

Academic Regulations

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Assessing Student Learning at UNI

UNI is committed to the assessment of student learning for the ongoing improvement of curriculum, programs, and services offered by the university and for accreditation processes. Students, faculty, staff, and administrators all play a role in student learning and all benefit from the creation of useful and meaningful assessment strategies and information.

Academic, administrative, and student affairs departments and units are expected to engage in direct assessment by reviewing authentic student work such as research papers, laboratory reports, student projects, student reflective activities, etc. These efforts are enriched by indirect assessment activities most often in the form of surveys, program evaluation forms, focus groups, or any of a variety of other mechanisms. Some assessment instruments are given to specific groups of students; others are given to students randomly selected from a group or groups of students. Assessments may be administered both inside and outside of the classroom.

Assessment-related data are kept confidential for individual students. Aggregate data is collected and shared within programs and is available in a password protected archive. Student outcomes assessment does not impact course grades or progress toward graduation.

Additional information about assessment policies and processes at UNI can be found on the Academic Assessment website assessment.uni.edu/. Questions about assessment at UNI can be directed to the Office of Undergraduate Studies, the academic colleges, and the Office of Institutional Research & Effectiveness (ie.uni.edu/).

Academic Load

For **undergraduate** students, during the fall or spring term a student may register for up to and including the limits below without obtaining special permission:

- Academic Alert/Probation Students: 15 hours
- All Other Undergraduates: 18 hours

During summer term, the maximum undergraduate student load is one (1) credit hour per week of instruction (i.e., 4 credit hours for a four-week session or 6 credit hours for a six-week session).

Undergraduate students who wish to register for an overload must complete an online student request for approval in MyUNiverse **prior to registration**.

For **graduate** students, the maximum course load in each fall or spring semester is 15 hours.

The maximum graduate student load during the eight-week summer session is 9 hours; for shorter summer sessions the maximum graduate

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student load is one (1) credit hour per week of instruction (i.e., 4 credit hours for a four-week session or 6 credit hours for a six-week session).

Graduate students who wish to register for an overload must complete an online student request for approval in MyUNiverse **prior to registration**. A 3.00 GPA or above at UNI is usually required for consideration of an overload request.

Classification of Students

Earned Semester Hours:

- Freshman: less than 30 hours
- Sophomore: 30-59 hours
- Junior: 60-89 hours
- Senior: 90 hours and over

Full-time/Part-time Status

All Terms

Undergraduate

- Full-time: 12 or more hours
- 3/4 time: 9-11 hours
- ½ time: 6-8 hours
- Less than ½ time: 1-5 hours

Graduate

- Full-time: 9 or more hours
- 3/4 time: 7-8 hours
- ½ time: 5-6 hours
- Less than ½ time: 1-4 hours

Change of Registration

Students can add classes without approval during the first 5 instructional days of the semester. Days 6-10, they need departmental approval. For shorter sessions such as summer and winter, this time frame is proportionally shorter. After the tenth day, adding a class is rare and requires approval from the instructor, the student's advisor, and the department head.

Courses dropped after the deadline to drop with a W (*withdrawn*) will receive an F (*failed*) grade. If there are extenuating circumstances, the student may seek approval by submitting an Academic Student Request, to drop the course with a W after the deadline.

Important deadlines for adding, dropping, and grading changes are listed in the Schedule of Classes.

Withdrawal - Tuition and Fee Refund

The information below applies to students who withdraw completely from school during an academic term. **Dropping one or more classes does not constitute a withdrawal unless a student drops all registered courses for the term.**

If credit is earned during the period of enrollment, there is no tuition and fee refund. For any two- or three-week session, there is no tuition

and fee refund. Room and board refunds are made according to agreement set out in the Contract for Room and Board.

Academic fees for a student enrolled for a regular semester or summer session who withdraws from the university will be reduced by the percentage stated in the table below, beginning with the date of formal withdrawal with the Office of the Registrar. The reduction will vary from 90 to 25 percent. For summer sessions, reduction percentages are on a day-count basis. (Please see the Schedule of Classes for information pertaining to a particular semester or summer session.)

Fall/Spring Semester

Percentage of refund	Withdrawal during specified weeks
100	before classes begin
90	first week
75	second week
50	third week
25	fourth week
0	after fourth week

Summer Session*

8-week or longer session

Percentage of refund	Withdrawal on day number
100	before classes begin
90	1-3
75	4-5
50	6-8
25	9-10
0	11th day and beyond

6-week sessions

Percentage of refund	Withdrawal on day number
100	before classes begin
90	1-2
75	3-4
50	5-6
25	7-8
0	9th day and beyond

4-week sessions

Percentage of refund	Withdrawal on day number
100	before classes begin
90	1-2
75	3
50	4
25	5
0	6th day and beyond

* No refund for two- or three-week sessions.

Withdrawal Procedure

A student who has started attending classes, and who finds it necessary to withdraw completely from school, initiates the withdrawal through the Office of the Registrar. Students who live in residence halls

must also cancel the housing contract through University Housing & Dining. Students receiving financial aid must contact the Office of Financial Aid and Scholarships. Students who wish to drop one or more courses and yet remain enrolled should consult the section Change of Registration (p. 2).

A student who has registered but decides not to attend UNI should withdraw through the Office of the Registrar as soon as possible. **Withdrawal after classes begin will cause a tuition charge.**

Student Identification Card

Each new student receives an identification card which is used throughout attendance at the university. A fee of \$30.00 is charged to replace this card.

Policy on Class Attendance and Make-up Work (3.06)

<https://policies.uni.edu/306>

Purpose:

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

Definition:

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

Policy

A. General Provisions

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

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

B. Absences

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

1. In the case of mandatory excused absences, students must be allowed to make up missed work, complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work assignment.

Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.

a. The following absences must be excused:

- Required university related absences, including but not limited to athletic games/matches/meets or their equivalents,
- Absences due to military duty or veteran status, including service-related medical appointments where failure to appear might result in a loss of benefits.
- Absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began (see Title IX and related information).
- Legally mandated absences such as jury duty or court subpoena.
- Absences on a day the provost has declared a severe weather day per policy 4.07.
- Religious observances.

b. Students participating in or involved with an excused absence listed in B.1.a. above must inform each faculty member of their known and anticipated absences as far in advance as possible. Such information or notice is not required in situations involving a severe weather day per policy 4.07. Failure to inform faculty beforehand, when it is clearly possible to do so, may be treated as an unexcused absence.

