**Policies & Procedures**
**Summer 2017**

**Important Dates**

**Four-Week Sessions**
May 8—June 2
June 5—June 30
July 3—July 28

**Six-Week Sessions**
May 8—June 16
June 19—July 28

**Eight-Week Session**
June 5—July 28

**Twelve-Week Session**
May 8—July 2

**Memorial Day**
Monday, May 29th

**Independence Day**
Tuesday, July 4th

Access to Registration and other Summer 2017 Information can be found at:
www.uni.edu/registrar
or
myuniverse.uni.edu
(Student Center Tab)
NOTICE

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

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

CONTACT INFORMATION

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

UNIVERSITY 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 29 and Tuesday, July 4.
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PRE-REGISTRATION PROCEDURES

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

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

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

FORMER AND CURRENTLY-ENROLLED STUDENTS
Students enrolled for the Spring 2017 semester who plan to graduate in Spring 2017 and intend to continue as graduate students for Summer 2017 must file an application for graduate study. Graduate admission information and the application for admission are available at www.grad.uni.edu/admission.

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

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

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

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

ADVANCE REGISTRATION SCHEDULE - CURRENT AND FORMER STUDENTS
Registration for Summer 2017 will be by classification and earned hours at the end of the Fall 2016 session.

The day and time for registration will be on your Student Center. If you cannot register on your assigned day, you may register later. 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 20

SENIORS
Students with 90 or more hours of credit at the end of 2016 Fall session.
Registration days: March 20-21

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

Registration days: March 22-24

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

Registration days: March 27-30

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

Registration days: March 31 – April 5

Freshmen should participate in the following steps to complete advising and registration.

Advisor written approval is REQUIRED. See your assigned advisor. If you are unsure of your advisor's name or location or if you need a change of advisor, contact Academic Advising Services located in 102 Gilchrist.

SPECIAL AND UNCLASSIFIED
Registration day: April 5

REGISTERING FOR CLASSES

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

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

Students will be able to register from ITS computer labs around campus. Students who desire to register from off-campus may do so via MyUNIverse at www.uni.edu/registrar/registration or http://MyUNIverse.uni.edu. Students with questions on registering from off-campus should contact the ITS Consulting Center at (319)273-5555.

If you are accessing MyUNIverse for the first time, your initial passphrase is panthersxxxmmmdd (xxx is the last three (3) digits of your University ID#, mmm is the first three letters of your birth month, and dd is the 2-digit number of your birth day). Example: panthers456nov23 (all lower case). Your new passphrase must be at least 15 characters long. See the passphrase requirements on the MyUNIverse log in screen for a complete listing of requirements.

Keep your passphrase in a secure place. It is required for future access to the system.

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

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

EXPLANATION OF COURSE NUMBERS
The University of Northern Iowa has changed its course numbering system. Resources to support the transition from the old to the new course numbering system can be found at: http://www.uni.edu/catalog/.

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

SECTION NUMBERS DESIGNATING HALF SEMESTER COURSES
Sections numbered in the “80s” (or “8” and a letter) meet within the June 4-Week Session. Sections numbered in the “90s” (or “9” and a letter) meet in the July 4-Week Session.

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

STUDENT LOAD

<table>
<thead>
<tr>
<th>Length of Course in Weeks</th>
<th>Maximum Load</th>
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<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
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<tr>
<td>12-Week</td>
<td>12 Units</td>
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<tr>
<td>8-Week</td>
<td>8 Units</td>
</tr>
<tr>
<td>6-Week</td>
<td>6 Units</td>
</tr>
<tr>
<td>4-Week</td>
<td>6 Units</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
</tr>
<tr>
<td>12-Week</td>
<td>12 Units</td>
</tr>
<tr>
<td>8-Week</td>
<td>9 Units</td>
</tr>
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</table>
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 by the academic advisor and department head before the Office of the Registrar will consider the overload.

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

CHANGE OF REGISTRATION
Please refer to the Dates to Observe section 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 Office of the Registrar, and the date filed in the Office of the Registrar is the effective date of the change. Desired changes after the dates listed above are subject to departmental approval.

STUDENT CLASS SCHEDULES
Class schedules are available through MyUNIverse on the Student Center tab.

CLOSED CLASSES
Written permission to enroll in a class, which is closed, must be secured from the head of the department in which the course is offered. In some instances, the department head may request the student to obtain the instructor's signature to see whether there is room in the class. If this is the case, then the student will need to return to the department head office for final approval.

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

Abbreviations of Classroom Building Names

<table>
<thead>
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<th>Abbreviations</th>
<th>Classroom Building Names</th>
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<td>BCS</td>
<td>Business &amp; Community Services</td>
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<tr>
<td>BRC</td>
<td>Biology Research Complex</td>
</tr>
<tr>
<td>CAC</td>
<td>Communication Arts Center</td>
</tr>
<tr>
<td>CBB</td>
<td>Curris Business Building</td>
</tr>
<tr>
<td>CEE</td>
<td>Center for Energy &amp; Environmental Education</td>
</tr>
<tr>
<td>CET</td>
<td>Center for Educational Technology</td>
</tr>
<tr>
<td>CIS</td>
<td>Central Intermediate School - 1350 Katoski Drive, Waterloo</td>
</tr>
<tr>
<td>CUE</td>
<td>Center for Urban Education</td>
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</table>

(CUE is located at 800 Sycamore Street, Waterloo, Iowa. Students enrolling for classes at CUE must provide their own transportation.)

<table>
<thead>
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<th>Abbreviations</th>
<th>Classroom Building Names</th>
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<tr>
<td>GNH</td>
<td>Greenhouse Annex</td>
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<tr>
<td>HCC</td>
<td>Hawkeye Community College</td>
</tr>
<tr>
<td>HON</td>
<td>Honor’s House - 2401 College St.</td>
</tr>
<tr>
<td>HPC</td>
<td>Human Performance Center</td>
</tr>
<tr>
<td>ITC</td>
<td>Industrial Technology Center</td>
</tr>
<tr>
<td>ITT</td>
<td>Innovative Teaching and Technology Center</td>
</tr>
<tr>
<td>KAB</td>
<td>Kamerick Art Building</td>
</tr>
<tr>
<td>LAT</td>
<td>Latham Hall</td>
</tr>
<tr>
<td>LIB</td>
<td>Library</td>
</tr>
<tr>
<td>LNG</td>
<td>Lang Hall</td>
</tr>
<tr>
<td>MAU</td>
<td>Maucker Union</td>
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<td>MSH</td>
<td>McCollum Science Hall</td>
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<td>NRV</td>
<td>Native Roadside Vegetation Center - West 27th St.</td>
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<tr>
<td>PAC</td>
<td>Gallagher-Bluedorn Performing Arts Center</td>
</tr>
<tr>
<td>PEC</td>
<td>Physical Education Center</td>
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<tr>
<td>PHY</td>
<td>Begeman Hall</td>
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<tr>
<td>RDC</td>
<td>Redeker Center</td>
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<tr>
<td>RSL</td>
<td>Russell Hall</td>
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<tr>
<td>SAB</td>
<td>Sabin Hall</td>
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<tr>
<td>SEC</td>
<td>Schindler Education Center</td>
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<tr>
<td>SRL</td>
<td>Seerley Hall</td>
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<tr>
<td>SSC</td>
<td>Student Services Center</td>
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<tr>
<td>SWT</td>
<td>Strayer-Wood Theatre</td>
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<tr>
<td>TBA</td>
<td>To be Announced (contact department office)</td>
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<tr>
<td>TWK</td>
<td>Techwork</td>
</tr>
<tr>
<td>WRC</td>
<td>Wellness Recreation Center</td>
</tr>
<tr>
<td>WRT</td>
<td>Wright Hall</td>
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<tr>
<td>WST</td>
<td>West Gymnasium</td>
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DATES TO OBSERVE

