Assessing Student Learning at UNI

UNI is committed to the assessment of student learning for purposes of 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.

Assessment activities at UNI are conducted by academic, administrative, and student affairs departments and units and may take the form of surveys, standardized tests, program evaluation forms, focus groups, student projects, student reflective activities, 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. Some assessments may be voluntary; others may be required.

Assessment-related data are kept confidential for individual students and are released only in aggregate form. Unless the assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Additional information about assessment policies and processes at UNI can be found on the website for the Office of Academic Assessment https://assessment.uni.edu/.

Questions about assessment at UNI can be directed to the Office of Undergraduate Studies.

Academic Program: Student Load

The registration of every student is subject to the approval of her/his advisor.

The regular work of an undergraduate student for the fall or spring semester usually consists of 16 or 17 hours. First semester students are limited to a maximum of 18 hours.

Students may register for hours up to and including the limits stated below without obtaining special permission:

- Probation and Warning Students: 14 hours
- All Other Undergraduates: 18 hours
- Graduate Students: 15 hours

Undergraduate students who wish to register for an overload must get permission from their advisor and department head for approval prior to registration.

The normal maximum undergraduate student load during the summer session is one semester hour per week of instruction. Undergraduate students who wish to register for an overload must seek approval from their advisor and department head.

Graduate students who wish to register for an overload must submit an online graduate Student Request. A 3.00 GPA or above at UNI will usually be required for consideration of an overload request.

The maximum graduate student load during each semester of the academic year is 15 hours. Persons employed full-time should not register for more than 6 hours of graduate credit in any semester of the academic year.

The normal maximum graduate student load during the eight-week summer session is 9 hours; for shorter summer sessions the normal maximum load is 1 credit hour per week (i.e., 4 credit hours for a four-week session, 6 credit hours for a six-week session).

Exceptions to load restrictions for graduate students may be granted only by the Graduate College.

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

Fall and Spring Semesters

Undergraduate

- Full-time: 12 or more hours
- ¾ time: 9-11 hours
- ½ time: 6-8 hours
- Less than ½ time: 1-5 hours

Graduate

- Full-time: 9 or more hours
- ¾ time: 7-8 hours
- ½ time: 5-6 hours
- Less than ½ time: 1-4 hours

Summer Session

Undergraduate

- Full-time: 9 hours
- ¾ time: 7-8 hours
- ½ time: 5-6 hours
- Less than ½ time: 1-4 hours

Graduate

- Full-time: 7 hours
- ¾ time: 6 hours
Academic Regulations

- ½ time: 4-5 hours
- Less than ½ time: 1-3 hours

Change of Registration

Students may add classes, without approval, during the first seven (7) instructional class days of a semester. After the seventh instructional day of the semester and before the end of the tenth day of the semester, the student must have departmental approval to add a class. For the summer sessions a proportionately equal amount of time is allowed at the beginning of a session for adding classes.

Approval to add a course after the tenth day of the term is rare and is at the discretion of those approving the request. To add a class for credit after the tenth day of a term, the student must have the approval of the instructor, the student's advisor, and the head of the department in which the course is offered. Courses dropped after the deadline for dropping with a W (Withdrawn), which is 10 calendar days after the end of the first half of the fall and spring semesters and at the midpoint of half-semester and summer session courses, will be recorded as F (Failed) unless there are unusual circumstances and the student is doing passing work - in which case the instructor, the student's advisor, and the head of the department in which the courses are offered may approve a grade of W.

Pertinent dates governing the dropping and adding of courses, change to or from ungraded credit, and deadlines for making changes without charge are contained in the Schedule of Classes for that session.

Withdrawal Refunds or Fee Reduction

The information below applies to students who withdraw completely from school during a semester or summer session. **Dropping one or more classes does not constitute a withdrawal unless students drop all classes for which they are registered.**

If credit is earned during the period of enrollment, there is no refund or reduction of academic fees. For any two- or three-week session, there is no refund or reduction of academic fees. 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.)

