



Policy Handbook

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TABLE OF CONTENTS

Academic Bankruptcy for Undergraduates	3	Course Repeat Policy	33
Academic Credit Record System	4	Course Number Suffix	35
Academic Good Standing	5	Definition of University of Nebraska Program.....	36
Academic Honesty	6	Directory Information	37
Academic Record.....	7	Enrollment Status	38
Academic Standards - Graduate.....	8	FERPA Board of Regents Rules	39
Academic Standards - Undergraduate.....	9	FERPA Directory Information	42
Academic Student Record System.....	11	FERPA Release of Academic Information of Those Deceased.....	43
Address Changes	12	FERPA Release of Student Information of Those Newly Admitted .	44
Admissions - New Freshman Requirements.....	13	Fifteenth Week Policy	45
Advising Transcript.....	15	Final Grades Due.....	46
Appeal Procedure - Academic Dismissal	16	Finals Week Policy.....	47
Appeal Procedure - Course Withdrawals.....	18	Grade Point Average (GPA)	48
Appeal Procedures - Grades.....	19	Grades: Pass/No Pass Option.....	49
Auditing.....	20	Holds for Required Advising	50
Change Gender	21	Incomplete Grade.....	51
Change of Name	22	Lost Diplomas	52
Change of Campus	23	Maximum Credit Hour Load.....	53
Change Preferred or Chosen Name	24	Name Changes	54
Class Attendance	25	Public Record Requests	55
Class Numbers	27	Refund/Adjustment of Undergraduate Student Charges for Tuition and Fees Exception Policy.....	56
Class Rosters	28	Student Information.....	59
Class Standing Criteria	29	Student Record and Transcript Policies.....	60
College, Major, Degree, and/or Advisor Changes.....	30	Student Called Into Military Service	61
College Symbols.....	31	Year and Term Identifier.....	62
Course Numbering System	32		

Academic Bankruptcy for Undergraduates

To allow students an opportunity to improve their academic record and therefore improve their ability to graduate with a bachelor's degree from UNL.

Policy Number: TBD

Policy Owner: Unknown

Policy Section: TBD

Contact: University Registrar

Approved By: Unknown

Approved On: Unknown

Effective On:

As of 10/2016 or earlier

Review Cycle: As needed

Review, Approval, and Change

History: Unknown

Academic bankruptcy removes the grade point factors of a semester taken at UNL from a student's cumulative grade point average, but the course(s) and grades(s) remain on the student's academic record. The approved courses are marked "Academic Bankruptcy". Any repeated courses from the bankrupt semester will have the previous course attempt added back into the GPA calculation.

To fulfill the academic bankruptcy requirements, the student must do one of the following:

1. Complete fifteen simultaneous or sequential semester hours with at least a 3.0 grade point average,
or
2. Complete thirty simultaneous or sequential semester hours with at least a 2.5 grade point average.

The hours may be from UNL, UNMC, UNO, or UNK and must be taken after the semester(s) the student wishes to remove but before receiving a baccalaureate degree from UNL. If any hours are used from a given semester/term to meet the fifteen or thirty-hour requirement, all other hours and factors in the same semester must be used. All "incomplete" or "no report" grades within a term whose grade factors are used for bankruptcy must be resolved before the term can be used for bankruptcy purposes. Courses taken at UNO, UNK or UNMC may be used in the qualifying GPA calculation, but you must be a degree seeking student at UNL to qualify for Academic Bankruptcy.

There is a limit of two semesters/terms that may be academically bankrupted. The student must:

1. Discuss the bankrupting of the semester(s) with his or her academic advisor.
2. Pick up an Academic Bankruptcy Form at the Office of the University Registrar, 107 Canfield Administration Building (0416).
3. Fill out the form and take it to their advisor. If the advisor approves, the advisor should sign the Academic Bankruptcy Form.
4. The signed form must be returned to the Office of the University Registrar, 107 Canfield Administration Building (0416).

Office of the University Registrar may request an interview with the student before authorizing the bankrupting of the semester(s).

In order to declare a semester bankrupt, certain conditions must be understood:

1. All courses taken during the semester are bankrupt. This includes credit hours and grades.
2. The bankrupt semester is removed from consideration for GPA purposes and the bankrupt credit cannot be used for prerequisite or degree requirements. The semester listing of courses and grades remains evident on the academic record, but the classes are marked "Academic Bankruptcy". The academic record is used to issue transcripts.
3. Office of the University Registrar determines whether or not the student has met the previously mentioned requirements. If the judgment involves more than a clerical task, the matter will be referred to the Academic Senate Grading and Examinations Committee for a decision.
4. Independent study by correspondence courses are not included in computing the qualifying GPA.
5. Since "I", "N", "P", "W", and "NR" grades do not have numerical equivalents, they may not be used to meet bankruptcy requirements.
6. If the semester that is bankrupt was covered by veteran's benefits, the student will be required to reimburse the VA for benefits previously received.
7. Academic bankruptcy does not apply to graduate students or to law students since the University does not maintain grade averages for them.
8. The request for academic bankruptcy must be submitted prior to receiving a baccalaureate degree from UNL.

Academic Credit Record System

How grades are recorded.

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Approved On:
January 1, 1986

Effective On:
January 1, 1986

Beginning with the First Semester, 1986-87, student grades and transcripts have been kept on a computerized academic credit system. Students who attended prior to the First Semester, 1986-87, will have a dual record consisting of the former academic record sheet and the current computer record.

At the end of each term, grades are automatically posted to the student's academic record. When changes to the records are processed, grade factors are immediately recalculated.

Academic Good Standing

Definition of Good Standing

Policy Owner:
University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Students are considered to be in academic good standing if they are currently enrolled or eligible to currently enroll in regularly scheduled classes for the next term.