Regular Sessions

May Four-Week Session ............................................................. May 8 – June 2
May/June Six-Week Session ......................................................... May 8-June 16
May/July Twelve-Week Session ....................................................... May 8 – July 28
June Four-Week Session ............................................................. June 5-June 30
June/July Eight-Week Session ....................................................... June 5-July 28
Mid-June/July Six-Week Session ..................................................... June 19- July 28
July Four-Week Session ............................................................. July 3-July 28

Legal holiday - no classes .......................................................... May 29, Monday
Legal holiday - no classes .......................................................... July 4, Tuesday

End of regular summer sessions, 10:00 p.m. ............................... July 28, Friday

Dates to Observe - All Sessions Included

Mon., May 8 May-four week session begins.
Mon., May 8 May/June six-week session begins.
Mon., May 8 May/July twelve-week session begins.
Tues., May 9, 4:30 p.m. $12.00 change of registration fee for courses added/dropped in May four-week session.
Tues., May 9, 4:30 p.m. Last day to add May four-week session course without Department Head approval.
Wed., May 10 $12.00 change of registration fee for courses added/dropped in May/June six-week session.
Wed., May 10, 4:30 p.m. Last day of drop May-four week session course with no report.
Wed., May 10, 4:30 p.m. Last day to change May-four week session course to or from audit.
Wed., May 10, 4:30 p.m. Fees for May-four week courses based on load at 4:30 p.m.
Wed., May 10, 4:30 p.m. Last day to add May/June six-week session course without Department Head approval.
Thurs., May 11, 4:30 p.m. Last day to add May four-week session course for credit. Departmental approval on a student request form required.
Thurs., May 11, 4:30 p.m. Last day to drop May/June six-week session course with no report.
Thurs., May 11, 4:30 p.m. Last day to change May/June six-week session course to or from audit.
Thurs., May 11, 4:30 p.m. Fees for May/June six-week courses based on load at 4:30 p.m.
Fri., May 12 $12.00 Change of Registration Fee for courses added/dropped in May/July twelve-week session.
Mon., May 15, 4:30 p.m. Last day to add May/June six-week session course for credit. Departmental approval on a student request form required.
Mon., May 15, 4:30 p.m. Last day to add May/July twelve-week session course without Department Head approval.
Wed., May 17, 4:30 p.m. Last day to drop May/July twelve-week session course with no report.
Wed., May 17, 4:30 p.m. Last day to change May/July twelve-week session course to or from audit.
Wed., May 17, 4:30 p.m. Fees for May/July twelve-week courses based on load at 4:30 p.m.
Sat., May 20 University bill is due.
Mon., May 22, 4:30 p.m. Last day to add May/July twelve-week session course for credit. Departmental approval on a student request form required.
Wed., May 24, 4:30 p.m. Last day to drop May four-week session course without "F".
Wed., May 24, 4:30 p.m. Last day to change May four-week session course to or from ungraded credit. (See note* below.)
Mon, May 29 Legal Holiday - No classes; all university offices closed.
Fri., June 2, 4:30 p.m. Last day to drop May/June six-week session course without "F".
Fri., June 2, 4:30 p.m. Last day to change May/June six-week session course to or from ungraded credit. (See note* below.)
Mon., June 5 June-four week session begins.
Mon., June 5 June/July eight-week session begins.
Tues., June 6, 4:30 p.m. Last day to add June four-week session course without Department Head approval.
Tues., June 6 $12.00 change of registration fee for courses added/dropped in June-four week session.
Wed., June 7, 4:30 p.m. Last day to drop June-four week session course with no report.
Wed., June 7, 4:30 p.m. Last day to change June-four week session course to or from audit.
Wed., June 7, 4:30 p.m. Fees for June-four week courses based on load at 4:30 p.m.
Thurs., June 8, 4:30 p.m. Last day to add June-four week session course for credit. Departmental approval on a student request form required.
Thurs., June 8 $12.00 change of registration fee for courses added/dropped in June/July eight-week session.
Thurs., June 8, 4:30 p.m. Last day to add June/July eight-week session course without Department Head approval.
Fri., June 9, 4:30 p.m. Last day to drop eight-week session course with no report.
Fri., June 9, 4:30 p.m. Last day to change eight-week session course to or from audit.
Fri., June 9, 4:30 p.m. Fees for eight-week courses based on load at 4:30 p.m.
Tues., June 13, 4:30 p.m. Last day to add June/July eight-week session course for credit. Departmental approval on a student request form required.
Fri., June 23 May/June six-week session ends.
Mon., June 19 Mid-June/July six-week session begins.
Tues., June 20 University bill is due.
Wed., June 21, 4:30 p.m. Last day to drop June-four week session course without "F".
Wed., June 21, 4:30 p.m. Last day to change June-four week session course to or from ungraded credit (See note* below.)
Wed., June 21, 4:30 p.m. Last day to drop June/Mid-June/July six-week session course without Department Head approval.
Wed., June 21 $12.00 change of registration fee for courses added/dropped in June/July six-week session.
Thur., June 22, 4:30 p.m. Last day to drop mid-June/July six-week session course with no report.
Thur., June 22, 4:30 p.m. Last day to change mid-June/July six-week session course to or from audit.
Thur., June 22, 4:30 p.m. Last day to change mid-June/July six-week session course to or from audit.
Thur., June 22, 4:30 p.m. Fees for mid-June/July six-week courses based on load at 4:30 p.m.
Mon., June 26, 4:30 p.m. Last day to add mid-June/July six-week session course for credit. Departmental approval on a student request form required.
Thur., June 29, 4:30 p.m. Last day to drop May/July twelve-week session course without "F".
Thur., June 29, 4:30 p.m. Last day to change May/July twelve-week session course to or from ungraded credit (See note *below.)
Fri., June 30 June-four week session ends.
Mon., July 3 July-four week session begins.
Tues., July 4 Legal Holiday - No classes; all university offices closed
Wed., July 5, 4:30 p.m. Last day to add July-four week session course without Department Head approval.
Wed., July 5 $12.00 change of registration fee for courses added/dropped in July-four week session.
Thur., July 6, 4:30 p.m. Last day to drop July-four week session course with no report.
Thur., July 6, 4:30 p.m. Last day to change July-four week session course to or from audit.
Thur., July 6, 4:30 p.m. Fees for July-four week courses based on load at 4:30 p.m.
### Dates to Observe - By Session

| Students should refer to above Dates to Observe - All Sessions or page 11 concerning payment dates for university bill. |
|---|---|

#### May Session 4-Weeks (May 8 – June 2)
- **Monday, May 8**
  - May-four week session begins.
- **Tuesday, May 9**
  - $12.00 change of registration fee for courses added/dropped in May-four week session.
- **Wednesday, May 10, 4:30 p.m.**
  - Last day to add May-four week course without Department Head approval.
- **Thursday, May 11, 4:30 p.m.**
  - Last day to drop May-four week course with no report.
- **Thursday, May 11, 4:30 p.m.**
  - Fees for May-four week courses based on load at 4:30 p.m.
- **Monday, May 15, 4:30 p.m.**
  - Last day to add May-four week session course for credit. Departmental approval on a student request form required.
- **Monday, May 29 legal holiday**
  - No classes; all university offices closed.
- **Friday, June 2**
  - May-four week session ends.

