

REQUIREMENTS FOR ADMISSION

Beginning Freshmen

High school students should apply for admission as early as possible during the senior year. An official copy of the high school transcript, showing grades at least through the junior year and ACT or SAT scores, should be sent by the high school directly to the UNA Office of Admissions. Transcript requests must be made by applicants.

A preliminary admission decision will be made on the basis of ACT or SAT scores and the official high school transcript through the junior year. Confirmation of graduation and an official transcript of work completed in the senior year must be submitted before a final admission status will be determined.

Unconditional Admission

Graduates of approved high schools who meet the specified general aptitude and academic competency requirements may be granted unconditional admission to the freshman class at the University of North Alabama.

General Aptitude

Applicants must demonstrate general aptitude by obtaining a composite score of 18 or higher on the American College Test (ACT) or 870 or higher on the Scholastic Aptitude Test (SAT)¹.

Basic Competencies

Applicants must demonstrate academic competency by achieving a grade point average (GPA) of at least 2.25 (4.0 scale) on an unweighted scale. Applicants must also have at least 13 high school units distributed as follows:

- English²: (4 approved units)
- Mathematics: algebra I, algebra II, geometry, trigonometry, statistics, or calculus (2 units)
- Natural or Physical Science: one biological and one physical science (2 units)
- Social Studies: one unit American/United States history and at least 1/2 unit in government, with the balance from world history, state history, economics, geography, psychology, political science, or anthropology (3 units)
- Other: foreign languages, computer sciences, or any of the courses listed in the above areas which are not used to meet requirements in those areas (2 units)

Conditional Admission

High school graduates who do not meet the standards for unconditional admission may be granted conditional admission if they meet all of the following conditions:

1. the ACT composite score is 16 or above (SAT¹ of 770 or above);
2. at least 11 approved units have been earned from among the high school academic core;
3. the high school GPA is at least 2.0 unweighted.

Students admitted conditionally must present the UNA Office of Admissions with a final high school transcript before classes begin the semester for which they are admitted. Such students will follow

prescribed courses of study designed to strengthen their basic skills in areas where weaknesses are apparent.

Conditionally admitted students who have completed one semester or term and who have earned a minimum cumulative grade point average of 1.60 will be granted unconditional admission status. Credit earned during the conditional period will apply, if appropriate, toward a regular undergraduate degree program. Students who earn less than a 1.60 cumulative grade point average at the end of the first semester or term will be placed on academic warning for the following semester. (See Scholastic Standards section in this catalog for further information.)

¹ Math and Verbal only

² For approved units, contact the Office of Admissions

Admission Exceptions

Special consideration will be given to certain categories of applicants. Exceptions will be made under the following conditions:

1. New freshmen who are discharged veterans must meet the admission requirements for unconditional or conditional admission. New freshmen who are honorably discharged veterans and eligible for admission may be granted unconditional admission.
2. Applicants who have successfully passed the General Education Development (GED) test and can present a copy of the Certificate of High School Equivalency (GED certificate) may be granted admission to the University if the high school class of which they were a member has graduated. ACT scores must be submitted if the student is under the age of 25 or if the high school class for which they were to graduate has been out less than five years. Students with an ACT score of 18 or higher will be granted unconditional admission to the University. Students not meeting this educational requirement may enroll only by obtaining special permission from the Chief Enrollment Officer.
3. High school graduates who have never attended college and who have been out of high school for five or more years, as well as those who are more than 25 years old, must comply only with the basic competencies requirement, and are exempt from the general aptitude standards.
4. Home-schooled applicants must meet the ACT/SAT and grade point average (GPA) requirements of unconditional admission if they present certified transcripts at the completion of their program. Applicants who do not present certified transcripts must take the General Education Development (GED) test and meet the admission requirements as outlined in item (2) listed above. Students not meeting this educational requirement may enroll only by obtaining special permission from the Chief Enrollment Officer.

Orientation

All freshmen should attend an orientation session prior to the beginning of the initial term of enrollment. For those students beginning in the fall semester, Student Orientation, Advising, and Registration (SOAR) sessions will be scheduled. The two-day sessions, which are offered during June and July, include orientation, academic advisement, and preregistration for the fall semester.

Transfer Students

Students transferring to UNA must have all institutions previously attended send official transcripts directly to the Office of Admissions.

