Lakeside Laboratory”) that must be paid before a registration/housing request will be processed. The deposit will appear as a credit on your bill for tuition and fees. Students should apply for housing at the same time as they register. The deposit must be sent directly to:

Iowa Lakeside Lab Administrative Office
250 Continuing Education Facility
The University of Iowa
Iowa City, IA 52242-0907

Phone: 1-888-IOWAEDU (469-2338 - toll free)
Fax: 319-335-2740
Email: iowalakesidelab@www.continuetolearn.uiowa.edu
Web site: www.continuetolearn.uiowa.edu/lakesidelab/

Early registration is advisable. Because enrollment in Lakeside courses is limited, students are advised to submit applications and the required deposit as soon as possible.

First Session (May 21 - June 15)

IA LL 3103/5103  Aquatic Ecology
IA LL 3132  Ecology
IA LL 3175/5175  Soil Genesis & Landscape Relationships
IA LL 6217  Ecology and Systematics of Diatoms

Second Session (June 18 - July 13)

IA LL 3111/5111  Workshop: Animals and their Ecosystems

Special Sessions and Workshops

IA LL 2030  Natural History Workshop - Prairies (1 week; June 18-22)
IA LL 3111/5111  Summer Writing Festival at Iowa Lakeside Laboratory (1 week; July 10-14)

Abbreviations of Classroom Building Names

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 (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
ITC Industrial Technology Center
ITT Innovative Teaching and Technology Center
KAB Kamerick Art Building
LAT Latham Hall
LIB Library
LNG Lang Hall
MAU Maucker Union
MSH McCollum Science Hall
MUS Museum
NRV Native Roadside Vegetation Center - West 27th St.
PAC Gallagher-Bluedorn Performing Arts Center
PEC Physical Education Center
PHY Begeman Hall
PLS Price Laboratory School
RDC Redeker Center
RSR 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
2004 LIBERAL ARTS CORE (Total 45 hours)

Category 1. Core Competencies 12 hours

A. Reading and Writing (3 hours required)

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

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

B. Speaking and Listening (3 hours required)

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

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

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

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

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

D. Personal Wellness (3 hours required)

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

Category 2. Civilizations and Cultures 9 hours

A. Humanities (6 hours required)

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

B. Non-Western Cultures (3 hours required)

ANTH 3159 Cultural Anthropology of Korea, 3 hours
HUM 3121 (680:121) Russia/Soviet Union, 3 hours
HUM 3122 (680:122) Japan, 3 hours
HUM 3123 (680:123) Latin America, 3 hours
HUM 3124 (680:124) China, 3 hours
HUM 3125 (680:125) India, 3 hours
HUM 3127 (680:127) Middle East, 3 hours
HUM 3128 (680:128) Africa, 3 hours
HUM 3132 (680:132)/ANTH 2410 (990:132) Native North America, 3 hours
HUM 3137 (680:137)/ANTH 2411 (990:137) Native Central and South America, 3 hours

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

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

A. Fine Arts (3 hours required)*

PEMES 2034 (420:034) Survey of Dance History, 3 hours
THEATRE 1002 (490:002) The Theatrical Arts and Society, 3 hours
MUSIC 1100 (520:010) Soundscapes: Music in Culture, 3 hours
ART 1002 (600:002) Visual Inventions, 3 hours
ARTHIST 1004 (600:004) Visual Perceptions, 3 hours

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

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

Category 4. Natural Science and Technology 7 hours

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

A. Life Sciences (3 or 4 hours required)

SCI ED 1200 (820:032)* Inquiry into Life Science, 4 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
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
ANTH 1001 (990:010) Human Origins, 3 hours

*Lab course

B. Physical Sciences (3 or 4 hours required)

SCI ED 1300 (820:031)* Inquiry into Physical Science, 4 hours
SCI ED 1100 (820:033)* Inquiry into Earth Science, 4 hours
CHEM 1010 (860:010)* Principles of Chemistry, 4 hours
CHEM 1011 (860:011) Molecules and Life, 3 hours
CHEM 1020 (860:020)* Chemical Technology, 4 hours
CHEM 1110 (860:044)* General Chemistry, 4 hours
CHEM 1030 (860:061)* Applied General Chemistry, 4 hours
CHEM 1130 (860:070)* General Chemistry I-II, 5 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
EARTHSCI 2320 (870:125)* Fossils and Evolution, 4 hours
PHYSICS 1400 (880:011)* Conceptual Physics, 4 hours
PHYSICS 1000 (880:012) Physics in Everyday Life, 3 hours
PHYSICS 1511 (880:054)* General Physics, 4 hours
PHYSICS 1701 (880:130)* Physics I for Science and Engineering, 4 hours
GEOG 1210 (970:026)** Physical Geography, 3-4 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 1120 [970:010] and GEOG 1110 [970:040] toward the liberal arts core.)

A. Group A Sociocultural and Historical Perspectives

WGS 1040 (680:040) Women’s and Gender Studies: Introduction, 3 hours
SOC SCI 1023 (900:023) American Civilization, 3 hours
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)/SOC 1045 (980:045)   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

Living in our Techno-Social World, 3 hrs.
Multidisciplinary Perspectives on Genocide: Case Studies, 3 hours
Sacred Space, 3 hours
Theater in Education, 3 hours
Obesity and Diabetes: Science, Sociology and Economics, 2 hours
Creativity and the Evolution of Culture, 3 hours
Building Communities: Developing Intentional Family Spaces, 3 hrs.
Greece: From the “Cradle of Democracy” to Today, 3 hours
 Democracies, 3 hours
Globalization, Cultural Pluralism, and International Security, 3 hours
Ethics in Communication, 3 hours
Being National, 3 hours
Analysis of Social Issues, 3 hours
Back in the Valley: Martin Luther King Jr. and the 21st Century, 3 hours
Environment, Technology, and Society, 2 hours
The Holocaust in Literature and Film, 3 hours
Money, Sex & Power: Theories of Race, Class, & Gender, 3 hours
Complementary, Alternative and Integrative Health, 3 hours
Socio-Economic Reality of Central America, 2 hours
The Water Planet, 3 hours
Child, Family, and Community Development in Nicaragua, 3 hours
Communication Disorders and Society, 3 hours
Conflict Transformation in Northern Ireland, 3 hours
Constructing Cross-Cultural Bridges, 3 hours
Evolution in the Courtroom, on the Stage, 3 hours
Genocide in Writing and Film, 3 hours
Ghanaian Culture Immersion, 2 hours
Global Skills, 3 hours
Intercultural Perspectives, 3 hours
Lies and Lying in Personal and Public Life, 3 hours
Myths of Ireland
The Black Sea: Exploring Crimea, 2 hours
The Idea of a University, 3 hours
Russia Today, 3 hours
Community and Public Health, 3 hours
Bio-Medical Ethics, 3 hours
Blues and Jazz in African American Film and Literature, 3 hours
Perspectives on Death and Dying, 3 hours

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