#### May/June Session 6-Weeks (May 8 – June 16)
- **Monday, May 8**
  - May-June six-week session begins.
- **Wednesday, May 10**
  - $12.00 change of registration fee for courses added/dropped in May-June six-week session.
- **Wednesday, May 10, 4:30 p.m.**
  - Last day to add May-June six-week session course without Department Head approval.
- **Thursday, May 11, 4:30 p.m.**
  - Last day to drop May-June six-week session course with no report.
- **Thursday, May 11, 4:30 p.m.**
  - Last day to change May-June six-week session course to or from audit.
- **Thursday, May 11, 4:30 p.m.**
  - Fees for May-June six-week courses based on load at 4:30 p.m.
- **Monday, May 15, 4:30 p.m.**
  - Last day to add May-June six-week session course for credit. Departmental approval on a student request form required.
- **Friday, June 2, 4:30 p.m.**
  - Last day to drop May-June six-week session course without “F.”
- **Friday, June 2, 4:30 p.m.**
  - Last day to change May-June six-week session course to or from ungraded credit. (See note* below.)
- **Friday, June 16**
  - May-June six-week session ends.

#### May/July Session 12-Weeks (May 8 – July 28)
- **Monday, May 8**
  - May-July twelve-week session begins.
- **Monday, May 8, 4:30 p.m.**
  - $12.00 change of registration fee for courses added/dropped in May-July twelve-week.
- **Wednesday, May 10**
  - Last day to add May-July twelve-week session course without Department Head approval.
- **Wednesday, May 10, 4:30 p.m.**
  - Last day to drop May-July twelve-week session course with no report.
- **Wednesday, May 10, 4:30 p.m.**
  - Last day to change May-July twelve-week session course to or from audit.
- **Wednesday, May 10, 4:30 p.m.**
  - Fees for May-July twelve-week courses based on load at 4:30 p.m.
- **Monday, May 12, 4:30 p.m.**
  - Last day to add May-July twelve-week session course for credit. Departmental approval on a student request form required.
- **Monday, May 29 legal holiday**
  - No classes; all university offices closed.
- **Thursday, June 29, 4:30 p.m.**
  - Last day to drop May-July twelve-week session course without “F.”
- **Monday, July 4, legal holiday**
  - No classes; all university offices closed.
- **Friday, July 28**
  - May-July twelve-week session ends.

#### June Session 4-Weeks (June 5 – June 30)
- **Monday, June 5**
  - June four-week session begins.
- **Tuesday, June 6**
  - $12.00 change of registration fee for courses added/dropped in June four-week session.
- **Wednesday, June 7, 4:30 p.m.**
  - Last day to add June four-week session course without Department Head approval.
- **Wednesday, June 7, 4:30 p.m.**
  - Last day to drop June four-week session course with no report.
- **Wednesday, June 7, 4:30 p.m.**
  - Last day to change June four-week session course to or from audit.
- **Wednesday, June 7, 4:30 p.m.**
  - Fees for June four-week courses based on load at 4:30 p.m.
- **Thursday, June 8, 4:30 p.m.**
  - Last day to add June four-week session course for credit. Departmental approval on a student request form required.
- **Wednesday, June 21, 4:30 p.m.**
  - Last day to drop June four-week session course without “F.”
- **Friday, June 21, 4:30 p.m.**
  - Last day to change June four-week session course to or from ungraded credit. (See note* below.)
- **Friday, June 30, 4:30 p.m.**
  - June four-week session ends.

#### June/July Session 8-Weeks (June 5 – July 28)
- **Monday, June 5**
  - June/July eight-week session begins.
- **Thursday, June 8**
  - $12.00 change of registration fee for courses added/dropped in June/July eight-week session.
- **Thursday, June 8**
  - Last day to add June/July eight-week session course without Department Head approval.
- **Friday, June 9, 4:30 p.m.**
  - Last day to drop June/July eight-week session course with no report.
Sunday, July 2, 4:30 p.m. Last day to change mid-June/July six-week session course to or from audit.

Friday, June 9, 4:30 p.m. Fees for June/July eight-week courses based on load at 4:30 p.m.

Friday, June 9, 4:30 p.m. Last day to change June/July eight-week session course to or from audit.

Tuesday, June 13, 4:30 p.m. Last day to add June/July eight-week session course for credit. Departmental approval on a student request form required.

Tuesday, July 4, legal holiday

Friday, July 7, 4:30 p.m. Last day to change June/July eight-week session course to or from ungraded credit. (See note* below.)

Friday, July 28, 4:30 p.m. JUne/July eight-week session ends.

Mid-June/July Session 6-Weeks (June 19 – July 28)

Monday, June 19

Wednesday, June 21

Wednesday, June 21, 4:30 p.m. Last day to add mid-June/July six-week session course without Department Head approval.

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

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

Monday, June 26, 4:30 p.m. Last day to add mid-June/July six-week session course for credit. Departmental approval on a student request form required.

Tuesday, July 4, legal holiday

Friday, July 14, 4:30 p.m. Last day to drop mid-June/July six-week session course without “F.”

Friday, July 28, 4:30 p.m. Mid-June/July six-week session ends.

July Session 4-Weeks (July 3 – July 28)

Monday, July 3

Tuesday, July 4, legal holiday

Wednesday, July 5

Wednesday, July 5, 4:30 p.m. Last day to add July four-week session course without Department Head approval.

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

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

Friday, July 7, 4:30 p.m. Last day to add July four-week session course for credit. Departmental approval on a student request form required.

Friday, July 7, 4:30 p.m. Last day to drop July four-week session course without “F.”

Friday, July 20, 4:30 p.m. Last day to change July four-week session course to or from ungraded credit. (See note* below)

Friday, July 28, 4:30 p.m. 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.

ACADEMIC STANDING

Undergraduate Academic Standing Policy

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

Academic Alert

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

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

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

Academic Probation

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

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

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

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

Academic Suspension

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

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

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

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

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

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

Graduate Probation and Suspension

Refer to Graduate Degree requirements in the University Catalog.

FEES AND BILLING INFORMATION

TUITION AND MANDATORY FEES (per semester)
See Dates to Observe section for dates regarding fees and payment due dates. Tuition and fees are subject to change by the university and the Board of Regents, State of Iowa.

<table>
<thead>
<tr>
<th></th>
<th>Iowa Residents</th>
<th>Iowa COBA*</th>
<th>Non-Residents</th>
<th>Non-COBAs</th>
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<td>Undergraduates</td>
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<table>
<thead>
<tr>
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<th>Iowa Residents</th>
<th>Iowa COBA*</th>
<th>Non-Residents</th>
<th>Non-COBAs</th>
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<tr>
<td>Graduates</td>
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For further information, contact the Office of Business Operations at (319) 273-2164, or visit their website at www.uni.edu/infosys/tuition

OTHER FEES

1. Application for admission to the university:
   Undergraduate.................................................................$40
   Graduate........................................................................$60

2. Application for admission of International Students:
   Undergraduate...............................................................$50
   Graduate........................................................................$75

3. Applied Music (in addition to tuition)
   Private Lessons - 1 credit hour........................................$167
   Private Lessons - 2 credit hours ......................................$240
   Group voice, group piano (groups of 4 or more)..................$55
   Instrument rental (per instrument)....................................$41

4. Continuing Graduate Scholar............................................$50

5. Correspondence Study (“Guided Independent Study”), per credit Hour.........................................................$224
   (Plus an enrollment fee of $13.00 per course)

