

# GENERAL REGULATIONS

## Class Attendance

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades. Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor. Students should expect their instructors to monitor attendance as required by the Federal Student Aid Handbook, (Volume 5, and Chapter 2).

## Freshman Orientation Program

All beginning freshmen are encouraged to participate in an orientation program preceding or at the beginning of the first term of residence. The program is designed to help orient the student to university life and includes scheduled sessions on university resources, academic programs and requirements, campus life, etc. Orientation sessions are held in June and July (see <http://www.una.edu/orientation> (<http://www.una.edu/orientation/>)).

## Mathematics Placement

See Department of Mathematics (<https://www.una.edu/math/>).

## English Placement

See Department of English (<https://www.una.edu/english/>).

## Educator Preparation and Nursing

Students who enroll in educator preparation or nursing programs must satisfy requirements for admission to, retention in, and graduation from such programs in addition to other university requirements. The standards and procedures are described under the College of Education and Human Sciences and the Anderson College of Nursing and Health Professions.

## Academic Honesty

Students of the University academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty, and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.

2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement (<https://www.una.edu/student-conduct/docs/Academic%20Dishonesty%20Incident%20Form%20No-Policy.pdf>) to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he/she is responsible for scheduling a meeting with the chair of the department where the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the dean of the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he/she is responsible for scheduling a meeting with the Provost to appeal the proposed disciplinary plan. The Provost shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the Provost may, at his/her discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.
4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the Provost may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

## Withdrawal from a Course

A student may withdraw from a course with a grade of **W** by the withdrawal period deadline indicated on the **University Academic Calendar** (<https://www.una.edu/registrar/Academic%20Calendars/>).

Any student wishing to withdraw from a class during the withdrawal (W) period may login to their secure UNA Portal and follow the same steps as when they initially registered, selecting '**web withdraw**' beside the desired course(s) and submit. This policy is valid for all courses offered by the University of North Alabama. The class will be withdrawn as requested and a notification sent to the student and instructor. The Registrar's Office will notify the Office of International Affairs for any international student wishing to withdraw from a class.

Withdrawing from a class after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

## Withdrawal from the University

A student may withdraw from the University with grade(s) of **W** by the withdrawal period deadline indicated on the **University Academic Calendar**. The grade of **W** will be recorded for each registered course.

Any student wishing to withdraw from the University will follow the same instructions as withdrawing from a course except for the last course. To withdraw from the last course, a student must send a detailed email request from their UNA email account to registrar@una.edu requesting to withdraw from the remaining course.

Withdrawal from the University after the withdrawal period deadline will require the permission of the Instructor and Department Chair or the Dean's Office.

## Medical Withdrawal

Request for a Medical Withdrawal (serious physical and/or psychological illness of the student) is voluntary and limited to students who have not taken a final exam or otherwise completed coursework for a final grade. If the Medical Withdrawal is approved, grade(s) of **W** will be recorded for each registered course. Consideration may be granted for withdrawal from an 8-week session(s) only if documentation supports the timeframe of request.

A Medical Withdrawal is appropriate when, by recommendation of a licensed healthcare provider (physician, nurse practitioner, or licensed mental health professional), a student cannot continue enrollment in their courses because of a serious physical and/or psychological condition. Because serious health conditions usually impact all courses, requests for a Medical Withdrawal result in a withdrawal from all classes and the University. Students are encouraged to contact their advisors, their academic deans, and financial services before withdrawing from the University. Withdrawal can impact financial aid, veteran's benefits, international student standing, and eligibility for athletes and on-campus housing.

A student requesting withdrawal based on medical circumstances should complete the Student Request for Medical Withdrawal Form and submit it, along with accompanying documentation by fax or, time permitting, by mail to the University Case Manager. The Licensed Provider Recommendation for Medical Withdrawal form should be faxed or, time permitting, mailed **by the provider**. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request. The University Case Manager mailing address is 1 Harrison Plaza, UNA Box 5023, Florence, AL 35632. The fax number is 256-765-4531.

Documentation will be reviewed by a committee of three persons, from the Office of Disability Support Services, University Health Services, and the University Case Manager. The Committee will be appointed by the Associate Vice President for Student Affairs and Dean of Students. The committee may approve, deny, or request further documentation upon review. If further documentation is requested by the committee, the student, will have 3 business days from the date of notification via University email to provide requested documentation.

If the Medical Withdrawal is approved, documentation will be submitted to the Office of the Registrar regarding the student's Medical Withdrawal, and the student will receive grades of **W** on transcripts. If the Medical Withdrawal is denied, the student will meet with the University Case Manager to discuss further options. The student will be notified of the committee's decision by official University email within 5 business days

of submission of a completed application. A hold will be placed on the student's record until they have been approved for re-enrollment. See Enrollment following Medical Withdrawal (p. 2).

Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

If the student's medical condition so incapacitates the student that they cannot act on their own behalf, the student's parent, legal guardian or representative should contact the University Case Manager 256-765-4531 for assistance.

