

PROGRESS TOWARD A DEGREE

RESPONSIBILITIES

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

The Office of Registration and Academic Records is responsible for registration, recording and reporting grades, maintaining current and permanent records on all students, enforcing rules on academic warning; probation and suspension, certifying students for graduation, and issuing transcripts. The office is located in Room 207, Hill University Center, 1400 University Boulevard, Birmingham, Alabama 35294-1150. (205) 934-8222.

Students must notify the Office of Registration and Academic Records of address changes so that notices and other materials are sent to the current address.

TERMS AND COURSE OFFERINGS

There are three academic terms during a calendar year: fall semester, spring semester, and summer term. The fall and spring semesters each consist of approximately 15 weeks of classes, followed by one week of final examinations. The summer term consists of five sessions, each with its own time and format. The five summer term sessions are as follows: a twelve-week session that runs throughout the summer term; the intensive May session, consisting of the first three weeks of the summer semester; a nine week session, beginning after the May session ends and running until the end of the summer semester; and the summer A and summer B sessions, which are both four and a half weeks long and run back-to-back concurrently with the nine-week session. The courses to be offered during a particular term are listed in the UAB Class Schedule, published two times per year. Summer/Fall class schedules are available to students in early March; spring semester schedules are available in late October. Early registration in April allows students to enroll in fall semester classes on a priority basis.

COURSE ENROLLMENT COURSE NUMBERING SYSTEM

Course Numbers	Primarily for:
000– 099	developmental courses
100– 199	freshmen
200– 299	sophomores
300– 399	juniors
400– 499	seniors
500– 599	graduate level I
600– 699	graduate level I
700– 799	graduate level II

Courses numbered 500 and above are for graduate students.

CLASSIFICATION OF STUDENTS

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

DECLARATION OF A MAJOR

Degree students must declare a major within their first 60 semester hours of course work before registering for additional courses. Students enrolling at UAB for the first time and who already have earned 60 semester hours will have a maximum of two terms within which to declare a major. Conditions for acceptance of a student into a major vary by department and school. Majors should be declared or changed using the official form available from the Office of Registration and Academic Records. Some majors are subject to additional admission requirements and enrollment limitations.

CREDIT HOURS AND LOADS

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

MANDATORY MEASLES IMMUNIZATION

All UAB students must have written proof of immunization against rubeola (red measles) in order to register for classes. See page 274 for more information on UAB's official immunization policy.

REGISTRATION

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

A degree student who has not registered for course work over a period of 24 months must reapply for admission to resume study as a degree student. If accepted, the student is subject to the policies of the catalog current at that time.

PREREQUISITES FOR A COURSE

It is the student's responsibility to ensure that prerequisites for a course are met before registering for the course. Advisors are available to help with this determination. Prior to the end of the designated drop period, the instructor has the prerogative to drop from the course a student who does not meet the prerequisites.

FIRST CLASS ATTENDANCE

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

PARTICIPATION IN UNIVERSITY-RELATED ACTIVITIES

Part of the value of a good undergraduate education is the opportunity to participate in a variety of university-sponsored activities, as long as these activities do not jeopardize students academically. Students who expect to miss class because of university related activities are encouraged to discuss the anticipated absence with the instructor, preferably during the first week of classes. Policies concerning class attendance and the availability of makeup opportunities for any class requirements are set by the individual course instructor. However, faculty are encouraged to make reasonable allowances for students who miss class due to participation in official university-sponsored activities. Examples of such activities include participation in state, regional, and national meetings where the student is a delegate or presenter, and participation in music performances and athletic events.

ADD/DROP PROCEDURES

In the case of fall and spring semesters and the 9 and 12 week sessions in the summer term, the last day to drop a class without paying full tuition is the eighth calendar day of the term; the last day to add a class is the ninth calendar day of the term. It is the student's responsibility to initiate add/drop procedures. Dates to drop and add for May session, A Session and B session are published in the UAB Class Schedule for summer term. Registration during late registration (the add period) for any class requires the signature of the instructor unless the class has not met for the first time and there are seats available. The official add/drop form must be used, and there is a fee for each change-of-course form used during late registration. The add/drop form may be obtained in the Office of registration and Academic Records. A student beginning the registration process during the late registration period will be assessed a late registration fee.

ATTENDANCE AND EXCUSED ABSENCE POLICY

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

The University regards certain absences as excused and in those

instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

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

In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

WITHDRAWING FROM COURSES

To avoid academic penalty, a student must withdraw from a course by the withdrawal deadline shown in the academic calendar and the UAB Class Schedule and receive a grade of W (withdrawn). The withdrawal period ends at approximately 60% of the academic term. After this deadline, the student must receive a grade in the course.