6. Credit by Examination, per course....................................$100
7. Deferred Payment Fee, 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...................................................................... $286
    Graduate.............................................................................. $461
    MBA.................................................................................. $606
12. Graduation fee..................................................................... $75
13. ID Card replacement............................................................... $25
14. Late Registration Fee
    Class Days 1- 5................................................................. $30
    Class Days 6-10............................................................... $60
    Class Days 11 and on..................................................... $100
15. Non-credit remedial courses (in addition to tuition).............. $554
16. Orientation Services
    Administrative Fee - Freshmen........................................... $240
    Administrative Fee - Transfer............................................ $240
    International Student Orientation (additional program)........ $120
17. Restricted Enrollment Fee..................................................... 1%
18. Returned Check Fee, per check............................................. $30
19. Study Abroad Fees
    Academic year.................................................................... $500
    Administrative fee........................................................... $75
    Non-UNI sponsored programs........................................... $300
    One semester only........................................................... $375
    Summer session only......................................................... $175
20. Third Party billing fee.......................................................... $25
21. Transcript of academic record
    Each Copy........................................................................... $16
    FAX service per copy......................................................... $7
22. Workshop/Telecourse
    Undergraduate, per credit hour.......................................... $278
    Graduate, per credit hour.................................................. $448

**Payment Due Dates**

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

**EXTENSION OF CREDIT/EDUCATIONAL LOAN**

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

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

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

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

**UNIVERSITY BILL (u-bill)**

The Office of Business Operations, Student Accounts, electronically bills all tuition, mandatory fees, contracted campus room and meal plan expenses, and other university related charges directly to the student. 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](http://www.uni.edu) via MyUNIverse on the Student Center tab. Students can allow access to their u-bill by creating a username and password for parents or other third parties. Go to MyUNIverse –My Page tab-Third Party Accounts to grant access.

Failure to receive or read an email reminder is not an acceptable reason for not making a payment when due. It is the responsibility of the student to check their u-bill account at least monthly and make required payment by the Due Date.

A sample bill with instructions of how to read it can be viewed at [www.uni.edu/obo/student_accounts](http://www.uni.edu/obo/student_accounts).

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

**PAYMENT INSTRUCTIONS**

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

- Online via E-check at MyUNIverse-Student Center tab
- Cashier’s Window at 103 Gilchrist Hall (8 am – 4 pm M-F)
- Drop-box located outside of the East Entrance of Gilchrist Hall
DEFERRED PAYMENT PLAN
The University offers a Deferred Payment Plan option for tuition, mandatory fees, and contracted room and meal plan charges. This will allow students to take advantage of a 3-month payment plan for the summer term.

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. A $20 deferred billing fee will be assessed to the student’s first bill after enrolling in a plan.

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

Refunds will be issued if the amount is $1 or greater. Credit balances below $1 will be held on account to pay additional u-bill charges throughout the semester.

The University will initiate direct deposits on Monday, Wednesday, and Friday each week. If a student has not set up direct deposit, a paper refund will be issued.

Paper refunds are printed weekly on Friday and held for pick up at the Cashier’s window in Gilchrist 103 the following Monday. Students are required to provide valid identification when picking up their check. Checks not picked up within 14 days will be mailed to the student’s permanent home address. As a result, the receipt of funds will be significantly delayed compared to direct deposit.

Parents can also have the Parent Plus Loan deposited directly to their bank by completing the Parent Plus Loan Direct Deposit Authorization form which can be found on the Office of Business Operations website www.uni.edu/obo/student_accounts.

FINANCIAL AID ELIGIBILITY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Financial Aid Appeal Process and Deadlines

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

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

Reinstatement of the financial aid is contingent upon the availability of the funds at the time the appeal is approved. Approved appeals require a signed contract to be returned to the Office of Financial Aid and Scholarships.

Denied Financial Aid Appeals

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

REPEATING COURSEWORK AND FINANCIAL AID IMPLICATIONS

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

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

SUMMER FINANCIAL AID ELIGIBILITY

A 2016-17 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 Financial Aid and Scholarships, (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 dependent 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.

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

ACCEPTING LOANS

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 FSA ID).

The MPN covers both the Direct Subsidized Loan and the Direct Unsubsidized Loan. The MPN does not show a specific loan amount because it also serves as the promissory note for future Direct Loans (valid for up to 10 years). By completing the MPN, students are agreeing to repay to the U.S. Department of Education all loans made to them under the terms of the MPN. Direct Loan funds cannot be disbursed until the MPN is submitted and approved by the Department of Education. Processing of the loan(s) usually takes one week if the MPN is completed electronically, and up to three weeks if a paper MPN is completed.

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, the student in the form of a private education loan may borrow any remaining loan eligibility. These loans are available through private banks and lenders. Please contact the Office of Financial Aid and Scholarships, (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 Financial Aid and Scholarships at (319) 273-2700.

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

GUIDELINES, POLICIES, AND REGULATIONS

ACCOMMODATIONS OF DISABILITIES

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

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

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

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

Events: Any individual (student, university employee or visitor) who plans to attend an event on campus and wishes to request an accommodation should contact the venue hosting the event. Visitors may also contact Faculty and Staff Disability Services for assistance.

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

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

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

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

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

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

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

If an employee or student feels his/her/their rights under the Rehabilitation Act, the ADA, and/or the ADAAA have been violated, he/she/they may consult with the Office of Compliance and Equity Management in Human Resource Services. 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.

For a more comprehensive overview of the financial aid process, please visit the Office of Compliance and Equity Management, 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, 319.273.2846, equity@uni.edu, www.uni.edu/equity.

AMERICANS WITH DISABILITIES ACT
It is the policy of the University of Northern Iowa to fully comply with the stated provisions of the Americans with Disabilities Act, 42 U.S.C.A., Section 12101, et seq. ("ADA"). The ADA states "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 unlawful 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.

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

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

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

Policy:
A. General Provisions
Faculty members who choose to have policies related to attendance and make-up work must distribute those policies on the first day of class. While it is strongly recommended that all faculty members have written policies regarding attendance and make-up work, these policies are not required. However, when such policies are not provided in writing at the start of the class, it is understood that there will be no grade-related penalties due to absences, missed exams, missed assignments or other
activities or assignments which would otherwise have an impact on a student’s grade, regardless of the cause of those events. Students must adhere to each faculty member’s policies regarding attendance and make-up work. Faculty members who require attendance at activities or events that may conflict with a student’s otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly schedule class period, the affected students must be provided written notice at least 10 University class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student’s obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student’s obligation to provide the schedule to his/her other faculty members. If a faculty member assigns a mandatory activity or event that encompasses time outside of class or requires students to miss another class, that faculty member assigning the mandatory activity or event must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

B. Absences

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

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

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

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

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

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

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

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

Make-up Work Grievances Arising from Absences

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

Faculty Senate, approved February 18, 2013
President’s Cabinet, approved March 1, 2013

DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT POLICY

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

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

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

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

NON-DISCRIMINATION STATEMENT

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law. The University of Northern Iowa prohibits discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence. The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the University Title IX Officer and the Section 504/ADA Coordinator: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu

DRUG FREE SCHOOLS & CAMPUSES REGULATIONS

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

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

FEDERAL DISCLOSURE INFORMATION WEBSITES
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:

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<thead>
<tr>
<th>General University</th>
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<tr>
<td>Comprehensive Information</td>
<td><a href="http://www.uni.edu">www.uni.edu</a></td>
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<tr>
<td>Cost of Attendance</td>
<td><a href="http://www.uni.edu/tuition">www.uni.edu/tuition</a></td>
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<th>Financial Aid</th>
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<td>Return of Title IV Grants/Loans</td>
<td><a href="http://uni.edu/finaid/">http://uni.edu/finaid/</a></td>
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<tr>
<td>Study Abroad Eligibility</td>
<td><a href="http://studyabroad.uni.edu">http://studyabroad.uni.edu</a></td>
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<td>Types of Financial Aid</td>
<td><a href="http://uni.edu/finaid/">http://uni.edu/finaid/</a></td>
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<td>Registrars</td>
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<td>Refund Policies of Tuition/Fees</td>
<td><a href="https://www.uni.edu/Registrar/tuition-and-fees/refund-policy">https://www.uni.edu/Registrar/tuition-and-fees/refund-policy</a></td>
</tr>
<tr>
<td>Withdrawing from School &amp; Dropping/Adding of Courses</td>
<td><a href="http://www.uni.edu/Registrar">www.uni.edu/Registrar</a></td>
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<tr>
<td>Academic Programs</td>
<td><a href="http://catalog.uni.edu">http://catalog.uni.edu</a></td>
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<td>University Accreditations</td>
<td><a href="http://catalog.uni.edu">http://catalog.uni.edu</a></td>
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<td>Graduation Rates</td>
<td><a href="http://www.ir.uni.edu/dhweb/ipeds.cfm">http://www.ir.uni.edu/dhweb/ipeds.cfm</a></td>
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<th>Disability Services</th>
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<td>Facilities &amp; Services for Disabled Students</td>
<td><a href="http://uni.edu/disability">uni.edu/disability</a></td>
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Additional information available at [www.uni.edu/resources/consumer-info](http://www.uni.edu/resources/consumer-info)

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

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 Office of the Registrar.

