Progress Toward a Degree

Responsibilities

The student is responsible for selecting and registering for courses necessary for reasonable progress toward the degree sought. The minimum requirement for reasonable academic progress is that the student must pass a minimum of 24 semester hours of coursework in an academic year.

The Office of the Registrar is responsible for registration, recording and reporting grades; maintaining current and permanent records on all students; enforcing rules on academic warning, probation and suspension; certifying students for graduation; and issuing transcripts. The office is located in the 1605 Building, 1605 11th Avenue South, Birmingham, Alabama 35294-4300, (205) 934-8228.

Students must notify the Office of the Registrar of address changes so that notices and other materials are sent to the current address. Changes may be made online in BlazerNET or in person.

Freshman Year Experience

Students entering UAB with fewer than 24 hours of college credit must enroll in and pass a first year experience (FYE) course in their first 24 credit hours at UAB.

FYE courses are the gateway to undergraduate education at UAB. FYE courses improve student success by helping to bridge the gap between high school experiences and university expectations and enhance successful progress towards graduation by establishing the foundations for academic achievement and holistic development. FYE courses include: CAS 112, BUS 101, EDU 100, EGR 110 & EGR 111, HRP 101, NUR 112.

Capstone Course

UAB’s undergraduate programs culminate in a capstone requirement. The capstone provides a summative opportunity for students to draw upon, synthesize, and apply what they have learned to an original project and/or real-life application. Depending on the discipline, the capstone may involve such components as collaborative projects, internships, service learning, fieldwork, independent research, community outreach, and/or thesis writing. In every case, capstones include a set of well-defined learning outcomes, significant writing, and integration of discipline-specific competencies in quantitative literacy and in ethics and civic responsibility. Most importantly, the capstone provides an enriching bridge experience for students between their undergraduate education and post-graduate lives.

All UAB students must successfully complete the capstone course or experience required by their major program or school in order to graduate.

Declaration of a Major

All students must declare a degree-awarding major by the time they earn 60 semester hours of coursework, including courses currently in progress, before registering for the next semester. Students who (1) have been dismissed from a degree-awarding major or professional program, (2) have over 60 semester hours of coursework, including courses currently in progress, and (3) are in a non-degree awarding major* must declare a new degree-awarding major before enrolling for a second semester. Students who do not declare a major within the stated timeframe will not be allowed to register for the next term and must contact their academic advisor and change their major before enrolling.

Newly admitted students who have previously earned 60 or more hours without receiving a baccalaureate degree must declare a degree-awarding major during their first term of enrollment.

Conditions for acceptance of a student into a major vary by department, school, and college. Majors should be declared or changed online at BlazerNET. Some majors are subject to additional admission requirements and enrollment limitations.

School, Major, or Address Changes

Changes or corrections to a student’s address, telephone number, school, or major can be made online through BlazerNET or at or in person at One Stop Student Services, Room 103 of the Hill Student Center, 1400 University Blvd., Birmingham, Alabama 35294-1150.

Course Enrollment

Terms and Course Offerings

There are three academic terms during a calendar year: fall semester, spring semester, and summer semester. The fall and spring semesters each consist of approximately 14 weeks of classes, followed by one week of final examinations. The summer term consists of five sessions, each with its own time and format. The five summer term sessions are as follows: a fourteen-week session that runs throughout the summer term; the intensive May session, consisting of the first three weeks of the summer term; a ten week session, beginning after the May session ends and running until the end of the summer semester; and the summer A and summer B sessions, which are seven weeks long and run back-to-back concurrently with the fourteen week session. The five summer term sessions are listed in the online Class Schedule. Summer/Fall class schedules are available to students in early March; spring semester schedules are available in late October. Early registration in April allows current students to enroll in fall semester classes on a priority basis. Class schedules are available in BlazerNET (http://www.uab.edu/blazernet) and also online http://www.uab.edu/home/academics.

Course Numbering System

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Primarily for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 099</td>
<td>Developmental Courses</td>
</tr>
<tr>
<td>100 - 199</td>
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<tr>
<td>200 - 299</td>
<td>Sophomore Level</td>
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<td>Senior Level</td>
</tr>
<tr>
<td>500 and above</td>
<td>Graduate Level</td>
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</tbody>
</table>

Undergraduate Students in Graduate Courses

With the approval of their advisor, the undergraduate program director or department chair, and the instructor, UAB undergraduate students may be allowed to register for a graduate course. Credits earned by undergraduate students may be applied to either an undergraduate degree or a graduate degree, but not both. If the student is subsequently admitted to the Graduate School, use of this credit toward a graduate degree requires the approval of the graduate program director and the
Graduate School dean. (The Graduate School does not give credit for any grade below a “C.”) Credits that have been used toward the baccalaureate degree cannot be used a second time toward a graduate degree.

Registration

A student wishing to attend any of the three academic terms must register for that specific term. A student is eligible to register if he/she has been admitted to UAB, the student's financial records in the Student Accounting Office are clear, and the student is in good academic standing. An early registration period for fall semester will occur every spring for degree-seeking students.