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

2. Except as outlined in B1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to: non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional

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conference, lecture on campus); illness; significant personal emergency; bereavement; etc.

- a. When an absence is deemed “reasonable”, the faculty member provides the student an opportunity to make up missed work, or has in place a make-up policy that does not unjustly penalize a student for the absence.
- b. Remedies for missed work due to a “reasonable” absence include but are not limited to replacement assignments; policies which may allow students to drop a certain number of assignments or exams; policies which might average a score for a missed exam or account for it in other ways, etc.
- c. In each of these remedies, a “reasonable” standard should apply. In determining whether a remedy is reasonable, consideration should be given to the published syllabus.

C. Make-up Work Grievances Arising from Absences

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

Faculty Senate, approved February 2021
University Council, approved April 4, 2022
President and President's Cabinet, approved August 2022

Course Credit Expectation

UNI adheres to the federal definition of the credit hour in all courses, regardless of instruction mode, meeting pattern, or course format. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester; or,
- The equivalent amount of work in item (1) over a different amount of time; or,
- At least an equivalent amount of work in item (1) for other activities, including laboratory work, internships, practica, studio work, and other academic work leading toward the awarding of credit hours/units of credit.

In addition, distance/online courses and independent studies are expected to reflect equivalencies in the amount of instructional time and student work leading to equivalent learning outcomes as reflected in the same courses offered face-to-face.

Final Examination Information

The final exam schedule applies to both faculty and students. Unless prior arrangements are made, the official schedule in the semester Schedule of Classes should be followed. Comprehensive finals must occur at the scheduled time and cannot be given in the last two weeks before finals (except for summer sessions or half-semester courses). In the week before finals, unit tests and assignments are allowed if stated in the syllabus or announced before midterm. If a class doesn't require a final, it will still meet at the scheduled time for other activities

For those classes which do not, in the instructor’s judgment, require a final comprehensive examination the time of the officially-scheduled final examination will be used for other appropriate class activities, such as evaluation, reports, performance, or regular class work. Therefore, the class will meet at the time of the officially scheduled final examination, whether or not a final examination is administered.

Department heads are responsible for ensuring compliance with the schedule and policies. Students may report policy violations to the appropriate department head, in accordance with the university academic grievance procedures.

Policies Regarding Course Grades of Incomplete

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

Work lost by late enrollment or by change of registration may be made up for credit by an undergraduate student with the consent of the Office of Academic Affairs. Graduate students must have the consent of the Dean of Graduate Studies.

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

Work left incomplete at the end of a semester or summer session will be reported as *F (Failure)* unless a report of *I (Incomplete)* has been authorized by the instructor. The *Incomplete* is restricted to students doing satisfactory work in the class who, because of extenuating circumstances, are unable to complete the work of the course. The *Incomplete* is limited to assigned work during the final sixth of the term. If a course is reported as *Incomplete*, a student is not prevented from registering for another course for which the incomplete course is a prerequisite.

Undergraduate

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

Graduate

Work reported as *I (Incomplete)* in the fall session for graduate students must be completed by June 1st the next calendar year. Work reported *Incomplete* in the spring and summer sessions must be completed by January 1st the next calendar year. The exact length of time to remove the *Incomplete* within the above timelines, is set by agreement between the instructor and the student. If the work reported as *Incomplete* is not made up by the deadline noted

above, it is automatically entered as an *F (Failure)* on the student's record.

Any requests for an exception to the above timelines for graduate students must be submitted on-line through MyUNiverse (refer to Filing Graduate Student Requests). Only under the most unusual circumstances would requests for additional time be approved.

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

Regression

Regression occurs when a student enrolls in a course which has content fundamental to another course the student has previously completed successfully. When such regression occurs, the regressive course will be available on an ungraded (credit/no credit) basis only. Credit may be earned but the hours earned will increase the student's minimum degree hour requirement by an equal amount.

The decision as to whether a course is regressive is made by the department offering the courses. Regression does not occur when the more advanced course was failed. (Courses to which this policy applies will be identified in the Schedule of Classes.)

Duplication

When two courses have content highly similar, e.g., one for the UNIFI/General Education and one for major/minor requirements, the department offering the course(s) will determine if degree credit can be earned in both courses. If the department will not allow degree credit in both courses, the credit in the course taken second will increase the student's minimum degree hour requirement by an equal amount. Such second courses may be completed only on an ungraded (credit/no credit) basis.

Marks and Grade Points

The marks A, B, C, D, F (Failed), and I (Incomplete) are used in indicating quality of work. Courses dropped during the first one-eighth of the semester or summer session are not recorded on the student's record. Courses dropped during the second- through fourth-eighth of the term are indicated on the student's record by W (Withdrawn). For courses dropped during the final one-half of the term (the specific date of the last day to drop a course without an F is listed in the Schedule of Classes for each semester), F (Failure) shall be reported unless for unusual circumstances specific permission is given to report otherwise.

The time for dropping classes in the summer session is proportionately shorter than in the regular semester. Date deadlines for dropping or adding courses are given in the Schedule of Classes for each semester and the summer session.

Grade points are awarded as follows.

For each hour of credit marked:

- A, 4.00 grade points
- A-, 3.67 grade points
- B+, 3.33 grade points

- B, 3.00 grade points
- B-, 2.67 grade points
- C+, 2.33 grade points
- C, 2.00 grade points
- C-, 1.67 grade points
- D+, 1.33 grade points
- D, 1.00 grade point
- D-, 0.67 grade points
- F, 0.00 grade points

Grade Index

In determining a student's cumulative grade index, all course work attempted at this university shall be the basis of computation with these exceptions for students enrolled as graduates or undergraduates. If a student repeats successfully a course they have failed, only the grade received for the successful completion will be included in figuring the cumulative grade point. If a student repeats a course they have successfully completed, the grade received the last time the student takes the course will be used in figuring the grade index even though the last grade may be lower than the grade received previously. **The student's transcript of record will show every time the course is taken and the grade earned.** Post-baccalaureate students as undergraduates enrolled for work to meet requirements for certification as elementary or secondary teachers are given the same grade index advantage as given undergraduate students for courses repeated. This applies only to those courses required for certification.

Failed Courses

A course taken at UNI in an on-campus setting, online, or self-paced, which was failed, may be repeated in any of those settings. A UNI course which was failed may be repeated at another accredited college or university as long as the course has been determined and approved to be an equivalent to the original course.

