

Key Academic Policies and Procedures All Students Should Know

It is the responsibility of each student to be informed about University policies, deadlines, regulations, and procedures. Although each student has an assigned academic advisor, it is the student's responsibility to know the requirements of his or her degree. The list below is not intended to be all-inclusive, but rather to highlight some key policies and procedures.

Registration Related Policies and Information

- **Closed Classes- what is the procedure?** Students wanting to enroll in a class that is full may get permission to enroll in the course in one of two ways. Instructors may grant students permission to register for full classes through online registration overrides in OnePort. Many instructors will require students to attend the first class meeting before they consider any requests to be added. In situations in which the program director's approval is required, students must obtain the *Registration Exception Form* from the Advising & Learning Support Center. The form must be signed by both the instructor of the course and the program director.
- **Pre-requisites- what if I don't have one that is required for a specific course?** Students wanting to enroll in a class for which they do not have the pre-requisites may get permission to enroll in the course in one of two ways. Instructors may grant students permission to register for classes through online registration overrides in OnePort. In situations in which the program director's approval is required, students must obtain the *Registration Exception Form* from the Advising & Learning Support Center. The form must be signed by both the instructor of the course and the program director.
- **The first five days of class are considered Drop/Add days.** During this time, students may adjust their schedules on OnePort without any permanent record of their activity showing on their transcript. If a student decreases their enrolled hours below the level they paid for, they will receive a refund. In order to increase enrolled hours above the level paid for, students must pay the expected balance due before they can register for additional hours. **Online registration overrides are only valid until the end of Drop/Add**
- **After the first five days of class,** students may add a class by obtaining the *Permission to Late Add* form from the Advising & Learning Support Center. They must return the form by the deadline (5pm on the 10th day of class) after obtaining all necessary signatures.
- **After the 5th day of class and through the 9th week of classes,** students may withdraw from courses. The transcript will show a W as the grade in any course a student withdraws from. Students who withdraw from ALL courses may receive a pro-rated tuition refund until the 6th week of class. Students who withdraw from less than all of their classes do not receive a refund. Students are responsible for knowing the date of the last day to withdraw as well as other deadlines throughout the semester. The academic calendar is the primary source of this information and is available online. Withdrawals after the deadline are only considered for emergency medical situations and a petition with supporting documentation is required.
- **Pre-registration for current students-** currently enrolled students are expected to take advantage of the pre-registration periods offered in November (for spring) and April (for summer and fall). Any student who does not register before the stated deadline will have a fee imposed on their account. If a student registers during pre-registration but does not pay by the deadline, their classes will be dropped and a fee will be imposed on their account. In addition, students who do not pre-register, or those whose classes have been dropped for non-payment must pay their anticipated tuition and fees before they are able to register.
- **Taking courses at another institution for credit-** many times, especially in the summer, students want to take a course at another college or university. Anytime a UNCA student wants to take a course at another institution, they must complete the *Permission to Visit Another Institution* application in the Office of the Registrar to ensure that the course they take will transfer back to UNCA. Only students in good academic standing may take courses at another institution, and once a student has reached 60 hours, or if the course they want to take will put them over 60 hours, they will not be permitted to take courses at a two-year institution.
- **If you have AP or transfer credit,** make sure you have requested that a final transcript be sent from the school or AP Institute. Once the transcript has been received, it will be evaluated by the Transfer Evaluator in the Office of the Registrar. Students will receive a copy of this evaluation in the mail, and it can also be viewed through OnePort.

Academic Progress Policies and Information

- **UNCA has expectations for student progress.** If your cumulative GPA drops below a 2.0, you will be placed on Academic Warning and limited to 14 credit hours per semester. If you have not attained certain GPA levels after you have attempted 24 hours, you will be suspended. However, no student will be suspended until they have been on Academic Warning for at least one semester. Students should refer to the UNCA Catalog for more information and to see the minimum GPA requirements for satisfactory academic progress.
- **Attempted hours-** Every course that you are enrolled in at the end of the Drop/Add Period receives a grade and counts towards your attempted hours, including Ws.
- **Replacement of C-, D, F, and U grades.** If a student repeats either a failed course or a course in which he or she received a C-, D, or U grade, they must complete the *Repeat Course Form* in the Office of the Registrar. Once that form is completed, only the new quality points and semester hours for the second attempt will be counted in the calculation of their GPA, although the original grade will still show on the transcript. However, if the second grade is an F, no credit is earned and both grades will be used in the calculation of the GPA. Courses taken at another institution cannot replace grades for UNCA courses. If a student repeats a course for which he has earned a grade of C or better, the new quality points and hours will not be used in the calculation of the GPA, nor will the new hours count towards graduation requirements.
- **Students ready to graduate** must file an *Application for Graduation* and pay the commencement fee by the established deadline during the semester prior to graduation. You must obtain the *Application for Graduation* in the Office of the Registrar and the deadlines are clearly stated on it.
- **To graduate**, student must complete all ILS and major requirements, in addition to all University requirements listed in the Catalog under Graduation. For instance, you must have a 2.0 cumulative GPA, as well as a 2.0 in your major courses.

Financial Policies and Information

- **Tuition and fess must be paid!** If students do not pay in full or contact the Cashier's Office regarding expected financial aid or other funding sources by the due date each semester, their schedule will be dropped. Students who fail to register during the pre-registration period, fail to make payments on time, or register after classes have begun, will have additional fees posted on their accounts. In addition, students who do not pre-register, or those whose classes have been dropped for non-payment must pay their anticipated tuition and fees before they are able to register.
- **If you are on financial aid or want to apply for aid-** students must file a FAFSA application each year between January 1 and March 1 for the academic year beginning in August. Stop by the Office of Financial Aid for questions regarding applying or receiving aid.

If you have questions about forms, procedures, policies, etc., please consult the University Catalog or contact the appropriate office. At the start of each academic year, students may pick up a copy of the newest catalog in the Office of Admissions by showing their OneCard. It is always a good idea to read the parts of the Catalog pertaining to Academic Regulations & Policies and Programs of Study each year.

Students should also check their UNCA email regularly, as it is the primary means of communication from the University and some information can only be distributed through UNCA emails.