<table>
<thead>
<tr>
<th>Fall/Spring Semester</th>
<th>Percentage of fee reduction</th>
<th>Withdrawal during specified weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>before classes begin</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>first week</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>second week</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>third week</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>fourth week</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>after fourth week</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Session*</th>
<th>8-week or longer session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of fee reduction</td>
<td>Withdrawal on day number</td>
</tr>
<tr>
<td>100</td>
<td>before classes begin</td>
</tr>
<tr>
<td>90</td>
<td>1-3</td>
</tr>
<tr>
<td>75</td>
<td>4-6</td>
</tr>
<tr>
<td>50</td>
<td>7-8</td>
</tr>
<tr>
<td>25</td>
<td>9-10</td>
</tr>
<tr>
<td>0</td>
<td>11th day and beyond</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6-week sessions</th>
<th>Percentage of fee reduction</th>
<th>Withdrawal on day number</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>before classes begin</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>1-2</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>5-6</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>7-8</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>9th day and beyond</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4-week sessions</th>
<th>Percentage of fee reduction</th>
<th>Withdrawal on day number</th>
</tr>
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<tbody>
<tr>
<td>100</td>
<td>before classes begin</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>1-2</td>
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<tr>
<td>25</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>6th day and beyond</td>
<td></td>
</tr>
</tbody>
</table>

* 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. Those students who live in residence halls must also cancel the housing contract through the hall coordinator of the residence hall in which they live. Those 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.

A student who has registered but decides not to come to the University of Northern Iowa should advise the Office of the Registrar in writing at as early a date as possible of the need to cancel the registration, listing the reason(s) for withdrawing from the university. Withdrawal after classes begin will cause a tuition charge.

Student Identification Card (uCard)

Each new student receives an identification card (uCard) which is used throughout attendance at the university. A fee of $25.00 is charged to replace this uCard.
Policy on Class Attendance and Make-up Work (3.06)

Purpose:
It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. Occasionally, 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 part-time.

Policy

A. General Provisions

1. Faculty members who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction.

2. Students must adhere to each faculty member’s policies regarding attendance and make-up work.

3. Faculty members who require attendance at activities or events that may conflict with a student’s otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly scheduled class period, the affected students must be provided with written notice at least 10 university class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student’s obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student’s obligation to provide the schedule to his/her other faculty members. A student may not be penalized for missing a course activity which is outside of their regularly scheduled class time and conflicts with his/her other scheduled courses. If a faculty member has course activities which require attendance outside of scheduled class time, that faculty member must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

B. Absences

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

1. In the case of mandatory excused absences, students must be allowed to make up missed work, complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work assignment. Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.

   a. The following absences must be excused:

      • Required university related absences, including but not limited to athletic games/matches/meets or their equivalents,
      • Absences due to military duty or veteran status, including service-related medical appointments where failure to appear might result in a loss of benefits,
      • Absences because of pregnancy or childbirth for as long as the student’s doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.
      • Legally mandated absences such as jury duty or court subpoena.

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

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

2. Except as outlined in B1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to: non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional conference, lecture on campus); illness; significant personal emergency; bereavement; obligatory religious observances, etc.

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

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

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

C. Make-up Work Grievances Arising from Absences

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

(Faculty Senate, approved December 2, 2013)
Course Credit Expectation

An academic semester contains 15 weeks (approximately 75 days) of instruction. Students enrolled in courses whose mode of instruction is lectural/discussion-based should expect to have 15 hours of class contact over the length of the semester for each hour of credit available. Students should plan to spend two hours of preparation per credit hour each week of the term. Students enrolled in courses whose mode of instruction is activity-based should expect to have 30 hours of class contact over the length of the semester for each hour of credit available. Students enrolled in courses offered on a shorter-term basis should expect their class contact to be proportionately increased to be comparable with semester long course expectations.

Final Examination Information

The final examination schedule applies both to faculty and students. Unless previous arrangements have been made, it is expected that the official schedule in the semester Schedule of Classes will be followed.