Undergraduate Academic Standing Policy

Undergraduate students at the University of Northern Iowa are expected to meet academic standards set by the university and to demonstrate satisfactory academic progress towards earning a degree. Academic Alert and Academic Probation serve to warn students that unless their academic performance improves, they may be placed on Academic Suspension. No student in their first-semester in attendance at the University of Northern Iowa will be placed on Academic Suspension.

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

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

Undergraduate students wishing to discuss the Undergraduate Academic Standing Policy at UNI, or seeking information regarding

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readmission after Academic Suspension, may make an appointment with a representative of the Office of the Registrar, Gilchrist 115 or call 319-273-2241.

Academic Alert

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

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

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

Academic Probation

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

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

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

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

Academic Suspension

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

Readmission after Suspension

Academic Suspension is for a minimum period of one regular academic semester. Only with strong justification, demonstrated potential for future success, and an agreement to enter the Early Admission Program (ERP) would a student be readmitted prior to

sitting out for a semester. Entry into the ERP does not remove the suspension from a student's record.

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

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

To request readmission after sitting out a semester, complete the Application for Readmission from Academic Suspension.

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

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

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

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

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

Undergraduate students wishing to discuss the Undergraduate Academic Standing Policy at UNI, or seeking information regarding readmission after Academic Suspension, may make an appointment

with Nicole Lehman, Office of the Registrar, Gilchrist 115 or call 319-273-2296.

Graduate Probation and Suspension

Refer to Graduate Degree Requirements in this University Catalog.

Dean's List

To be eligible for the Dean's List, which is published each fall and spring semester, an undergraduate student must have earned a grade point average of no less than 3.50 while earning a minimum of 12 semester hours in which at least 1 semester hour is **graded** credit. Students who earn a minimum of 12 semester hours in field experience, practicum, internship or cooperative education courses that are offered only as nongraded credit are eligible for the Dean's List. Undergraduate and graduate semester hours will be combined to meet minimum credit hour requirements for students in combined (graduate/undergraduate) degree programs who have not yet finished their bachelor's degree but meet the 3.50 undergraduate GPA minimum. A Dean's List is not compiled for the summer session, nor does the list include graduate students.

Graduation with Honors

Three levels of honors are awarded to students graduating with a bachelor's degree. To receive an honors designation, the student must earn at least 32 undergraduate credit hours from this university (effective Spring 2025).

The names of the students receiving honors are identified in the commencement program and on their academic transcript.

Summa Cum Laude

Students whose undergraduate cumulative UNI grade point average places them in the top 3% of those students graduating from their academic major college/division will be awarded *Summa Cum Laude*.

Magna Cum Laude

Students whose undergraduate cumulative UNI grade point average places them in the top 4% through top 8% of those students graduating from their academic major college/division will be awarded *Magna Cum Laude*.

Cum Laude

Students whose undergraduate cumulative UNI grade point average places them in the top 9% through top 15% of those students graduating from their academic major college/division will be awarded *Cum Laude*.

University Honors Program

<https://honors.uni.edu/>

The University of Northern Iowa Honors Program is designed to meet the needs of motivated, high-achieving students. Challenging classroom experiences, interaction with faculty, and social connections with other capable students are just a few of the benefits of honors involvement.

Eligible first-year students are invited to participate upon receiving admission to UNI. Entrance requirements include:

- 3.70+ GPA AND 27+ ACT composite (SAT 1280+)
- OR**
- 3.90+ GPA if admitted by test-optional review

Students who do not meet the criteria for an automatic invitation can request that their case be reviewed on an individual basis. Current UNI or transfer students may apply for admission to the program with a GPA of 3.30 or better and a professor's recommendation. See <https://hsp.uni.edu/university-honors-program/program-requirements> for more information.

To remain in the program, students must maintain a minimum cumulative grade point of 3.30. Students who do not meet the minimum cumulative grade point requirement of 3.30 are placed on probation. The non-cumulative grade point average of the following semester should be above 3.30 to provide evidence of overall improvement. Such evidence of improvement, and continued improvement resulting in a cumulative grade point above 3.30, will remove the student from probationary status. If a student is on probation and no improvement is shown, the student will be dismissed from the program. If a student wishes to re-enter the program at a later date, reapplication is necessary.

The University Honors Program offers three designations for participation: *University Honors with Distinction* (30 credits), *University Honors* (18 credits), and *Honors Recognition** (9 credits; *only available to students with an AA/AS degree). See <https://hsp.uni.edu/university-honors-program/program-requirements> for a complete description of program requirements and a standard distribution of hours.

For more information, contact the University Honors & Scholars Program, 3025 Bartlett Hall, 319-273-3175.

Credit/No Credit Grading

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

1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C- or higher is required in a course to receive credit on the credit/no credit option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.
4. Ungraded credit may not be applied to work required for a major, minor, or certificate except with the consent of the head of the department in which the course is offered.
5. No course taken in the credit/no credit option may be applied toward meeting a UNIFI/General Education requirement.
6. Except for Student Teaching (EDUC 4132 through EDUC 4140), ungraded credit may not be used to meet the Professional Experiences Requirements for the teaching program.

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7. Course work passed without grade (CR=credit) may not be retaken except by special permission of the dean of the college in which the course is offered.
8. A graded course completed may not be retaken on an ungraded basis.
9. The credit/no credit system may not be used with Credit by Examination, Extension, or self-paced courses.
10. Change of registration in a course to or from a non-graded basis may not be made after the deadline published in the Schedule of Classes. Only one such change of registration may be made per course.
A graduate student may include up to three credit hours of non-graded graduate course work in the program of study with the approval of the department.
11. The credit/no credit grading system may not be used in Presidential Scholars Seminars or for the Presidential Scholars Thesis/Project credit.

Note: No upper level (3000-level and above) accounting courses may be taken on a credit/no credit or audited basis without written consent of the department head or director of the MAcc, except ACCT 3090, ACCT 3092/5092, ACCT 3179, and ACCT 6090.

Credit for Prior Learning (CPL)

This type of credit (undergraduate or graduate) is designed for special projects such as a paper, experiment, work of art, or portfolio assessment of prior learning. The experience(s) upon which the project/portfolio is based may have been completed at any previous time; however, the student must be registered for credit at this university during the semester credit for prior learning (CPL) is requested, and CPL will be recorded only after the student has satisfactorily completed 12 hours of credit at this institution or at least 1/3 of the graduate plan of studies.

A project or portfolio may be submitted any time during the semester up to the last date to add a second half-semester course for credit. There is no guarantee of credit prior to or upon submittal of the project.

