

# Schedule of Classes

## *Policies and Procedures*

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

### *4-Week Sessions*

May 16 - June 10  
June 13 - July 8  
July 11 - August 5

### *6-Week Sessions*

May 16 – June 24  
June 27 – August 5

### *8-Week Session*

June 13 – August 5

### *12-Week Session*

May 16 – August 5

### *Memorial Day*

May 30

### *Independence Day*

July 4

*Summer 2022*

# University of Northern Iowa Registration Policies and Procedures Summer 2022

## NOTICE

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

## CONTACT INFORMATION

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

## UNIVERSITY OFFICE HOURS

University offices are open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Offices are closed on Monday, May 30 and Monday, 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 2022 semester who plan to graduate in Spring 2022 and intend to continue as graduate students for Fall 2022 must file an application for graduate study. Graduate admission information and the application for admission are available on the web at [grad.uni.edu/admission](http://grad.uni.edu/admission).

Former students who are not enrolled for the Spring 2022 semester must file a notice of intent to register with the Office of the Registrar two weeks prior to registration for Fall 2022. Failure to file this notice of intent to register will delay the registration process.

### ADVISOR APPROVAL

To enhance understanding of degree requirements and planning for progress toward degree, students identified in the groups below are assigned an advising hold. This hold requires the student meet with his or her academic advisor or department prior to

registration for the next semester. Information about service indicators, such as the Advising Hold, assigned to a student will show in the "Holds" section of Student Center.

Students assigned Advising Holds:

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

00 Deciding  
13x Marketing (Transfers only)  
14x Management Information Systems (Transfers Only)  
15x Management & Accounting (Transfers Only)  
16x Finance (Transfers Only)  
15Z Pre-MBA  
31F Family Services  
31L Gerontology: Long Term Care  
31S Gerontology: Social Sciences  
32I Interior Design  
34G Metal Casting (Freshmen, Sophomores, Juniors only)  
34H-J Manufacturing Technology (Freshmen, Sophomores, Juniors only)  
40x Psychology (graduates only)  
41x Health Promotion: General  
42x Athletic Training (Prospective only)  
43x Leisure Services (Prospective only)  
49x Theatre  
510-515 Communication Sciences and Disorders  
52x Music  
60x Art (Freshmen and Sophomores only)  
62x English  
640-641 The Study of Religion  
69x TESOL  
72x-7F French  
74x-7G German  
77x Russian  
7W Dual Languages  
80x Mathematics  
81x Computer Science  
82x Science Teaching  
84x Biology (Undergraduates only w/<2.5 UNI CUM GPA)  
86x Chemistry  
870-87N Earth Science  
88x Physics  
94x Public Administration  
950 Public Policy  
96x History (graduates only)  
98x Sociology (graduates only)  
982 Criminology (Undergraduates only w/<2.5 UNI CUM GPA)  
990 Anthropology (Prospective AND Declared - fall term only)

**ADVANCE REGISTRATION SCHEDULE – CURRENT AND FORMER STUDENTS**

Advance enrollment appointment dates and times for Fall 2022 will be by classification and earned hours at the end of the 2021 Fall term.

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

**GRADUATES**

Registration day: March 28

## SENIORS

Students with 90 or more hours of credit at the end of 2021 Fall term. Registration day: March 29

## JUNIORS

Students with 60-89 hours credit at the end of 2021 Fall term. Registration days: March 30–April 1

## SOPHOMORES

Students with 30-59 hours credit at the end of 2021 Fall term. Registration days: April 4 – 7

## FRESHMEN

Students with less than 30 hours at the end of 2021 Fall term. Registration days: April 8 – 13

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

## SPECIAL AND UNCLASSIFIED

Registration day: April 1

## REGISTERING FOR CLASSES

### THE REGISTRATION PROCESS

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

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

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

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

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

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

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

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

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

6. On or after your enrollment appointment date and time, enroll in the courses. Students will be able to drop and add classes at any time after their initial registration.

### SECTION NUMBERS DESIGNATING HALF SEMESTER COURSES

Sections numbered in the “80s” (or “8” and a letter) meet the first-half of the semester. Sections numbered in the “90s” (or “9” and a letter) meet the second-half of a semester.

### 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

#### *Undergraduate*

Length of Course in Weeks	Maximum Load
12-Week	12 Units
8-Week	8 Units
6-Week	6 Units
4-Week	4 Units

#### *Graduate*

Length of Course in Weeks	Maximum Load
12-Week	12 Units
8-Week	8 Units
6-Week	6 Units
4-Week	4 Units
2-Week Post-Session	2 Units

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

- **Undergraduate Students:** students must complete a Student Request Form and approval must be obtained in the Office of the Registrar.
- **Graduate Students:** students must complete a Student Request Form electronically through MyUNiverse stating those reasons for requesting additional hours and including you 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 closed class, must be secured from the head of the department in which the course is offered. In some instances, the department head may request the student to obtain the instructor's signature to see whether there is room in the class. In these cases, the student will need to return to the office of the department head for final approval.

### LATE REGISTRATION

A \$100.00 late registration fee will be charged of all students who register in the third week (class days 11 and on).

### ABBREVIATIONS OF CLASSROOM BUILDING NAMES

ABD	Study Abroad
ALN	Allen College
BAR	Bartlett Hall
BCS	Business & Community Services
BRC	Biology Research Complex
CAC	Communication Arts Center

CBB	Curriss Business Building
CEE	Center for Energy & Environmental Education
CUE	Center for Urban Education 800 Sycamore Street Waterloo, Iowa <i>Students enrolling for classes at CUE must provide their own transportation</i>
GNH	Greenhouse Annex
HCC	Hawkeye Community College
HPC	Human Performance Complex
EMS	Honor's Cottage
ITC	Industrial Technology Center
ITT	Innovative Teaching and Technology Center
KAB	Kamerick Art Building
LAT	Latham Hall
LIB	Rod Library
LNG	Lang Hall
MAU	Maucker Union
MSH	McCollum Science Hall
NRV	Native Roadside Vegetation Center West 12 <sup>th</sup> Street
ONL	Online Course
PAC	Gallagher-Bluedorn Performing Arts Center
PHY	Begeman Hall
RDC	Redeker Center
RSL	Russell Hall
SAB	Sabin Hall
SEC	Schindler Education Center
SRL	Seerley Hall
SWT	Strayer-Wood Theatre
TBA	To Be Announced <i>Contact the department</i>
TWK	Tech Works Metal Casting Center
WRC	Wellness Recreation Center
WRT	Wright Hall
WST	West Gymnasium