A comprehensive final examination, if required, must be administered at the time indicated on the final schedule. No final comprehensive examination shall be administered to a class within the last two weeks prior to the officially scheduled final examination period (excluding summer sessions or half-semester courses). In the week prior to the beginning of the final examination period, unit tests, papers, projects, and other assignments are permissible if announced in the course outline/assignment sheet/syllabus or prior to midterm.

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.

The department heads must see that the final examination schedule and the policies are followed. 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 the Graduate College.

Work lost due to illness, or other 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 liberal arts core 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 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.
If a graduate student repeats a course, both grades count in computing
the index.

**Failed Courses**

A course taken at UNI in an on-campus setting, online, or through
Guided Independent Study, 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, s/he may be placed
on Academic Suspension. No student in his/her 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
her/his course schedule canceled for the semester.

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

**Academic Alert**

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

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

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

**Academic Probation**

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

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

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

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

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

An undergraduate student who has been placed on Academic Suspension may be readmitted only after completing the Application for Readmission from Academic Suspension and receiving formal reinstatement from the Committee on Admission, Readmission, and Retention. The Application for Readmission from Academic Suspension can be completed and submitted online at https://registrar.uni.edu/. As a condition of reinstatement, a student may be subject to stipulations designed to increase academic success. A student who does not agree to these conditions may be denied readmissions or have her/his course schedule canceled for the semester.

A student who is readmitted after suspension will be placed on Academic Probation following Suspension beginning with the semester immediately following his/her return to UNI. A student readmitted after suspension must earn a minimum UNI semester GPA of 2.0 for each semester after being readmitted until his/her UNI cumulative GPA reaches 2.0 or higher. While on Academic Probation following Suspension, the student will be limited to 14 credit hours for a semester.

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

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

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

Graduate Probation and Suspension
Refer to Graduate Degree Requirements in this University Catalog.

Dean's List
To be eligible for the Dean's Honor List, which is published each fall and spring semester, a student must have earned a grade point average of no less than 3.50 while completing at least 12 semester hours in graded work or in field experience in that semester. A Dean's Honor 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 on graduation from a bachelor's degree curriculum. To receive an honor rating, the student must earn not less than 55 semester hours of credit at this university (effective Spring 2008). Only credit earned in residence at this university is considered in making honor awards, except for students graduating with the Bachelor of Liberal Studies degree in which case both residence and non-residence credit taken at this university is considered.

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

Summa Cum Laude
Students whose 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 Summa Cum Laude.

Magna Cum Laude
Students whose 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 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.

Qualifying first-year students will automatically be invited to join the University Honors Program upon their admission to the University of Northern Iowa. Entrance requirements include:
• ACT composite of 27 or above (SAT-WER&M of 1280 or above)
  AND
• GPA of 3.70 or above

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://honors.uni.edu/entrance-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 two designations for participation: University Honors with Distinction and University Honors. To graduate from the Honors Program with University Honors with Distinction, a student must produce an honors thesis or project and take a total of **30 hours of honors credit**. To graduate from the Honors Program with University Honors, a student must produce an honors thesis or project and take a total of **18 hours of honors credit**. See https://honors.uni.edu/program-requirements for a complete description of program requirements and a standard distribution of hours.

For more information, contact:

The University Honors Program
2401 College Street
Cedar Falls, IA 50614-0355
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 credit at this university may take courses offered by this institution for Credit/No Credit Grading.