Undergraduate students: the project is submitted to an ad hoc faculty committee of three faculty members recommended by the student and approved by the head of the academic department or discipline in which the project falls; two faculty members are chosen from the academic area or discipline of the project and one from any area. The student may not submit a project evaluated by one committee to a second committee for reevaluation. The student may resubmit a project to the original committee at the committee's discretion or with its encouragement. The number of CPL hours assigned to a project/portfolio will reflect the academic evaluation of the project; credit will be awarded for work judged to be of at least C level quality. No letter grades are given. The range of credit is from 0-6 hours per project. A student may apply a maximum of 18 hours of CPL toward graduation requirements. CPL typically fulfills elective requirements, but upon the recommendation of the ad hoc committee, it may be approved for requirements in the UNIFI/General Education with the approval of the Office of Academic Affairs or for major credit with departmental approval. Students should contact the appropriate departmental office for advice in submitting their materials. Application forms are available from the Office of the Registrar.

Graduate students: a digital portfolio/documentation is submitted to the College of Graduate, Research and Online Education (GRO). GRO then submits documentation to the corresponding academic department and/or graduate program for assessment. Upon completion of the evaluation, the student is notified of the outcome by GRO. If a student disagrees with the departmental assessment, they may appeal to the Dean of GRO. The number of CPL hours assigned to a project/portfolio will reflect the academic evaluation of the project; credit will be awarded for work judged to be of at least B level quality. No letter grades are given. The range of credit is from 0-15 hours per portfolio. CPL typically fulfills elective requirements, but upon recommendation of the academic department/program, it may be approved for program requirements. A student may apply a maximum of 15 hours of CPL toward graduation requirements. Students should contact the appropriate departmental office for advice in submitting their materials. Application forms are found on the College of Graduate, Research and Online Education website.

Internships/Cooperative Education

Internships and cooperative education experiences (co-op) help students integrate academic study with work experience. Students may intern with business, industry, or governmental/non-profit organizations in locations ranging from local to international. Registration of internships is optional, with the exception of a few majors, which require an internship for graduation.

Students who participate in an internship may be eligible for academic credit or a transcript notation. Academic departments establish the requirements for academic credit and Career Services establishes the requirements for a transcript notation. Factors such as GPA, prerequisite courses, year in school, and the intern's responsibilities determine student eligibility.

Career Services encourages students to meet with staff as early as their freshmen year to begin talking about internship opportunities. More information about internships can be found on the Career Services website: <https://careerservices.uni.edu/>.

Credit by Examination

Credit by examination is **for undergraduate students only**. Credit may not be established by examination for a course:

1. taken previously through regular course instruction (in-person or online);
2. for which the student does not meet the prerequisite; or
3. which is a prerequisite to one for which credit has already been earned.

The academic department establishes the requirements for the grading and administration of the examination. Course credit is earned only if a grade of A or B is received on the examination. A grade of C on the examination will release the student from the course requirement, but no credit is earned. A grade below a C on the examination gives neither credit nor release of the requirement and is not recorded on the student's record. The grade results are not included on the student's record nor counted in a student's grade index (GPA). Credit by examination may be repeated if the student received a grade below a C on the previous attempt and is still eligible to establish credit by examination.

A student should discuss satisfying a course requirement with their academic advisor and then with the department head (from the department offering the exam) before applying for credit by examination. The Application to Establish Credit by Examination can be obtained from the Office of the Registrar (Gilchrist 115 or registrar.uni.edu) and requires approval from the department head and the dean of the college in which the course is offered. A Credit by Examination fee will be assessed with the examination.

Note: For limitations in the total credits earned by examination, refer to Undergraduate Information and Degree Requirements in the University Catalog.

Independent Study

Undergraduate students of outstanding ability and achievement may be permitted to earn credit by departmental independent study.

This method of study follows the pattern of an investigation undertaken by a graduate student, although in reduced form. It involves independent thinking, the drawing of conclusions, the summarizing of evidence, or creative work. Whenever possible, the result of the investigation is summarized in a scholarly paper or report, prepared and documented in an approved fashion. This report is filed in the department office.

Independent study should not involve work available through regular university courses; neither should it be confused with individual instruction, or the tutorial method. Individual instruction is provided on rare occasions for instruction in a university course not currently being offered.

Application for independent study, including an outline of the proposed project, should be made to the head of the department in which the study is to be done and must have this approval before the project is undertaken. The student's program of independent study will be under the immediate supervision of one or more faculty members. Except for the major in Individual Studies, not more than six hours of credit earned by independent study may be used to meet the requirements of a major.

Independent study may also be taken under the *Individual Studies* program. Refer to Individual Studies major in this University Catalog for details.

Auditing (Visiting) Classes

A student may register for a class(es) on an audit/non-credit basis at the University of Northern Iowa if space is available in the course. A student auditing (visiting) a course is not required to take examinations, take part in class discussions, or complete other work.

There is no reduction of tuition and fees for auditing (visiting) a course. Audited courses will not be recorded on the permanent record for the student except by a student request approved by the instructor and indicating the student regularly attended the course.

If the term load limit for the student will be exceeded with the addition of a course being audited (visiting), a Student Request must be completed for approval prior to registration.

Specific information on auditing (visiting) classes may be obtained from the Office of the Registrar.

Writing in the General Education/ UNIFI and the Disciplines

At UNI, students are expected to write in the general education program, UNI Foundational Inquiry (UNIFI), as well as in each undergraduate major. Writing experience in both UNIFI and the undergraduate majors fosters learning, develops thinking, and introduces students to understanding writing as a process integral to critical inquiry in academic, professional, and personal contexts.

Students may satisfy UNIFI the writing requirement by academic credit earned in one of the following ways (or an equivalent):

ENGLISH 1005	College Writing and Research	3
ENGLISH 2015	Introduction to Writing Studies	3
ENGLISH 2120	Critical Writing About Literature	3
PHIL 1050	The Art of Critical Thinking and Writing	3
UNIV 1000 & UNIV 1010	First-Year Cornerstone: Integrated Communication I and First-Year Cornerstone: Integrated Communication II *	6

*(a two-semester sequence that satisfies both the Written and Oral Communication UNIFI learning areas)

Comparable writing instruction and practice may be available for qualified students in writing-enhanced sections of other UNIFI courses.

UNI is committed to helping students become competent writers for different purposes in various *settings*. Each department sets the writing requirements for its majors; because writing needs vary across disciplines, the requirements and conventions for writing differ across departments.