VETERAN INFORMATION

V.A. Specifications

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<tr>
<th>Subsistence</th>
<th>Undergraduates</th>
<th>Graduates</th>
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<tr>
<td>Full Allowance</td>
<td>6 or more hours</td>
<td>5 or more hours</td>
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<td>3/4 Allowance</td>
<td>4-5 hours</td>
<td>4 hours</td>
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<tr>
<td>1/2 Allowance</td>
<td>3 hours</td>
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<tr>
<td>Tuition Assistance Only</td>
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The above specifications are subject to the exceptions listed below. Veterans to whom an exception applies must check with the VA Certification Official in the Office of the Registrar prior to registration.

1. 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 Certification Official 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" may result in costly repayments to the VA.

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

STUDENT RECORDS

ACADEMIC ADVISEMENT REPORT

All degree-seeking, active students who entered UNI summer 2006 or later have access to an Academic Advisement Report in their Student Center. The purpose of this report is to provide you with information on how the courses you have completed and are currently registered for apply to your degree requirements. This report is to serve as your guide for scheduling classes. Interactive Academic Advisement Reports are accessible to students on the web via Student Center, Academics - Other Academic Reports dropdown, Academic Requirements. A printable version can be created from within the interactive report. Students who entered UNI prior to summer 2006, who do not have complete Advisement Reports, should contact their Record Analyst in the Office of the Registrar. Post-Baccalaureate undergraduate students do not have an Academic Advisement Report and should contact the Office of the Registrar for their degree requirements.
Your Academic Advisement Report is divided into sections based on the degree and plans (majors/minors) you have declared. In-Progress (non-graded) courses show on the Academic Advisement Report as satisfying requirements and unit/course counts. However, unsuccessful completion will remove the course from the requirement and the unit/course counts.

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

We hope you will find your Academic Advisement Report to be a valuable tool for advising meetings and charting your progress towards your degree. If you have questions about your report please contact your academic advisor, the Office of Academic Advising or your Record Analyst in the Office of the Registrar.

AUDITING CLASSES
Courses will default to the graded grading basis. Students wishing to request to audit 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.

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

CREDIT/NO CREDIT GRADING
The undergraduate student having earned twelve semester hours of credit at this university may take courses offered by this institution for which he/she is otherwise eligible for degree credit without grade under the following conditions:
1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C- or higher is required in a course to receive credit on the "Credit/No Credit" option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.
4. Ungraded credit may not be applied to work required for a major or minor except with the consent of the Head of the Department in which the course is offered.
5. No course taken on the "Credit/No Credit" option may be applied toward fulfilling a Liberal Arts Core requirement.
6. Except for Field Experience: Exploring Teaching (EDPSYCH 2017); Field Experience: Teacher as a Change Agent (EDPSYCH 3128); and Student Teaching (TEACHING:xxxx), ungraded credit may not be used in the Common Professional Sequence requirements for the teaching program.
7. Course work passed without grade may not be retaken except by special permission of the Dean of the College in which the course is offered.
8. A graded course completed may not be retaken on an ungraded basis.
9. The Credit/No Credit system may not be used for Presidential Scholar Seminars or Presidential Scholar Thesis/Project credit.

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.

GRADE REPORTS
Students can access grades using their Cat ID and UNI password. To access grades via the Internet, go to the address http://MyUNIverse.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 Office of the Registrar.

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

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

Work left incomplete at the end of a semester or summer session will be reported as a Failure unless a report of Incomplete (I) has been authorized by the instructor. The I is restricted to students doing satisfactory work in the class who, because of extenuating circumstances, are unable to complete the work of the course. The I is limited to assigned work during the final sixth of the term. If a course is reported as Incomplete, a student is not prevented from registering for another course for which the incomplete course is a prerequisite. Work reported as Incomplete for undergraduate students must be completed within six months from the time at which the report was made. If the work reported as Incomplete is not made up within six months, it is automatically entered as a Failure on the student's record. However, if for sufficient cause an Incomplete cannot be removed in six months, request for an extension of the time may be made to the instructor of the course. The extension, if approved, is for a period of up to another six months as designated by the instructor.
Work reported as Incomplete for a fall semester for graduate students must be completed by June 1. Work reported Incomplete for graduate students in the spring semester or in the summer session must be completed by January 1. The exact length of time to remove the incomplete within the above guidelines is set by agreement between the instructor and the student. If the work reported as incomplete is not made up by the deadline, it is automatically entered as a Failure on the student's record.

Any requests for an exception to the above guidelines for graduate students must be submitted in writing to the Graduate College. Only under the most unusual circumstances would requests for additional time be approved.

Some courses continue beyond the normal ending date of the semester or session. In such cases the initial grade reported will be an RC which means Research or Course Continued. Once the extended instructional period is finished the RC grade will be replaced with the A-F grade assigned by the instructor.

**TRANSCRIPTS**

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

**NOTIFICATION OF RIGHTS UNDER FERPA**

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

The Family Educational Rights and Privacy Act (FERPA) affords 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:

   Office of the Chief Privacy Officer
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, D.C. 20202-4605.

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

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

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

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

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

**APPLYING TO GRADUATE**

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APPLYING TO GRADUATE
Seniors who expect to graduate at the end of the Summer 2016 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 conferral that term, but their names will not be included in the commencement publication. Degree conferral 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.

STUDENT RESOURCES

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

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
- Workshops to enhance study skills, finances, and career interests
- Strategies for Academic Success, a two-credit course (POSTSEC 1055)
- Collaboration with other campus offices in delivering orientation, 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.

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

Examinations For Graduate School Admissions
To determine which examinations you are required to take; it is recommended that you meet with your current advisor and/or department head and the graduate student advisor for the programs to which you are applying.
- GRE Revised General Test
- Miller Analogies Test (MAT)
- Law School Admission Test (LSAT)

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

COLLEGE READING AND LEARNING CENTER
008 ITTC, 319-273-2361
Trained and certified academic coach’s help students develop and apply effective college reading, learning, study, and time management strategies with
- Individualized appointment
- Workshops, courses, and presentations
- Supportive Seminars for specific courses
- Preparation for the Praxis Core Reading and GRE Verbal exams

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

MATH AND SCIENCE SERVICES
008 ITTC, 319-273-2361
Math and Science Services works in concert with UNI math and science faculty and in partnership with the Mathematics Department, the College of Humanities, Arts, and Sciences, and affiliates of the Academic Learning Center to provide the following resources:
- Math and science preparedness consultations
- Supplemental Instruction for specific courses
- Calculator lending program
- Walk-in, one-on-one tutoring and study skills assistance (tutoring is by appointment during summer terms)
- Test preparation
- Study groups
- Praxis Core Math preparation
- GRE Quantitative and Praxis Core Math preparation courses
- Effective Study Strategies for STEM short course

STUDENT SUPPORT SERVICES (SSS)
007 ITTC, 319-273-2179
Student Support Services is a federally funded TRIO program that is designed to increase the retention and graduation rates of UNI students who meet federal eligibility requirements. Program staff serve as advocates for participants and, based on the individual needs of each student, offer the following free services:
• 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 feedback 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 Core Writing and GRE Analytical Essay exams

In addition, the Writing Center offers faculty consultation and workshops customized for specific courses and groups, subject to staff availability.