Student records will be incomplete and final admission status cannot be determined until all documents are placed on file.

Eligibility

To enroll at the University of North Alabama, a transfer student must be eligible to return to the last institution attended. Ineligibility to return to the last school attended for academic, disciplinary, financial, or other reasons will normally make the student ineligible for admission to UNA. Students transferring fewer than 24 hours of acceptable coursework must meet standards for ACT or SAT scores and high school core minima required of beginning freshmen.

Transfer students who are on warning or probation at the last institution attended will continue to be on warning or probation at the University of North Alabama and will be subject to all regulations governing warning, probation, suspension, and dismissal. All transfer students are subject to UNA's Scholastic Standards. If these standards are not met, further academic action will be necessary.

Upper-Division Credit Requirement

At least 50% of the credit hours required for graduation must be earned from UNA or other senior institutions, 25% of which must be earned from UNA.

Orientation

All transfer students should attend an orientation session prior to the beginning of the initial term of enrollment. For those transfer students beginning in the fall semester, Student Orientation, Advising, and Registration (Transfer SOAR) sessions will be scheduled. The sessions are offered during June and July, and include orientation, academic advisement, and preregistration for the fall semester.

Former Students

Students who remain continuously enrolled (summer term excluded) are approved for registration each semester or term as long as they maintain the required academic standards. Students who have not been enrolled for one or more semesters, must reactivate their admissions record. Admissions applications are available through the Office of Admissions or online. Students who reapply for admission are subject to all published application deadlines and requirements.

Former students who apply for reactivation after attending other institutions will be evaluated as transfer students and must meet the transfer student admission requirements. Transcripts must be requested from other institutions and will be evaluated and considered as a part of the reactivation process. This policy also applies to students who attend other institutions during the summer term. Students may avoid this process by getting advance approval to take courses elsewhere as transient students. (See Transient Students section for further information.)

Students who have been suspended are eligible to return to UNA after one full semester following such academic action. A summer term will not fulfill a suspension period. Students who have been suspended are eligible to return to UNA after one calendar year. Subsequent academic suspension will result in a student being ineligible to enroll for a period of three years.

UNA Early College

High school juniors, and seniors who rank above average in academic achievement and who meet the specified general aptitude and academic

competency requirements as listed below may be granted admission to the Early College Program, upon the written recommendation of their principals or guidance counselors.

Basic Competencies

Applicants must demonstrate academic competency by achieving a grade point average (GPA) of at least 3.0 (4.0 scale) on all unweighted high school work.

Requirements

- High school "B" average to be eligible for initial enrollment in the UNA Early College program.
- "C" average on UNA courses for continued participation in the UNA Early College program.
- Course requirements (specific ACT scores, high school courses, etc.) as listed in this catalog.
- Students must also meet all course prerequisite requirements.
- Exceptions must be approved by the chair of the department where the course is housed, the dean of the college, and the Vice President for Academic Affairs and Provost.

Participants in the UNA Early College program are allowed to enroll in freshman or sophomore level courses on a space available basis. Only Math 110 or higher level mathematics courses are allowed. No remedial courses may be taken.

Application deadlines are April 15 for summer/fall semesters and November 15 for spring semesters. For admission/retention requirements, tuition and fee information and additional application information, refer to <http://www.una.edu/admissions>. Non-Alabama Early College students are not allowed to enroll in online courses.

¹ Math and Verbal Only

Senior Scholars

Senior adults (age 60 and over) may enroll in one course per semester at no cost, on a space available basis. Cost definition includes tuition only. Senior Scholars are still subject to any course fees such as applied music fees, technology fees, health fees, etc. Degree-seeking Senior Scholars must also meet admission requirements according to their admission classification.

Special Students

Eligibility

Special students must hold a high school diploma or equivalency. If a student has been out of high school for less than five years, freshman requirements must be met. Students not meeting this educational requirement may enroll only by obtaining special permission from the Vice President for Enrollment Management.

Transcripts

Special students who have attended another college or university must have an official transcript from the last school attended sent to the Office of Admissions. Students who have attended another college or university and who have earned a bachelor's degree must also have an official transcript verifying that degree sent to the Office of Admissions. Students seeking teacher certification, MBA prerequisites or nontraditional fifth-year prerequisites must also have official transcripts from all previously attended institutions sent to the Office of Admissions. Students who have not attended another college or university must have their high

school send an official transcript (or their testing agency send an official copy of the GED test scores).