Academic Honesty

Definition, process, and consequences

Applies To:

Undgraduate Students
Graduate Students
Faculty
All Semesters

Policy Owner:

Dean of Students

Contact: Dean of Students

Academic honesty is essential to the existence and integrity of an academic institution.

The responsibility for maintaining that integrity is shared by all members of the academic community. To further serve this end, the University supports a Student Code of Conduct which addresses the issue of academic dishonesty. (See the Undergraduate or Graduate Studies Catalog for complete text.) In accordance with the established procedures as described in the Code, students who commit acts of academic dishonesty are subject to disciplinary action and are granted due process and the right to appeal any decision.

Any questions regarding the procedures for handling incidents of academic dishonesty may be directed to the Office of Student Conduct and Community Standards, 33 Canfield Administration Building (0418), 402-472-2021, who is primarily responsible for administering the Student Code of Conduct.

In addition to currently established procedures, the Academic Senate has passed a resolution which does, in proven cases of academic dishonesty, prevent a student from dropping the course during the semester. If the student has already dropped the course, the instructor has the right to add the name of the student back to the Final Grade Roster and give the student an appropriate grade.

Academic Record

A list of what is included in the Academic Record

Applies To:

Undgraduate Students
Graduate Students

Policy Owner:

University Registrar

Contact: University Registrar

An academic record is established and maintained indefinitely by the Office of the University Registrar for every student who attends UNL. It contains the following information for each student:

1. Full legal name.
2. Student Identification Number.
3. Transfer college attended; semesters and years attended; number of hours presented for transfer.
4. Semester or session registered for and courses completed with credit hours, grades, and grade points.
5. Honors received.
6. Majors, minors, and specializations.
7. Degrees awarded by UNL and date of issuance.
8. Thesis or dissertation title and dates of acceptance (after masters degree or doctorate is awarded).
9. Cumulative average upon graduation (undergraduate only).

Academic Standards - Undergraduate

Grade Requirements for Graduate Students

Applies To:

Graduate Students

Contact: University Registrar

Credit in graduate-level courses is attained as follows:

1. A minimum grade of “B” is required for graduate credit in 800-level courses with 400 or lower counterparts within the student’s major department or area. A grade of “B-” is not acceptable.
2. A minimum grade of “C” or “P” (Pass) is required for graduate credit in 800-level courses in minor, collateral, or supporting areas of work. A grade of “C-” is not acceptable. Note: A grade of “B-” or lower received in a minor course will result in a minor comprehensive exam being required.
3. A minimum grade of “C” or “P” (Pass) is required for graduate credit in 900-level courses or 800-level courses without 400 or lower counterparts.

When applied toward an advanced degree program, only courses at the 900-level or 800-level without 400 or lower counterparts, in the major department or interdepartmental area, may be taken on a pass/no pass basis. In minor, collateral, or supporting areas of work, 800-level courses with 400 or lower counterparts can be taken on a pass/no pass basis.

A student failing to receive a minimum acceptable grade for graduate-level credit may not continue his or her program of studies without permission of the supervisory group or the departmental graduate committee concerned which may require a special examination to determine the student’s qualifications for further work.

Academic Standards - Undergraduate

Standards for probation and dismissal.

Applies To:

Undergraduate Students

Contact: University Registrar

Approved On: January 1, 2014

Effective On: January 1, 2014

Probation I

Students are placed on Probation I when their term or cumulative GPA falls below 2.0. Students are notified of their status via an email from the Office of the University Registrar. Once students are placed on probation, a hold is placed on their account for future registrations. To remove probation status, students must complete a semester of coursework with both a semester and cumulative GPA above 2.00.

Probation II

Students are placed on Probation II when their term or cumulative GPA falls below 2.0 for two consecutive semesters. Students are notified of their status via an email from the Office of the University Registrar. Once students are placed on probation, a hold is placed on their account for future registrations. To remove probation status, students must complete a semester of coursework with both a semester and cumulative GPA above 2.00.

NOTE: Coursework taken during any of the four summer sessions will be collectively considered as one semester of attendance. Because it is difficult to accumulate enough credits over the summer to successfully raise one's cumulative GPA to remove probation status, students should consult with their advisors before enrolling in summer classes.

Academic Dismissal

Dismissal rules are contingent on the total number of credit hours a student has attempted while enrolled at UNL. A student will be dismissed from UNL if any semester ends under the following conditions:

- If a student has 1-18 cumulative attempted credit hours, has attended UNL, UNO or UNK for more than one semester, and his/her cumulative GPA is below 1.00.
- If a student has 19-45 cumulative attempted credit hours, his/her prior cumulative GPA is below a 2.0, and both semester and cumulative GPA are below 1.75 or the student has spent three consecutive semesters on probation.
- If a student has 46 or more cumulative attempted credit hours, his/her prior cumulative GPA is below 2.0, and both semester and cumulative GPA are below 2.0 or the student has spent three consecutive semesters on probation.

If a student is dismissed, the university will automatically cancel any registrations for the following semester.

Decisions regarding continued eligibility for federal financial aid are made independently of the academic dismissal/reinstatement policy. Students should contact the Office of Scholarships and Financial Aid for assistance.

Attempted UNL Credit Hours*	Prior Cumulative GPA	Semester GPA	Cumulative GPA	Probation And Dismissal
1 - 18 Hours and >1 Semester	Any	Any	<1.00	Dismissed
19-45 Hours	<2.00	<1.75	<1.75	Dismissed
≥46 Hours	<2.00	<2.00	<2.00	Dismissed
3 Consecutive Semesters	On Probation			Dismissed

NOTE: Attempted credit hours include all the credit hours a student registered for at the University of Nebraska and did not drop during the first two weeks of the course.

