

ADMISSION POLICIES

UNA Nondiscrimination Statement

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. UNA policies specifically prohibit the discrimination on the basis of sex under Title IX of the Education Amendment Act of 1972, Title IX regulations including C.F.R. 106. Inquiries related to the application of Title IX may be made to the UNA Title IX Coordinator and Compliance Administrator or the Assistant Secretary of Education in the Office for Civil Rights.

UNA policies cover nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this UNA statement on nondiscrimination. The University will consider, through appropriate and designated procedures, the report of any member of the university community who has reason to believe he/she has been affected by discrimination as listed above. Non-members of the campus community who engage in discriminatory actions within university programs or on university property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with university programs as the result of their misconduct. All vendors serving the university through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Reports of sex- or gender-based discrimination may be made to the UNA Title IX Coordinator, UNA Box 5023, 201/202 Guillot University Center, Florence, AL 35632, 256-765-4223, titleix@una.edu (kbaker5@una.edu).

Reports of other forms of discrimination may be reported to the following areas:

- Human Resources 256-765-4291 or humanresources@una.edu
- Student Conduct 256-765-5012 or studentconduct@una.edu
- University Ombudsman 256-765-5224 or ombudsman@una.edu

Reports may also be submitted through the Student Complaint Process available at <https://www.una.edu/policies/appeals/student-complaint-form.html>.

Admissions Appeal Policy

The University of North Alabama uses a holistic approach in reviewing applications for admissions to the University. Each application is reviewed and given careful consideration. Admission to UNA is competitive.

Freshmen & Transfer

If a student does not meet UNA's minimum admission requirements and is denied admission, a student must submit a written appeal, or an appeal may be submitted on the student's behalf by a University official (e.g., faculty member, Admissions recruiter, athletic coach, etc.) to the Director of Admissions for review by the Admission Review Committee (see below for more information about the Committee). For student-athletes, the appeal must be supported and approved by the Director of Athletics. The Committee will review the following information:

- The student's admission file
- Any supporting documentation provided by the University official including a statement of rationale for appeal, a plan for academic support during the student's time at UNA written by the University official and
- A statement from the student on why admission should be granted.

The Committee may recommend to approve or deny the appeal via the University's Alternative Admission procedure. The Committee's recommendation will be provided to the Chief Enrollment Officer. Once the recommendation has been reviewed, the Chief Enrollment Officer will make a recommendation to the Provost to approve or deny admission. The Provost will make the final decision regarding admission. Any student approved will be admitted conditionally.

Please click here for instructions and deadlines to submit an Academic Decision Appeal

Admissions Review Committee

The purpose of the Admissions Review Committee is to consider candidates for first-time undergraduate and transfer admissions with a special talent and/or extenuating circumstance that indicate potential for success but require further documentation and/or an alternative method of evaluation. One primary goal of the Committee is to enhance and foster the University's demographically-diverse student population. The Director of Admissions chairs the Committee. The Committee membership includes five other UNA employees, of which two must be UNA faculty members. All members must be approved by the Provost.

Rescinding Admission Policy

All admissions offers are made on a provisional basis, and the offer can be rescinded at any point up to the first day of instruction of the admission term. Reasons for rescission of admission offers include, but are not limited to, the following:

- Failing to submit official academic records (e.g., final official high school transcript) by set deadlines.
- Negative changes in academic performance in courses listed as in-progress on the application for admission. For freshmen, this would likely be senior year courses. For transfers, this would be any college courses ungraded at the time of application.
- Unapproved schedule changes in courses listed as in-progress on the application for admission. For transfers, this could include dropping courses required for admission.
- Downward changes in level of rigor of coursework listed as in-progress on the application for admission. For freshmen, this could include dropping advanced-level courses and replacing with regular-level courses.
- For freshmen, discrepancies between official academic and test records and the information listed in the application for admission.
- The cancellation of the test score used in the decision to offer you admission.
- Withholding pertinent information requested on the application or giving false information, including failure to report all high school and/or collegiate credit.
- Providing falsified documents as part of the application materials.

• Behaviors that may fall under the Pre-admission Review & Re-enrollment for Applicants with Known Behavior Problems policy, see also <https://www.una.edu/student-conduct/policies/preadmission-review.html> (<https://www.una.edu/student-conduct/policies/pre-admission-review.html>) .

1. Disciplinary action taken against the applicant by an educational institution, including but not limited to, suspension and expulsion, at any time following submission of the application until the first scheduled day of instruction at the University of North Alabama.
2. Failing to report on the application disciplinary action taken against the applicant by an educational institution at the time the application is submitted or, if applicable, at any time following submission of the application until the first scheduled day of instruction at the University of North Alabama. Failure to report such disciplinary action may also lead to disciplinary action if discovered after the applicant has begun instruction at the University.
3. Conviction of or being charged with a criminal offense.
4. Failing to report any convictions of or pending charges for a criminal offense that have already occurred at the time the applicant accepted the admission offer, or if applicable, at any time following the acceptance of the admission offer until the first scheduled day of instruction at the University of North Alabama. Failure to report such disciplinary action may also lead to disciplinary action if discovered after the applicant has begun instruction at the University.

• If any of these are discovered on or after the first day of instruction, dismissal can occur.

An applicant may appeal the rescinding of admission or a change in the college of admission by submitting an appeal to the Admissions Review Committee within seven calendar days of the date of notice of cancellation. The appeal must include relevant information as to why the cancellation or change in college of admission is inappropriate. Any supporting documentation that has direct bearing on the matter must be included. The Admissions Review Committee will review and determine the outcome of the appeal.

Undergraduate Alternative Admission Policy

Extenuating academic, social, cultural, or legal circumstances may necessitate an "Alternative Admission" pathway to the University of North Alabama for a small percentage of students seeking admission to the University for the first time (freshman or transfer).

If a student who does not meet UNA's minimum admission requirements is denied admission, an appeal in writing may be filed on the student's behalf by a University official (e.g. faculty member, Admissions recruiter, athletic coach) to the Director of Admissions. For student-athletes, the appeal must be supported and approved by the Director of Athletics. The student's entire file, any supporting documentation provided by the University official including a statement of rationale for appeal, a plan for academic support during the student's time at UNA written by the University official, and a statement from the student will be reviewed by the Admissions Review Committee. The committee may recommend to either approve or deny the appeal via Alternative Admission. The committee's recommendation is then forwarded to the Chief Enrollment Officer, who will forward it to the Provost along with his or her recommendation on whether or not to admit or deny the student. The Provost will make the final decision about whether to admit or deny the student.

The purpose of the Admissions Review Committee is to consider candidates for first-time undergraduate admissions with a special talent and/or extenuating circumstance that indicate potential for success but require further documentation and/or an alternative method of evaluation. One primary goal of the committee is to enhance and foster the University's demographically-diverse student population. The Director of Admissions chairs the committee and it has five other members approved by the Provost, including at least two UNA faculty members.

The total number of students admitted via the Alternative Admission process may not exceed two-percent of the total number of new students admitted to the University (freshman or transfer) in any given year.

Please click here for instructions and deadlines to submit an Academic Decision Appeal