## DATES TO OBSERVE

### REGULAR SESSIONS

May Four-Week Session	May 16 – June 10
May/June Six-Week Session	May 16 – June 24
May/July Twelve-Week Session	May 16 – August 5
June Four-Week Session	June 13 – July 8
June/July Eight-Week Session	June 13 – August 5
Mid-June/July Six-Week Session	June 27 – August 5
July Four-Week Session	July 11 – August 5
Legal Holiday – No Classes	Monday, May 30
Legal Holiday – No Classes	Monday, July 4
End of Regular Summer Sessions, 10:00 p.m.	Friday, August 5

### May Session 4-Weeks (May 16 – June 10)

Monday, May 16

Tuesday, May 17, 4:30 p.m.

Wednesday, May 18, 4:30 p.m.

May four-week session begins at 8:00 a.m.

Last day to add May four-week course without Departmental approval

Last day to drop May four-week session course with no report

Wednesday, May 18, 4:30 p.m.  
Wednesday, May 18, 4:30 p.m.  
Wednesday, May 18, 4:30 p.m.

Last day to change May four-week session course to or from audit  
Fees for May four-week courses based on load at 4:30 p.m.  
Last day to add May 4-week session course for credit. Approved Academic Student Request required after this date  
No classes; all university offices closed  
Last day to drop May four-week session course without "F"  
Last day to change May four-week session course to or from ungraded credit  
May four-week session ends

#### May/June Session 6-Weeks (May 16 – June 24)

Monday, May 16  
Wednesday, May 18, 4:30 p.m.  
Thursday, May 19, 4:30 p.m.  
Thursday, May 19, 4:30 p.m.  
Thursday, May 19, 4:30 p.m.  
Thursday, May 19, 4:30 p.m.

May/June six-week session begins at 8:00 a.m.  
Last day to add May/June six-week session course without Departmental approval  
Last day to drop May/June six-week session course with no report  
Last day to change May/June six-week session course to or from audit  
Fees for May/June six-week courses based on load at 4:30 p.m.  
Last day to add May/June six-week session course for credit. Approved Academic Student Request required after this date  
No classes; all university offices closed  
Last day to drop May/June six-week session course without "F"  
Last day to change May/June six-week session course to or from ungraded credit  
May/June six-week session ends

Monday, May 30 legal holiday  
Tuesday, June 14, 4:30 p.m.  
Tuesday, June 14, 4:30 p.m.  
Friday, June 24 10:00 p.m.

#### May/July Session 12-Weeks (May 16 – August 5)

Monday, May 16  
Friday, May 20, 4:30 p.m.  
Wednesday, May 25, 4:30 p.m.  
Wednesday, May 25, 4:30 p.m.  
Wednesday, May 25, 4:30 p.m.  
Wednesday, May 25, 4:30 p.m.

May/July twelve-week session begins at 8:00 a.m.  
Last day to add 12-week session course without Departmental approval  
Last day to drop twelve-week session course with no report  
Last day to change May/July twelve-week session course to or from audit  
Fees for May/July twelve-week courses based on load at 4:30 p.m.  
Last day to add May/July 12-week session course for credit. Approved Academic Student Request required after this date  
No classes; all university offices closed  
No classes; all university offices closed  
Last day to drop May/July twelve-week session course without "F"  
Last day to change May/July twelve-week session course to or from ungraded credit  
May/July twelve-week session ends.

Monday, May 30 legal holiday  
Monday, July 4, legal holiday  
Wednesday, July 13, 4:30 p.m.  
Wednesday, July 13, 4:30 p.m.  
Friday, August 5, 10:00 p.m.

#### June Session 4-Weeks (June 13 – July 8)

Monday, June 13  
Tuesday, June 14, 4:30 p.m.  
Wednesday, June 15, 4:30 p.m.  
Wednesday, June 15, 4:30 p.m.  
Wednesday, June 15, 4:30 p.m.  
Wednesday, June 15, 4:30 p.m.

June four-week session begins at 8:00 a.m.  
Last day to add June four-week session course without Departmental approval.  
Last day to drop June four-week session course with no report  
Last day to change June four-week session course to or from audit  
Fees for June four-week courses based on load at 4:30 p.m.  
Last day to add June 4-week session course for credit. Approved Academic Student Request required after this date  
Last day to drop June four-week session course without "F"  
Last day to change June four-week session course to or from ungraded credit  
June four-week session ends

Thursday, June 30, 4:30 p.m.  
Thursday, June 30, 4:30 p.m.  
Friday, July 8, 10:00 p.m.

#### June/July Session 8-Weeks (June 13 – August 5)

Monday, June 13  
Wednesday, June 15, 4:30 p.m.  
Friday, June 17, 4:30 p.m.  
Friday, June 17, 4:30 p.m.  
Friday, June 17, 4:30 p.m.  
Friday, June 17, 4:30 p.m.

June/July eight-week session begins at 8:00 a.m.  
Last day to add June/July eight-week session course without Departmental approval  
Last day to drop June/July eight-week session course with no report  
Last day to change June/July eight-week session course to or from audit  
Fees for June/July eight-week courses based on load at 4:30 p.m.  
Last day to add June/July eight-week session course for credit. Approved Academic Student Request required after this date  
No classes; all university offices closed  
Last day to drop June/July eight-week session course without "F"

Monday, July 4, legal holiday  
Thursday, July 21, 4:30 p.m.