Refund/ Adjustment... Continued

Returning Students

1. Students in Good Standing or on Probation.

Students who leave the University (for three or more consecutive semesters; summer counts as one semester) in good standing or on probation may apply for admission by completing a Returning Student Application. If students have attended other post-secondary institutions since leaving UNL, official transcripts are required to determine admissibility.

2. Dismissed Students

As an academically dismissed student, you may not enroll at UNL for at least two consecutive semesters. Coursework taken during any of the four summer sessions will be collectively considered as one semester of attendance. You may apply for readmission to UNL for the semester following this mandatory period of non-enrollment or for any subsequent semester. Readmission to the University requires submitting a Returning Student Application and applicable materials by December 1 for the Spring term and May 1 for the Fall term. Readmission, however, is not assured. Applications for readmission will be evaluated by the Office of Admissions in accordance with criteria established by each college. We expect that a student seeking readmission will be able to provide evidence of ability to successfully complete college work and explain why the conditions that led to failure will not be present if the student is readmitted.

Successful completion of courses at other post-secondary institutions may increase your probability of readmission; grades from such courses, however, cannot be used to improve your UNL GPA.

For more information about readmission to the University, refer to the subject heading "Academic Standards" in the current Undergraduate Catalog and Probation Dismissal.

Academic Student Record System

Statement regarding records format for historical reference

Applies To:

All Semesters Or Terms

Policy Number: None

Policy Section: None

Policy Owner: University Registrar

Effective On:

Thursday, October 6, 2016

Contact: University Registrar

Approved By: Office Of The University Registrar

Review Cycle: As Needed

Beginning with the Fall Semester of 1986 UNL student academic records have been recorded, saved and secured on an electronic basis.

Students who attended prior to the Fall Semester of 1986 only will have only an academic record in a hard copy format.

Students who attended prior to the Fall Semester of 1986 and in the Fall of 1986 or thereafter will have a dual record consisting of an academic record sheet (a hard copy) and the current electronic record.

Those who attended UNL in Fall Semester of 1986 and thereafter only will have only electronic student academic records.

Address Changes

To change personal addresses

Applies to: All students

Policy section: None

Policy number: None

Policy owner: University

Contact: University Registrar

Approved by:
University of Nebraska - Lincoln

Approved on: Unknown

Effective on:
10-17-2016 or earlier

Review cycle: As needed

**Review, approval
& change history:** Unknown

Each UNL student is responsible for notifying the University of any address change. Address changes are to be made promptly to keep University records current and to insure that University mailings reach their intended recipient.

A student may change the local (campus or commuting), permanent (home), or emergency contact addresses at any time by updating their address in their MyRED Profile.

Most information communications will be directed to students via MyRED and through email. If USPS mailing is done, the current/local addresses will be used as the mailing address for students during the semester in progress. Permanent addresses will be used when classes are not in session.

All students are required to register an e-mail address with the University. This e-mail address must be kept current and may be updated through MyRED.

Admissions - New Freshman Requirements

Admission standards and requirements for incoming freshmen.

Applies to: All students

Contact: University Registrar

Approved on: Unknown

Review cycle: As needed

To apply for admission, new freshmen students must complete UNL's Application for Admission, submit a nonrefundable \$45 application fee, and request that official transcripts from their high school and any postsecondary institutions they have attended be sent from the school directly to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 402-472-2023. The deadline for submission for all materials for the First Semester and for all Summer Terms is May 1. For the Second Semester, the application deadline for all admissions materials is December 1.

Core Course Requirements

New admission requirements went into effect beginning with the Fall Semester, 1997. New, first-time UNL students coming directly from high school as well as transfer students who graduated from high school after January 1, 1997 will be expected to have completed the following 16 core course requirements for assured admission.

CATEGORY	UNITS	REQUIREMENTS
ENGLISH	4	All units must include intensive reading and writing experience. Innovative interdisciplinary courses and courses in speech and journalism may be substituted if they include substantial amounts of reading and writing.
MATHEMATICS	4	Must include Algebra I, II, and Geometry, and one additional unit that build on a knowledge of Algebra II.
SOCIAL SCIENCES	3	At least one unit of American and/or world history and one additional unit of history, American government, and/or geography.
NATURAL SCIENCES	3	At least two units selected from biology, chemistry, physics, and earth sciences. One of the units must include laboratory instruction.
FOREIGN LANGUAGE	2	Students who are unable to take two years of foreign language in high school may still qualify for admission. Such students will be required to take two semesters of foreign language at the University of Nebraska. These students are still required to complete 16 units of academic courses for admission.
TOTAL UNITS	16	

In addition to completing the 16 core course requirements, students must meet at least one performance requirement for admission: class rank in the top one-half of their graduating class, or an ACT composite score of 20 or higher, or an SAT combined score of 1030 or higher.

Admissions - New Freshman Requirements

Admission standards and requirements for incoming freshmen.

Individual Review.

Applicants who do not meet the requirements for Assured Admission will be considered for admission by Individual Review. Admissions officers will determine if a student is admissible through the Individual Review process. Students who are admitted by Individual Review and who have not yet completed the 16 core course requirements will be required to take designated UNL courses or the equivalent of these courses at another post-secondary institution within a specified period of time, to compensate for core course deficiencies.

Courses taken to compensate for core deficiencies must be completed within the first 30 hours of enrollment at UNL except for foreign language deficiencies, which must be completed within the first 60 hours of enrollment at UNL.

Deferred Admission.

Students who are not admitted after individual review will receive Deferred Admission. These students will be expected to gain additional academic preparation at another post-secondary institution before they can reapply for admission to the University of Nebraska-Lincoln.

