

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 Campbell Hall, 1300 University Blvd. CH 117A, Birmingham, AL 35294., (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.

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 time-frame will not be allowed to register for the next term and must contact their academic adviser 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 semester; 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 courses to be offered during a particular term 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](#) and also online <http://www.uab.edu/home/academics>.

Course Numbering System

Course Numbers	Primarily for:
000 - 099	Developmental Courses
100 - 199	Freshman Level
200 - 299	Sophomore Level
300 - 399	Junior Level
400 - 499	Senior Level
500 and above	Graduate Level

Academic Credit Levels

Courses at the lower division level (100-299) are introductory courses usually taken during the freshman and sophomore years. Upper division level undergraduate courses (300-499) are generally taken during the junior and senior years. Courses taught at the 500, 600, and 700 level are designed for graduate students.

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 100, PUH 101, UASC 101, and UASC 105.

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-graduation lives.

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

Undergraduate Students in Graduate Courses

With the approval of the academic advisor, the undergraduate program director or department chair, and the instructor, UAB undergraduate students may be allowed to register for a graduate course at the 500 or 600 level. Credits earned by undergraduate students may be applied to either an undergraduate degree or a graduate degree, but not both, with the exception being if a student is pursuing a graduate degree as part of the Accelerated Bachelors/Masters program. 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. Courses offered at the 600 level are intended primarily for students at the master's level, and courses numbered 700-799 are designed for students at the doctoral level.

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](#).

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.

Course Placement in Mathematics and English

Mathematics

All students who wish to register for a math course must take a math placement assessment.

Exceptions

- Minimum ACT math sub-score of 29 or minimum SAT mat score of 680.
- Earned transfer credit for a 100-level math course or higher (excludes remedial college math and MA 110 – Finite Mathematics) with a grade of "C" or higher or
- Earned college credit for math based on having received [qualifying AP, IB, AICE, or CLEP scores](#) (excludes MA 180 - Statistics).

English

Students who have not earned credit for English Composition (101) with a grade of C or better must take an English placement assessment.

Exceptions

- Minimum score of 20 on both the English and Reading sub-scores of the ACT or minimum SAT Reading test score of 26.
- Earned transfer credit for EH 101 with a C or better.
- Earned college credit for EH 101 based on [qualifying AP, IB, AICE, or CLEP scores](#).

Placement in English Composition for Second Language Writers (EH 108)

Have not completed English Composition (101) with a grade of C or better at your transfer institution AND have a TOEFL Writing sub-score of 16-22 or an IELTS Writing sub-score of 5.5-6.0.

**If your TOEFL Writing sub-score is below 16 or your IELTS Writing sub-score is below 5.5, you will be placed in the requisite course in UAB's INTO Program.*

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](#) 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](#) or in person in One Stop Student Services. Students may register online if space is available and waiting lists may be offered for courses that are filled to capacity.

Voluntary Medical Withdrawal Policy

The Voluntary Medical Withdrawal policy at The University of Alabama at Birmingham (UAB) establishes procedures to follow when a student suffers from a physical, emotional, or psychological condition that significantly impairs the student's ability to function successfully or safely as a student. The policy is primarily administered by the UAB's Student Health Services (SHS) according to the procedures described below.

Academic Impact

Medical withdrawal, when approved, withdraws a student from all courses for a given semester/term. Students are not allowed to medically withdraw from individual courses, with the following exceptions:

1. When a student is enrolled in clinical, physical education, and/or other courses in which the student cannot meet the essential requirements of the course. For example, a student may be assigned to a clinical site that requires standing for an extended period of time and becomes

unable to do so due to an injury. The student could medically withdraw from the clinical coursework and remain enrolled in other courses.

2. When parts of a term within a semester have unique start and end dates. For example, the summer semester at UAB includes five separate parts (May Session, Summer A, Summer B, Summer 10-week, and full Summer Term). It would be possible, if approved, for a student to complete coursework in Summer A and to medically withdraw from Summer B. In this example, the student would not be medically withdrawn from the entire summer semester, but rather only from all courses for the Summer B.