A degree-seeking student who has not registered for course work over a period of one academic year must reapply for admission to resume study as a degree-seeking student. If accepted, the student is subject to the policies of the catalog current at the time of re-enrollment.

Registration can be accomplished online through BlazerNET (http://www.uab.edu/blazernet).

Credit Hours and Loads

The unit of credit at UAB is the semester hour. Course descriptions indicate the number of semester hours that may be earned for a particular course. A standard course load for a full-time student is 15 semester hours of course work in a semester. At least 12 semester hours of course work are required for full-time status. Registration for more than 18 semester hours in a term or more than three semester hours in the May Session requires approval by the dean or the dean's representative of the school in which the student is majoring.

Prerequisites for a Course

Prerequisites are enforced for UAB students. Prerequisites are waived for transient students taking courses at UAB. It is the student's responsibility to ensure that prerequisites for a course are met before registering for the course. Advisors are available to help with this determination. After term grade processing, students preregistered for a course in which they do not meet the prerequisites, will be dropped from the course.

First Class Attendance

An instructor has the prerogative to drop a student from a course if the student is absent without prior notification from the first class of a term. Such action is at the discretion of the instructor, and absence from the first class does not automatically drop the student from the course. If a student wishes to drop or withdraw from the course, the student must follow official drop or withdrawal procedures. A student who misses the first class of a term is responsible for determining his/her status in the class.

Attendance and Excused Absence Policy

UAB recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide a reasonable accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

- Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
  - Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
  - Absences due to religious observances provided that students give faculty written notice prior to the drop/add deadline of the term.

In these instances, instructors must give students the opportunity to complete assignments in a way that corresponds as much as possible to the nature, scope and format of the original. Options may include making up exams or other assignments, rescheduling student classroom presentations, or arranging for early or late submission of written assignments. The course make-up policy should be included in the syllabus.

Add/Drop Procedures

Drop/Add deadlines are published in the Academic Calendar (https://www.uab.edu/students/academics/academic-calendar) available online. In the case of fall and spring semesters, the last day to drop a class without paying full tuition is the eighth calendar day of the term; the last day to add a class is also the eighth calendar day of the term.

It is the student’s responsibility to initiate add/drop procedures. Students may drop and add courses online after they have registered and until the drop/add deadline online using BlazerNET (http://www.uab.edu/blazernet) or in person in One Stop Student Services.

Students may register online if space is available or use the add/drop form and receive an instructor’s signature and special permission to enroll in classes that are filled to capacity. A student beginning the registration process during the late registration period will be assessed a late registration fee of $75.

Withdrawing from Courses

To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and receive a grade of W (withdrawn). The withdrawal period ends at approximately 75% of
the academic term. Failure to attend class does not constitute a formal drop or withdrawal.

Withdrawal from courses can only be accomplished using official procedures. The official withdrawal must be completed online in BlazerNET. In extraordinary circumstances, if it is impossible for the student to withdraw online the student may mail a withdrawal letter to the Office of the Registrar. The official date of withdrawal will be the date the letter is received in this office. If the official date of withdrawal is after the last day to drop without paying, no tuition or fees will be refunded.

For financial aid purposes, the date of last class attendance will be the official date of withdrawal unless otherwise documented. Note that individual schools may have withdrawal rules in addition to the above.

Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to the violation.

Exceptions to Academic Policy • Office of the Registrar • 1605 11th Avenue South • Birmingham, AL 35205 • (205) 934-8228

Unofficial Withdrawal Policy

Students that choose not to attend one or more courses are not automatically withdrawn or dropped from these courses and are required to follow the proper withdrawal procedures of the University. If the student stops attending one or more courses and does not formalize the withdrawal through the Office of the University Registrar, this act will be considered an unofficial withdrawal. This includes students who earn failing grades in all classes if it is determined the student ceased attending classes prior to the end of the payment period or term. A student who discontinues attending one or more classes without dropping or requesting an official withdrawal will receive a failing grade for that course for that enrollment term. The withdrawal date for students who unofficially withdraw is the last date of attendance reported by the student's instructor(s). The withdrawal date for students registered for multiple courses will be the latest date reported by the student's instructor(s).

Prior to the Last Day to Drop/Add, as noted on the Academic Calendar, students receiving Federal Title IV aid are required to officially notify the Financial Aid Office of their intent to withdraw from the enrollment term. For information regarding potential consequences of withdrawing while in receipt of Title IV funding, please see UAB’s policy regarding the Return of Title IV Funds.

Financial Aid recipients who completely withdraw from all courses or cease to attend all courses prior to completing over 60% of the term, may be subject to repay a prorated amount of the federal financial aid received for the term. For information regarding potential consequences of withdrawing while in receipt of Title IV funding, please see UAB’s policy regarding the Return of Title IV Funds.

Course Completion

Final Examinations

The final examination for each course is scheduled for a designated period during finals week. The final examination time cannot be changed without the approval of the appropriate dean. A student with three or more exams scheduled in one day or two exams scheduled during the same final exam period may request to have one exam rescheduled by mutual agreement between student and instructor. The student's request to the instructor should include appropriate written documentation of his/her schedule and should be provided to the instructor at least 14 calendar days prior to the last day of classes. Faculty are encouraged to work collaboratively with students and other faculty when such situations arise.