Thursday, July 21, 4:30 p.m. Last day to change June/July eight-week session course to or from ungraded credit  
Friday, August 5, 10:00 p.m. June/July eight-week session ends

#### June/July Session 6-Weeks (June 27 – August 5)

Monday, June 27 June/July six-week session begins at 8:00 a.m.  
Wednesday, June 29, 4:30 p.m. Last day to add June/July six-week session course without Departmental approval  
Thursday, June 30, 4:30 p.m. Last day to drop June/July six-week session course with no report.  
Thursday, June 30, 4:30 p.m. Last day to change June/July six-week session course to or from audit  
Thursday, June 30, 4:30 p.m. Fees for June/July six-week session courses based on load at 4:30 p.m.  
Thursday, June 30, 4:30 p.m. Last day to add June/July six-week session course for credit. Approved Academic Student Request required after this date  
Monday, July 4, legal holiday No classes; all university offices closed  
Tuesday, July 26, 4:30 p.m. Last day to drop June/July six-week session course without “F.”  
Tuesday, July 26, 4:30 p.m. Last day to change June/July six-week session course to or from ungraded credit  
Friday, August 5, 10:00 p.m. June/July six-week session ends

#### July Session 4-Weeks (July 11 – August 5)

Monday, July 11 July four-week session begins at 8:00 a.m.  
Tuesday, July 12, 4:30 p.m. Last day to add July four-week session course without Departmental approval.  
Wednesday, July 13, 4:30 p.m. Last day to drop July four-week session course with no report  
Wednesday, July 13, 4:30 p.m. Last day to change July four-week session course to or from audit  
Wednesday, July 13, 4:30 p.m. Fees for July four-week courses based on load at 4:30 p.m.  
Wednesday, July 13, 4:30 p.m. Last day to add July 4-week session course for credit. Approved Academic Student Request required after this date  
Thursday, July 28, 4:30 p.m. Last day to drop July four-week session course without “F.”  
Thursday, July 28, 4:30 p.m. Last day to change July four-week session course to or from ungraded credit  
Friday, August 5, 10:00 p.m. July four-week session ends.

*NOTE: 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, they may be placed on Academic Suspension. No students in their first-semester in attendance at the University of Northern Iowa will be placed on Academic Suspension.

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

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

### ACADEMIC ALERT

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

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

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

## ACADEMIC PROBATION

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

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

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

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

## ACADEMIC SUSPENSION

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

### READMISSION AFTER SUSPENSION

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

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

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

To request readmission after sitting out a semester, complete the [Application for Readmission from Academic Suspension](#).

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

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

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

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

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

**GRADUATE PROBATION AND SUSPENSION**

Refer to Graduate Degree requirements in the University Catalog at [catalog.uni.edu](http://catalog.uni.edu)

**FEES AND BILLING INFORMATION**

**TUITION AND MANDATORY FEES (per semester)**

Tuition and mandatory fees for Summer 2022 are based on credit load at 4:30pm, Wednesday, May 18, 2022. This is the last day for adjustments downward in tuition and mandatory fees assessment. Tuition and fees are subject to change by the university and the Board of Regents, State of Iowa. For information, contact the Office of Business Operations at (319) 273-2164, or visit their web site at [tuition.uni.edu/](http://tuition.uni.edu/).

**OTHER FEES**

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

Application for Admission to the University:	
Undergraduate	\$40
Graduate	\$60
Non-Degree	\$40
Re-Entry Fee	\$20
Application for Admission of International Student:	
Undergraduate	\$50
Graduate	\$75
Private Lessons – 1 credit hour	\$167
Private Lessons – 2 credit hours	\$240
Group voice, group piano, group vocal practicum, group opera, (groups of 4 or more)	\$58
Instrument Rental	\$45
Continuing Graduate Scholar	\$50
Guided Independent Study, per credit hour (plus an enrollment fee of \$10.00 per course)	\$253
Credit by Examination, per course	\$100
Deferred Payment Fee, per semester	\$20
Diploma Replacement	\$25
Doctoral Post Comp	\$75
Duplicate/Replacement Refund Check Fee	\$30
Extension Course, per credit hour	
Undergraduate Resident	\$325
Undergraduate Non- Resident	\$325 - \$771
Graduate	\$517
Graduate Non-Resident	\$517 - \$1,108
MBA Domestic	\$677
ID Card Replacement	\$30
Lakeside Lab	
Undergraduate	\$325
Graduate	\$517
Late Registration (Class days 11 and on)	\$100

Non-Credit Remedial Courses (in addition to tuition)	\$179-639
New Student Matriculation Fee	\$250
International Student Orientation (additional program)	\$125
Records and Documents Fee	
Degree-Seeking Students	\$220
Non-Degree Seeking Students	\$75
Continuing Education (upon program)	\$100
Late Payment Fee	1%
Returned Check Fee, per check	\$30
Study Abroad Fees	
Academic Year	\$500
Administrative Fee	\$100
Non-UNI Sponsored Programs	\$400
One Semester Only	\$400
Summer Session Only	\$200
Third Party Billing Fee	\$35

### PAYMENT DUE DATES

<u>U-bill Dates</u>	<u>Due Dates</u>
May 2	May 20
June 1	June 20
July 1	July 20

### EXTENSION OF CREDIT/EDUCATIONAL LOAN

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

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

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

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

### UNIVERSITY BILL (U-Bill)

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

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

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

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

### PAYMENT INSTRUCTIONS

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

- Online via E-check or credit card at MyUNiverse-Student Center;
- Cashier's Window at 103 Gilchrist Hall (8:00 a.m. – 4:30 p.m. M-F);
- Drop-box located outside of the East Entrance of Gilchrist Hall;
- Mailing Address:  
University of Northern Iowa Attn: Student Accounts  
103 Gilchrist Hall  
Cedar Falls, IA 50614-0008

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

### **DEFERRED PAYMENT PLAN**

The University offers a Deferred Payment Plan option for tuition, mandatory fees, and contracted room and meal plan charges. This 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 must 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, a refund will be generated. Refunds are deposited electronically into the student's checking or savings account via direct deposit. Students must enroll in direct deposit at [uni.edu](http://uni.edu) via MyUNiverse-Students Center. It is the responsibility of the student to ensure the accuracy of their bank routing and account numbers to avoid delays in receiving their funds. Once enrolled, students will receive an automatic email notification each time that a refund has been sent to their bank account. Students are encouraged to verify receipt of funds with their bank prior to conducting any transactions.