Students are not considered officially withdrawn from a single course or their entire registration until they have completed a withdrawal form and submitted it to the Office of Registration and Academic Records or until they have written a letter to that office requesting that they be withdrawn. **It is the student's responsibility to initiate the withdrawal process.** *Failure to attend class does not constitute a formal drop or withdrawal, either academically or financially.* Provided the withdrawal would not violate any academic or financial rules, the request will be honored. The date the change-of-course form or the letter is received in the Office of Registration and Academic Records will be regarded as the official date of withdrawal. It is important that students keep the official validation of all course changes as evidence of the transaction. If a student withdraws by mail, a withdrawal validation will be mailed to the student's address of record. Withdrawal is not complete until the student receives the validation notice. If the withdrawal validation is not received, the student is responsible for contacting the Office of Registration and Academic Records before the deadline to withdraw. If the official date of withdrawal is after the last day to withdraw without paying, **no tuition or fees will be refunded.**

AUDITING COURSES

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

Audit is similar to regular enrollment. Students choosing this option must be admitted to UAB; enroll in the course by completing a UAB registration form, indicating "AU" in the column labeled "Sem. Hrs."; obtain the signature of the instructor; and pay the same tuition and fees as regular enrollees. Provided the instructor's requirements are met, the course will appear on the transcript with the notation "AU" and zero semester hours credit. If the requirements are not met, a "W" will be entered on the transcript.

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

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

COURSES TAKEN ON A PASS/FAIL BASIS

A degree student who is in good standing may opt to register for a course on a pass/fail basis. The course must be one for which the student is eligible to register and cannot be among those used to satisfy core, major, or minor requirements. A student must declare the intention to take a course on a pass/fail basis by notifying the instructor at the first class meeting. It is recommended that students consult their academic advisors prior to taking any course as pass/fail.

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

UNDERGRADUATE STUDENTS IN GRADUATE COURSES

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

COURSE COMPLETION

FINAL EXAMINATIONS

The final examination for each course is scheduled for a period during finals week. This cannot be changed without the approval of the appropriate dean. A student with three or more exams scheduled in one day or two exams scheduled during the same

final exam period may request to have one exam rescheduled by mutual agreement between student and instructor. The student's request to the instructor should include appropriate written documentation of his/her schedule and should be provided to the instructor at least 14 calendar days prior to the last day of classes. Faculty are encouraged to work collaboratively with students and other faculty when such situations arise. Faculty reserve the right to administer an alternate examination at the rescheduled time.

GRADING POLICIES AND PRACTICES

Grade Report

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

Grades Assigned by the Faculty

- A (superior achievement)
- B (above average)
- C (average)
- D (minimally adequate)
- F (failing)
- I (incomplete) A temporary notation to be awarded only if in the instructor's judgment, the student should be allowed additional time to complete the course. A grade of "I" that is not changed by the instructor by the end of the next regular semester automatically converts to an "F".
- P (passing) Applicable only to a course taken on a pass/fail basis.

Notations Assigned by the Office of Registration and Academic Records

- W (withdrawn) A notation assigned by the Office of Registration and Academic Records reflecting an administrative action initiated by the student in accordance with regulations governing withdrawal from courses. "W" (withdrawn) may not be assigned by the instructor. The student must complete and submit a Course Withdrawal Form to the Office of Registration and Academic Records prior to the date specified in the current UAB Class Schedule for the particular academic term.
- N (no grade submitted) A temporary notation made by the Office of Registration and Academic Records if no grade (A, B, C, D, F, I, or P) is assigned the student by the course instructor. This notation is used only when the Office of Registration and Academic Records is unable to obtain a grade from the instructor prior to the issuing of grade reports or when the course is designed to extend beyond a single term. It remains the instructor's responsibility to assign a permanent grade. If the instructor has not submitted a grade by the end of the following term, the "N" (no grade submitted) is changed automatically to an "F" (failing) by the Office of Registration and Academic Records.
The notation "N" cannot be extended.

STUDY ABROAD GRADING POLICY

Grade Report

Auditing of any UAB Study Abroad approved classes/courses/programs will not be permitted. This policy has been put into effect to ensure full participation by all students on such approved programs. This policy includes faculty-led, 3rd party, and reciprocal exchange programs.