Faculty reserve the right to administer an alternate examination at the rescheduled time.

Grading Policies and Practices

Grade Report

Final grades of all students are recorded and posted to their transcripts. In determining these final grades, the faculty may consider such things as grades received in daily recitations, written work, laboratory work, tests, and final examinations. Grade reports are available online.

Grades Assigned by the Faculty

A (superior achievement)

B (above average)
Study Abroad Grading Policy

Auditing

Auditing of any study abroad courses will not be permitted. This policy has been put into effect to ensure full participation by all students on such programs. This policy includes UAB student exchanges, UAB faculty-led programs, Non-UAB Programs (third party programs), and any other study abroad programs.

Grade Assignment and Posting of Study Abroad Grades to the UAB Transcript

In cases where a student is receiving a transcript from a foreign institution, UAB will honor the U.S. equivalent of the final grade that is assigned by that host institution and posted to the official transcript of said host institution. If a foreign institution assigns a pass/fail grade on the official host institution transcript, then the UAB transcript will reflect such a pass/fail grade.

For those programs in which a UAB faculty member is teaching a class, the instructor will assign the final grade as is normally done for any regular UAB class taught on campus. See the Grading Policies and Practices section of the UAB Undergraduate Catalog (p. 4) for more detail. In most cases letter grades shall be assigned. Assignment of a pass/fail grade will be left to the discretion of the faculty leader/instructor of the course and will be determined on a case-by-case basis.

In all cases, students must participate fully in all course activities and meet all stated course requirements.

Grade Assignment and Posting of the Washington Center Grades to the UAB Transcript

UBA students wishing to participate in the Washington Center internship program must receive written permission from their academic department at UAB to enroll in the UAB internship course offered by their department prior to applying to the Washington Center. After permission is granted by the student’s academic department at UAB, but before the start of the internship, the student will enroll in the UAB internship course offered by the permission-granting department at UAB and will be assigned a UAB faculty member who will act as the instructor of record. The instructor will assign a final grade as is normally done for the internship course in that UAB department.

The Washington Center also offers courses and seminars, which will count toward a UAB degree.

Grade Change Policy

Final grades for an I (Incomplete) or an MT (Multi-term) should be submitted no later than the grade submission deadline of the semester after the notation was originally awarded; Incomplete and Multi-term notations not changed by that time will convert to Fs. In general, end-of-course grades submitted to the Office of the Registrar are final and are not subject to change by reason of revision of the teacher’s judgment; nor are submitted grades to be revised on the basis of a second trial (e.g., a new examination or additional work undertaken or completed). Grade changes submitted in order to correct an error in computation or transcription must be made within two semesters after the grades were originally submitted. These grade changes must be submitted via BlazerNET and require the teacher’s statement as to the reason for the
change, the approval of the department head, and the approval of the dean of the school in which the course is taught.

**Auditing Courses**

As an alternative to full participation in a course, students may audit the course. Auditors do not receive grades and do not usually participate in the examinations; however, instructors have the option of establishing requirements for a satisfactory audit.

Audit is similar to regular enrollment. Students choosing this option must be admitted to UAB; enroll in the course by completing a UAB registration form, indicating “AU” in the column labeled “Sem. Hrs.;” obtain the signature of the instructor; and pay the same tuition and fees as regular enrollees. Provided the instructor’s requirements are met, the course will appear on the transcript with the notation “AU” and zero semester hours credit.

If the requirements are not met, a “W” will be entered on the transcript.

Course registration, withdrawal, and drop policies apply to audited courses. In instances of over-enrollment, preference is given to students taking courses for credit, and auditing students may be dropped.

A student is not permitted to change from audit to credit or credit to audit at any time.

**Courses Taken on a Pass/Fail Basis**

A degree-seeking student who is in good standing may request permission from an instructor to register for a course on a pass/fail basis. The course must be one for which the student is eligible to register and cannot be among those used to satisfy core requirements. The department housing the student’s major must approve all courses taken on a pass/fail basis if used to satisfy major and minor requirements. A student must declare the intention to take a course on pass/fail basis by notifying the instructor prior to the first class meeting. It is recommended that students consult their academic advisors prior to taking any course as pass/fail.

Grades awarded for a pass/fail course are “P” (pass) or “F” (fail). A grade of “P” carries full credit for the course, but the course is not counted in calculating the grade point average. At most, twelve semester hours taken on a pass/fail basis may be used to satisfy degree requirements (not including courses for which “P” or “F” is the only grade awarded).

**Course Repeat**

A student may repeat any course in an effort to improve grades and/or to improve understanding of the course content. Students are encouraged to seek advice of an academic advisor before repeating courses.

A student may repeat an individual course no more than one time (for a total of two attempts). Under exceptional circumstances, and upon approval of a formal electronic appeal submitted to the Associate Dean of the College or School in which the course is taught, a student may be allowed to repeat a course for a second time (for a total of 3 attempts). A student may not appeal to repeat a course more than a second time. In order for an appeal to be considered, it must be submitted prior to the first day of the applicable term.