Limitations

Special students cannot become candidates for a degree or be eligible for honors or offices unless and until they reapply and are admitted as regular degree seeking students. Up to 32 semester hours earned during special student status may be applied toward a degree program.

International Affairs

The Office of International Affairs provides specialized services and support in achieving the international education mission of the University. The service areas include international recruitment and admission, ESL instruction, international student and scholar services, international alumni, study abroad, faculty and staff international development, curriculum internationalization, and international linkages.

International Recruitment

To build a multinational and multicultural learning environment, UNA is committed to recruiting high quality international students from around the world. To achieve the international student enrollment goal, the University will actively develop strategic partnerships such as joint-degree partners at the college and university level, feeder schools such as International Baccalaureate (IB) schools at the high school level, government sponsored program organizations such as American Councils for International Students (ACTR), Academy for Educational Development (AED), America-Mideast Educational and Training Services (AMIDEAST), and International Research & Exchange (IREX). In addition, the University will engage in quality services from international recruiting agencies in targeted regions of the world.

International Admissions

The University welcomes international students to pursue undergraduate and graduate studies at UNA. International students, defined as individuals who are not U.S. citizens, permanent residents or refugees, may apply for admission under the following categories:

- ESL: English as a Second Language Program (non-degree).
- Undergraduate Freshman: International students who earned a high school diploma and bring no college transfer credit to UNA.
- Undergraduate Transfer: International students with earned college credits from another college or university in the US or abroad may apply as a transfer student to UNA.
- International Undergraduate from UNA Global Partner Universities Taking Graduate Courses: International undergraduate students from UNA Global Partner Universities may request a dean's approval to take nine (9) hours of graduate courses before the official admission to a graduate program. Such students must be in senior status with good academic standing.
- Pre-MBA Bridge Certificate Program: International students with a 3-year college diploma or academic credit certificate (90 semester hours) but without an American equivalent bachelor's degree may enroll in the Pre-MBA Bridge Certificate Program which includes 30 semester hours of prescribed UNA undergraduate business courses. Upon successful completion of this certificate program, the students will satisfy all MBA prerequisites and may enroll in the MBA program at UNA, provided they meet all other established graduate admission requirements.
- Graduate: International students with a BA or BS degree may apply for UNA graduate programs. Additional admission criteria are required for the graduate nursing and education programs.
- International Graduate Course Transfer from UNA Global Partner Universities: International graduate students with earned graduate course credits from UNA Global Partner Universities may transfer more than six (6) semester hours of B or higher grades to meet the graduate program requirements at UNA. A list of courses from the home institution will be pre-approved by the respective UNA college dean based on the review of course descriptions provided by each UNA Global Partner University.
- Graduate Transfer: International students with earned graduate courses credit from another college or university may apply to UNA as a transfer graduate student. Only 6 hours of graduate credit will transfer to UNA.
- Online Students: International students meeting minimum program admission requirements may enroll in UNA online degree or certificate programs while residing in their home country. Additional admission criteria are required for the online nursing programs.

Note 1. For program specific requirements, please see information listed under College/Department in the Undergraduate Catalog and Graduate Catalog respectively.

Note 2. International students enrolled on UNA's campus may take only one (1) online course per semester.

International students must meet all established university admission requirements to be admitted. In addition, international students must submit the following:

Proof of Financial Support

All international students must furnish official evidence (e.g., bank statements) of sufficient funds (US \$18,000 or equivalent currency) to cover educational and living expenses. Sponsored applicants should have their sponsor(s) execute and send an Affidavit of Support (USCIS Form I-134) which is legally binding.

Insurance

To be in compliance with U.S. Federal Regulations regarding international students, all UNA international students must have UNA approved health insurance coverage while enrolled at UNA.

Evaluation of International Transcripts

International students who have attended a college or university outside the United States must have their transcripts evaluated by a university-approved international credentials evaluator, (such as World Education Services (WES), Educational Credential Evaluators (ECE), etc., or by a university international admissions staff member with appropriate language proficiency and expertise in reviewing international transcripts. International students who apply to UNA's double bachelor's degree or master's degree program are required to submit a certified transcript via local notarization office approved by the Ministry of Education.

