

GRADUATION REQUIREMENTS

General requirements for graduation with a bachelor's degree include:

1. Hour Requirements:

- A minimum of 120-semester hours of credit (except where specified higher).
- At least 36 credit hours must be upper level courses (numbered 300-400).
- At least 50% of the credit hours must be earned from UNA or other four year institutions.
- At least 25% of the credit hours must be taken at UNA.
- At least 50% of the minimum hour requirements for the major/teaching field must be in upper level courses (numbered 300-400). Additionally, a minimum of 9 upper level credit hours in the major/teaching field must be completed at UNA.
- Exceptions apply to RN to BSN or RN to MSN students.
- **Exceptions** to these policies must be compliant with accreditation standards and be approved by the department chair for the major and the dean of the college awarding the degree.

2. **Minor Residency:** A student whose major requires a minor, or a student who declares a minor at the University of North Alabama, must complete all required coursework for the minor requirements. Additionally, a minimum of 6 upper level credit hours of the minor requirements must be completed at UNA.

3. **Program:** Completion of the course of study, including the general studies component, major and minor fields (where required), and individual courses, as prescribed by the college for the degree program elected. Students may elect to pursue and to receive two degrees simultaneously if college and departmental requirements can be met simultaneously.

4. **Quality:** A minimum grade point average of 2.0 (C) is required at this University in each major and each minor and on all work attempted. For graduation in programs in educator preparation, the student must have a minimum grade point average of 2.75 on UNA work attempted, overall work attempted and on all coursework in the specific teaching field. In addition, educator preparation students must have a GPA of 3.0 in the professional studies coursework. (For Educator Preparation requirements which are in addition to graduation requirements, see "Colleges and Programs," College of Education and Human Sciences.) (For graduation in the nursing program see Anderson College of Nursing and Health Professions and Health Professions admission and progression/retention requirements.) Grades for transfer courses will not factor into the UNA Institutional GPA, but will be factored into the Cumulative GPA and will be factored into degree requirements in which a transfer course is applied. Students who plan to earn credit through transient, correspondence, or extension courses are required to secure prior approval. Credits to be transferred from other institutions cannot be applied toward meeting requirements for graduation unless filed with the Office of the Registrar at least four weeks prior to the date of graduation.

5. **Procedures:** Compliance with the procedures for official check sheets/degree audits as follows:

- a. **Official Degree Evaluation:** On completion of 45 semester credit hours, **Second Degree students and students who have degree credit hours prior to fall 1994** are required to secure an official degree evaluation from the Office of the Registrar. All other students may obtain an official degree evaluation by logging into UNA Portal (the online degree audit system) and accessing

degree evaluation through the tabs: Self Service Banner/Student/Student Records/CAPP Degree Evaluation. The degree evaluation includes the remaining course and credit requirements for graduation in the program specified by the student. The degree evaluation provides a useful guide to the student in preparing subsequent class schedules, but also becomes the official check list for graduation. After a degree evaluation has been obtained, a student desiring a change of program must secure a new degree evaluation as soon as possible, but not later than the period of registration for the term for which graduation is planned.

- b. **Degree Application:** Candidates for a degree must file a formal application for graduation with the Office of the Registrar two semesters prior to graduation according to the date published in the University Calendar. Applications received after the deadline **may not** be accepted.

6. **Catalog Requirements and Time Limits:** Degree requirements and other university regulations are established by the catalog current at the time a student enrolls at the University of North Alabama as a degree seeking student and are typically in effect for seven years. For education preparation students, degree requirements are established by the catalog current at time of acceptance into the Educator Preparation Program (EPP). A student who leaves UNA and re-enrolls and/or changes or adds a major during the seven years the original catalog is in effect will be required to change to the catalog current at the time of re-enrollment unless the chair of the student's major department issues a waiver to permit continuation under the original catalog. In consultation with the academic advisor and permission of the major department chair, a student who wishes to change to a more recent catalog may do so up to the beginning of the student's final academic year. Students enrolled in any program accredited by a recognized accrediting organization or designed to assure eligibility for official certification or licensure, such as teaching or nursing, will be required to adhere to all governmental and/or accreditation modifications made during their period of enrollment. Individuals who have not completed all degree requirements are not eligible to march at commencement. Students must submit exceptions to this policy to the Dean's office in the degree-granting college. The Vice President for Academic Affairs and Provost will review and consider all applications for exceptions, in consultation with the respective dean. If an exception is approved, the notification will be forwarded to the Office of the Registrar for acknowledgment and processing.

7. **Additional Major After Completion of Degree:** To meet requirements for an additional major after completion of an initial degree, UNA graduates must complete any additional major courses and prescribed supporting courses not completed in first degree as well as any general studies courses particular to that major. Transfer students must meet the above requirements including a minimum of 12 hours of 300/400 level courses in the major. Coursework taken toward an additional major after graduation is not currently eligible for federal financial aid. Questions of eligibility regarding federal financial aid should be directed to the UNA Office of Student Financial Services. Additional major students are not required to apply for graduation and a diploma will not be awarded; however, once the additional major has been completed and upon notification to graduation@una.edu, the major will be annotated to the transcript.

8. **Second Degree:** A student may earn a second bachelor's degree by completing in residence at least 32 additional semester hours of 300/400 level coursework over and above the total hours completed for the first degree. (This requirement does not apply to degrees awarded concurrently.) All Area V general studies requirements, major core and other requirements for the major, and minor if applicable,

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must be satisfied. To be eligible for a second degree, the major must be different from the initial degree awarded.

A concentration/option within the first major does not qualify as a second degree. Coursework taken toward a second degree is currently eligible for federal financial aid if the student is degree seeking and enrolled in a different major.