Both the original grade and the repeated grade(s) will show on the student’s transcript. Both grades will also be calculated in the student’s grade point average (GPA) unless the forgiveness policy is applied. It is the student’s responsibility to notify the Office of the Registrar of his/her applying the forgiveness policy to a repeated course. The process is not automatic. (See Forgiveness Policy below). Academic departments and schools may have additional provisions regarding how repeat courses affect the calculation of GPA.

A course repeat takes place any time a student retakes a course for which that student has already received an A, B, C, D, F, P, W, AU, NP, MT, or N. Students should not re-enroll in a course for which they have been assigned a grade of I (incomplete) and will not be affected by this policy unless the I converts to a grade of F. Courses which are designed to be repeated (e.g. Independent Study, Special Topics, Music Recital, etc.) are exempt from this policy.

**University Forgiveness Policy**

UBA offers the undergraduate student a forgiveness option by which courses taken at UAB may be repeated at UAB, and the grade for the first course will be excluded from the calculation of his/her grade point average (GPA). If a student has repeated a course more than once, the student may choose which grade should be removed from the calculation. Only courses for which the student has received a grade of C, D, or F may be repeated under this option. The forgiveness policy may be used a maximum of four (4) times, only once for any course, which allows a student to use the forgiveness for four different courses. The transcript will show both the original grade and the course repeat grade, but only the grade points and credit hours earned in the repeated courses will be counted toward degree completion and averaged into the student’s GPA. Once a course grade is declared forgiven, the decision is irrevocable. (The forgiveness policy can be invoked at any time for a repeated course; however, all forgiveness requests must be made prior to application for degree). It is the student’s responsibility to notify the Office of the Registrar of his/her applying the forgiveness policy to a repeated course. The process is not automatic.

The Forgiveness Policy can only be applied to grades earned at UAB and may not be applied after the student has graduated. Forgiveness forms are available online (https://www.uab.edu/students/one-stop/grades/forgiveness-form-forgiveness-policy) and also in One Stop Student Services.

Note that individual schools may have course repeat and forgiveness policy rules in addition to the above.

In accordance with the UAB Academic Honor Code, any course grade of F for academic misconduct supersedes any other grade or notation for that class and therefore is not eligible for replacement under the Forgiveness Policy.

**The New Start Option**

The New Start Option serves the student who previously accumulated a poor academic record, but who has recently demonstrated the ability to succeed in college-level work at UAB. The option enables the student to eliminate from the grade point calculation all grades and credit hours earned prior to the date of the New Start and begin anew with work from that point forward. To be eligible, a student must not have been enrolled in an academic institution for at least five (5) consecutive calendar years.

The policy does not apply to college graduates or to admission policies in the Schools of Nursing and Health Professions, nor to college graduates, admission policies and progress toward degree in the School of Education’s Teacher Education Programs leading to certification.
Students seeking degrees in a Non-Certification Program are eligible for the New Start Option.

To apply for the New Start Option (https://www.uab.edu/students/academics/new-start-option), the student must obtain the written approval of an academic advisor. The application must be filed with the Office of the Registrar prior to graduation and must specify a date, called the New Start date, prior to which all grades and notations are voided. This application is available online: New Start Option (https://www.uab.edu/students/academics/images/documents/new-start-petition-form.pdf).

The application will not be considered until the following are met:

1. The student’s transcript contains at least 24 semester hours of course work applicable to a degree (i.e. hours earned, but not necessarily to a particular major) at UAB, posted after the requested New Start date.
2. The Higher Education GPA on all work taken after the requested New Start date, as well as the UAB GPA, must be at least 2.0.

Policies governing the New Start Option are as follows:

1. Upon approval of the application, all grades (including passing grades) and notations listed on the transcript prior to the New Start date are placed in a separate listing on the transcript and are voided for purposes of satisfying UAB degree requirements and computing GPA. The transcript carries the notation: “Approved for New Start (date); work prior to this date is not calculated in GPA or applied toward a degree.”
2. All work completed after the New Start date is counted toward completion of a degree, in accordance with policies of the catalog in effect at the New Start date. The transcript will be re-evaluated from the New Start date. The forgiveness policy applies only to courses taken after the New Start date.
3. A course completed before the New Start date, and which is a prerequisite for a course to be taken later, must be taken again even if successfully completed before the New Start date, unless explicit exception is made by the chair of the department in which the course is taught.
4. The student may employ alternative credit to replace some voided courses taken prior to the New Start date.
5. A student may not use the New Start Option to graduate with honors.
6. The New Start Option may be granted only once during the student’s academic career at UAB and is irrevocable.

Academic Warning, Probation, and Suspension

Academic Warning

A first-term freshman (a student with no previous college credit, except through dual enrollment) will be placed on academic warning if a grade point average of at least 2.0 is not earned during the first term of enrollment. The freshman must meet with his/her academic advisor before the next registration period. If the second term’s UAB grade point average is not 2.00 or higher, the freshman will be placed on academic probation.