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

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

## **FINANCIAL AID ELIBILITY**

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

### **Financial Aid Satisfactory Academic Progress Requirements and Review Process**

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

1. **Minimum GPA:** Undergraduate and 2nd BA students must maintain a minimum 2.00 cumulative GPA for coursework taken at UNI. Graduate students must maintain a minimum 3.00 cumulative GPA.
2. **Pace of Progression:** Students must complete 67% of all coursework attempted at UNI. Attempted hours are based on enrollment at the end of the first two weeks of class during a semester. Only grades of A, B, C, D, X, Cr, or P are counted as meeting the required hours. Failed classes, withdrawn classes, and incomplete grades do not count as completed credit hours and will negatively affect the SAP calculation. Example: A student has attempted 114 credits at UNI. Out of the 114 credits attempted, he has successfully completed a total of 87 credits (76% of the coursework attempted), thus meeting this standard of academic progress.
3. **Maximum Time to Complete a Degree:** Students must complete a degree within a certain number of credit hours and semesters. The current maximum credit hours is 150% of the degree, per the academic catalog. Undergraduate students

must complete a degree within 12 full-time equivalent semesters, 2nd BA and Graduate students must complete a degree within 6 full-time equivalent semesters. Transfer credits are counted toward the maximum time to complete a degree.

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

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

### **Financial Aid Suspension Status**

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

### **Financial Aid Probation Status**

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

### **Financial Aid Academic Plan**

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

### **Reinstatement of Financial Aid**

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

1. **Meet all Financial Aid Satisfactory Academic Progress requirements.**
  - a. Undergraduate students must improve their cumulative GPA to the 2.00 minimum with graduate students meeting the 3.00 cumulative GPA minimum requirement, and
  - b. By meeting the 67% course completion standard.
2. **Initiate the financial aid appeal process.** Financial Aid appeals must demonstrate extenuating circumstances that impeded the students' ability to make progress academically. All appeals must be accompanied by third party documentation of the circumstances encountered as well as an academic plan of study (signed by an academic advisor or a record analyst in the Office of the Registrar). Examples of extenuating circumstances include but are not limited to:
  - a. Personal or Family Emergency
  - b. Serious Medical Issues
  - c. Psychological Illness
3. **Review of grade changes to previously deficient course grades.** Students experiencing grade changes that may reinstate their eligibility should contact the Office of Financial Aid and Scholarships to have their academic progress reviewed.

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

### **FINANCIAL AID APPEAL PROCESS AND DEADLINES**

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

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

### **DENIED FINANCIAL AID APPEALS**

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

### **GRANT ADJUSTMENT**

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

### **GUIDED INDEPENDENT STUDY, CAMP ADVENTURE, AUDITED COURSES**

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

### **STUDENT LOAN OVERVIEW**

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

### **ACCEPTING LOANS**

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

1. **All loans must be accepted, reduced, or declined on the student's online Award Notification, found within the Student Center on MyUNiverse.**
2. **Initial student borrowers should complete the Master Promissory Note (MPN) and Direct Loan Entrance Counseling online at [studentaid.gov](https://studentaid.gov) (using their FSA ID) before they are eligible to receive their loan proceeds.**
3. **In addition, every year a student plans to borrow a federal loan, they must complete the Annual Student Loan Acknowledgement before their loans can credit to their university bill, also at [studentaid.gov](https://studentaid.gov).**

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

## **GUIDELINES, POLICIES, AND REGULATIONS**

### **ACCOMMODATIONS OF DISABILITIES (Policy 13.15)**

**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 Accessibility Services](#).

**Employees:** An employee with a disability who wishes to request an accommodation must contact his/her/their supervisor or the Leave & Accommodations Coordinator in Human Resource Services. All University employees in a supervisory capacity are required to report any such request for accommodation received to the Employee Leave & Accommodations Coordinator.

**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 the Leave & Accommodations Coordinator 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 believes rights under the Rehabilitation Act, the ADA, and/or the ADAAA have been violated, he/she/they may consult with the Office of Compliance and Equity Management and/or utilize the procedures outlined in the [Discrimination, Harassment, and Sexual Misconduct Policy](#). The Assistant to the President for Compliance and Equity Management is the designated ADA Compliance Officer.

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

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

### **Purpose:**

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

### **Definition:**

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

### **Policy:**

#### **A. General Provisions**

1. Faculty members who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction.
2. Students must adhere to each faculty member's policies regarding attendance and make-up work.
3. Faculty members who require attendance at activities or events that may conflict with a student's otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly scheduled class period, the affected students must be provided with written notice at least 10 university class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student's obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student's obligation to provide the schedule to his/her other faculty members. A student may not be penalized for missing a course activity which is outside of their regularly scheduled



class time and conflicts with his/her other scheduled courses. If a faculty member has course activities which require attendance outside of scheduled class time, that faculty member must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

## **B. Absences**

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

1. In the case of mandatory excused absences, students must be allowed to make up missed work, complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work assignment. Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.
  - a. The following absences must be excused:
    - Required university related absences, including but not limited to athletic games/matches/meets or their equivalents,
    - Absences due to military duty or veteran status, including service-related medical appointments where failure to appear might result in a loss of benefits.
    - Absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.
    - Legally mandated absences such as jury duty or court subpoena.
    - Absences on a day the provost has declared a severe weather day per policy 4.07.
  - b. 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.
  - c. Faculty are not required to offer make-up work for extra credit tasks or assignments.
2. Except as outlined in B1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to: non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional conference, lecture on campus); illness; significant personal emergency; bereavement; 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.

## **C. Make-up Work Grievances Arising from Absences**

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

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

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

**Policy Statement:** To affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, and to ensure compliance with federal and state civil rights laws and regulations, the University has developed internal

policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class, and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the Formal Complaint process during what is often a difficult time for all those involved.

This policy prohibits all forms of discrimination based on a protected class. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence.

When an alleged violation of this policy is reported, the allegations are subject to resolution using the University's procedures as determined by the Title IX Coordinator, and as detailed below.

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

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

#### **NON-DISCRIMINATION STATEMENT (Policy 13.03)**

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

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

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

#### **DRUG FREE SCHOOLS ACT**

[aodeducation.uni.edu](http://aodeducation.uni.edu)

[deanofstudents.uni.edu/student-conduct](http://deanofstudents.uni.edu/student-conduct)

[hrs.uni.edu](http://hrs.uni.edu)

In compliance with the Drug Free Schools and Communities Act (DFSCA) of the Drug and Alcohol Abuse Prevention 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, and programs for students and employees that provide assistance for alcohol and other drug concerns.