The new 1997 admission requirements are also being applied at UNO and UNK, with the exception of the fourth year of Mathematics. Both UNO and UNK are requiring a 16th academic unit as part of the core course requirements, but are not requiring that the unit be in Mathematics, as is the requirement at UNL.

Advising Transcript

How to access an unofficial transcript

Applies To:

All students and semesters

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Review Cycle: As needed

Advising transcripts are available online through MyRED. The transcript shows all activity on the student's academic record since the First Semester, 1986-87. Advising transcripts are considered unofficial and should not be distributed outside of the University of Nebraska.

Appeal Procedure - Academic Dismissal

Process and steps to filing an appeal for academic reinstatement.

Applies to: All students

Contact: University Registrar

Approved on: Unknown

Review cycle: As needed

If you believe your academic dismissal occurred under extraordinary circumstances, you may file an appeal for academic reinstatement. **This appeal must be filed no later than the fourth day of classes of the semester immediately following the one in which you were dismissed.**

This appeal is not for reinstatement of your financial aid.

Steps to File an Appeal

1. Appeals may not be filed until all registration holds have been cleared. Registration holds appear in the "Holds" section of your message center in MyRed.
2. Meet with a college academic advisor to begin the appeal process. This individual will assist you in developing an academic plan and in completing the Appeal for Academic Reinstatement form.
3. Write a narrative of your extraordinary circumstances and explain why you have not been as academically successful as you anticipated. This statement should:
 - a. be typed and no longer than one page in length
 - b. address your efforts with past academic recovery plans
 - c. include a clear plan for achieving academic improvement
4. Obtain documentation, if applicable, which verifies statements made in your written narrative.
 - a. For example, if you were under the care of a medical professional during the semesters in question, provide documentation of this care including dates of service. If you have information that is particularly sensitive or confidential, you may attach it to your appeal in a sealed envelope. All verification documents will be destroyed as soon as the appeal process has been completed.
 - b. If you believe you have a disability that impacted your academic performance, contact Services for Students with Disabilities (SSD), 132 Canfield, (402)472-3787, to discuss the necessary documentation that will allow SSD to review with you the impact your disability had on your academic performance.
5. Submit your written narrative and any verification documentation to the advisor you worked with (or designee) to complete your Appeal for Academic Reinstatement form by the deadline the advisor provides. Your advisor/college will submit your appeal packet for review by members of the Academic Standards Committee. Appeals must be submitted by the colleges by 5pm the day before they are heard.
6. Ask the advisor you are working with how and when you will learn of the appeal results.

Appeal Procedure - Academic Dismissal

Process and steps to filing an appeal for academic reinstatement.

After the Appeal Results

Approved Appeal

If your appeal is approved, register for the courses you selected with your advisor and are written on your Appeal for Academic Reinstatement form. If you have difficulty registering for these classes, contact your advisor. You will have one semester to earn BOTH a semester and cumulative GPA of 2.0 and thus be removed from academic probation. If this does not happen, you will be dismissed. If seeking financial aid, please contact the Office of Scholarships and Financial Aid for eligibility status.

Denied Appeal

If your appeal is denied, you will be unable to enroll at UNL for at least two consecutive semesters (the four summer sessions count as one semester). We highly encourage you to meet with your academic advisor to discuss your plans during your time away from UNL. If there are extenuating circumstances in which additional information or substantial documentation have become available since your first dismissal appeal, you may file an additional level of appeal to the Office of the Senior Vice Chancellor for Academic Affairs.¹ Submit your written statement and any additional verification documentation directly to 127 Love Library South. The decision of the Office of the Senior Vice Chancellor for Academic Affairs is final. Appeals will not be accepted after the fifth day of classes.

Note: If your appeal encompasses acts of misconduct, which by their nature may constitute a violation of the Student Code of Conduct and/or criminal law, the information will be forwarded to the appropriate university office for possible action.

¹ Cases involving students from the College of Agricultural Sciences and Natural Resources (CASNR) will be reviewed by the Office of the IANR Vice Chancellor. Submit your written statement and any additional verification documentation directly to 103 Agricultural Hall. The decision of the Office of the IANR Vice Chancellor is final. Appeals will not be accepted after the fifth day of classes.

Appeal Procedure - Course Withdrawals

Appealing an unmet course withdrawal deadline due to extraordinary circumstances

Applies To:

All students

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Review Cycle: As needed

The deadlines for full-term course withdrawals are published online in the academic calendar and the Student Accounts website each semester and all students are expected to meet those deadlines. However, it is recognized that there may be circumstances where it is impossible for a student to meet a deadline due to extraordinary circumstances. Such contingencies are normally handled by making arrangements with instructors for a potential incomplete grade. To deal with situations where this is not appropriate, the student must go through a formal appeals procedure. To file such an appeal, the student should contact their college dean's office or advising center to arrange for an interview. They will be expected to provide documentation of their circumstances and to explain how this circumstance prevented them from meeting the withdrawal deadline. Poor academic performance, in and of itself, is not grounds for such an appeal.

Graduate students wishing to withdraw from a course or all courses after the 3/4 point of the term must contact the Graduate Studies Office.

This appeals procedure cannot be used to completely wipe out all evidence that a student was enrolled in a course or courses for a term. If the appeal is granted, the course(s) will remain on the student's record with a "W" grade notation and they will remain liable for any and all tuition and fees for the term.

Appeal Procedure - Grades

How to appeal grades

Applies To:

All students

Policy Owner:

Academic Senate

Contact:

University Registrar

Approved By:

Academic Senate

Review Cycle:

As needed

Regular Grades “A” through “F”, “P”, “N”, “I”, or “NR”.