1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C- or higher is required in a course to receive credit on the credit/no credit option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.
4. Ungraded credit may not be applied to work required for a major or minor except with the consent of the head of the department in which the course is offered.
5. No course taken in the credit/no credit option may be applied toward meeting a Liberal Arts Core requirement.
6. Except for Level 1 Field Experience: Exploring Teaching (TEACHING 2017), Level 2 Field Experience: Teacher as a Change Agent (TEACHING 3128), and for Student Teaching (TEACHING 3132 (280:132) through TEACHING 3140 (280:140)), ungraded credit may not be used to meet the Professional Education Requirements for the teaching program.
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 Correspondence (specified as Guided Independent Study at UNI) courses.
10. Change of registration in a course to or from a non-graded basis may not be made after five class days beyond midterm in a full, academic-year semester, or after the mid-point in the duration of a course taught in a period less than a full, academic-year semester. Only one such change of registration may be made per course. A graduate student may include up to three credit hours of non-graded 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 (100/3000-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 (120:169), ACCT 3092/5092 (120:170g), ACCT 3179 (120:179), and ACCT 6090 (120:269).

Open Credit System

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

A project 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 submission of the project. 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 open credit hours assigned to a project 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 open credit toward graduation requirements. Open credit is normally elective but, upon the recommendation of the ad hoc committee, it may be approved for requirements in the Liberal
Academic Regulations

Arts Core 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 projects. Application forms may be secured from the Office of the Registrar.

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 in a course may be earned by examination by undergraduates. Credit is earned only if a grade of A or B is received in the examination. A grade of C will release a student from a course requirement, but gives no credit. A grade below C gives neither credit nor release and is not recorded on the student's record. Credit earned by examination is recorded on the student's record only as Passed or Released. The results are not counted in a student's grade index.

Credit may not be established by examination for a course taken previously and failed, or for a course for which the student does not meet the prerequisite, or for a course which is a prerequisite to one for which credit has been earned.

Application for credit by examination is made to the Office of the Registrar, and approved by the head of the department offering the course and the dean of the college in which the course is offered.

The department gives the examinations and establishes the requirements for fulfilling the examinations. Credit by examination is open to most courses offered on campus; however, a student should discuss the course requirements with the department head before applying for credit by examination.

Note: For limitations in the total credit earned by examination, refer to Graduate Degree Requirements in this 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 Classes

A student may register for classes on an audit (non-credit) basis at the University of Northern Iowa if a space is available in the class. If the addition of the course to be audited (visited) makes the student's total course load hours more than is permitted according to the student's grade point average, the student must also have written approval from the academic department of their major for an overload of course work.

There is no reduction of fees for auditing (visiting) a course.

Specific information on auditing (visiting) classes may be obtained from the Office of the Registrar. Visitors in the courses are not required to take examinations, take part in class discussions, or complete other work. Audits will not be recorded on the permanent record except by a student request approved by the instructor showing that the student regularly attended the course.

Writing in the Liberal Arts Core and the Disciplines

At UNI, students are expected to write in the Liberal Arts Core (LAC) and in each undergraduate major. Writing experience in both the LAC 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 Northern Iowa's LAC writing requirement by academic credit earned in one of the following ways (or an equivalent):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 1005 (620:005)</td>
<td>College Writing and Research</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 2015 (620:015)</td>
<td>Craft of Academic Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 2120 (620:034)</td>
<td>Critical Writing About Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

* Icon indicates an assignment determined by the instructor to be completed by returning a completed assignment to the instructor.
Comparable writing instruction and practice may be available for qualified students in writing-enhanced sections of other Liberal Arts Core 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 (620:002) College Writing Basics provides instruction and practice designed to prepare students for success in courses that satisfy the LAC Writing requirement.

**College Level Examination Program (CLEP)**

The University of Northern Iowa (UNI) is a participating university in the College-Level Examination Program (CLEP). Developed by the College Board, CLEP examinations measure knowledge of the material usually covered in courses taken in the first two years of college. CLEP exam-takers include home-schooled students, high school graduates, adults just entering or returning to school, military service members, and traditional college students. CLEP examinations are administered in over 1,800 testing centers in the United States and abroad. Students may test at the testing center of their choice and request to have their scores sent to their college/university. CLEP is the most widely accepted credit-by-examination program, with over 2,900 colleges and universities accepting CLEP credit.