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

For those programs in which a UAB faculty member is teaching a class, the faculty member/instructor will assign the final grade as is normally done for any regular UAB class taught on campus. See the Grading Policies and Practices section of the UAB Catalog of Undergraduate Programs.

In most cases letter grades shall be assigned. Assignment of a pass/fail grade will be left to the discretion of the faculty leader/instructor of the course and will be determined on a case-by-case basis.

In all cases, students must participate fully in all course activities and meet all stated course requirements. In cases where a student is receiving final grade evaluation from a foreign institution, UAB will honor the U.S. equivalent of the final grade that is assigned by that host institution and posted to the official transcript of said host institution. If a foreign institution assigns a pass/fail grade on the official host institution transcript, then the UAB transcript will reflect such a pass/fail final grade.

COURSE REPEAT/FORGIVENESS POLICIES

Any course taken at UAB may be repeated at UAB; however, students should be aware that course repeats might not be looked upon favorably by some employers and professional schools. Courses are normally repeated to achieve a passing grade or an improved understanding of the course content. Students are encouraged to seek advice of an academic advisor before repeating courses.

For courses repeated at UAB, both the original grade and the repeated grade(s) will show on the student's transcript and will be calculated in the student's grade point average (GPA).

Academic departments and schools may have additional provisions regarding repeat courses and the calculation of GPA.

It is the student's responsibility to notify the Office of Registration and Academic Records of a repeated grade, since recognition of a repeated grade is not automatic.

FORGIVENESS POLICY

UAB offers the undergraduate student a forgiveness option by which courses taken at UAB may be repeated at UAB, and the grade for the first course will be excluded from the calculation of his/her grade point average (GPA). Only courses for which the student has received a grade of C, D, or F may be repeated under this option. The forgiveness policy may be used a maximum of four (4) times, only once for any course, which allows a student to use the forgiveness for four different courses. The transcript will show both the original grade and the course repeat grade, but only the grade points and credit hours earned in the repeated courses will be counted toward degree completion and averaged into the student's GPA. Once a

course grade is declared forgiven, the decision is irrevocable. (The forgiveness policy can be invoked at any time for a repeated course; however, all forgiveness requests must be made prior to application for degree.) **It is the student's responsibility to notify the Office of Registration and Academic Records of his/her applying the forgiveness policy to a repeated course. The process is not automatic.**

The Forgiveness Policy can only be applied to grades earned at UAB. Transfer GPA will be calculated on all grades earned at other institution(s).

COURSES TAKEN AS A TRANSIENT STUDENT

To take a course at another institution while concurrently enrolled at UAB, a student must submit a "Transient Student Request Form" with the rationale for the request to the UAB Office of Registration and Academic Records prior to enrolling in the course. The request must be approved by the student's academic advisor, the chair of the UAB department that would offer the course at UAB, and the chair of the department where the student is completing major/degree requirements. If the course from the host institution (defined as the institution where a student has temporary or transient status) has not been articulated at UAB, the Office of Academic Programs and Policy must be notified of the transfer equivalency. The form must indicate the courses the student has been approved to take.

To take a course(s) at another institution while not concurrently enrolled in UAB, a student may receive transient permission for one term only. If the student does not receive permission for transient status or if he/she enrolls for more than one term, the student must reapply for admission to UAB prior to continued enrollment at UAB. Forms must be approved in the same manner as for concurrent enrollment as described above.

Most institutions require a "letter of good standing" (defined as having a UAB grade point average of 2.0 or higher) from the home institution (defined as the institution where the student is enrolled as a degree-seeking student) to admit someone as a transient student. A student should obtain this verification from the Office of Registration and Academic Records when the Transient Student Request Form is submitted. The certifying letter should be submitted along with a copy of the request form as required by the host school.

Grades earned at UAB may not be replaced with grades earned in courses taken at other institutions. The UAB repeat policy applies only to courses repeated at UAB. Courses taken at other institutions without prior approval and a completed Transient Student Request Form on file may not be approved for credit at UAB.

COOPERATIVE EXCHANGE PROGRAMS

UAB, Birmingham-Southern College, Miles College, the University of Montevallo, and Samford University have established the Birmingham Area Consortium for Higher Education (BACHE) to expand educational opportunities for their students. UAB students may also enroll in courses at the University of Alabama and the University of Alabama in Huntsville through the University of Alabama System Cooperative Exchange Program. Any full-time, degree-seeking UAB student who is in good academic standing may, with written permission from his/her academic advisor and dean, and at no additional charge, take a course at another cooper-

ative exchange institution if it is not offered at UAB and it is deemed to be beneficial to the student's overall educational program. All courses eligible to be taken through the cooperative exchange programs must be articulated by UAB prior to the student's registration. Credit for work completed under the cooperative programs will be posted on the student's record as UAB credit.