Each college or school has different procedures for handling substantive grade appeals by students. Substantive appeals are those in which the student feels that the evaluation of their academic program was prejudiced or capricious. In all such cases, the first step is to talk with the instructor of the course. Most of these problems can be resolved at this stage.

Students who wish to pursue their appeal beyond this point should consult the Undergraduate Catalog, Graduate Catalog, or the Office of the Dean in whose college the course was taught.

“Pass/No Pass” Grading Option.

University Academic Senate policy requires that registration changes to or from the “Pass/No Pass” option must be processed by the student before the end of the eighth week (one-half of the course). Mini-courses (less than full semester/term in length) and summer session courses follow a pro-rated schedule for “Pass/No Pass” changes.

For appeals regarding the application of this policy only, the Academic Senate Grading and Examinations Committee has delegated jurisdiction to the individual colleges. The committee has adopted a formal procedure for filing such appeals requiring the student to submit letters addressing the issue from:

1. The student stating the reason(s) for appeal
2. The instructor of the course stating a position on the issue and the letter grade that would have been earned (if the instructor is not available, then the Department Chair may write this letter)
3. The student’s official academic advisor
4. The Office of Scholarships and Financial Aid, if the basis of the appeal is to maintain minimum graded hours for a scholarship
5. A medical doctor or other health professional on the student’s medical condition, if the appeal is based on medical reasons. This documentation must include dates of illnesses or treatment, nature of illness, and the extent of the incapacitating nature of the illness.

Appeals forms and instructions are available at the college advising center or dean’s office. It is the student’s responsibility to ensure that all four documents are sent to the college advising center or dean’s office. The student will be informed of the decision by the college.

Auditing

How to audit a class

Applies To:

All students

Policy Owner:

University Registrar

Contact:

University Registrar

Approved By:

University Registrar

Review Cycle:

As needed

Auditing gives a currently enrolled student (or currently admitted student) the privilege of attending class, but not to receive a grade or credit for the course. All persons wishing to audit a course must be eligible to enroll in classes for the term in which they audit. Courses involving extensive laboratory work are usually not open to auditors.

Application materials for auditing a course are available at the Office of the University Registrar, 107 Canfield Administration Building (0416), 402-472-3635. Audited classes carry no credit and do not count toward full-time status. All audits for a term must be declared by the student and endorsed by the instructor no later than the 6th day of classes. The fee for auditing a course is the same as the regular resident or non-resident tuition for the term and both UPPF and other course fees will apply to the class.

To have an audit recorded on their academic record, the student must request that the instructor of the course submit a Permit to Audit to the Office of the University Registrar, 107 Canfield Administration Building (0416), 402-472-3635.

Change Gender

To correct gender

Applies to: All students

Policy section: None

Policy number: None

Policy owner: University

Contact: University Registrar

Approved by:
University of Nebraska - Lincoln

Approved on: Unknown

Effective on:
10-17-2016 or earlier

Review cycle: As needed

**Review, approval
& change history:** Unknown

To change your gender, submit legal documentation to the Office of the University Registrar, 107 Canfield Administration Building South. Legal documentation may include a Nebraska Driver's License, a Birth Certificate or Passport with your identified gender. If you have a Driver's License from a state besides Nebraska, you may use that as legal documentation along with a physician's certification.

Change of Name

To insure that the right name is recorded

Applies to: All students

Policy section: None

Policy number: None

Policy owner: University

Contact: University Registrar

Approved by:
University of Nebraska - Lincoln

Approved on: Unknown

Effective on:
10-17-2016 or earlier

Review cycle: As needed

**Review, approval
& change history:** Unknown

To change one's name or correct the spelling of one's name on the academic records, legal documentation must be submitted to the Office of the University Registrar, 107 Canfield Administration Building South. Legal documentation may include Certificate of Marriage, Court Order or Decree, Driver's License, Passport/Visa, or any other approved and/or sanctioned official government documents.

Change of Campus

Procedures and forms for changing from one University of Nebraska campus to another.

Applies To: All students

Policy Owner:
University Registrar

Contact:
University Registrar

Students in good standing on any of the four campuses of the University of Nebraska may change campuses by the Change of Campus procedure. A student coming to the “new” campus becomes subject to admission procedures, entrance requirements, retention standards, academic policies and degree requirements on the “new” campus and in the “new” college. Students who have been academically dismissed by one campus within the University system will not be admitted by another campus. Students with GPA’s that are less than 2.0 and who are currently enrolled may be asked to present their final semester grade report before an admission decision will be made. The online Change of Campus Request Form may be accessed at <https://intercampus.nebraska.edu/CCNotice.aspx>.

1. An application fee is not required.
2. Transcripts from high schools and other colleges may not be required since they should be furnished by the Records Office of the “present” campus. All institutions attended must be listed.
3. Entrance examinations are not required. (Graduate students should contact the Graduate Admissions Office, 1100 Seaton Hall (0619), 472-2875, for procedures.)
4. Early registered students who wish to change their registration to another campus within the University system must cancel their previous registration, complete the online Change of Campus Request Form, and register on the desired campus.

Students must complete the online Change of Campus Request Form and Application for Admission. The procedure should be completed promptly and the filing date must conform to the “new” campus’ published deadlines to establish eligibility for the student to begin study on the “new” campus.

1. The “present” campus Records Office receives the request to authorize the forwarding of academic records.
2. The Admissions Office may access the request online on the “new” campus.
3. The student receives confirmation online that the request was submitted and is forwarded emails with further instructions.