Education Majors: An applicant for certification on the basis of study outside the United States shall obtain an evaluation of the foreign credentials from a foreign- credential evaluation service recognized by the Educator Preparation and Certification Office of the Alabama State Department of Education as follows:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO) (Washington, DC)
- Center for Applied Research, Evaluation, and Education (Anaheim, CA)

- Educational Credential Evaluators (ECE) (Milwaukee, WI)
- International Consultants of Delaware (Philadelphia, PA)
- International Education Evaluations (Charlotte, NC)
- International Education Research Foundation (Culver City, CA)
- Josef Silny and Associates International Education Consultants (Miami, FL)
- World Education Services (WES) (New York, NY; Chicago, IL; Miami, FL; Washington, DC)

Certification requirements are subject to change in order to comply with state and/or federal guidelines. Candidates should consult with the College of Education and Human Sciences to ensure compliance with all current regulations including approved foreign credential evaluation services.

English Language Proficiency

International students whose native language is not English must present an official score report of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). For undergraduate admission, one of the following score reports is required:

- Paper-Based TOEFL: 500.
- Computer-Based TOEFL: 173
- Internet-Based TOEFL: 61
- IELTS: 5.5
- TOEIC: 600

For graduate admission, one of the following score reports is required:

- Paper-Based TOEFL: 550.
- Computer-Based TOEFL: 213
- Internet-Based TOEFL: 79
- IELTS: 6
- TOEIC: 670
- TOEIC: 620 (Exchange)

In addition to the above English language proficiency requirement, graduate applicants must also provide one of the following test score reports:

- GRE: 280
- GMAT: 400-450
- MAT: 388 or combined Verbal/Quantitative 286 (Arts and Sciences)

Bridge Class (IEP200)

To help new international students become acclimated to American culture, American higher education systems, and UNA academic and administrative policies, procedures, and resources, all freshmen international students are required to take the Bridge Class. 3+1+1 and 2+2 program participants from UNA partner universities are required to take this class. Transfer international students are recommended to take this class.

English as a Second Language (ESL)

The primary goals of the ESL program at UNA are to prepare international students in the area of language proficiency to meet the English language requirement for admission to undergraduate and graduate programs at UNA and to equip them with cultural knowledge and skills to excel in achieving their academic goals and personal growth in an American university setting. Provided that all other university admission

requirements are met, ESL students may enroll in academic programs at UNA after successfully completing all Level 5 ESL courses.

International Student and Scholar Services

The University values the presence of international students and scholars at UNA. They not only help diversify the student and staff population, but also enhance the campus learning environment and enrich the local community. Their generous sharing of their cultures in and outside the classroom, on and off campus, creates broad and rich learning opportunities for Alabamians to experience and appreciate international cultures and customs without traveling afar.

To better serve the international students and scholars at UNA, the Office of International Affairs (OIA) collaborates with all offices and student organizations across the campus in providing welcoming and one-stop services to meet their special needs. OIA offers a mandatory orientation program at the beginning of each semester and term for all new international students. Special cultural events and field trips are organized for international students throughout the year. OIA also administers a Community Friends Program to help international students become more integrated with the local community through personal interactions. The University and its local community endeavor to provide “a home away from home” for international students at UNA.

International Alumni

As more and more international students graduate from UNA, the Office of International Affairs (OIA) strives to keep close contact with international alumni and continue to engage them in campus life. In collaboration with the Office of Alumni Relations, OIA will help develop strategies to better engage all UNA international alumni (i.e., international student alumni, study abroad alumni, and expatriate alumni), to help support existing UNA alumni chapters abroad, and to build new chapters.

Study Abroad

To provide a global education for UNA students, all undergraduate and graduate students are strongly encouraged to study abroad as part of their education experience at UNA. All financial aid scholarships, grants and loans may be used on all UNA approved study abroad programs. In addition, UNA awards Study Abroad Scholarships annually to UNA full-time students on a competitive basis.

Given the academic nature and rigor of study abroad programs, students must remain in good academic standing at the time of application and departure. Students interested in study abroad should plan early academically, culturally, and financially. If planned early and well, a study abroad experience should help students partially fulfill their general education credits, major and/or minor credits, or university elective credits. UNA strongly encourages all students to continue with their study of the foreign language they chose in high school or to learn a new foreign language that may better fit their academic and career goals. This is especially important for students who are planning to study abroad in a non-English speaking country and who aspire to pursue a career path where proficiency in an international language could make a significant difference.