The cooperative program course hours may be counted in the 12 hours needed for full-time; however, students cannot use an audit of a UAB course to count for full-time status. If, after being accepted into a cooperative exchange program, a student drops a UAB course that causes his/her status to fall below full-time, the student will not be allowed to continue in the cooperative program. Students usually may take only one course per term at a cooperative institution, but under special circumstances permission may be granted to take more. All academic regulations of UAB must be observed; in addition, students are expected to observe the academic regulations of the cooperating institutions.

Students must register for a cooperative exchange program course during UAB's registration period regardless of when the host institution's term begins. Further information on registration procedures and other matters may be obtained from the Office of Registration and Academic Records.

ALTERNATIVE CREDIT OPPORTUNITIES

In some instances academic credit may be awarded for work done in a format other than a college course. Credits earned in this way are recorded on the transcript with a grade of P. Such credits may not be used in repeating a course and may not be awarded for work equivalent to a course that is a prerequisite to a course already taken for credit. No more than 45 semester hours of alternative credit may be applied toward a degree. For more information on the following opportunities for alternative credit, testing schedules, fees and study guide information contact the Office of Academic Programs and Policy, Room 470, Hill University Center. See web-site at www.uab.edu/testing or call (205) 937-5503.

Opportunities for earning credit outside the normal course format include:

1. Advanced Placement (AP)—The amount of credit awarded and the examination score required are stated in the current policy.
2. College Level Examination Program (CLEP)—The CLEP General Examination must be taken before 15 semester hours of college work have been completed. The subject-area examinations are assigned credit as listed in the UAB CLEP Policy statement.
3. International Baccalaureate Credit (IB)—Academic credit may be awarded for scores of five or higher on IB higher-level examinations. No credit is awarded for subsidiary-level examinations.
4. Credit by Examination (CBE)—A degree-seeking student may petition to obtain credit for a course by taking an examination; however, not all programs will accept CBE. It is the student's responsibility to verify the applicability of CBE courses for major/minor requirements. The relevant department must agree to create and grade the examination. If a student takes CBE in a course that he/she has already taken for credit, the grade for CBE will not replace the grade for the previous course. The fee for CBE is based on the current rate of tuition according to your level (undergraduate/graduate) and residency status. The fee for CBE is the full rate of tuition per hour or credit requested.

5. Credit by Portfolio (CBP)—A degree-seeking student may petition to receive credit for a course on the basis of a portfolio of information documenting knowledge of the course material. The chair of the appropriate department and dean of the school make the final decision on acceptability of the materials for credit. The fee for CBP is based on the current rate of tuition according to your level (undergraduate/graduate) and residency status. The fee for CBP is the full rate of tuition per hour at credit requested.
6. Noncollegiate Courses—Credit may be awarded for noncollegiate courses in accordance with American Council on Education recommendations and approval of the appropriate department chair and dean.
7. Credit for Military Experiences—UAB evaluates military service and educational experiences completed by active-duty military service and Coast Guard personnel. UAB is an institutional member of Servicemembers' Opportunity Colleges.
8. Dantes Subject Standardized Tests (DSST)—The DSST, prepared by the Chauncey Group, is a nationally recognized credit-by-examination program that awards college credit for courses taken by examination. DSST Examinations are scheduled individually, by appointment.

TRANSFER CREDITS

The academic unit responsible for the program of study makes the evaluation of eligible credits earned at other institutions. Posting of such credits on the student's transcript does not constitute acceptance of the credits toward the fulfillment of specific degree requirements.

CUMULATIVE CREDITS AND GRADE POINT AVERAGE

The official determination of "credit hours earned," "credit hours attempted," and "grade point average" can only be made by the Office of Registration and Academic Records. The following sections indicate how these quantities are calculated. Transfer work and courses taken at UAB are treated on the same basis. Developmental courses are not included in calculations of credit hours earned, credit hours attempted, or grade point average.

Credit Hours Earned

The student's "credit hours earned" are increased by:

1. earning a passing grade (D or better) in a course for which the student was registered for credit,
2. obtaining the "Pass" grade in a course taken on a pass/fail basis, or
3. obtaining the "Pass" grade for alternative credit.