Change Preferred or Chosen Name

To allow some student latitude for using a preferred or chosen name

Applies to: All students

Policy section: None

Policy number: None

Policy owner: University

Contact: University Registrar

Approved by:
University of Nebraska - Lincoln

Approved on: Unknown

Effective on:
10-17-2016 or earlier

Review cycle: As needed

**Review, approval
& change history:** Unknown

Students are required to provide their full legal name at the time of admission. However, they should be able to indicate how they would like to be addressed within the campus community regardless of their legal name. Therefore, as long as the use of an individual's 'preferred/chosen name' is not for the purposes of misrepresentation or falsification, it will be accommodated for campus use and documents except where the use of the individual's legal name is required for university business or because of a legal need. The legal name will still be required and used for all official, external communication.

Students will be able to designate a preferred name/chosen name within MyRED. No legal documentation is required to make a change to the first and/or middle name used as a preferred/chosen name.

Preferred/Chosen Name will appear:

- Rosters (class, correction, grade)
- Blackboard or Canvas
- NCard (front)

Legal Name will appear:

- Official/unofficial transcripts
- Student Clearinghouse
- 1098T documentation
- Scholarships/Financial Aid Processing
- Student Consolidated Bills
- NCard (back)

Class Attendance

To set standards for class attendance

Applies To:

All students

Policy Owner:

University

Contact:

University Registrar

Approved By:

University of Nebraska - Lincoln

Effective On:

Monday, October 17, 2016

Review, approval & change

history: Updated April 3, 2018

I. Students are expected to attend all classes, including lectures, recitations, quizzes, assessments, exams, and laboratories. Each faculty member has the authority and responsibility to set an attendance policy for their class and it is the responsibility of all students to learn and adhere to those policies, which will vary from instructor to instructor and class to class. Faculty are responsible for setting out their attendance policy at the start of the semester either in the syllabus for the class or in another mode that ensures that all students registered for the class have access to the policy and have the opportunity to ask questions regarding its application and implementation. Attendance policies should clearly spell out the level of class attendance tolerated and penalties for failing to adhere to them.

II. Regular class attendance is expected of all students of the University. The authority to excuse absences rests with the course instructors, bearing in mind that the following list (II.A-II.E) includes potential excusable absences. While instructors should seek to accommodate student absences specified in this list, (II.A-II.E) students should recognize that certain portions of courses such as labs and discussions can be difficult/impossible to accommodate or makeup. Reasonable accommodation is determined by the course instructor; however, separate accommodations can be registered with Services for Students with Disabilities (SSD). Instructors are not expected to accommodate a student who has missed so much of the critical components of a course, even for legitimate reasons, that arrangements for makeup work would not be reasonable. An excused absence does not absolve the student of their responsibility for the material/content covered in the missed class(es).

II.A. Illness, physical or mental, of the student or a student's dependent

Acute illness or injury of a student or a student's dependent of three calendar days or more (typically two class periods or more) must be formally documented by a healthcare provider who has provided the student or the student's dependent treatment. Illness or injury of a student or a student's dependent of two calendar days or less may still be required to be formally documented, subject to the discretion of individual course instructors. Students with chronic health conditions and/or disabilities that may affect their class attendance should register with Services for Students with Disabilities (SSD) in 232 Canfield Administration Building on City Campus. Acute or chronic medical conditions related to the pregnancy of a student or a student's spouse are covered by this policy.

II.B. Participation in intercollegiate athletic events and other UNL sponsored activities

Students involved in University-sponsored activities may need to be excused from a class, lab, or studio meeting. University-sponsored activities are defined as those that a University department are able to verify. In all instances it is the student's responsibility to request permission for the absence (preferably in writing) from the instructor and to discuss how the absence will affect their ability to meet the course requirements. Students should do this as soon in the semester as possible.

II.C. Federal, State, and Local law obligations such as military service and jury duty**II.D. Bereavement**

A student grieving from a personal tragedy, such as the loss of a loved one, may need to be excused from a class, lab, studio meeting, or required class activity to attend a funeral or manage grief. It is the student's responsibility to contact the Office of the Vice Chancellor for Student Affairs to request that a notice of their leave be sent to instructors. This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible. Upon their return, the student will provide documentation of the loss to each instructor and the Office of the Vice Chancellor for Student Affairs. Consistent with course requirements, instructors should seek to make reasonable accommodations for the grieving student, and should attempt to provide the opportunity to earn similar or equivalent credit for missed assignments

Class Attendance

To set standards for class attendance

or assessments. Upon their return, the student should consider visiting the Counseling and Psychological Services Office in the UNL Health Center on City Campus or the Family Resource Center on East Campus to discuss the best methods of returning to normality and integrating once again into the classroom and college life.

II.E. Religious observances

In recognition of the diversity of the student body, the University provides that a student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.

III. For circumstances not listed in (II), the instructor has the primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances.

IV. Notification Requirements

IV.1. In all cases where applicable, it is the responsibility of the students to provide their instructors prior notice to their absence. Each student must submit in writing the class dates which they will miss and the cause that they believe warrants an excused absence, unless the course instructors have expressed their wishes to not be notified. However, in some cases it may be impossible to provide prior notice.

IV.2. In cases where a student is unable to contact their instructors due to major illness, serious injury, or hospitalization, or when given military orders which are effective immediately, a notice may be sent to the student's instructors by a family physician or the Student Affairs Office, 106 Canfield Administration Building (402-472-3755). This notice is for the instructor's information only and does not relieve the student of contacting instructors as soon as possible.

IV.3. An optional student absence form can be found at: <http://www.unl.edu/facultysenate/student-absence-policy-form>. An explanatory statement to be used for students needing to document their absence(s) for illness or injury can be found at: <https://health.unl.edu/student-absence-form>.

IV.4. An instructor has the right to request further information to verify all absences and to not provide an excused absence if the information is not provided within a reasonable time period.