At UNI, the CLEP exam is regularly administered in Examination Services. Students should take CLEP exams prior to enrollment at UNI or early in their college career to avoid taking a course that will duplicate or disqualify them from receiving CLEP credit. Before completing the online registration to take the CLEP examination, it is highly recommended that students meet with an academic advisor knowledgeable about the CLEP program. Since all CLEP exams require college-level knowledge and critical thinking, to do well, students are strongly encouraged to prepare for their CLEP examination.

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 Examination Services or the UNI Office of Admissions.

At UNI, each CLEP examination may be attempted only once for credit. 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.

Comparing writing instruction and practice may be available for qualified students in writing-enhanced sections of other Liberal Arts Core courses.

For students who do not meet the English admissions requirement, and for other students with limited writing experience, ENGLISH 1002 (620:002) College Writing Basics provides instruction and practice designed to prepare students for success in courses that satisfy the LAC Writing requirement.

**International Baccalaureate**

The University of Northern Iowa (UNI) participates in the Advanced Placement Program of the College Board. Through enrollment in special courses in a participating high school, a qualified high school senior may take Advanced Placement examinations in one or more academic subjects at the college level. UNI grants college credits in art, biology, chemistry, computer science, economics, English, environmental science, history, human geography, languages (Chinese, French, German, Japanese, Latin, Spanish), mathematics, music, physics, political science, psychology, and statistics to students who pass examinations with scores of 3, 4, or 5 (minimum score of 4 for chemistry). (For limitations in the total amount of credit earned by examination, refer to additional information provided within this University Catalog.)

For additional information about the transfer of Advanced Placement credit to UNI, contact the UNI Office of Admissions.

For information on the International Baccalaureate curriculum, visit https://intladm.uni.edu/international-baccalaureate

Specific information for IB credits already earned can be obtained by e-mailing:

mailto:uinternational.admissions@uni.edu
(uginternational.admissions@uni.edu)

For information on the International Baccalaureate curriculum, visit http://www.ibo.org

UNI's advanced standing credit policy ensures students are recognized for their college-level work accomplished during their secondary studies. These credits will satisfy university graduation requirements and will result in a savings of time and money.
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 semester hours at UNI before recommendation to the Board of Educational Examiners will be made; 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. See “Students enrolled for both graduate and undergraduate credit in the same term” in this university catalog for further information.

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, her/his 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. Such registration requires approval on a student request form (available https://uni.edu/registrar/forms?page=2or through department offices) by the student’s advisor, the instructor of the course(s), and the head(s) of the department(s) offering the course(s). Additional approval by the Graduate College on the student request form is required if the student’s GPA is below 3.00, or if the registration is occurring during advanced registration the semester before the student attains senior standing. 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 the Graduate College.

No course may count toward both an undergraduate and a graduate degree. 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. 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. 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 (e.g., personal interest, to satisfy provisions of admission, professional development or certification, etc.) must submit an online graduate student request through MyUNIverse. Request type Q should be used. 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). 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 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
From time to time, and especially during the summer session, opportunities are offered for earning credit under the workshop plan. Workshops provide residence credit, but a maximum of 6 semester hours may be applied toward graduation.

Occasionally, departments of the university may arrange extensive study tours here and abroad for credit. These trips are open to graduate and undergraduate students. Plans for this type of study and the number of hours of credit which may be earned are announced through university publications.

Student Requests for Exceptions to Academic Policy
Undergraduate students who wish to request that an individual exception be made to a stated academic policy should complete a Student Request in consultation with their advisors. Undergraduate Student Request forms are available online at https://provost.uni.edu/resources (Resources for Students), in all departmental offices, and from the Office of the Registrar. The advisor’s signature is required for all requests. Other approvals may include the instructor, department head, dean, University Registrar, and Associate Provost for Academic Affairs, depending on the nature of the request.

Graduate students submit graduate student requests online. See Filing Graduate Student Requests.