NOTE: a medical withdrawal may have an impact on financial aid. Students should discuss the consequences of a medical withdrawal with a Financial Aid Advisor.

Procedures

Medical withdrawal requests are to be used when a documented medical condition affected a student's ability to attend or successfully complete a course enrolled in during a previous semester/term. Students who need to withdraw during the current semester should request a Regular Term Withdrawal.

A timely medical withdrawal for a previous semester must be made within sixty (60) calendar days of the last day of class for the semester/term for which the withdrawal is requested, with any supporting documentation submitted within thirty (30) calendar days of initiating the medical withdrawal request. The student must submit the *Student Request for Voluntary Medical Withdrawal* form and the *Licensed Provider Recommendation for Medical Withdrawal* form (forms available at TBD website). For all approved retroactive medical withdrawals, the effective date shall be the last day of class for the semester/term in question.

Voluntary Medical Withdrawal Requests submitted outside of the semester in question, and beyond the required sixty (60) day deadline must have clearly documented extraordinary circumstances in order for the request to be considered. Extensive documentation (such as extended hospitalization and/or extensive, required rehabilitation, etc.) must be submitted to the SHS and must be related to the reasons for the medical withdrawal and to the circumstances that prevented a timely request.

After appropriate SHS personnel have deemed a medical withdrawal request eligible for consideration, a designated SHS physician handles all medical withdrawal decisions on behalf of the University. The designated SHS physician, on behalf of the University and, where appropriate, in consultation with relevant University personnel, will conduct an individualized assessment of the student's situation before deciding to approve or deny the request and determining the effective date of the withdrawal. Once a decision is rendered, SHS will notify the Office of the University Registrar (for undergraduate students) or the Graduate School (for graduate students). Upon notification by SHS, the University Registrar/ Graduate School shall process the withdrawal (if approved) and notify the student of the outcome within ten (10) business days.

Medical Withdrawal Documentation

A student **must** fully and accurately complete the *Student Request for Voluntary Medical Withdrawal* request via BlazerNET.

1. A student **must** have a licensed medical provider (physician, nurse practitioner or physicians assistant, or mental health professional) submit a completed *Licensed Provider Recommendation for Medical Withdrawal* form (available at TBD website) via the Patient Portal, or if there is time by mail to UAB Student Health & Wellness Center, Medical Withdrawal, 1714 9th Avenue South, Birmingham, AL 35294. The licensed medical provider shall be a provider who is currently treating the student for the condition(s) prompting the withdrawal request and is responsible for obtaining permission from the student to provide the documentation and to discuss the medical conditions, if needed, with the appropriate University personnel. If the University, in its sole discretion, determines that an extraordinary or emergency situation exists, alternative documentation may be requested and considered.
2. A student **may** also attach to the student request form any further supportive documentation from the instructor of record for the courses within the semester/term for which a medical withdrawal is requested.
3. In the event that the student's medical condition so incapacitates the student that the student cannot act on his or her own behalf, the student's parent, legal guardian, or spouse should contact the UAB Student Health & Wellness Center at 205-934-3581 for further guidance.

Handling of a Medical Withdrawal

Once a Medical Withdrawal has been approved, the Office of the University Registrar/Graduate School will assign a grade of "W" on the official transcript. The student is still responsible for any tuition and fees associated with the term/semester in which the medical withdrawal applies.

Return to the University Following Medical Withdrawal

It is the responsibility of the student to ensure they are medically prepared to re-enroll. While eligible to return in a future term after requesting a medical withdrawal, subsequent medical withdrawal requests for the same condition will not be approved within 24 months of the initial request. Exceptions may be considered in situations where documented extraordinary circumstances are available. Students who do not return within one academic year will be made inactive and must reapply for admission. In cases where students need more than one year to return following a medical withdrawal, a Leave of Absence may be requested.