For students who do not meet the English admissions requirement, and for other students with limited writing experience, ENGLISH 1002 College Writing Basics provides instruction and practice designed to prepare students for success in courses that satisfy the UNIFI Writing requirement.

College Level Examination Program (CLEP)

The University of Northern Iowa (UNI) is a participating university in the College-Level Examination Program (CLEP). Students may complete CLEP tests prior to enrollment to UNI. UNI does not offer CLEP testing on campus.

CLEP offers 33 subject exams, but not all CLEP exams are accepted for credit at UNI. A list of courses for which CLEP examinations may be taken along with the minimum scores to earn credit is available from the UNI Office of Admissions.

Credit earned from a CLEP exam approved by UNI is applied to degree requirements. A maximum of 32 semester hours of credit by examination may apply toward degree requirements. This includes credit earned by CLEP, Advanced Placement, UNI departmental examination, and examinations from other colleges and universities.

A student may not earn credit by examination in an area in which the student previously has attempted or completed an equivalent course, a

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course of similar level, or one that is more advanced in content level. A course in which a student was enrolled until a W (withdrawal) was submitted in place of a grade is considered to be an attempted course.

Advanced Placement Program

The University of Northern Iowa participates in the College Board's Advanced Placement (AP) Program. Qualified high school students can take AP exams in college-level subjects through special courses at their school. UNI grants college credit for scores of 3, 4, or 5 (minimum score of 4 for biology, chemistry, and computer science). Refer to the University Catalog for limits on credit earned by examination, such as AP. For further details and transfer information, visit admissions.uni.edu/freshmen/ap-credit or contact the Office of Admissions (admissions@uni.edu).

International Baccalaureate

The University of Northern Iowa provides advanced standing credit for students who complete and pass International Baccalaureate (IB) examinations. Students must earn a score of 4 or above to receive advanced credit for Higher Level (HL) subjects and 5 or above for Standard Level (SL) subjects.

Up-to-date information on how course and credit are provided to students can be found at:

<https://admissions.uni.edu/admitted-students/college-credit>

For information about the transfer of IB credits, contact the Office of Admissions.

Post-Baccalaureate, Undergraduate Study

A student who has received a bachelor's degree may apply for further study at the University of Northern Iowa as an undergraduate rather than a graduate student. Inquiries should be made to the Office of Admissions. Undergraduate status will be accorded students who seek:

1. a second baccalaureate degree (designation as senior) or
2. teacher licensure (designation as senior) - a student who does not hold a teaching license and expects to be recommended by this university for an initial teaching license or student adding new endorsement(s) through UNI recommendation must also file an official transcript; this program requires the completion of a minimum of 12 credit hours at UNI before recommendation to the Board of Educational Examiners; or
3. courses for undergraduate credit (designation as unclassified)

Students with baccalaureate degrees do not earn graduate credit while in Post-baccalaureate Undergraduate status only. They must be admitted either to graduate Degree or Non-Degree Status before they can enroll in graduate courses (courses numbered 5000 or above). A student working toward a second bachelor's degree or teacher licensure and is admitted as a graduate student will pay graduate tuition for the entire enrollment if any of the enrollment is for graduate credit. No course can apply to both a bachelor's degree and a graduate degree except for combined degree programs.

Retroactive granting of graduate credit for course work taken while in post-baccalaureate, undergraduate status will not be done if, when the course work was taken, the student received financial

aid dependent on undergraduate status. If an undergraduate course can be taken at the 5000-level for graduate credit, extra work is required from graduate students to earn the graduate credit. This extra work cannot be completed after the course ends to change the course to graduate credit.

Students Enrolled for Both Graduate and Undergraduate Credit in the Same Term (Dual Career Students)

A student may take both graduate and undergraduate credit courses in the same term in one of the circumstances below. **A student must be degree-seeking in, and enrolled at least half-time in, their primary career in order to be eligible for federal financial aid. See the appropriate circumstance below for an explanation of which career is primary and for tuition billing information.**

Graduate Credit as a Senior

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelor's degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 total credit hours for graduate credit. Undergraduate Students may take graduate level courses only at the 5000 or 6000 level. Such registration requires approval on an online undergraduate student request (available via MyUNIverse Student Request Link) by the student's advisor, the instructor of the course, the head of the department offering the course, and Graduate Studies. The combined total of course credits, both undergraduate and graduate, may not exceed 15 hours in a semester or 8 hours in a summer session. Overload requests must be approved by the student's advisor and Graduate Studies. Any waiver of these requirements must be approved by Graduate Studies prior to enrollment. The Division of Graduate Studies may allow undergraduate students of junior standing to register in graduate courses. Students must meet GPA requirements and have departmental/program approval. An online student request must be submitted.

No course may count toward both an undergraduate and a graduate degree (except for combined degree programs - see Graduate section of this catalog). Graduate credit earned as an undergraduate will not be counted toward the undergraduate degree and may or may not be counted toward UNI graduate degree programs at the discretion of the graduate program (except for combined degree programs - see Graduate section of this catalog). Some graduate programs have early admission procedures which the student must follow in order for the graduate credit to apply to the graduate degree. The earliest graduate course that applies to a student's graduate program marks the beginning of the recency period for the completion of the degree.

Students earning graduate credit as a senior are classified as seniors but will pay graduate tuition for the semester hours for which they will receive graduate credit (except for combined degree programs - see Graduate section of this catalog). The maximum tuition will be the full-time graduate rate for the student's residence classification. The undergraduate career is the student's primary career for financial aid purposes. The student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Graduate Student Taking an Undergraduate Course

Graduate students wishing to take an undergraduate course for any reason must submit an online graduate student request "Request registration in an undergraduate course" through MyUNiverse. Once the request is approved, and assuming the requested course is open, the Registrar's Office will enroll the student in the course. Undergraduate courses taken by graduate students in Fall 2011 and later will appear only on an undergraduate transcript and will not be included in the graduate GPA.

Graduate students taking undergraduate courses will pay graduate tuition for their entire enrollment if they are taking any courses for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification. If the only enrollment is undergraduate courses, undergraduate tuition will be charged. However, the graduate career is the student's primary career for financial aid, regardless of enrollment. The student must be enrolled at least half-time in graduate courses to be eligible to receive federal financial aid, which will be at the graduate level.