For more information or advice on planning for study abroad, students are welcome to visit the Office of International Affairs to explore study abroad opportunities in general and to visit with their faculty advisor regarding academic credit approvals. To receive UNA credits, all study abroad participants must use the Academic Approval Form for Study Abroad and obtain approval signatures from a faculty advisor and the department chair. Early College students must receive special approval from the Senior Vice Provost for International Affairs to take study abroad courses and must pay tuition plus all costs involved. Students may enroll

in sections of SA 499 for a maximum of 15 credit hours at UNA partner universities abroad.

The following are existing study abroad programs available at UNA. To meet UNA students' study abroad interests and demands, new opportunities for study abroad, internship abroad, and service-learning abroad are explored on an on-going basis.

The Magellan Exchange Semester or Year Abroad/Summer

UNA is a member of the Magellan Exchange, (<http://www.magellanexchange.org>), which consists of 16 universities in Europe, one in Mexico, one in Costa Rica, one in South Korea, one in Australia, and 15 universities in the United States. Exchange students pay tuition at the home institution only, and pay no tuition at the host institution. Students normally spend one semester or one academic year at the host institution. Students may also attend Magellan Summer Programs as exchange participants. Exchange students are responsible for their international airfare, room and board, and personal expenses. Students who are interested in a cultural immersion experience at an affordable price will find the Magellan Exchange Programs great opportunities.

Country	Program(s)
Austria	Vorarlberg University of Applied Sciences
Belgium	HEC Management School University of Liege PXL University College
Costa Rica	Latin American University of Science & Technology(ULACIT)
Denmark	International Business Academy
Finland	Rovaniemi University of Applied Sciences, Satakunta University of Applied Sciences – Kankaanpaa, and Satakunta University of Applied Sciences – Pori
France	ESC Rennes School of Business Blaise Pasca University, Vichy
Germany	Aachen University of Applied Sciences and Schmalkalden University of Applied Sciences
Mexico	University of Monterrey
The Netherlands	Rotterdam University of Applied Sciences, Zuyd University of Applied Sciences – Heerlen, and Zuyd University of Applied Sciences – Maastricht
South Korea	Anyang University
Spain	Valencia Polytechnic University

Faculty-Led Short-Term Study Abroad Programs

To fulfill UNA's international education mission, faculty are encouraged to develop and lead short-term study abroad programs during the spring break, the intersession and summer terms as one effective way to introduce international learning and living to UNA students. These programs are especially suited for students who have never traveled abroad and who want to explore their international interests with the guidance of a faculty member and in the company of classmates and friends from UNA.

The program offerings may vary from year to year. Students are welcome to visit the Office of International Affairs or the sponsoring colleges for current information.

The following are examples of such programs:

- College of Arts and Sciences – China, Costa Rica, France, Great Britain, Peru, Tanzania, Zambia
- College of Business – China
- College of Education and Human Sciences – China, Peru
- Anderson College of Nursing and Health Professions Guatemala

Non-UNA Programs

In addition to the UNA sponsored programs, students may also study abroad through non-UNA programs sponsored by other accredited U.S. colleges and universities, or through direct enrollment at a foreign university which is recognized by the Ministry of Education of the host country.

Curriculum internationalization is essential in fulfilling the international educational mission of UNA and in achieving global learning outcomes for UNA students. The University recognizes that faculty international experience and expertise are critical in internationalizing the university curriculum and that international learning and/or a study abroad experience needs to be integrated into the curriculum design in order to provide a global education for all students.

The Office of International Affairs (OIA), and the Center for Global Engagement, provide support and services to colleges and departments in their internationalization efforts. Every effort is made to provide faculty with international professional development opportunities including teaching abroad, leading UNA short-term study abroad programs, participating in Fulbright teaching or research abroad, or by taking a sabbatical abroad at UNA partner institutions.

International University Affiliations

In addition to the 20 Magellan partners in Europe, Mexico, Costa Rica, Australia, and South Korea, UNA has established institutional affiliations with universities in China, Korea, Japan, Turkey, Taiwan, and with countries in Central and South America. Strategic partnerships will continue to be established to meet UNA's internationalization needs and goals.