If a student voluntarily withdraws from the University while academic honor code, non-academic, or Title IX charges against him or her are pending, permission for readmission will be granted only after the charges have been resolved.

Title IX Exception

The University of Alabama at Birmingham Division of Student Affairs oversees the University's compliance with Title IX of the Education Amendments of 1972. The Title IX Office

is responsible for the Title IX Sexual Violence and Sexual Misconduct Policy and related procedures to foster a campus community free from sexual misconduct which includes gender-based assault, harassment, exploitation, dating and domestic violence, stalking, as well as discrimination based on sex, sexual orientation, gender identity, and gender expression, and related retaliation.

The Title IX Office provides reasonable protective measures and interim support, which may include a Medical Withdrawal. In Medical Withdrawal submissions involving the Title IX Sexual Violence and Sexual Misconduct Policy, the withdrawal will be handled outside of this policy and in conjunction with the Title IX Office. For more information, please visit <https://www.uab.edu/titleix/>.

Questions

For clarification or more information, undergraduate students should contact the Office of the Registrar. Graduate Students should contact the Graduate School.

Withdrawal Refund Policy

Effective Fall 2019

The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. A student desiring to withdraw from the University must complete the withdrawal process in BlazerNET.

This policy applies to all terms including Fall and Spring semesters, Fall and Spring 7-week sessions, and Summer terms.

If a student withdraws from all courses in a term, a portion of or all financial aid may be returned by the University to the original provider(s) of the funding. In such cases where the return of funds creates a balance due to UAB, the student will be required to reimburse the University for those returned funds and any associated fees.

The following schedules will dictate the amount of tuition refunded to the student when the student withdraws from all courses in a term. Fees will not be refunded after the last day of the add/drop period. <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>.

Withdrawing from a Course

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 withdrawal if the violation is substantiated.

Exceptions

All students are responsible for adhering to UAB's academic policies, as published in the UAB Undergraduate Catalog. The Provost may make exceptions to policies. Exceptions will only be made in extraordinary circumstances. Only in cases of a call to active military service, can a student qualify under this policy for either administrative or academic withdrawal from courses from that semester. In such instances, students requesting an exception to policy must provide the cause specific documentation in order for the request to be considered.

Requests are evaluated only from written documentation and not through appointments or telephone calls. Information and forms are available [online](#). (Please note that grievances of an academic nature are addressed through the Academic Grievance Policy). Requests for exceptions must be submitted at the earliest possible time. Consideration will not be given to any request submitted later than the term immediately following the term for which the exception is being requested. A full reduction in tuition and associated fees will be made for appropriately documented serious illnesses or military service activation, which preclude a student from continuing his/her studies at UAB. For students receiving refunds, such refunds will first be applied to any outstanding obligations and to any scholarship, grant, or loan the student has received for that term. A student who is receiving any form of Federal Title IV Financial Aid will be liable for any unearned funds received as determined by the Federal Return of Funds Policy (check with [Student Accounting Office](#) for details.)

Failure to adhere to the published drop and withdrawal deadlines (as outlined in the UAB Catalog and the UAB Class Schedule) does not qualify under this policy as an Academic Exception.

Contact

Exceptions to Academic Policy • Office of the Registrar • Campbell Hall • 1300 University Blvd. CH 117A • Birmingham, AL 35294 • (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)

C (average)

D (minimally adequate)

F (failing)

P (passing) Applicable only to a course taken on a pass/fail basis.

I (incomplete) is a temporary notation which is assigned at the discretion of the instructor, and only if the following three conditions are met.

- The student, for nonacademic reasons beyond his or her control, is unable to complete course requirements.
- The student is, according to the instructor's assessment, currently passing or has demonstrated the potential for passing the course.

- The student has made arrangements with the instructor, prior to the grade submission deadline, for completing the course requirements.

It is the responsibility of the student receiving an Incomplete to arrange with the instructor whatever action is needed to remove the Incomplete at the earliest possible date. If make-up work requires classroom attendance in a subsequent term, the student must coordinate accessing the course material with the instructor.