V. Not attending a course does not constitute an official drop. You must process the drop or withdrawal through MyRED (go <https://registrar.unl.edu/student/registration/add-dropwithdraw/#dropclasses> to see procedures) or process a Schedule Adjustment Form, or a Cancellation/Withdrawal Form with Registration and Records, 107 Canfield Administration Building. The drop or withdrawal will become official and tuition will be assessed based on the date of the transaction on MyRED, or the date the form is processed in Registration and Records, 107 Canfield Administration Building.

DEPARTMENTS RESERVE THE RIGHT TO CANCEL A COURSE RESERVATION FOR A STUDENT WHO DOES NOT ATTEND THE FIRST CLASS MEETING FOR THE SEMESTER, OR DOES NOT MEET THE PREREQUISITES FOR THE COURSE. THE SPACE MAY BE REASSIGNED TO ANOTHER STUDENT APPLYING FOR ADMISSION TO THE COURSE. IF DROPPED FROM THE COURSE BY THE DEPARTMENT, YOU ARE STILL RESPONSIBLE FOR MAKING SURE THE COURSE IS DROPPED FROM YOUR REGISTRATION.

VI. Appeals

If a student believes they have been treated unfairly in regards to a requested absence, the student should pursue their complaint using the usual process for appeals of student grievances (contacting the corresponding department chair). Students should reference the course attendance policy and the University Class Attendance Policy, indicating where they perceive a violation. Chairs and deans who have questions about what constitutes reasonable accommodation should consult with the senior academic officer for the campus for resolution of the disagreement. Additionally, students with issues pertaining to class attendance should feel encouraged to visit the ASUN Student Government office in 136 Nebraska City Union to discuss their situation.

Policy Revised and Approved by the Faculty Senate April 3, 2018

Class Numbers

General class numbering information and non-numbered classes

Applies To: All students, Faculty,
and Semesters

Policy Owner:
University Registrar

Contact:
University Registrar

Approved By:
University Registrar

Review Cycle:
As needed

Each lecture, laboratory, quiz, and recitation is identified in the Schedule of Classes by a four or five digit number that is used by the student in registration. The numbers are different for each term. To obtain class numbers not published in the Schedule of Classes, the student should contact the academic department offering the course. Courses with unpublished class numbers may require special permission to enter or may be reserved for a particular group of students.

Class Rosters

Class roster availability and procedures

Applies To:

Faculty

Policy Owner:

University Registrar

Contact:

University Registrar

Approved By:

University Registrar

Class Rosters

Class rosters are available for instructors in MyRED indicating the students who are registered for the course

Correction Rosters

Correction Rosters are available in MyRED after the end of the free drop/add period. The rosters provide an opportunity to identify and correct registration and grading option errors. Prompt handling and thorough review of the Correction Roster will eliminate many problems before the Final Grade Rosters are available. The Correction Roster indicates the names of all students officially registered. Procedures are emailed to the instructor. Students are notified via email of any corrections or attendance issues that are identified in the rosters.

Degree Grade Rosters

The University has a long standing tradition of giving each graduate his or her diploma on the day of graduation. To accomplish this, the Office of the University Registrar must clear each candidate for graduation on the day prior to Commencement.

Instructors who have graduating seniors enrolled in their classes will have a Degree Grade Roster available in MyRED listing the names of degree candidates registered. The rosters are made available three weeks prior to Commencement. Instructors are required to submit a degree grade on each enrolled degree candidate where the grades are used to determine eligibility for graduation. The advanced grades are subject to change until a time established by the Academic Senate (usually 4:00 p.m. on the last day of final examinations). If all reports are satisfactory, the student is permitted to graduate. Unsatisfactory grades will result in the candidate being notified that he or she may be deleted from the graduation list.

If an instructor does not report a deficiency to Graduation Services, 109 Canfield Administration (0416), 402-472-3635, by the stated deadline, the student will graduate on the basis of the advanced grades on file. If a final grade roster lists a deficient grade for a person who has graduated, the advanced grade will be recorded as the final grade since the deficiency was not reported to Office of the University Registrar before Commencement.

Final Grade Rosters

Final Grade Rosters are made available to instructors during the last week of classes. The roster must be submitted within five calendar days (excluding Sundays and Christmas) after the final exam is given. Final Grade Rosters not completed by the due date will result in the student receiving a "NR" (No Report) on their record until a grade is received. Timely submission of the rosters is important as the end-of-term grades affect such things as probation/dismissal, class rank, honors, scholarships, and activity eligibility. Procedures for completing the rosters are emailed to instructors.

By reviewing the registration status and grading option on the rosters, instructors can encourage students to take the proper steps to correct any discrepancies.

Class Standing Criteria

To designate class rank.

Policy Owner:

University Registrar

Contact: University Registrar

Approved By:

Office of the University Registrar

Approved On:

October 6, 2016 and earlier

Effective On:

October 6, 2016 and earlier

Review Cycle: As needed

Class standing is determined by the total semester hours successfully completed excluding courses with grades of "I", "N", "NR", and "W" and courses taken for audit.

Hours	Class Standing
0-26	Freshman
27-52	Sophomore
53-88	Junior
89+	Senior

College, Major, Degree, and/or Advisor Changes

How an undergraduate can change their college, major, degree, or advisor.

Applies to: All students

Contact: University Registrar

Approved on: Unknown

Review cycle: As needed

Students who wish to change their college, major, degree, or advisor should first consult their advisor. The actual change is processed through the Office of the University Registrar, 107 Canfield Administration Building (0416), 402-472- 3635. At the time of the change, the student will be assigned a new advisor by their new college.