Academic Probation

A student (other than a first-term freshman) will be placed on academic probation if his/her UAB grade point average falls below 2.00 and will be required to meet with his/her academic advisor before the next registration period. At this meeting, the student and advisor will agree on a plan of action that will best help the student with his/her academic progress (e.g., courses to take or repeat, supplemental instruction, reduced credit hour load, basic skills seminars, etc.). The Academic Plan will be monitored by the student’s academic advisor throughout the probationary period. While on academic probation, the student must earn a minimum 2.0 term GPA each term of enrollment, or they will be suspended (first suspension is one term; any subsequent suspension is one year). In order to clear academic probation, the student must earn a UAB GPA of at least 2.0.

Academic Suspension

If while on academic probation a student fails to achieve a minimum term GPA of 2.0, the student will be suspended for one term. When returning from the one-term suspension, the student must meet with his/her academic advisor to be reinstated prior to registering for classes. The student will be reinstated on academic probation and must achieve a 2.00 or higher term grade point average each term until the UAB grade point average is at least 2.00. The student must achieve a UAB grade point average of at least 2.00 to have the academic probation removed.

Students wishing to return to UAB after a one-year suspension must submit an application for readmission and a letter of appeal for readmission to the Office of Undergraduate Admission. The deadline for a student to submit an application and letter of appeal for readmission will be eight weeks prior to the date of intended enrollment. By this deadline, an applicant must have submitted any attending documentation to support the appeal.

If readmitted to UAB after a one-year suspension, the student will be admitted under probation and must achieve a 2.00 grade point average each term until the UAB grade point average is at least 2.00. If both the term grade point average and the UAB grade point average fall below 2.00, the student will be placed on suspension for one year.

Credits earned while on academic suspension from UAB or another institution may be eligible for transfer. However, the UAB Forgiveness Policy can only be applied to grades earned at UAB.

Note that individual schools may have probation and/or suspension rules in addition to the above.

All notations of academic warning, probation or suspension are a permanent part of a student’s transcript.

Appeal of a One-Term Academic Suspension

Students academically suspended from UAB for one term are not allowed to register for classes at UAB until the end of the suspension period. If a student appeals successfully, he or she will be immediately eligible for readmission.

The procedure for a student to appeal an academic suspension decision is as follows:

1. The suspended student must present a petition describing the extraordinary personal circumstances that contributed to his or her academic deficiencies. Such events must be highly unusual such
as the death of an immediate relative, a serious illness, severe financial distress, or personal crisis. Each individual wishing to appeal an academic suspension is required to submit a petition outlining the reasons for the applicant’s previous academic problems and how the applicant plans to correct the problems. Each petition must be accompanied by appropriate documentation relative to the need for additional consideration and/or substantiating the extenuating circumstances related to the appeal. The student petition should be received in the Office of the Registrar no later than five working days prior to the beginning of the desired semester of entry. The suspension appeal documentation will be forwarded to the Suspension Appeals Committee.

2. The Suspension Appeals Committee is composed of five members (two faculty members appointed by the Provost’s designee, one student designated by the Student Government Association, one representative from Registration and Academic Records, and the University Registrar) who will review all petitions.

3. Should the Suspension Appeals Committee determine that an extraordinary personal event contributed significantly to the student’s academic deficiencies, and there is evidence of an adequate plan to address these extraordinary circumstances, they will recommend that the student be reinstated on academic probation. The student must maintain a minimum 2.0 grade point average or reach the retention standards each semester he or she remains in this status.

4. The decision of the suspension appeals committee is final.

The Office of the Registrar is the administrative unit responsible for the academic suspension appeals process. This unit is responsible for coordinating the appeals process, maintaining the official records and producing annual reports.

Transcripts

Transcripts may be requested online (https://www.uab.edu/students/one-stop/academic-transcripts) or in person at One Stop Student Services.

Upon request by the student, the Office of the Registrar will send an official transcript directly to the recipient designated by the student. Official transcripts will not be issued to the student; however, an unofficial transcript may be issued to the student. There is a charge for each transcript. Transcript requests will be honored only for students whose financial accounts with UAB are clear, including payment of charges for the current term.

Classification of Students

Students are classified as sophomores when they have earned 30 semester hours of credit, juniors when they have earned 60 semester hours of credit, and seniors when they have earned 90 semester hours of credit.

Overall Credits and Grade Point Average

The official determination of “credit hours earned,” “credit hours attempted,” and “grade point average” is made only by the Office of the Registrar. The following sections indicate how these figures are calculated. Transfer work and courses taken at UAB are treated on the same basis. Developmental courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.

Credit Hours Earned

The student’s “credit hours earned” are increased by:

1. Earning a passing grade (D or better) in a course for which the student was registered for credit.

2. Obtaining the “Pass” grade in a course taken on a pass/fail basis.

3. Obtaining the “Pass” grade for alternative credit.

Credit Hours Attempted

The student’s “credit hours attempted” are increased by:

1. Receiving an A, B, C, D, or F in a course for which the student was registered for credit.

2. Receiving the “Fail” grade in a course taken on a pass/fail basis.

Grade Points

Four quality grade points are awarded for each semester hour for which the student received an A grade; three quality grade points are awarded for each semester hour in which a B is obtained; two quality grade points are awarded for each semester hour in which a C is obtained; and one quality grade point is awarded for each semester hour in which a D is obtained. No quality grade points are awarded for an F.