#### **FEDERAL DISCLOSURE INFORMATION WEB SITES INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION**

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

General University	
Comprehensive Information	<a href="http://uni.edu/">uni.edu/</a>

Cost of Attendance	<a href="http://tuition.uni.edu/">tuition.uni.edu/</a>
<b>Financial Aid</b>	
Financial Aid Refund Policy	<a href="http://finaid.uni.edu/current-students/withdrawing-classes">finaid.uni.edu/current-students/withdrawing-classes</a>
Return of Title IV Grants/Loans	<a href="http://finaid.uni.edu/current-students/withdrawing-classes">finaid.uni.edu/current-students/withdrawing-classes</a>
Study Abroad Aid Eligibility	
Terms/Conditions for Federal Direct Loan Deferment	<a href="http://studentloans.gov/">studentloans.gov/</a>
Types of Financial Aid	<a href="http://finaid.uni.edu/">finaid.uni.edu/</a>
<b>Registrar</b>	
Refund Policies of Tuition/Fees	<a href="http://registrar.uni.edu/tuition-and-fees">registrar.uni.edu/tuition-and-fees</a>
Withdrawing from School & Dropping/Adding of Courses	<a href="http://registrar.uni.edu/">registrar.uni.edu/</a>
Academic Programs	<a href="http://catalog.uni.edu/">catalog.uni.edu/</a>
University Accreditations	<a href="http://catalog.uni.edu/">catalog.uni.edu/</a>
Graduation Rates	<a href="http://ir.uni.edu/ipeds">ir.uni.edu/ipeds</a>
<b>Intercollegiate Athletics</b>	
Equity in Athletics Disclosure Act (EADA)	<a href="https://unipanthers.com/index.aspx">https://unipanthers.com/index.aspx</a>
<b>Accessibility Services</b>	
Facilities & Services for Disabled Students	<a href="http://uni.edu/resources/accessibility">uni.edu/resources/accessibility</a>
<b>Public Safety</b>	
Campus Security & Crime Statistics	<a href="http://publicsafety.uni.edu">publicsafety.uni.edu</a>

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 [publicsafety.uni.edu](http://publicsafety.uni.edu). You may request a printed copy of this information by contacting the Department of Public Safety at 030 Gilchrist Hall, Cedar Falls, Iowa, 50614-0023.

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

Federal law requires all institutions of higher education to provide graduation rates to current and prospective students. Our most recent analysis shows that 65 percent of the students who enter the University of Northern Iowa graduate within the six-year completion period established by the law. The national average graduation rate after six years for all U.S. public 4-year institutions is 50 percent. If you wish to obtain additional information regarding student retention and persistence to graduation at UNI, you may contact the Office of the Registrar.

### **INFORMATION FOR VETERANS**

#### **V.A. SPECIFICATIONS**

<b>Subsistence</b>	<b>Undergraduates</b>	<b>Graduates</b>
Full Allowance	12 or more hours	9 or more hours
3/4 Allowance	9-11 hours	7-8 hours
1/2 Allowance	6-8 hours	5-6 hours
Less than ½ time	3-5 hours	3-4 hour
Tuition Assistance Only	1-2 hours	1-2 hours

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

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

If you have questions about your education benefits from the Veterans Administration, contact the Office of the Registrar, 115 Gilchrist Hall, (319) 273-2241. Email [registrar.veterans@uni.edu](mailto:registrar.veterans@uni.edu)

### **STUDENT RECORDS**

#### **ACADEMIC ADVISEMENT REPORT**

All degree-seeking, active students who entered UNI summer 2006 or later will receive an Academic Advisement Report in their

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

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

### **AUDITING CLASSES**

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

### **CHANGING OF NAME**

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

### **CREDIT/NO CREDIT GRADING**

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

1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C-or higher is required in a course to receive credit on the "Credit/No Credit" option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.
4. Ungraded credit may not be applied to work required for a major or minor except with the consent of the Head of the Department in which the course is offered.
5. No course taken on the "Credit/No Credit" option may be applied toward fulfilling a UNIFI/General Education.
6. Except for Field Experience: Exploring Teaching (EDPSYCH 2017); Field Experience: Teacher as a Change Agent (EDPSYCH 3128); and Student Teaching (TEACHING xxxx), ungraded credit may not be used in the Common Professional Sequence requirements for the teaching program.
7. Course work passed without grade may not be retaken except by special permission of the Dean of the College in which the course is offered.
8. A graded course completed may not be retaken on an ungraded basis.
9. The Credit/No Credit system may not be used with Credit by Examination, Extension, or Correspondence courses.
10. Change of registration in a course to or from a non-graded basis may not be made after ten calendar days following the beginning of the second half of the semester in a full, academic-year semester, or after the mid-point in the duration of a course taught in a period less than a full, academic-year semester. Only one such change of registration may be made per course.
11. Credit/No Credit grading cannot be used for Presidential Scholar Seminars or Presidential Scholar Thesis/Project credit.
12. No upper level (3000-level and above) Accounting courses may be taken without written consent of the department head or director of the MAcc, except ACCT 3090, ACCT 3092, ACCT 3179, and ACCT6090.

### **GRADE POINT AVERAGE**

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

Example:

	Hours	Grade	Grade Points
Intro to Literature	3	C+ (2.33)	6.99
Humanities I	4	C (2)	8
Introduction to Psychology	3	C- (1.67)	5.01
Calculus I	4	D (1)	4
<b>Total</b>	<b>14</b>		<b>24</b>

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

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

### GRADES

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

### INCOMPLETE WORK

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

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

Work reported as I (Incomplete) for a fall semester for **graduate students** must be completed by June 1<sup>st</sup> of the next calendar year.. The exact length of time to remove the incomplete within the above guidelines, is set by agreement between the instructor and the student. If the work reported as incomplete is not made up by the deadline, it is automatically entered as an F (Failure) on the student's record. Any requests for an exception to the above guidelines for graduate students must be submitted on-line through MyUNiverse (refer to Filing Graduate Student Requests). Only under the most unusual circumstances would requests for additional time be approved. Some courses continue beyond the normal ending date of the semester or session. In such cases, the initial grade reported will be an RC, which means Research or Course Continued. Once the extended instructional period is finished, the RC grade will be replaced with the A-F grade assigned by the instructor.