ACADEMIC LEARNING CENTER SUMMER COURSES AND WORKSHOPS

GRE Preparation Courses

<table>
<thead>
<tr>
<th>GRE Quantitative Reasoning</th>
<th>May 16-June 2</th>
<th>MTWTh</th>
<th>9:00 am-10:15 am</th>
<th>ITTC 35</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE Verbal Reasoning</td>
<td>June 6-June 16</td>
<td>MTWTh</td>
<td>9:00 am-10:15 am</td>
<td>ITTC 35</td>
</tr>
<tr>
<td>GRE Analytical Essays</td>
<td>June 20-June 30</td>
<td>MTWTh</td>
<td>9:00 am-10:15 am</td>
<td>ITTC 35</td>
</tr>
</tbody>
</table>

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

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

ON-CAMPUS WORKSHOPS

IOWA WRITING PROJECT
Iowa Writing Project courses and workshops are designed for K-College practicing teachers, any discipline. Special tuition rate: $150 per credit hour. For further information and to register, go to IWP Website 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.

DEPARTMENT OF TEACHING

Human Relations (4170/5170) Human Relations will be offered on campus from May 9-June 3, and from June 6-July 1.

Further information about any of the sessions is available by contacting the Department of Teaching, Library 461

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, Library 461, by April 1, 2016.

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION & LEISURE SERVICES

Field Experience in Camp Counseling (LYHS 4623)
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 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
STUDY ABROAD PROGRAMS

Each year many summer UNI programs are held abroad from May to August. In 2016, 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. 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 encourage you to schedule ahead by calling 319-273-7078, or emailing us at study-abroad@uni.edu.

Instructor-led Programs:

Music and Culture Exchange in Four Countries .............................................May
(Greece, Hungary, Romania and Bulgaria)

Summer Camp in China ..................................................July-August

Alternative Energies Capstone in Denmark and Iceland ...............................June

Capstone in England and Ireland ..........................................................May

Capstone in France ........................................................................May

Capstone in Greece ........................................................................June

Multicultural Counseling in Guatemala, Graduate course .......................May

Capstone in Rio de Janeiro ..............................................................May

Service Operations Management in Italy .................................................May-June

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

Society & Technology Capstone in Italy .................................................July

Capstone in New Zealand ..................................................................May

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

Sustainability Abroad Capstone in UK .................................................June

Biology or Psychology Research Projects in Taiwan ..................................July-August

Field Biology in the Galapagos .............................................................May

Cuba: Past, Present, and Future .........................................................May

Literary and Cultural Perspectives of Barcelona .....................................May

Literature in Ireland Capstone .............................................................May

Summer School Programs:

Intensive German in Klagenfurt, Austria ..............................................July-August

Culture Intensive Spanish Program in Arica, Chile .....................................June-July

Summer School in San Jose, Costa Rica ................................................May-July

Intensive French Language in France ..................................................June-July

Management in Rennes, France ..........................................................June

Business and Economics in Duisburg, Germany ....................................June

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

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

Summer Internship in Italy or Costa Rica ............................................May-August

Summer School in Florence, Italy ........................................................May-July

Intensive Japanese Studies in Akita, Japan .............................................June-July

Summer School in Stirling, Scotland ....................................................June-August

Parliamentary Internship in Edinburgh, Scotland .....................................June-July

Summer School in Port Elizabeth, South Africa ....................................June-July

Intensive Spanish Language in Oviedo, Spain .......................................May-August

Summer School in Daegu, South Korea ..............................................July-August

Summer School in Taipei, Taiwan ........................................................July

All programs listed above are either led directly by UNI faculty, staff, or taught onsite by UNI partner institution faculty.

Application deadline for summer programs is generally February 15. Please contact the UNI Study Abroad Center to confirm specific program availability. The Study Abroad Center reserves the right, at its discretion, to cancel a program should conditions beyond the control of the Center prevent the program from running (e.g., low student enrollment, natural disasters, government-issued travel warnings, significant adverse currency exchange rates, etc.).

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 8 to July 31. 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

IOWA LAKESIDE LABORATORY

Courses are offered at Iowa Lakeside Laboratory, a 147-acre field station located on West Okoboji Lake in northwest Iowa. See the Lakeside Lab website (www.continuetolearn.uiowa.edu/lakesidelab) for complete course descriptions and information on facilities, housing, scholarships, and registration procedures.
Registration is handled through the University of Iowa using the online form found at www.continuetolearn.uiowa.edu/lakesidelab/ or by phone at 1-888-469-2338 (toll free). A $100.00 non-refundable deposit (payable to “Iowa Lakeside Laboratory”) 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: lakesidelab@uiowa.edu
Website: 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.

WITHDRAWING FROM SCHOOL

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

WITHDRAWAL PROCEDURE

A student who has started attending classes who finds it necessary to withdraw from school initiates the withdrawal through the Office of the Registrar, 319-273-2241. Students living in a residence hall also must cancel their housing contract through the Director of the residence hall where they live. Students with financial aid MUST contact the Financial Aid Office 319-273-2700.

A student who has registered but decides not to come to the University of Northern Iowa should advise the Office of the Registrar as early as possible, listing the reasons for withdrawing from the university.

WITHDRAWAL AFTER CLASSES BEGIN WILL RESULT IN A TUITION CHARGE.

If you received, financial aid from the university all or part of this aid may have to be repaid.

WITHDRAWAL REFUNDS

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

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

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

Please note that the refund schedule only pertains to a withdrawal (all courses are dropped). See the Dates to Observe and Change of Registration sections for answers to questions you may have on tuition when a portion of the classes are dropped.

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

### Summer 2017 Sessions Withdrawal Schedules

#### Four-week sessions:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Percent 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 8-9</td>
<td>June 5-6</td>
<td>July 3-5</td>
</tr>
<tr>
<td>3</td>
<td>75</td>
<td>May 10</td>
<td>June 8</td>
<td>July 6</td>
</tr>
<tr>
<td>4</td>
<td>50</td>
<td>May 11</td>
<td>June 9</td>
<td>July 7</td>
</tr>
<tr>
<td>5</td>
<td>25</td>
<td>May 12</td>
<td>June 10</td>
<td>July 10</td>
</tr>
<tr>
<td>6th day &amp; beyond</td>
<td>0</td>
<td>May 15</td>
<td>June 12</td>
<td>July 11</td>
</tr>
</tbody>
</table>

#### Six-week sessions:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Percent 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 8-9</td>
<td>June 19-20</td>
</tr>
<tr>
<td>3-4</td>
<td>75</td>
<td>May 10-11</td>
<td>June 21-22</td>
</tr>
<tr>
<td>5-6</td>
<td>50</td>
<td>May 12-15</td>
<td>June 23-26</td>
</tr>
<tr>
<td>7-8</td>
<td>25</td>
<td>May 16-17</td>
<td>June 27-28</td>
</tr>
<tr>
<td>9th day &amp; beyond</td>
<td>0</td>
<td>May 18</td>
<td>June 29</td>
</tr>
</tbody>
</table>

#### Eight-week session:

<table>
<thead>
<tr>
<th>Class Days</th>
<th>Percent</th>
<th>June/July Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>90</td>
<td>June 5-7</td>
</tr>
<tr>
<td>4-6</td>
<td>75</td>
<td>June 8-12</td>
</tr>
<tr>
<td>7-8</td>
<td>50</td>
<td>June 13-14</td>
</tr>
<tr>
<td>9-10</td>
<td>25</td>
<td>June 15-16</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 75 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.