Grade Point Average

The grade point average is determined by taking the grade points obtained and dividing by the credit hours attempted (not credit hours earned). The UAB grade point average is determined using only work attempted at UAB. The cumulative (overall) grade point average is determined by calculating all college work attempted.

Academic Honors

UB compiles and publishes an honor roll at the close of each regular term. Only UAB work is considered. To be eligible for the President's Honors List, students must be registered for and complete at least 12 semester hours of credit and have a 4.0 grade point average for the term.

Students who register for and complete at least 12 semester hours of credit and who attain a grade point average of at least 3.6 are included in the Dean’s List for the term. Superior scholastic achievement may be further recognized by election to membership in appropriate national honorary societies.

Eligibility of College Credits for Transfer

The eligibility of credit for transfer to UAB depends both on the subject matter of the credit and on the accreditation status of the institution that awarded the credit.

The evaluation and awarding of transfer course credit is based on review of official transcripts. Students are required to submit official transcripts, sent directly to UAB, from all postsecondary institutions attended. Students do not retain the right to choose, or eliminate certain courses for transfer. All academic transfer work will be posted to the UAB transcript, including courses with final grades of D’s, F’s, and WF’s. Any courses for which a student has been granted academic clemency, bankruptcy, forgiveness, or similar practice by the institution at which the course was completed will be posted to UAB transcript. UAB does not honor any other institution’s repeat or forgiveness policies.

Technical/vocational credits or remedial credits, whether earned at UAB or at any other institution of higher education, are not eligible for transfer.
and may not, therefore, be used to satisfy degree requirements. The exception to this rule is when the transfer of certain courses applicable to specific professional degree programs are approved in advance by the appropriate department. The accepted courses will be posted only while the student is in the degree program approving the credit. If the student changes programs, the courses will be removed. Credits earned while on academic suspension from UAB or another institution may be eligible for transfer. However, the UAB forgiveness policy can only be applied to grades earned at UAB.

Transfer credit in academic subjects will be considered for transfer to UAB from post-secondary institutions that are fully accredited by one of the six regional accrediting associations (see below) that offer the baccalaureate degree or associate’s degree leading to the baccalaureate degree. If an institution is not yet accredited, but has acquired candidate status from a regional accrediting agency, then academic credits from the institution will be considered for transfer to UAB.

- Middle States Association of Colleges and Schools
- Higher Learning Commission (North Central Association of Colleges and Schools)
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Academic credit earned at Alabama Community Colleges during the initial organization of the Alabama College System (1965-1967) will be acceptable for transfer to UAB.

College courses completed at unaccredited non-candidate institutions are not usually considered for transfer to UAB. However, applicants with credits in this category may contact the Office of the Registrar for information on the “Credit by Portfolio (https://www.uab.edu/students/admissions/credit-equivalencies/portfolio)” option. The official determination of acceptability of courses from other institutions is the responsibility of the Office of the Provost.

Students with credits from institutions outside the United States should review transfer of international credits (http://www.uab.edu/students/admissions/credit-equivalencies/international-transfer-credits).

Credits awarded by other institutions for Advanced Placement (AP (http://www.uab.edu/students/admissions/credit-equivalencies/ap)), International Baccalaureate (IB (http://www.uab.edu/students/admissions/credit-equivalencies/ib)), College Level Examination Program (CLEP (http://catalog.uab.edu/undergraduate/progresstowardadegree/clep)) and Advanced International Certificate of Education (AICE (http://www.uab.edu/students/admissions/credit-equivalencies/aice)) must be reevaluated to determine if credit will be awarded at UAB. Students wishing to submit such credits should send an official score report to the Office of the Registrar.

Courses Taken as a Transient Student

To take a course at another institution while enrolled as a degree-seeking student at UAB, a student must submit a Transient Student Request via BlazerNET prior to enrolling in the course. The student must check with his/her academic advisor to determine whether the course is transferrable and will be applicable toward a degree at UAB. Further, the student must be in good academic standing (i.e., has a minimum 2.0 GPA at UAB).

Alternative Credit Opportunities

In some instances academic credit may be awarded for work done in a format other than a college course. Credits earned in this way are recorded on the transcript with a grade of P. Such credits may not be used in repeating a course and may not be awarded for work equivalent to a course that is a prerequisite to a course already taken for credit. No more than 45 semester hours of alternative credit may be applied toward a degree.

Opportunities for earning credit outside the normal course format include:

Advanced Placement (AP)

The amount of credit awarded and the examination score required are stated in the current policy. To determine which tests are eligible for UAB credit please see the Advanced Placement Credit Table (http://catalog.uab.edu/undergraduate/progresstowardadegree/apcredit).