### TRANSCRIPTS

Complete transcript ordering information is Available at: [registrar.uni.edu/students/current-students/transcript-requests](http://registrar.uni.edu/students/current-students/transcript-requests)

### NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the university to amend a record they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested, the university will notify the student of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by UNI in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII for education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UNI. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UNI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave,  
SW Washington, DC 20202-8520

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

- To other school officials, including teachers, within UNI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 99.31 (a) (1)(i)(B)(2) are met. (99.31 (a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements 99.34. (99.31 (a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of 99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (99.31 (A)(4))
- To organizations, conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (99.31 (a)(6))
- To accrediting organizations to carry out their accrediting functions. (99.31 (a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (99.31 (a)(10))
- Information the school has designated as "directory information" under 99.37. (99.31 (a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (99.31 (a)(13))
- To the general public, the final results of disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))

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

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

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

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

The complete Student Records Policy of the university may be obtained by accessing [policies.uni.edu/311](https://policies.uni.edu/311).

## GRADUATION

### APPLYING TO GRADUATE

**Seniors** who expect to graduate at the end of the Summer 2022 session 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 MyUNiverse 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 for 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. Please refer to [grad.uni.edu/important-dates](https://grad.uni.edu/important-dates) for information.

## STUDENT RESOURCES

### THE LEARNING CENTER @ ROD LIBRARY

**Learning Commons, Main Floor Rod Library, Main Office Rod 261, 319-273-6023** [tlc.uni.edu](https://tlc.uni.edu)

All UNI students are encouraged to take advantage of The Learning Center @ Rod Library (TLC) for assistance with writing, math, science, learning and study strategies, as well as other specific content areas. Due to COVID-19, all tutoring and coaching sessions will be done by appointment only and students will have the option to meet with a tutor in-person at Rod Library or via Zoom. Our hours will remain the same, from 10:00 am to 10:00 pm Monday through Thursday. For more information, go to <https://tlc.uni.edu/schedule>, email [TheLearningCenter@uni.edu](mailto:TheLearningCenter@uni.edu), call 319-273-6023, or visit the TLC desk located on the main floor of Rod Library. If you are unavailable during normal tutoring hours, online tutoring is also available through Smarthinking. You will need your CATID and passphrase to gain access. To access the Smarthinking platform go to <https://tlc.uni.edu/online>

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

## **ACADEMIC ACHIEVEMENT AND RETENTION SERVICES**

**102 Gilchrist Hall, 319-273-4260**

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

- Personalized advising, academic planning, career/graduate school exploration and financial literacy education.
- Strategies for Academic Success, a two-credit course (POSTSEC 1055)
- Collaboration with other campus offices in delivering orientation and transition programs

## **EXAMINATION SERVICES**

**007 ITTC, 319-273-3926**

Examination Services offers credit by examination, certification examinations, and most major national college and professional school entrance exams. Students registered with Student Accessibility Services are encouraged to use Exam Services if an appropriate testing space is not available with faculty. 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
- ISO Quality Certification Tests

### **Examinations for Graduate School Admissions:**

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

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

### **Professional School Admission Tests**

- Law School Admission Test (LSAT)

For additional information on registration, fees, and testing dates, please call 319-273-3926, or email [examservices@uni.edu](mailto:examservices@uni.edu).

## **STUDENT SUPPORT SERVICES (SSS)**

**008 ITTC, 319-273-2179**

Student Support Services is designed to increase the retention and graduation rates of UNI students who meet eligibility requirements. Program staff serve as advocates for participants and, based on individual needs of the student, provide these free services:

- Academic advising, including assistance with course selection
- Two for-credit courses, Strategies for Academic Success and Career Decision-Making
- Educational and long-range planning
- Monitoring of academic progress
- Personal and career advising

## **IOWA VOCATIONAL REHABILITATION SERVICES**

**116B Gilchrist, 319-830-9750**

Iowa Vocational Rehabilitation Services (IVRS) has a counselor on campus in 102 Gilchrist Hall to assist qualifying students with disabilities prepare for employment.

Services may include helping students choose a suitable vocational goal, providing tuition assistance, providing services to help students benefit from academic training and assisting with job placement. Students interested in additional information or applying for services may make an appointment by calling 273-6348.

Rehabilitation Services may include:



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

## STUDY ABROAD PROGRAMS

Each year many summer UNI programs are held abroad from May to August. Participants apply for all abroad programs using the Study Abroad Online Application, available at <https://uni.edu/studyabroad> and registration is done in 103 East Bartlett. Please contact the Study Abroad Center in 103 East Bartlett if you have questions or if you would like additional information. Walk-in appointments are available, and we also encourage you to schedule ahead by calling 319-273-7078, or emailing us at study-abroad@uni.edu.

### Faculty-led Programs:

Winter BPS Costa Rica	January 2023
Winter Capstone Dominican Republic	January 2023
Winter Capstone in Iceland	December 2022
Winter Study Abroad In Bahamas	December 2022
Capstone in Spain	May
Capstone on the Galapagos Islands	May
Capstone on Global Skills	May
Capstone in France	May
Capstone in Mexico	May
Capstone in London	June
Studio Art in Berlin	June
Capstone in Greece	June
Capstone in Southern Italy	May
Capstone on Creativity in Italy	May
Capstone in England	July
Capstone in Columbia	May

### Summer School Programs:

Universidad de los Andes, Chile	July
Summer School in San Jose, Costa Rica	May – July
Summer Internship in Italy or Costa Rica	May – August
University of Jyvaskla, Finland	May – June
Management in Rennes, France	June
Summer School in Athens, Greece	May – July
International Volunteer HQ	May – June – July
Summer School in Cork, Ireland	June – July
Summer School in Florence, Italy	May – July
Summer School in Port Elizabeth, South Africa	June – July
Intensive Spanish Language in Oviedo, Spain	May – August
Universidad de San Ignacio de Loyola, Peru	May – June – July
University Studies Abroad Consortium	May – June – July
Universitat Autonoma de Barcelona, Spain	June - 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 two eight-week programs for non-native speakers of English during the fall semester. Each full-time CIEP student receives four hours of classroom work daily (Monday through Friday) in one of eight levels of instruction: Bridge, Level 2 - Beginning, Level 3 - Low Intermediate, Level 4 - Intermediate, Level 5 - High Intermediate, Level 6 - Advanced, and Level 7 - Academic. This classroom work focuses on developing the skills of reading, writing, listening, and speaking 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.