   MISCELLANEOUS INFORMATION

VOTER REGISTRATION
You may obtain voter registration information from the Office of the Registrar or by accessing the Website http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html (Iowa Code 48A.23).
Any student who has completed Category 5 coursework at another institution prior to Summer 2014 may opt to follow the previous LAC 2004 program.

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

#### Category 1. Core Competencies  11 hours

**A. Reading and Writing (3 hours required)**
Select one of the following:
- [UNIV 1000*](#) First-Year Cornerstone: Integrated Communication I, 3 hours
- & [UNIV 1010*](#) First-Year Cornerstone: Integrated Communication II, 3 hours

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

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

**B. Speaking and Listening (3 hours required)**
- [UNIV 1000*](#) First-Year Cornerstone: Integrated Communication I, 3 hours
- & [UNIV 1010*](#) First-Year Cornerstone: Integrated Communication II, 3 hours

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

**OR**
- [COMM 1000 (48C:001)](#) Oral Communication, 3 hours

**C. Quantitative Techniques and Understanding (3 hours required)***
- [MATH 1100 (800:023)](#) Mathematics in Decision Making, 3 hours
- [MATH 1420 (800:060)](#) Calculus I, 4 hours
- [STAT 1774 (800:064)](#) Introductory Statistics for Life Sciences, 3 hours
- [STAT 1772 (800:072)](#) Introduction to Statistical Methods, 3 hours
- [CS 1025 (810:025)](#) Modern Tools for Exploring Data, 3 hours

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

**D. Dimensions of Well-Being (2 hours required)**
- [HPELS 1020 Dimensions of Well-Being Lecture, 1 hour](#)
- [HPELS 1030 Dimensions of Well-Being Lab, 1 hour](#)

#### Category 2. Civilizations and Cultures  9 hours

**A. Humanities (6 hours required)**
- [HUM 1021 (680:021)](#) Humanities I: The Ancient, Classical, and Medieval Worlds, 3 hours
- [HUM 1022 (680:022)](#) Humanities II: The Renaissance, Reformation, and Enlightenment, 3 hours
- [HUM 1023 (680:023)](#) Humanities III: The Age of Revolution to the Present, 3 hours

**B. Non-Western Cultures (3 hours required)**
- [HUM 3121 (680:121)](#) Russia/Soviet Union, 3 hours
- [HUM 3122 (680:122)](#) Japan, 3 hours
- [HUM 3123 (680:123)](#) Latin America, 3 hours
- [HUM 3124 (680:124)](#) China, 3 hours
- [HUM 3125 (680:125)](#) India, 3 hours
- [HUM 3127 (680:127)](#) Middle East, 3 hours
- [HUM 3128 (680:128)](#) Africa, 3 hours
- [HUM 3132 (680:132)/ANTH 3132 (990:132)](#) Native North America, 3 hours
- [HUM 3137 (680:137)/ANTH 3137 (990:137)](#) Native Central and South America, 3 hours

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

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

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

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

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

**B. Literature, Philosophy, or Religion (3 hours required)**
- [ENGLISH 1120 (620:031)](#) Literature: (topic), 3 hours
- [RELS 1020 (640:024)](#) Religions of the World, 3 hours
- [PHIL 1020 (650:021)](#) Philosophy: The Art of Thinking, 3 hours
Category 4. Natural Science and Technology 7 hours

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

A. Life Sciences (3 or 4 hours required)
Select one of the following:
- ANTH 1001 (990:010) Human Origins, 3 hours
- BIOL 1012 (840:012) Life: The Natural World, 3 hours
- BIOL 1013 (840:013)* Life: The Natural World - Lab, 1 hour
- BIOL 1014 (840:014) Life: Continuity and Change, 3 hours
- BIOL 1015 (840:015)* Life: Continuing and Change - Lab, 1 hour

The following major and/or minor courses can substitute for the Life Sciences requirement:
- BIOL 1033 (840:033)* Principles of Microbiology, 3 hours
- BIOL 1051 (840:051)* General Biology: Organismal Diversity, 4 hours
- BIOL 2052 (840:052)* General Biology: Cell Structure and Function, 4 hours
- BIOL 3101 (840:101)* Anatomy and Physiology I, 4 hours
- SCI ED 1200 (820:032)* Inquiry into Life Science, 4 hours

*Lab course

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

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

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

Category 5. Social Science 9 hours

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

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

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

* Satisfactory completion of both ECON 1041 (920:053) and ECON 1051 (920:054) by all non-business majors and Business Teaching majors, through UNI or transfer, may substitute for ECON 1031 (920:024).

C. Group C Diversity and Global Issues
- EDPSYCH 2030 (200:030) Dynamics of Human Development, 3 hours
- GEOG 1110 (970:040) World Geography, 3 hours
- POL GEN 1020 (940:020) Contemporary Political Problems, 3 hours
- POL INTL 1024 (943:024) International Relations, 3 hours
- SOC 1060 (980:060) Social Problems, 3 hours
<table>
<thead>
<tr>
<th>Category 6. Capstone Experience</th>
<th>2 hours</th>
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</thead>
<tbody>
<tr>
<td>CAP 3103 (CAP:103)</td>
<td>Multidisciplinary Perspectives on Genocide: Case Studies, 3 hours</td>
</tr>
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<td>CAP 3105 (CAP:105)</td>
<td>Sacred Space, 3 hours</td>
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<tr>
<td>CAP 3106 (CAP:106)/THEATRE 3100 (490:106)</td>
<td>Theatre in Education, 3 hours</td>
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<tr>
<td>CAP 3110 (CAP:110)/BIOL 3110 (840:110)</td>
<td>Obesity and Diabetes: Science, Sociology and Economics, 2 hours</td>
</tr>
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<td>CAP 3121 (CAP:121)</td>
<td>Creativity and the Evolution of Culture, 3 hours</td>
</tr>
<tr>
<td>CAP 3122 (CAP:122)</td>
<td>Building Communities: Developing Intentional Family Spaces, 3 hrs.</td>
</tr>
<tr>
<td>CAP 3123 (CAP:123)</td>
<td>Greece: From the “Cradle of Democracy” to Today, 3 hours</td>
</tr>
<tr>
<td>CAP 3124 (CAP:124)</td>
<td>Democracies, 3 hours</td>
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<tr>
<td>CAP 3125 (CAP:125)</td>
<td>Globalization, Cultural Pluralism, and International Security, 3 hours</td>
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<tr>
<td>CAP 3128 (CAP:128)/COMM 4236 (48C:128)</td>
<td>Ethics in Communication, 3 hours</td>
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<tr>
<td>CAP 3129 (CAP:129)</td>
<td>Being National, 3 hours</td>
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<tr>
<td>CAP 3131 (CAP:131)</td>
<td>Analysis of Social Issues, 3 hours</td>
</tr>
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<td>CAP 3132 (CAP:132)</td>
<td>Medicine, Morality, and Society, 3 hours</td>
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<td>CAP 3134 (CAP:134)</td>
<td>Back in the Valley: Martin Luther King Jr. and the 21st Century, 3 hours</td>
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<td>CAP 3140 (CAP:140)</td>
<td>Environment, Technology, and Society, 2 hours</td>
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<tr>
<td>CAP 3144/ENGLISH 3144</td>
<td>Genocide in Writing and Film, 3 hours</td>
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<tr>
<td>CAP 3148 (CAP:148)/ENGLISH 3148</td>
<td>The Holocaust in Literature and Film, 3 hours</td>
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<tr>
<td>CAP 3151 (CAP:151)/PHIL 3010 (650:151)</td>
<td>Money, Sex &amp; Power: Theories of Race, Class, &amp; Gender, 3 hours</td>
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<tr>
<td>CAP 3152 (CAP:152)/HPE 3650 (410:152)</td>
<td>Complementary, Alternative and Integrative Health, 3 hours</td>
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<tr>
<td>CAP 3154/BUSINESS 3154</td>
<td>Global Skills, 2-3 hours</td>
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<tr>
<td>CAP 3155 (CAP:155)/BUSINESS 3155 (100:155)</td>
<td>Socio-Economic Reality of Central America, 2 hours</td>
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<tr>
<td>CAP 3158 (CAP:158)</td>
<td>The Water Planet, 3 hours</td>
</tr>
<tr>
<td>CAP 3159/BUSINESS 3159</td>
<td>Managing Energy and Sustainability for the Organization, 3 hours</td>
</tr>
<tr>
<td>CAP 3159/RELS 3159/PHIL 3159</td>
<td>Monsters, Vampires, and Religion: An Awesome Alliance</td>
</tr>
<tr>
<td>CAP 3159/ENGLISH 3186</td>
<td>Myths of Ireland</td>
</tr>
<tr>
<td>CAP 3160 (CAP:160)/HPE 3160 (410:160)</td>
<td>Community and Public Health, 3 hours</td>
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<td>CAP 3165/GER 3334/TESOL 3565</td>
<td>Intercultural Perspectives, 3 hours</td>
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<tr>
<td>CAP 3173 (CAP:173)/RELS 3510 (640:173)/PHIL 3510 (650:173)</td>
<td>Bio-Medical Ethics, 3 hours</td>
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<td>CAP 3187 (CAP:187)/ENGLISH 4577 (620:187)</td>
<td>Blues and Jazz in African American Film and Literature, 3 hours</td>
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<tr>
<td>CAP 3190</td>
<td>Idea of the University, 3 hours</td>
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<tr>
<td>CAP 3194 (CAP:194)/RELS 3110 (640:194)/PHIL 3110 (650:194)</td>
<td>Perspectives on Death and Dying, 3 hours</td>
</tr>
<tr>
<td>CAP 3550/TESOL 3550</td>
<td>Constructing Cross-Cultural Bridges, 3 hours</td>
</tr>
</tbody>
</table>
2004 LIBERAL ARTS CORE (Total 44 Hours)
For All Students Entering UNI Fall 2004 - Spring 2014