Cambridge Advanced International Certificate of Education (AICE)

The program allows students to customize their studies around their individual interest and abilities within an international curriculum framework. Official certifying statement of results are required for exams taken. To determine which are eligible for UAB credit please see the Cambridge AICE credit table (http://catalog.uab.edu/undergraduate/progresstowardadegree/aicecredit).

College Level Examination Program (CLEP)

The CLEP General Examination must be taken before 15 semester hours of college work have been completed. The subject-area examinations are assigned credit as listed in the UAB CLEP Policy statement. For more information on CLEP testing schedules, fees and study guide information, please contact the UAB Testing Office http://www.uab.edu/testing or call (205) 934-5503. To determine which tests are eligible for UAB credit please see the College Level Examination Program Credit Table (http://catalog.uab.edu/undergraduate/progresstowardadegree/clep).

International Baccalaureate Credit (IB)

Academic credit may be awarded for scores of five or higher on IB standard-level and higher-level examinations. To determine which tests are eligible for UAB credit please see the International Baccalaureate Credit Table (http://catalog.uab.edu/undergraduate/progresstowardadegree/ib).

Credit by Examination (CBE)

A degree-seeking student may petition to obtain credit for a course by taking an examination; however, not all programs will accept CBE. It is the student’s responsibility to verify the applicability of CBE courses for major/minor requirements. The relevant department must agree to create and grade the examination. If a student takes CBE in a course that he/she has already taken for credit, the grade for CBE will not replace the grade for the previous course. The fee for CBE is based on the current rate of tuition according to level (undergraduate/graduate) and residency status. The Credit by Examination application is available online: CBE Form. (https://www.uab.edu/students/admissions/images/forms/credit-by-exam-application.pdf)
Credit by Portfolio (CBP)
A degree-seeking student may petition to receive credit for a course on the basis of a portfolio of information documenting knowledge of the course material. The chair of the appropriate department and dean of the school make the final decision on acceptability of the materials for credit. The fee for CBP is based on the current rate of tuition according to level (undergraduate/graduate) and residency status. The Credit by Portfolio application is available online: CBP Form. (http://www.uab.edu/students/admissions/images/forms/credit-by-portfolio-application.pdf)

Non-collegiate Courses
Credit may be awarded for non-collegiate courses in accordance with American Council on Education recommendations and approval of the appropriate department chair and dean.

Credit for Military Experiences
UAB evaluates military service and educational experiences completed by active-duty military service and Coast Guard personnel. UAB is an institutional member of Service Members’ Opportunity Colleges. Information regarding the credit equivalencies may be found here: https://www.uab.edu/students/admissions/credit-equivalencies/military-experience

Dante’s Subject Standardized Tests (DSST)
The DSST, prepared by the Chauncey Group, is a nationally recognized credit by examination program that awards college credit for courses taken by examination. DSST Examinations are scheduled individually, by appointment. To determine which tests are eligible for UAB credit please see the DANTES Subject Standardized Test Credit Table (http://catalog.uab.edu/undergraduate/progressstowardadegree/dsst).

Cooperative Exchange Programs
Birmingham Area Consortium for Higher Education (BACHE)
UAB, Birmingham-Southern College, Miles College, the University of Montevallo, and Samford University have established the Birmingham Area Consortium for Higher Education (BACHE) to expand educational opportunities for their students. Please visit the web site http://www.uab.edu/bache/ for more information on BACHE. Any full-time, degree-seeking UAB student who is in good academic standing may, with written permission from his/her academic advisor and dean, and at no additional charge, take a course at another cooperative exchange institution if it is not offered at UAB and it is deemed to be beneficial to the student’s overall educational program. All courses eligible to be taken through the cooperative exchange programs must be articulated by UAB prior to the student’s registration. Credit for work completed under the cooperative programs will be posted on the student’s record as UAB credit.

The University of Alabama System
UAB students may also enroll in courses at the University of Alabama and the University of Alabama in Huntsville through the University of Alabama System Cooperative Exchange Program. Any full-time, degree-seeking UAB student who is in good academic standing may, with written permission from his/her academic advisor and dean, and at no additional charge, take a course at another cooperative exchange institution if it is not offered at UAB and it is deemed to be beneficial to the student’s overall educational program. All courses eligible to be taken through the cooperative exchange programs must be articulated by UAB prior to the student’s registration. Credit for work completed under the cooperative programs will be posted on the student’s record as UAB credit.

The UAB Academic Honor Code
UAB expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person’s ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.
**MISREPRESENTATION** is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student’s performance prior to withdrawal if the violation is substantiated.

**Procedure for Suspected Violation**

In the event of a suspected violation of the Academic Honor Code, UAB follows this procedure:

1. Upon reaching the conclusion that academic dishonesty may have occurred and that action is warranted, the instructor should inform the student of the charge as soon as possible. The student has the right to hear the instructor’s reasons for making the charge, to inspect all relevant evidence in the instructor’s possession, and to respond to the charge. Based on the student’s response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for it. A copy of this letter will be sent to the chair of the department.