Graduate Student Concurrent with Second Bachelor's Degree or Teacher Licensure

A student who has received a bachelor's degree may be simultaneously active in both an undergraduate career, to work toward a second bachelor's degree or teacher licensure, and a graduate career, either degree-seeking or non-degree. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to graduate study (see Admission to Graduate Study in this university catalog). For students pursuing teacher licensure, after submitting an undergraduate post-baccalaureate application and becoming term-activated, all student requests pertaining to licensure must be submitted at the undergraduate level. No course can apply to both a bachelor's degree and a graduate degree. Students who are admitted in this way will have both an undergraduate and a graduate transcript.

A graduate student (degree or non-degree) who is concurrently working toward a second bachelor's degree or teacher licensure will pay graduate tuition for the entire registration of a term if any courses are taken for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification.

If the student is graduate degree-seeking, the graduate career is the student's primary career for financial aid and the student must be enrolled at least half-time in graduate courses to be eligible for federal financial aid, which will be at the graduate level. However, if the only enrollment is in undergraduate courses, undergraduate tuition will be charged, and the Office of Financial Aid will regard the undergraduate career as primary for that term if the graduate career is temporarily discontinued. In that case, the student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level. A student cannot apply for graduation with the graduate degree when the graduate career is discontinued.

If the student is graduate non-degree, the undergraduate career is the primary career for financial aid. The student must be enrolled at least

half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Non-degree Graduate Student and Non-Degree Undergraduate Student

A student who has received a bachelor's degree may be simultaneously active in both a non-degree undergraduate career, to take undergraduate courses for personal interest, and a non-degree graduate career, to take graduate courses for personal interest or to demonstrate competence in graduate work prior to applying to a graduate program. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate non-degree admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to non-degree graduate study (see Admission to Graduate Study in this university catalog). Students who are admitted in this way will have both an undergraduate and a graduate transcript.

A non-degree graduate student who is also a non-degree undergraduate student will pay graduate tuition for the entire registration of a term if any courses are taken for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification. If the only enrollment is undergraduate courses, undergraduate tuition will be charged. Students who are not degree-seeking are not eligible for federal financial aid.

Workshops and Study Tours

Opportunities are offered for earning credit through workshops. Workshops provide residence credit, but a maximum of 6 semester hours may be applied toward graduation. Workshops can be found at online.uni.edu.

Occasionally, departments of the university may arrange off-campus trips and study abroad opportunities for credit. These trips are open to graduate and undergraduate students and may be identified through the Schedule of Classes published each term.

Exceptions to Academic Policies and Regulations

Undergraduate and graduate students who want to request an individual exception be made to a stated academic policy or regulation should complete an Academic Student Request. A student is encouraged to discuss an Academic Student Request with their academic advisor prior to submitting the online form. The student request online form can be accessed through Student Center in MyUNiverse.

Academic Forgiveness Policy (3.21)

I. Purpose

The purpose of this policy is to provide an option for undergraduate students to seek one semester of forgiveness for past academic coursework, after separation from the University of Northern Iowa (UNI), and subsequently delineate the prescribed process.

II. Policy Statement

Students who have been separated from UNI for four or more years and who have experienced academic challenges affecting their grade point average, may wish to seek academic forgiveness as a means to restarting their academic career in order to graduate from UNI.

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Students seeking academic forgiveness are responsible for ensuring their eligibility, initiating the process, and understanding the impact this policy may have on their academic record.

III. Procedures

1. Eligibility

- a. Eligibility for academic forgiveness requires that an individual:
 - i. is a former undergraduate student at UNI for one or more semesters, and
 - ii. has been separated from UNI (non-enrolled) for four consecutive calendar years or more, and
 - iii. has not already earned an undergraduate degree from UNI or another accredited institution, and
 - iv. has completed an application to re-enroll at UNI, or is re-enrolled at UNI following the designated separation, and
 - v. has submitted an Application for Academic Forgiveness within one academic year of a return to UNI, and
 - vi. is free from unresolved holds placed on enrollment by any UNI offices, and
 - vii. is seeking academic forgiveness for a semester in which an academic ethics violation of level three or higher was not founded.

2. General Qualifications

- a. Academic forgiveness is a request to remove a semester of previously completed coursework from UNI's calculated grade point averages upon approval of the request.
- b. Academic forgiveness is applied to one identified semester of classes from UNI, regardless of the number of credit hours in the semester, in the Application for Academic Forgiveness. All classes within the identified semester are included in the Application for Academic Forgiveness. Forgiveness is not applicable to individual classes.
- c. Major or program exit requirements (e.g. student teaching, culminating major/program field experience or internship) may not be eligible for forgiveness consideration depending on department/program policies.
- d. The semester requested for academic forgiveness must apply to the individual's previous academic enrollment prior to reentry to UNI.
- e. Academic forgiveness can only be approved one time.
- f. Academic forgiveness is irreversible and final.
- g. Students must complete a minimum of 12 credit hours within two calendar years upon or after reentry to UNI or the forgiveness approval will be void.
- h. Tuition refunds are not considered for an academic forgiveness semester.

3. Academic Records, Standing and Financial Aid Awards

- a. All courses taken and grades earned during the semester of academic forgiveness remain on the student's official transcript. They will be marked to show they have been removed from the computation of the GPA.
- b. The academic hours earned during the forgiveness semester will not count toward the number of hours required for graduation.
- c. Any courses in the forgiveness semester that satisfied departmental major/minor requirements should be reviewed with the corresponding department by the student at the time of forgiveness application. It is the decision of the department if a previously completed course will count as fulfilling the requirement in question. The acceptance of previously completed requirements for the major/minor is not guaranteed.
- d. UNIFI/General Education requirements satisfied by courses taken during an approved forgiveness semester are not eligible for waiver.
- e. A successfully completed prerequisite course in the major or minor impacted by academic forgiveness (i.e. during the semester forgiveness is requested) must be approved for waiver or substitution by the department for the major/minor degree requirements; all other courses must be repeated.
- f. Other universities and educational institutions may interpret transcripts and earned grade point averages differently. They may recalculate the grade point average to include all courses and semesters of earned credit.
- g. The Financial Aid Satisfactory Academic Progress policy is not impacted by receiving academic forgiveness. All coursework attempted will be included in evaluating a student's satisfactory academic progress for financial aid purposes. Students placed on financial aid suspension as a result of not meeting the Satisfactory Academic Progress prior to academic forgiveness will continue to remain on financial aid suspension. However, students have the opportunity to appeal their satisfactory academic progress standing. Eligibility for specific academic scholarships is determined by the requirements of each academic scholarship program, including how GPA eligibility decisions are determined. Contact the Office of Financial Aid and Scholarships prior to submitting an Application for Academic Forgiveness to better understand any impact on financial aid and the satisfactory academic progress appeals process.