An Incomplete will not be calculated in the student's grade point average for the term in which the notation appears. However, an Incomplete that is not changed by the Instructor by the grade submission deadline of the next semester automatically converts to an F. A notation of Incomplete may not be used to meet a prerequisite requirement. A student cannot graduate with an Incomplete notation on his or her academic record.

MT (Multi-term) is a temporary notation which may be assigned in departmentally approved courses, including theses, practica, and internships, if work cannot be completed within one semester. A notation of MT will not be calculated in the student's grade point average for the term in which the notation appears. However, an MT notation that is not changed by the instructor by the grade submission deadline of the next semester automatically converts to an F. A student cannot graduate with an MT notation on his or her academic record.

Notations Assigned by the Office of the Registrar

W (withdrawn) A notation assigned by the Office of the Registrar reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from courses. "W" (withdrawn) may not be assigned by the instructor.

N (no grade submitted) A temporary notation made by the Office of the Registrar if no grade (A, B, C, D, F, I, or P) is assigned the student by the course instructor. This notation is used only when the Office of Registrar is unable to obtain a grade from the instructor prior to the issuing of grades for the semester or when the course is designed to extend beyond a single term. It remains the instructor's responsibility to assign a permanent grade. If the instructor has not submitted a grade by the end of the following term, the "N" (no grade submitted) is changed automatically to an "F" (failing) by the Office of the Registrar. The notation "N" cannot be extended. A notation of no grade submitted may not be used to meet a prerequisite requirement. A student cannot graduate with an no grade submitted notation on his or her academic record.

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.). 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

UAB 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 not 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

UAB 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](#) 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](#), 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](#).

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 a 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](#) 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.

Grade Appeal

A student may seek a grade appeal for one of the following concerns:

- Grading that is contradictory to the course syllabus
- Grading that does not align with assignment guidelines and/or scoring rubrics
- Grading that is in error.

To initiate the Grade Appeal Form online: https://banssb.it.uab.edu/ssomanager/c/SSB?pkg=zweb_grade_change.r_stu_form.

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

UAB compiles and publishes an honor roll at the close of each regular term. Only UAB work is considered. To be eligible for the Presidential Honors List, students must be registered for and complete at least 12 semester hours of standard letter graded credit and have a 4.0 grade point average for the term. Students who register for and complete at least 12 semester hours of standard letter graded 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. This includes instances when a student has repeated a course. All occurrences of the course, including grade, will be posted to the UAB transcript. Courses for which a student has been granted academic clemency, bankruptcy, or forgiveness, by the institution at which the course was completed will not be posted to the UAB transcript. However, those courses and grades are included in review for admissions purposes.

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 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 Commission on Higher Education (MSCHE)
- Higher Learning Commission (HLC)
- New England Commission on Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Western Association of Schools and Colleges Accrediting Commission for Schools (WASC ACS)
- Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC ACCJC)

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 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](#).

Credits awarded by other institutions for Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) and Advanced International Certificate of Education (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](#).

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](#).

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](#).

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](#).

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 with your academic advisor. 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](#).

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. It is the student's responsibility to verify the applicability of CBP courses for major/minor requirements with your academic advisor. 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](#).

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](#).

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.

Conduct and Complaints

Student Conduct Code

The Student Conduct Code promotes honesty, integrity, accountability, rights and responsibilities expected of students consisted with the core missions of the University of Alabama at Birmingham. This Code describes the standards or behavior for all students, and outlines student's rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

Academic Integrity Code

The University of Alabama at Birmingham 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. The purpose of the Academic Integrity Code is to support our academic mission and to maintain and promote academic integrity. All students in attendance at UAB are expected to pursue all academic endeavors with integrity, honor, and professionalism and to observe standards of conduct appropriate to a community of scholars.

To view the full Academic Integrity Code policy [here](#).

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. For programs where no department chair is available, the grievance should contact the school's Associate Dean.

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 Accountability or visit the following web site <https://www.uab.edu/students/accountability/homepage>.