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](mailto:ciep@uni.edu).

### **IOWA LAKESIDE LABORATORY**

Courses are offered at Iowa Lakeside Laboratory, a 147-acre field station on West Okoboji Lake in northwest Iowa. See the Lakeside Lab website ([www.continuetolearn.uiowa.edu/lakesidelab](http://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 on the Lakeside Lab website. A \$100.00 non-refundable deposit must be paid with the registration/housing request. The deposit will be applied to your bill for tuition and fees. Students apply for housing at the same time they register.

Early registration is advisable due to limited enrollment in Lakeside courses. For more information on Iowa Lakeside Lab or course registration, please contact:

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)

Email: [lakesidelab@uni.edu](mailto:lakesidelab@uni.edu)

Website: [www.continuetolearn.uiowa.edu/lakesidelab/](http://www.continuetolearn.uiowa.edu/lakesidelab/)

## **WITHDRAWING FROM SCHOOL**

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

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

### **WITHDRAWAL PROCEDURE**

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

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

### **WITHDRAWAL REFUNDS**

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

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

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

the total tuition will be charged; or, if the total tuition has been paid, 90% will be refunded.

The refund schedule only pertains to a withdrawal (all courses are dropped). See the “Dates to Observe” and “Change of Registration” sections for questions on tuition when a *portion* of the classes are dropped.

Summer 2022 Withdrawal Schedule for Refund Percentages and Grade Assignment					
<b>Dates for 4-Week Session</b>	<b>Grade Assignment</b>	<b>Refund Percent</b>	<b>May</b> May 16 – June 10	<b>June</b> June 13 – July 8	<b>July</b> July 11 – August 5
<b>Days of Attendance</b>					
0	V	100	Ends on May 15	Ends on June 12	Ends on July 10
1 – 2	R	90	May 16–17	June 13–14	July 11–12
3	R	75	May 18	June 15	July 13
4	W	50	May 19	June 16	July 14
5	W	25	May 20	June 17	July 15
6 – 14	W	0	May 21 – June 3	June 18–30	July 16–28
15 and after	F	0	June 4 and after	July 1 and after	July 29 and after
<b>Dates for 6-Week Session</b>	<b>Grade Assignment</b>	<b>Refund Percent</b>	<b>Mid May/Late-June</b> May 16 – June 24	<b>Late-June/July</b> June 27 – August 5	
<b>Days of Attendance</b>					
0	V	100	Ends on May 15	Ends on June 26	
1 – 2	R	90	May 16–17	June 27 – 28	
3 – 4	R	75	May 18–19	June 29 – 30	
5 – 6	W	50	May 20–23	July 1-5	
7 – 8	W	25	May 24–25	July 6-7	
9 - 21	W	0	May 26 – June 14	July 8-26	
22 and after	F	0	June 15 and after	July 27 and after	
<b>Dates for 8-Week Session</b>	<b>Grade Assignment</b>	<b>Refund Percent</b>	<b>June/July</b> June 13 – August 5		
<b>Days of Attendance</b>					
0	V	100	Ends on June 12		
1 – 3	R	90	June 13–15		
4 – 5	R	75	June 16–17		
6 – 8	W	50	June 18–22		
9 – 10	W	25	June 23 – 24		
11 – 28	W	0	June 25 – July 21		
29 and after	F	0	July 22 and after		
<b>Dates for 12-Week Session</b>	<b>Grade Assignment</b>	<b>Refund Percent</b>	<b>May/July</b> May 16 – August 5		
<b>Days of Attendance</b>					
0	V	100	Ends on May 15		
1 – 4	R	90	May 16–19		
5 – 8	R	75	May 20–25		
9 – 12	W	50	May 26–June 1		
13 – 16	W	25	June 2-7		
17 – 41	W	0	June 8 – July 13		
42 and after	F	0	July 14 and after		

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

1. Find the date of your withdrawal on the correct session refund schedule.
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 21, 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 Office of Financial Aid and Scholarship about how dropping a class and/or withdrawing totally from school will affect your financial aid award.**

## MISCELLANEOUS INFORMATION

### VOTER REGISTRATION

You may obtain voter registration information from the Office of the Registrar at <https://registrar.uni.edu/students/current-students/voter-registration> or <https://sos.iowa.gov/elections/voterinformation/voterregistration.html> (Iowa Code 48A.23)

## 2014 LIBERAL ARTS CORE (Total 44 Hours)

### *For All New Freshmen Entering UNI Summer 2014 and Thereafter*

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

#### Category 1. Core Competencies 11 hours

##### A. Reading and Writing (3 hours required)

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
<b>*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A &amp; 1B.)</b>	
ENGLISH 1005	College Writing and Research, 3 hours
ENGLISH 2015	Craft of Academic Writing, 3 hours
ENGLISH 2120	Critical Writing About Literature, 3 hours

##### B. Speaking and Listening (3 hours required)

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
<b>*(Both UNIV 1000 and UNIV 1010 must be taken to meet LAC Category 1A &amp; 1B.) OR</b>	
COMM 1000	Oral Communication, 3 hours

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

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

\*Elementary Education students may meet the category 1C requirement by completing MATH 1204.