Category 1. Core Competencies 11 hours

A. Reading and Writing (3 hours required)
Select one of the following:
UNIV 1000* First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010* First-Year Cornerstone: Integrated Communication II, 3 hours
*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)
ENGLISH 1005 (620:005) College Writing and Research, 3 hours
ENGLISH 2015 (620:015) Craft of Academic Writing, 3 hours
ENGLISH 2120 (620:034) Critical Writing About Literature, 3 hours

B. Speaking and Listening (3 hours required)
UNIV 1000* First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010* First-Year Cornerstone: Integrated Communication II, 3 hours
*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A & 1B.)
OR
COMM 1000 (48C:001) Oral Communication, 3 hours

C. Quantitative Techniques and Understanding (3 hours required)*
MATH 1100 (800:023) Mathematics in Decision Making, 3 hours
MATH 1420 (800:060) Calculus I, 4 hours
STAT 1774 (800:064) Introductory Statistics for Life Sciences, 3 hours
STAT 1772 (800:072) Introduction to Statistical Methods, 3 hours
CS 1025 (810:025) Modern Tools for Exploring Data, 3 hours
*Elementary Education students may meet the category 1C requirement by completing MATH 1204 (800:031).

D. Dimensions of Well-Being (2 hours required)
HPELS 1020 Dimensions of Well-Being Lecture, 1 hour
HPELS 1030 Dimensions of Well-Being Lab, 1 hour

Category 2. Civilizations and Cultures 9 hours

A. Humanities (6 hours required)
HUM 1021 (680:021) Humanities I: The Ancient, Classical, and Medieval Worlds, 3 hours
HUM 1022 (680:022) Humanities II: The Renaissance, Reformation, and Enlightenment, 3 hours
HUM 1023 (680:023) Humanities III: The Age of Revolution to the Present, 3 hours

B. Non-Western Cultures (3 hours required)
HUM 3121 (680:121) Russia/Soviet Union, 3 hours
HUM 3122 (680:122) Japan, 3 hours
HUM 3123 (680:123) Latin America, 3 hours
HUM 3124 (680:124) China, 3 hours
HUM 3125 (680:125) India, 3 hours
HUM 3127 (680:127) Middle East, 3 hours
HUM 3128 (680:128) Africa, 3 hours
HUM 3132 (680:132)/ANTH 3132 (990:132) Native North America, 3 hours
HUM 3137 (680:137)/ANTH 3137 (990:137) Native Central and South America, 3 hours
*SPAN 3020 (780:120) may substitute for the non-Western Cultures requirement, 3 hours

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

A. Fine Arts (3 hours required)*
PEMES 2034 (420:034) Survey of Dance History, 3 hours
THEATRE 1002 (490:002) The Theatrical Arts and Society, 3 hours
MUSIC 1100 (520:010) Soundscapes: Music in Culture, 3 hours
ART 1002 (600:002) Visual Inventions, 3 hours
ARTHIST 1004 (600:004) Visual Perceptions, 3 hours
*MUS HIST 1020 (590:002) may substitute for the Fine Arts requirement for all music majors, 3 hours

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

Category 4. Natural Science and Technology 7 hours


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

A. Life Sciences (3 or 4 hours required)
Select one of the following:

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

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

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

B. Physical Sciences (3 or 4 hours required)
Select one of the following:

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

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

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

Category 5. Social Science 9 hours

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

A. Group A Sociocultural and Historical Perspectives

WGS 1040 (680:040) Women’s and Gender Studies: Introduction, 3 hours
*HISUS 1023 (900:023) History of the United States, 3 hours (Formerly SOC SCI 1023) Note: HISUS 1023 will be considered a repeat if previously taken under SOC SCI 1023
GEOG 1110 (970:040) World Geography, 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 (990:041) Social Welfare: A World View, 3 hours
SW 2045 (450:045)/SOC SCI 1045 (990:045) American Racial & Ethnic Minorities, 3 hours
SOC SCI 1020 (990:020) Women, Men, and Society, 3 hours
POL GEN 1020 (940:020) Contemporary Political Problems, 3 hours
SOC 1060 (980:060) Social Problems, 3 hours
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CAP 3102</td>
<td>Living in our Techno-Social World</td>
<td>3 hrs</td>
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<tr>
<td>CAP 3103</td>
<td>Multidisciplinary Perspectives on Genocide: Case Studies</td>
<td>3 hrs</td>
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<td>Sacred Space</td>
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<td>CAP 3125</td>
<td>Globalization, Cultural Pluralism, and International Security</td>
<td>3 hrs</td>
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<td>CAP 3128</td>
<td>Ethics in Communication</td>
<td>3 hrs</td>
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<tr>
<td>CAP 3129</td>
<td>Science and Pseudoscience: Critiquing the World Around You</td>
<td>3 hrs</td>
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<tr>
<td>CAP 3130</td>
<td>Analysis of Social Issues</td>
<td>3 hrs</td>
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<td>CAP 3131</td>
<td>Medicine, Morality, and Society</td>
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<td>CAP 3132</td>
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<td>CAP 3134</td>
<td>Environment, Technology, and Society</td>
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<td>Perspectives on Death and Dying</td>
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