Credit Hours Attempted

The student's "credit hours attempted" are increased by:

1. receiving an A, B, C, D, or F in a course for which the student was registered for credit, or
2. receiving the "Fail" grade in a course taken on a pass/fail basis.

Grade Points

Four quality grade points are awarded for each semester hour for which the student received an A grade; three quality grade points are awarded for each semester hour in which a B is

obtained; two quality grade points are awarded for each semester hour in which a C is obtained; and one quality grade point is awarded for each semester hour in which a D is obtained. No quality grade points are awarded for an F.

Grade Point Average

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

THE NEW START OPTION

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

To apply for the New Start Option, the student must obtain the written approval of an academic advisor. The application must be filed with the Office of Academic Programs and Policy prior to graduation and must specify a date, called the New Start date, prior to which all grades and notations are voided. The application will not be considered until the following are met: (1) the student's transcript contains at least 24 semester hours of course work applicable to a degree (i.e. hours earned, but not necessarily to a particular major) at UAB, posted after the requested New Start date; (2) the Higher Education GPA on all work taken after the requested New Start date, as well as the UAB GPA, must be at least 2.0.

Policies governing the New Start Option are as follows:

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

ACADEMIC HONORS

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

ACADEMIC WARNING, PROBATION, AND SUSPENSION

Academic Warning

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

Academic Probation

A student (other than a first-term freshman) will be placed on academic probation if his/her UAB grade point average falls below 2.00 and will be required to meet with his/her academic advisor before the next registration period. At this meeting, the student and advisor will agree on a plan of action that will best help the student with his/her academic progress (e.g., courses to take or repeat, supplemental instruction, reduced credit hour load, basic skills seminars, etc.). The plan must be submitted to the Office of the Associate Provost for Undergraduate Programs and will be monitored by the student's academic advisor throughout the probationary period. The student will have a maximum of 24 semester hours to achieve a UAB grade point average of 2.00 or better to clear academic probation.

Academic Suspension

If a student does not clear probation (achieve a UAB grade point average of 2.00 or better by the completion of 24 additional semester hours), the student will be placed on first suspension for one term. When returning from first suspension, the student must meet with his/her academic advisor to be reinstated prior to registering for classes. The student will be reinstated on academic probation and must achieve a 2.00 or higher grade point average each term until the UAB grade point average is at least 2.00. The student must achieve a UAB grade point average of at least 2.00 to have the academic probation removed.

After first suspension, a student will be placed on second suspension when both the term grade point average and the UAB grade point average are less than 2.00. Second suspension is for twelve months.

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

If readmitted to UAB after, a second suspension, the student will be admitted under probation and must achieve a 2.00 or higher GPA each term until the UAB GPA is at least 2.00. If both the term GPA and the UAB GPA fall below 2.00, the student will be placed on suspension for twelve months.

Students may not transfer to UAB work earned at another institution while on suspension from UAB.

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

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

TRANSCRIPTS

Upon written request by the student, the Office of Registration and Academic Records will send an official transcript directly to the recipient designated by the student. Official transcripts will not be issued to the student; however, an unofficial transcript may be issued to the student. There is a \$5.00 charge for each transcript. Transcript requests will be honored only for students whose financial accounts with UAB are clear, including payment of charges for the current term.

SCHOOL, MAJOR, OR ADDRESS CHANGES

Changes or corrections to a student's name, address, telephone number, school, or major should be made through the Office of Registration and Academic Records, Room 207, Hill University Center, 1400 University Boulevard, Birmingham, Alabama 35294-1150. Appropriate forms are available in the second-floor lobby.

CONDUCT AND GRIEVANCES

STUDENT CONDUCT

The university expects mature and honorable behavior from every student and reserves the right to take appropriate disciplinary action when such behavior is not forthcoming.

Academic Conduct

All UAB students are expected to be familiar with the UAB Academic Honor Code as well as any honor codes that are specific to their schools or disciplines. The code represents a commitment to integrity in the academic community and a respect for an individual's educational endeavors:

I have read and, by choosing to become a member of the UAB academic community, accept the UAB Academic Honor Code. I understand that violation of this code will result in penalties as severe as expulsion from the university. I promise and confirm that I will not, at any time and under any circumstances, involve myself with abetting, cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at the University of Alabama at Birmingham.