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

**B. Non-Western Cultures (3 hours required)**

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

\*SPAN 3020 may substitute for the non-Western Cultures requirement, 3hours

**Category 3. Fine Arts, Literature, Philosophy and Religion 6 hours****A. Fine Arts (3 hours required)\***

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

\*MUS HIST 1020 may substitute for the Fine Arts requirement for all music majors, 3 hours

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

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

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

**Category 4. Natural Science and Technology 7 hours**

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

**A. Life Sciences (3 or 4 hours required)**

*Select one of the following:*

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

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

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

\*Lab course

**B. Physical Sciences (3 or 4 hours required)**

*Select one of the following:*

CHEM 1010*	Principles of Chemistry, 4 hours
CHEM 1011	Molecules and Life, 3 hours
EARTHSCI 1100**	Astronomy, 3-4 hours
EARTHSCI 1110*	Astronomy Laboratory, 1 hour
EARTHSCI 1200	Elements of Weather, 3 hours
EARTHSCI 1210*	Elements of Weather, Laboratory, 1 hour
EARTHSCI 1300*	Introduction to Geology, 4 hours
GEOG 1210	Physical Geography, 3 hours
GEOG 1211	Physical Geography Laboratory, 1 hour
PHYSICS 1000	Physics in Everyday Life, 3 hours
PHYSICS 1400*	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*	Chemical Technology, 4 hours
CHEM 1110*	General Chemistry, 4 hours
CHEM 1130*	General Chemistry I-II, 5 hours
EARTHSCI 3328*	Fossils and Evolution, 4 hours
PHYSICS 1511*	General Physics, 4 hours
PHYSICS 1701*	Physics I for Science and Engineering, 4 hours
SCI ED 1100*	Inquiry into Earth Science, 4 hours
SCI ED 1300*	Inquiry into Physical Science, 4 hours

\* Lab Course

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

**B. Group B Individual and Institutional Perspectives**

ECON 1031*	Introduction to Economics, 3 hours
FAM SERV 1010	Human Identity and Relationships, 3 hours
POL AMER 1014	Introduction to American Politics, 3 hours
PSYCH 1001	Introduction to Psychology, 3 hours
*Satisfactory completion of <b>both</b> ECON 1041 <b>and</b> ECON 1051 by all non-business majors and Business Teaching majors, through UNI or transfer, may substitute for ECON 1031.	

**C. Group C Diversity and Global Issues**

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

**Category 6. Capstone Experience 2 hours**

CAP 3102/TECH 3102	Living in our Techno-Social World, 3 hrs.
CAP 3103	Multidisciplinary Perspectives on Genocide: Case Studies, 3 hours
CAP 3105	Sacred Space, 3 hours
CAP 3106/THEATRE 3100	Theatre in Education, 3 hours
CAP 3110/BIOL 3110	Obesity and Diabetes: Science, Sociology and Economics, 2 hours
CAP 3121	Creativity and the Evolution of Culture, 3hours
CAP 3122	Building Communities: Developing Intentional Family Spaces, 3 hrs.
CAP 3123	Greece: From the “Cradle of Democracy” to Today, 3hours
CAP 3124	Democracies, 3 hours
CAP 3125	Globalization, Cultural Pluralism, and International Security, 3 hours
CAP 3128/COMM 4236	Ethics in Communication, 3 hours
CAP 3129	Being National, 3 hours
CAP 3130	Science and Pseudoscience: Critiquing the World Around You, 3 hrs.
CAP 3131	Analysis of Social Issues, 3 hours
CAP 3132	Medicine, Morality, and Society, 3 hours
CAP 3134	Back in the Valley: Martin Luther King Jr. and the 21 <sup>st</sup> Century, 3 hours
CAP 3140	Environment, Technology, and Society, 2hours
CAP 3144/ENGLISH 3144	Genocide in Writing and Film, 3hours
CAP 3148/ENGLISH 3148	The Holocaust in Literature and Film, 3 hours
CAP 3151/PHIL 3010	Money, Sex & Power: Theories of Race, Class, &Gender, 3 hours
CAP 3152/HPE 3650	Complementary, Alternative and Integrative Health, 3 hours
CAP 3154/BUSINESS 3154	Global Skills, 2-3 hours
CAP 3155/BUSINESS 3155	Socio-Economic Reality of Central America, 2 hours
CAP 3157/RELS 3157	Monsters, Vampires, and Religion: An Awesome Alliance
CAP 3158	The Water Planet, 3 hours
CAP 3159/BUSINESS 3159	Managing Energy and Sustainability for the Organization, 3 hours
CAP 3160/HPE 3160	Community and Public Health, 3 hours
CAP 3162	Ireland: Literature, Culture, History
CAP 3165/GER 3334/TESOL 3565	Intercultural Perspectives, 3 hours
CAP3173/RELS 3510/PHIL3510	Bio-Medical Ethics, 3 hours
CAP 3187/ENGLISH 4577	Blues and Jazz in African American Film and Literature, 3 hours
CAP 3190	Idea of the University, 3 hours
CAP 3194/RELS 3110/PHIL3110	Perspectives on Death and Dying, 3 hours
CAP 3550/TESOL 3550	Constructing Cross-Cultural Bridges, 3 hours

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

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

**Engage Learning Areas (9 hours)**

**Written Communication (3 hours required)**

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
<b>*(Both UNIV 1000 and UNIV 1010 must be taken to meet Written Communication and Oral Communication Learning Areas.)</b>	
ENGLISH 1005	College Writing and Research, 3 hours
ENGLISH 2015	Introduction to Writing Studies, 3 hours
ENGLISH 2120	Critical Writing About Literature, 3 hours
PHIL 1050	The Art of Critical Thinking and Writing, 3 hours

**Oral Communication (3 hours required)**

Select one of the following:

UNIV 1000*	First-Year Cornerstone: Integrated Communication I, 3 hours
& UNIV 1010*	First-Year Cornerstone: Integrated Communication II, 3 hours
<b>*(Both UNIV 1000 and UNIV 1010 must be taken to meet Written Communication and Oral Communication Learning Areas)</b>	
COMM 1000	Oral Communication, 3 hours

**Quantitative Reasoning (3 hours required)**

Select one of the following:

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

**Discover Learning Areas (16 hours)**

**Human Condition Domestic (3 hours required)**

Select one of the following:

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



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

### Human Condition Global (3 hours required)

Select one of the following:

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

### Scientific Reasoning (4 hours required)

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

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

SCI ED 1100	Inquiry into Earth and Space Science, 4 hours
SCI ED 1200	Inquiry into Life Science, 4 hours
SCI ED 1300	Inquiry into Physical Science, 4 hours

### Human Expression (3 hours required)

Select one of the following:

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

### Responsibility (3 hours required)

Select one of the following:

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

### Connect Learning Areas (12 hours)

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

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