2. Within two weeks of this notification of a judgment of academic dishonesty, the student may appeal the instructor’s decision by letter to the chair of the department or his/her designated representative. The chair, acting expeditiously, should take testimony from the student, the instructor, and all appropriate witnesses and make a decision. If the chair reverses the finding of academic misconduct, the instructor must reexamine the work in question and assign credit without prejudice. In the event that the chair is the instructor in the course, the dean will replace the chair in the appeal process.

3. In cases where a grade of F is assigned in the course and the student has utilized the appeal process described above (in section 2), the student has two weeks to appeal the decision by letter to the dean of the school responsible for the course. The dean should acknowledge receipt of the student’s appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the dean’s office. At the dean’s discretion, an advisory panel may be appointed to study the appeal and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, the final decision. The decision of the dean is final.

4. In cases where the final decision concerning an academic misconduct charge is an F for the course, a letter to this effect will be sent to the Office of the Registrar and be kept on file. The course repeat policy will not apply to course grades resulting from instances of academic misconduct. In these cases, the grades of F received will be computed in the UAB grade point average.

A student who has received the grade of F for two instances of academic misconduct will be expelled from the university. Under certain circumstances, a student may be expelled on the first offense. The student will be duly informed of the pending expulsion and will be provided the opportunity to be heard. The student has two weeks after notification to file a request for an appeal hearing with the Office of the Provost. The ad hoc appeals committee will consist of two people designated by the Provost, one student appointed by the President of the USGA, and two faculty members appointed by the chair of the Faculty Senate. The Provost will designate the person to serve as chair who will coordinate and preside at all meetings. Students expelled from UAB for academic misconduct will have that noted on their transcripts.

In addition, students should consult the policies of the school/program in which they are enrolled to determine school/program guidelines and penalties regarding academic misconduct and suspension for academic misconduct. Schools that suspend a student on the first offense may post this offense on the student’s UAB academic record.

A student suspended from a UAB school for academic misconduct will have a hold placed on his/her registration and will not be permitted to enroll in another UAB school without that school’s permission. Some UAB programs have policies preventing enrollment of students with past academic misconduct offenses.

Note that individual schools may have academic misconduct rules in addition to the above.

**Non-Academic Conduct**

Your first priority at UAB is to get a great education, plain and simple. The Non-Academic Conduct Policy, maintained by the office of Student Engagement, provides the guidelines that protect your chance at getting that top-quality education by setting the standard for what it means to be a successful student.

Non-Academic Student Conduct Policy ([http://www.uab.edu/students/sarc/student-conduct](http://www.uab.edu/students/sarc/student-conduct))

Student Engagement, specifically regarding student conduct is one of many channels that the university can use to foster the personal development of its students. In cases where a student engages in non-academic misconduct, the conduct process is also an approach that we use to protect the safety of the university community. While the conduct process does adjudicate misconduct, it is not a legal system. The conduct process does not use the same procedures, burdens of proof, or rules of evidence as the legal systems. In order to maintain an educational tone, the university takes steps to ensure that the process is as non-adversarial as possible, while still safeguarding the rights of students.

The non-academic misconduct process is an integral part of the educational mission and goals of UAB and Student Life. The Office of Student Engagement oversees and implements the non-academic misconduct process. The nonacademic misconduct process is designed to provide and help maintain an educational atmosphere with emphasis on developing individual understanding and acceptance of personal and social responsibilities; creating a sense of belonging within a welcoming environment; and challenging and supporting students to reflect, integrate, and act upon their UAB experience.

Report a violation of the Code of Conduct ([http://www.uab.edu/students/sarc/student-conduct](http://www.uab.edu/students/sarc/student-conduct))

**Student Complaints**

**Academic Matters**

Judgments on academic matters are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, complaints by students on academic matters are the responsibility of the department and school involved. Normally, such complaints can be resolved quickly through discussion with the
faculty directly involved. In rare situations where such resolution does not occur, the student should contact the chair of the appropriate academic department to file a formal grievance. The student’s grievance should be submitted in writing and accompanied by any appropriate documentation. Grievances should be submitted at the earliest possible time. Consideration will not be given to any grievance submitted later than the end of the term immediately following the term in which the matter in question arose. The department should acknowledge the date the grievance is received and provide notice to the student of when an answer may be expected. It is the responsibility of the department chair to provide an answer to the student within 10 working days. If the matter cannot be settled within the department, the student has 10 working days from the day the department’s response is received to appeal to the dean of the school in which the department is located. The dean should acknowledge receipt of the student’s appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the dean’s office. At the dean’s discretion, an advisory panel may be appointed to study the disagreement and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, a decision on any academic disputes which have not been resolved at lower levels, and the decision of the dean is final.

Non-Academic Matters
When complaints on non-academic matters cannot be settled by the persons directly involved, a written complaint should be forwarded to the appropriate office. If the administrative officer is unsuccessful in resolving the complaint, it may then be forwarded in writing to the Provost or a designee for further consideration. For specific information concerning the procedures and processes for non-academic complaints and grievances, contact the Office of Student Engagement or visit the following website http://www.uab.edu/students/sarc/