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. Providing leadership and guidance to academic units to ensure that academic ethics are integrated into their academic units.
   b. Developing and implementing policies and procedures to support academic ethics.
   c. Providing training and resources to faculty and staff to support academic ethics.
   d. Providing support to students who have observed violations of academic ethics.

   e. Providing support to faculty and staff who have observed violations of academic ethics.

   f. Providing support to academic units that are experiencing difficulties with academic ethics.

   g. Providing support to academic units that are experiencing difficulties with academic ethics.

   h. Providing support to academic units that are experiencing difficulties with academic ethics.

   i. Providing support to academic units that are experiencing difficulties with academic ethics.

   j. Providing support to academic units that are experiencing difficulties with academic ethics.

   k. Providing support to academic units that are experiencing difficulties with academic ethics.

   l. Providing support to academic units that are experiencing difficulties with academic ethics.

   m. Providing support to academic units that are experiencing difficulties with academic ethics.

   n. Providing support to academic units that are experiencing difficulties with academic ethics.

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   p. Providing support to academic units that are experiencing difficulties with academic ethics.

   q. Providing support to academic units that are experiencing difficulties with academic ethics.

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   s. Providing support to academic units that are experiencing difficulties with academic ethics.

   t. Providing support to academic units that are experiencing difficulties with academic ethics.

   u. Providing support to academic units that are experiencing difficulties with academic ethics.

   v. Providing support to academic units that are experiencing difficulties with academic ethics.

   w. Providing support to academic units that are experiencing difficulties with academic ethics.

   x. Providing support to academic units that are experiencing difficulties with academic ethics.

   y. Providing support to academic units that are experiencing difficulties with academic ethics.

   z. Providing support to academic units that are experiencing difficulties with academic ethics.
Academic Regulations

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.

b. Misrepresentation

Misrepresentation is a false statement of fact. Examples in the academic arena include but are not limited to:

   i. Arranging for another student to complete course work for one including taking an exam on one’s behalf.
   ii. 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.
   iii. 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:

   i. Falsifying data collected during a research activity.
   ii. Presenting falsified data in a paper, manuscript, or presentation.
   iii. Making up a source for a citation.
   iv. Citing a source the writer did not use.
   v. 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:
   i. Copying from someone else's assignment, paper, quiz or exam.
   ii. Looking on someone else's exam before or during an examination.
   iii. Unauthorized use of notes or other aids during a quiz, exam or other performance evaluation.
   iv. During a quiz or exam, using an electronic device that contains unauthorized information.
   v. Communicating or attempting to communicate answers, hints or suggestions during an exam using any means including electronic devices.
   vi. Collaborating, without prior permission from one's professor, in the preparation of assignments, lab reports, papers or take home exams.
   vii. Using another person's answers for an assignment.
   viii. Providing test questions to other students either orally or in written form.
   ix. 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:
   i. Tampering with, damaging, hiding or otherwise impeding other students’ access to library materials or other related academic resources.
   ii. 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:
   i. 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.
   ii. Altering, forging or misusing academic records or any official University form regarding self or others.
   iii. Presenting false information at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
   iv. Making a bad faith report of an academic integrity violation.
   v. 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 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.
Student Persistence

Iowa Regents' Universities have conducted studies annually of student persistence to graduation. A summary of the findings of the most recent study may be secured from the Office of the Registrar.

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 Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu.

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

DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT POLICY

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

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

Persons who experience discrimination, harassment, or sexual misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The University provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident. Additional resource-related information can be found in Section VIII and at https://safety.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 Compliance and Equity Management serves as the Title IX Officer and ADA/504 Coordinator and oversees implementation of the University’s Affirmative Action Plan and the University’s Policy on Discrimination, Harassment, and Sexual Misconduct. The designated Title IX Deputy Coordinators are the Dean of Students, Senior Associate Athletic Director, and Associate Director of Compliance and Equity Management. For those individuals who become aware of incidents involving discrimination, harassment, or sexual misconduct, reporting responsibilities are described in Section III. A complainant’s options for reporting are addressed more specifically in Section IV. The complete policy can be found at https://policies.uni.edu/1302#reportingresponsibilities.