Effective Fall 2018 semester.

Office of the Registrar and Office of the Provost and Executive Vice President for Academic Affairs, approved January 4, 2018

University Council, approved February 12, 2018

President and Executive Management Team, approved February 26, 2018

Student Academic Ethics Policy (3.01)

Purpose

The culture of The University of Northern Iowa is characterized by a long-standing commitment to student learning and to excellence in teaching. This commitment has been established through the development of an open, ethical and caring community that promotes diversity, honesty, integrity, respect, fairness, trust and civility among its members. This community has created a culture based on core values that include intellectual vitality, intellectual and academic freedom, the well-being of its members and service to others.

In order to realize its commitments and values, all members of the UNI community must demonstrate academic integrity and ethical behavior and foster academic integrity and ethical behavior in others. Those who violate UNI's standards of academic ethics must be held responsible for their misconduct. Those who observe violations of academic ethics have a responsibility to address it.

It is the purpose of this document to describe the responsibilities, provide definitions and examples of conduct which violates academic ethics and recommend appropriate sanctions in the case of misconduct.

Policy

1. Responsibilities of Academic Administrators

It is the responsibility of the Administration to foster and maintain the culture of the institution, including that of academic ethics and integrity. Ways of supporting this aspect of the University mission and culture may include:

- a. Collaborating with faculty in creation of procedures, policies, and tools for the education and enforcement of academic ethics and integrity.
- b. Assisting and supporting faculty in the investigation and appropriate correction of violations of academic ethics and integrity.
- c. Discussing the importance of academic honesty and ethics with students.
- d. Addressing violations of the academic ethics policy by a student.
- e. Communicating with faculty and students actions taken to address violations of academic ethics.

2. Responsibilities of Faculty Members

Faculty members have responsibilities to model academic integrity and ethics for their students, to educate students about these qualities and behaviors and to promote compliance with the standards described in this policy. They may do so by:

- a. Describing in writing and distributing the objectives and requirements of the course they are teaching at the beginning of each semester and summer term;
- b. Including a reference to the Academic Ethics policy on each course syllabus every semester;
- c. Discussing the importance of academic honesty and ethics with students;
- d. Making clear on their syllabus their expectations regarding individual or collaborative work, the use of supplemental aids for examinations and assignments and other specific guidelines

they want students to follow in completing assigned course work;

- e. Being available to answer students' questions about issues of academic honesty and proper procedures for course work;
- f. Addressing violations of the academic ethics policy by a student.

3. Responsibilities of Students

Students have responsibilities to become educated about the standards of ethics and behavior in the academic community and to adhere to those standards in all of their academic work. Students fulfill their responsibilities by:

- a. Reading and becoming familiar with the Academic Ethics policy;
- b. Understanding and avoiding actions that violate the Academic Ethics policy;
- c. Undertaking a commitment to act with honesty and integrity in completing any and all academic work;
- d. Understanding and applying the proper methods of attribution and citation in all written, oral and electronic submissions;
- e. Making sure they understand the requirements and expectations for academic work of each of their professors and to seek clarification from the faculty member when they are unsure if their behavior will violate those expectations;
- f. Maintaining University standards by reporting acts of academic misconduct to the faculty member for the course or another academic administrator such as a department head or dean.

4. Academic Ethics Violations

a. Plagiarism

- i. Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
- ii. Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.
- iii. Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are one's own or it results in one's own contribution to the work being minimal.
- iv. Presenting any work or part of a work or assignment that has been prepared by someone else as one's own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person, purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.
- v. Reproducing, without proper citation, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.

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- b. **Misrepresentation** Misrepresentation is a false statement of fact. Examples in the academic arena include but are not limited to:
- Arranging for another student to complete course work for one including taking an exam on one's behalf.
 - Taking credit for work one didn't complete, such as taking credit for a team assignment without participating or contributing as expected by one's instructor or team mates.
 - Turning in the same or substantially similar written work to satisfy the requirements for more than one project or course, without the express, prior written consent of the instructor or instructors. If the work is from a prior term's course one would need the express written consent of the current instructor. If you want to submit the work in more than one course during the same term one needs the express written consent of all instructors who will receive the work.
- c. **Fabrication** Fabrication means falsifying or misusing data in any academic exercise. Examples include but are not limited to:
- Falsifying data collected during a research activity.
 - Presenting falsified data in a paper, manuscript, or presentation.
 - Making up a source for a citation.
 - Citing a source the writer did not use.
 - Altering and resubmitting assignments, tests, quizzes or exams to gain additional credit.
- d. **Cheating** Cheating is the use or attempted use of any unauthorized assistance in any academic exercise. Examples include but are not limited to:
- Copying from someone else's assignment, paper, quiz or exam.
 - Looking on someone else's exam before or during an examination.
 - Unauthorized use of notes or other aids during a quiz, exam or other performance evaluation.
 - During a quiz or exam, using an electronic device that contains unauthorized information.
 - Communicating or attempting to communicate answers, hints or suggestions during an exam using any means including electronic devices.
 - Collaborating, without prior permission from one's professor, in the preparation of assignments, lab reports, papers or take home exams.
 - Using another person's answers for an assignment.
 - Providing test questions to other students either orally or in written form.
 - Stealing or attempting to steal an exam, exam questions or an answer key.
- e. **Impeding fair and equal access to the educational and research process.** Examples of this include but are not limited to:
- Tampering with, damaging, hiding or otherwise impeding other students' access to library materials or other related academic resources.
 - Attempting to prevent access by others to the computer system or destroying files or materials in the e-learning system for the course.
- f. **Misrepresenting or misusing one's relationship with the University.** Examples of this include but are not limited to:
- Falsifying, misusing, or tampering with information such as test scores, transcripts, letters of recommendation or other materials required for admission to and continued enrollment and access in the University's programs or facilities.
 - Altering, forging or misusing academic records or any official University form regarding self or others.
 - Presenting false information at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
 - Making a bad faith report of an academic integrity violation.
 - Offering bribes to any University representative in exchange for special favors or consideration in an academic proceeding.
- g. **Facilitation** Facilitation occurs when you knowingly or intentionally assist another in committing a violation of any of the previous sections of this academic ethics policy.
- ### 5. Academic Ethics Sanctions
- A record of all documented violations will be maintained in the Office of the Executive Vice President and Provost. Notice of all documented violations will also be sent to the Dean of Students. Any reported violation that involves a research activity, as defined in the research misconduct policy, will be reported to the Research Misconduct Officer and the investigation and sanction of research misconduct will be coordinated.
- Students accused of a violation of academic ethics may appeal the decision using the Academic Grievance process described in 12.01 Academic Grievance Policy
- a. **Level One Violations**
- Level One violations occur because of inexperience or lack of knowledge of principles of academic ethics on the part of the person committing the violation. These violations only involve a small fraction of the total course work, are not extensive, occur on a minor assignment and would not have appreciably increased the student's grade in the course.
- Examples include but are not limited to:
- Working with another student on a homework assignment or a lab report when the instructor has not explicitly authorized collaborative work.
 - Failure to properly cite once in a paper.
 - Possible sanctions are, but are not limited to:
 - Giving no credit for the assignment; course grade determined in the usual manner.
 - Requiring a makeup assignment that is more difficult than the original assignment.
 - Completing an assignment involving practice of proper citation.

- Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy.

Level One reprimands will be placed in the student's file maintained in the Office of the Executive Vice President and Provost but will not be made public or attached to transcripts or other records. The Provost will notify the student in writing that such action has been taken.

b. Level Two Violations Level Two violations involve dishonesty and/or affect a significant portion of the course work.

Examples include but are not limited to:

- Direct quotation or paraphrasing, more than once in an assignment without acknowledging the source.
- Copying on an examination.
- Giving unauthorized assistance to someone during an exam.
- Submitting the same work or major portions of a work to satisfy the requirements of more than one course without permission from the instructor.
- Using the work of collaborators on an assignment or laboratory report without acknowledging their contributions.

Possible sanctions include, but are not limited to:

- No credit for the assignment; course grade determined in the usual manner.
- No credit for the assignment; reduction in course grade.
- Completing an assignment on academic ethics.

Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Executive Vice President and Provost or designee will notify the student in writing that such action has been taken.

c. Level Three Violations

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements or assisting others to dishonestly complete such work. A third Level One violation or second Level Two violation will also be considered as a Level Three violation.

Examples include but are not limited to:

- Using prohibited materials during an exam.
- Altering an exam or assignment and submitting it for re-grading.

- Acquiring or distributing exam questions from an unauthorized source.
- Acquiring or distributing an exam answer key from an unauthorized source.
- Plagiarism that exceeds the Level Two violation threshold.
- Presenting the work of another person as one's own.
- Interfering with other students' access to course materials in the library or electronically posted.
- Fabricating research data.

Required sanctions:

- Disciplinary failure for the course. (This will appear on the student's transcript.)
- Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Executive Vice President and Provost or designee will notify the student in writing that such action has been taken.

Possible further sanction, determined by the Office of the Executive Vice President and Provost, based on the student's prior record of academic ethics violations, includes disciplinary probation.

d. Level Four Violations

Level Four violations are the most serious breaches of intellectual ethics.

Examples include but are not limited to:

- Breaches of academic ethics which involve forgery, theft or falsification of University documents or credentials.
- Taking an exam for someone else or having someone else take an exam for you.
- Fabrication of evidence, falsification of data, quoting directly or paraphrasing without proper acknowledgment of the source and/or presenting the ideas of another as your own in a senior thesis, master's thesis or doctoral dissertation, in scholarly articles submitted to refereed publications or conferences as a student.
- Willful violation of a canon of an ethical code of the profession for which a student is preparing.
- Repeated lower level violations such as fourth Level One, third Level Two or second Level Three violation.

Required sanctions:

- Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The

Academic Regulations

Executive Vice President and Provost or designee will notify the student in writing that such action has been taken.

- Permanent expulsion from the University and a notation of “academic disciplinary separation” on the student’s transcript.

Faculty Senate, approved April 16, 2012
President’s Cabinet, approved August 6, 2012

Student Conduct

The University of Northern Iowa expects all students to observe university regulations and the city, state, and federal laws, and to fully respect the rights of others. The University Student Conduct Code contains more specific information concerning student conduct and disciplinary action. This information is available by visiting deanofstudents.uni.edu/student-conduct. A printed copy is available in the Dean of Students Office.

Student Records

The University of Northern Iowa complies with the laws of the United States and the State of Iowa in the maintenance of student records, and in permitting access to those student records or the release of information in those records. University policies relative to student records are available at <https://policies.uni.edu/311>.

Information about the Family Educational Rights and Privacy Act and the regulations required by this act may be viewed at <https://registrar.uni.edu/ferpa>.

Student Persistence

Iowa Regents' Universities have conducted studies annually of student persistence to graduation. A summary of the findings of the most recent study are available at ie.uni.edu.

Student Academic Grievances

Equitable due process in academic matters is provided in grievance procedures for students. Copies are also available in all departmental offices and the Office of the Executive Vice President and Provost, Seerley 20 and can be found online at www.uni.edu/policies/1201 (12.01 Student Academic Grievance in the Policies and Procedures Manual).

UNI Equal Opportunity and Non-Discrimination Statement (13.03)

Purpose

To provide guidelines regarding equal opportunity and non-discrimination at the University in compliance with applicable federal and state non-discrimination and affirmative action laws and regulations.

Policy Statement

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation,

pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law.

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

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

Policies are subject to change. For current policy, see <https://policies.uni.edu/1303>.

UNI Discrimination, Harassment, and Sexual Misconduct Policy (13.02)

Purpose

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

Policy Statement

To affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, and to ensure compliance with federal and state civil rights laws and regulations, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class, and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance right rights of the parties in the Formal Complaint process during what is often a difficult time for all those involved.

This policy prohibits all forms of discrimination based on a protected class. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using the University's procedures as determined by the Title IX Coordinator, and as detailed in the policy.

When the Respondent is a member of the UNI community, a Formal Complaint process may be available regardless of the status of the Complainant, who may or may not be a member of the University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The

procedures in this policy may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

The University provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident. Additional resource-related information can be found at <https://civilrights.uni.edu>.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Officer (or designated Deputy Coordinator). The Assistant to the President for Civil Rights serves as the Title IX Officer and ADA/504 Coordinator and oversees implementation of the University's Affirmative Action Plan and the University's Policy on Discrimination, Harassment, and Sexual Misconduct.

Policies are subject to change. For current policy, see <https://policies.uni.edu/sites/default/files/13.02.pdf>.

UNI Campus Accessibility and Accommodations of Disabilities Policy (13.15)

Purpose

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

Policy Statement

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

Policies are subject to change. For current policy, see <https://policies.uni.edu/1315>.