### **Enrollment Following a Medical Withdrawal**

Students with plans to enroll in subsequent semesters or summer terms following a Medical Withdrawal will be required to submit medical documentation from a licensed healthcare provider, via the Licensed Provider Recommendation for Return to Campus (Medical Clearance) form, which indicates readiness to return to an academic environment. The student will be expected to sign a release for the treating physician/facility to the University Case Manager for verification purposes; failure to do so will result in denial of request. Additionally, academic units reserve the right to request further documentation and/or other requirements specific to the student. All documentation will be submitted to the University Case Manager, reviewed by the committee, and kept confidential. This information should be submitted 10 business days prior to the start of the semester in which the student wishes to enroll. A hold will be placed on the student's registration until this documentation is submitted. If the student has already registered for the following semester, the schedule will be dropped if documentation is not submitted by a specified date and/or the student has not contacted the University Case Manager.

The student may be required to fulfill additional requirements set forth by the committee and/or the University CARE Team to promote the student's success and continued community safety. Falsely attesting to the eligibility on the Student Request for Medical Withdrawal form is a violation of the Student Code of Conduct and may result in the revocation of a Medical Withdrawal and/or referral to the Office of Student Conduct.

## Retroactive Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for Retroactive Withdrawal from the University. The request must be submitted to the Registrar within sixty (60) days of the last day of classes for the semester for which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University). Before an extension can be granted, it must be verified that the student has not attended any other institutions since leaving UNA and/or is currently attending or has applied for readmission to UNA.

The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the college dean(s) have an objection to the retroactive withdrawal, they must contact the Registrar's Office up to 30 business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Provost will review all relevant documentation and make a final decision.

If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W**. If the student is enrolled in a program that

utilizes 8-week sessions, it may be possible to award withdrawals within an 8-week session instead of the entire semester. If the instructor(s) are no longer employed with the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions below)

## Notes and Exceptions

1. In determining the scholastic standing of a student who has officially withdrawn from the University or from one or more courses, grades of W are not charged as work attempted and are not awarded quality point credit. Incomplete work must be made up in the following semester (fall, spring). A grade of I (Incomplete) which has not been removed within the period prescribed automatically becomes an F.
2. Students should be aware that withdrawing from one or more courses may have substantial adverse effects on, including but not limited to, financial aid, scholarship award, health insurance, and athletic eligibility.
3. The policy does not apply to nursing courses taken in the Anderson College of Nursing and Health Professions. If a student attempts to withdraw from a nursing (NU) course by the withdrawal period deadline, a grade of WF will be assigned for a class average of less than 75% and will be considered a course failure.
4. The policy does not apply to students who have committed academic dishonesty in the course in question. A student will not be allowed to withdraw from a course in which they have committed academic dishonesty. If a student is accused of academic dishonesty, they will not be allowed to withdraw from the course while the case is pending.
5. A student may not withdraw from a class if they have exceeded the allowed number of absences for a particular course without consent from the instructor. After the withdrawal deadline per the Academic Calendar, a faculty member's attendance policy as stated in the course syllabus may supersede the student's withdrawal request.
6. Students who are called to active military service during an academic term may choose one of the following options:
  - a. The student may request a retroactive drop of their courses to the beginning of the semester with a full refund of tuition and fees.
  - b. If at least 75% of the term has been completed, the student may request that the faculty member assign a grade for the course based on the work completed, with the final grade assignment to be determined by the faculty member.
  - c. A student may be assigned grade(s) of I (Incomplete) and will be subject to the University's Incomplete grade policy.

## Retroactive Medical Withdrawal

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition for a Retroactive Medical Withdrawal from the University.

Since the deadline for the Registrar's Office to receive a supported Retroactive Withdrawal is sixty (60) days from the last day of classes for the semester in which the withdrawal is requested (in extraordinary circumstance an extension may be granted by the Provost or President of the University), the student must submit the request and documentation to the University Case Manager within 45 days of the end of the semester of request, thus allowing 15 days for committee review and submission to the Registrar's office. Before an extension can be granted, it must be verified that the student has not attended any other institutions since

leaving UNA and/or is currently attending or has applied for readmission to UNA.

The student should complete the Student Request for Retroactive Medical Withdrawal form and submit it, along with accompanying documentation, by fax to 256-765-4531, email [hunderwood1@una.edu](mailto:hunderwood1@una.edu), or, time permitting, by mail to University Case Manager, 1 Harrison Plaza, UNA Box 5023, Florence AL 35632. The student will be expected to sign a release to the provider so documentation can be verified by the University Case Manager; failure to do so will result in denial of request.

Documentation will be reviewed by a committee of three persons from the Office of Disability Support Services, University Health Services, and University Case Manager. The committee will be appointed by the Associate Vice President for Student Affairs and Dean of Students. The committee may support, deny, or request further documentation upon review. If further documentation is requested by the committee, the student will have 3 business days from the date of the notification via University email to provide requested documentation. The student will be notified by University email of the committee's decision.

If the documentation supports a Retroactive Medical Withdrawal, the Office of the Registrar will be notified by the University Case Manager. The instructor(s) of record and the dean(s) of the college where the courses are housed will be notified of the request by the Registrar. If the instructor(s) of record and/or the dean(s) have an objection to the Retroactive Medical Withdrawal, they must contact the Registrar's Office within 30 business days after notification of the withdrawal request. If the recommendations of the instructor(s) and college dean(s) are in conflict, the Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of **W**. Consideration may be granted for Retroactive Medical Withdrawal from an 8-week session(s) only if documentation supports the timeframe of request. If the instructor(s) are no longer employed by the University, the department chair where each course is housed submits the recommendation.

Note: Failure to comply with these requirements seriously affects the student's academic standing as well as future readmission. (See notes and exceptions as outlined in the Retroactive Withdrawal Policy.)