The UAB Academic Honor Code

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest

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

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

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

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

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

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

Procedure for Suspected Violation

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

1. Upon reaching the conclusion that academic dishonesty may have occurred and that action is warranted, the instructor should inform the student of the charge as soon as possible. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student with a written statement of the action taken and the basis for it. A copy of this letter will be sent to the chair of the department.
2. Within two weeks of this notification of a judgment of academic dishonesty, the student may appeal the instructor's decision by letter to the chair of the department or his/her designated representative. The chair, acting expeditiously, should take testimony from the student, the instructor, and all appropriate witnesses

and make a decision. If the chair reverses the finding of academic misconduct, the instructor must reexamine the work in question and assign credit without prejudice. In the event that the chair is the instructor in the course, the dean will replace the chair in the appeal process.

3. In cases where a grade of F is assigned in the course and the student has utilized the appeal process described above (in section 2), the student has two weeks to appeal the decision by letter to the dean of the school responsible for the course. The dean should acknowledge receipt of the student's appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the dean's office. At the dean's discretion, an advisory panel may be appointed to study the appeal and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, the final decision. The decision of the dean is final.
4. In cases where the final decision concerning an academic misconduct charge is an F for the course, a letter to this effect will be sent to the Office of the Associate Provost for Undergraduate Programs and be kept on file. The course repeat policy will not apply to course grades resulting from instances of academic misconduct. In these cases, the grades of F received will be computed in the UAB grade point average.

A student who has received the grade of F for two instances of academic misconduct will be expelled from the university. Under certain circumstances, a student may be expelled on the first offense. The student will be duly informed of the pending expulsion and will be provided the opportunity to be heard. The student has two weeks after notification to request in writing a hearing with the Associate Provost for Undergraduate Programs. Students expelled from UAB for academic misconduct will have that noted on their transcripts.

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

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

Non-academic Conduct

The university is a community of scholars and learners; therefore, all participants are expected to maintain conduct which (1) facilitates the institution's pursuit of its educational objectives, (2) exhibits a regard for the rights of other members of the academic community, and (3) provides safety to property and persons. Through appropriate due process procedures, disciplinary action will be taken in response to conduct that violates these principles. A more detailed description of non-academic misconduct can be found in the student handbook, *Direction*, available from the judicial officer, Room 101, Hill University Center. It is the student's responsibility to be fully aware of the policies and procedures described in *Direction*. The Vice President for Student Affairs has the responsibility for coordinating policies and procedures regarding students' non-academic misconduct.

STUDENT GRIEVANCES

Academic Matters

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

Non-academic Matters

When complaints on non-academic matters cannot be settled by the persons directly involved, a written complaint should be forwarded to the appropriate office. If the administrative officer is unsuccessful in resolving the complaint, it may then be forwarded in writing to the Provost or a designee for further consideration. For specific information concerning the procedures and processes for non-academic complaints and grievances, contact the Judicial Officer, Room 101, Hill University Center, 1400 University Boulevard, Birmingham, Alabama 35294-1150.

OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS

UAB has a detailed policy regarding the ownership of intellectual property rights. See the Appendix, page 281.

DRUG-FREE CAMPUS POLICY FOR STUDENTS

Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB student on UAB property or as part of any UAB-sponsored or UAB-sanctioned activity is prohibited.

ELECTRONIC DATA PROCESSING SECURITY POLICY

UAB relies heavily on its electronic data processing systems and computers to meet its operational, financial, and informational requirements.

UAB STUDENT RECORDS POLICY

All students currently or previously enrolled at the University of Alabama at Birmingham have certain rights in relation to their educational records. No information from records, files, or other data directly related to a student, other than the directory information defined in this catalog, shall be disclosed to individuals or agencies outside the university without the written consent of the student. Directory information consists of the student's name, local and permanent address, telephone number, major field of study, schedule of classes, dates of attendance, and degrees awarded. Upon written request, this information will also be withheld from outside agencies.

SEXUAL HARASSMENT POLICY

UAB is committed to providing an environment free of discrimination, including sexual harassment. The full text of this policy can be found in the Appendix, page 280.

APPROPRIATE USE OF TECHNOLOGY IN THE CLASSROOM POLICY

The use of any personal computational or communications devices in the classroom, not otherwise governed by UAB or course policies, is subject to the approval of the instructor. This includes (but is not limited to) the use of calculators, computers, personal digital assistants, text pagers, and cell phones. Any use of such devices without instructor approval is not permitted.

The use of such devices without permission of the instructor may be considered a violation of UAB's non-academic conduct policies.

The use of such devices to facilitate an act of academic misconduct (such as cheating or plagiarism) will be considered a violation of the UAB Academic Honor Code and will be sanctioned as outlined in the Code.