The student must:

1. Obtain College-Major-Degree-Advisor Change Form from the current college.
2. Secure a signed approval from the current college. A student must also obtain the name of the new advisor if there is no change of college.
3. Secure a signed approval from the new college and obtain the name of the advisor if there has been a change of college.
4. Return all copies of the College-Major-Degree-Advisor Change Form to the Office of the University Registrar, 107 Canfield Administration Building (0416), 402-472-3635.

College Symbols

College abbreviations/symbols matched with the corresponding college name.

Applies to: All students

Contact: University Registrar

Approved on: Unknown

Review cycle: As needed

The following symbols appear on various computer reports and on the student's academic record sheet. The symbols represent the college in which the student is enrolled.

SYMBOL	COLLEGE
ANR	Agricultural Sciences and Natural Resources
ARH	Architecture
ASC	Arts and Sciences
CBA	Business Administration
EHS	Education and Human Sciences
ENG	Engineering
FPA	Fine and Performing Arts
GEN	Explore Center
GRD	Graduate Studies
INT	Intercampus Registrant (From another UN campus)
JMC	Journalism and Mass Communications
LAW	Law
PAC	Public Affairs/Criminal Justice (Omaha Programs)
VST	Visiting Student

Course Numbering System

To have and be able to recognize course levels

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Effective On:
October 6, 2016 and earlier

Review Cycle: As needed

In general, courses numbered 100-199 are freshman level, 200-299 are sophomore level, 300-399 are junior level, and 400-499 are senior level. Courses numbered 500-599, 600-699, and 700-799 are reserved for Architecture, Law, Dentistry, Medicine, and other professional school offerings. Courses numbered 800-899 and 900-999 are graduate level. The following numbers are reserved for special use:

899 Masters Thesis

999 Doctoral Dissertation/Doctoral Document

Course Repeat Policy

To improve a poorer grade

Applies to:

Undergraduate Students

Policy Owner: University**Contact:** University Registrar**Approved By:** University**Approved On:** Unknown**Effective On:** October 6, 2016
and earlier**Review Cycle:** As needed

UNDERGRADUATE COURSE REPEAT POLICY

The Undergraduate Course Repeat policy applies only to undergraduate students.

The “C-”, “D+”, “D”, “D-”, or “F” to be removed from computation of your cumulative undergraduate grade point average (GPA) must have been received since September 1965, when the letter grade system became effective.

After removal of grade factors for a repeated course, the first grade will not be used in the computation of cumulative grade point average, but it will remain a part of the permanent record and will appear on any transcript.

Only the most recent grade received in a given course will be used in computing an undergraduate student’s cumulative grade point average if the undergraduate student completed the course twice and previously received a grade below “C” in that course.

If the student has taken the course more than twice, and has a grade of “C” or above, only earlier grades of below “C” will be removed from the computation of cumulative grade point average.

NOTE: The “Pass/No Pass” (P/N) grading option CANNOT be used when you are repeating a course to remove a grade below “C” from the undergraduate grade point average.

AUTOMATIC PROCESS FOR REPEATED COURSES

The Office of the University Registrar will automatically remove grade factors for courses that are repeated during the current semester.

Courses graded “A+” to “F” for the current semester are checked against all courses taken since the installation of the computerized records system (September, 1986) and the grade factors are subtracted for the repeated courses which were originally graded “C-”, “D+”, “D”, “D-” or “F”.

The automatic process will not take effect for the following exceptions:

- Independent Study courses, special topic courses, and variable credit hour courses, will not be processed automatically. These courses will be identified to check the “C-”, “D+”, “D”, “D-”, and “F” status manually. Any of these courses that qualify for the repeated course removal will be processed manually by the Office of the University Registrar.

Students must complete an “Undergraduate Course Repeat Re-Computation Request”, available at the Office of the University Registrar, 107 Canfield Administration Building South, for the following situations:

- Repeated courses which were first taken prior to the Fall Semester, 1986.
- UNK, UNMC, or UNO course equivalents. See: CourseFinder website.
- Late grades or grade changes done after the grade census date (approximately two weeks after the grades were initially available).
- Cross-listed courses (i.e., Economics 365 / Finance 365).

Requests for course repeat(s) processing for these exception-type situations must be submitted to the Office of the University Registrar, 107 Canfield Administration Building South, within the revision period following the issuance of grades prior to the final posting of grades (grade census date).

Course Repeat Policy Continued...

Course repeat(s) that are processed during this revision period will be reflected in the official (census date) semester grade point average. Students not meeting this deadline will be notified of the change approximately two weeks after the request is received. Late changes will not be reflected in the official (census date) semester grade point average, but will be included in future computation of the cumulative GPA.

The following points are also important in the consideration of the course repeat(s):

- You can remove a course grade of “C-”, “D+”, “D”, “D-”, or “F” from your cumulative grade point average if you repeat the approved equivalent course at the University of Nebraska (UNK, UNL, UNMC, or UNO) and receive a grade other than “I” (Incomplete), “W” (Withdrawn), “P” (Pass), or “N” (No Pass). To determine which UNK or UNO courses have been identified by UNL academic departments as “equivalents”, go to the CourseFinder website.
- If you repeat the course on the UNK, UNMC, or UNO campus, it will be necessary for you to request that campus to issue an official transcript to UNL Admissions, 1410 Q Street, Lincoln, NE, 68588-0417, before re-computation can be accomplished.
- Credit hours for repeated courses cannot be used more than once toward a degree.
- The “C-”, “D+”, “D”, “D-”, or “F” can be removed only by repeating the same course and for the same or for a greater number of credit hours. No course substitutions are allowed. If the course is no longer offered, you cannot apply the “Undergraduate Course Repeat” option.
- The course repeat policy applies to undergraduate students only, and does not apply to courses taken subsequent to graduating from UNL.
- A change in the course by the department through the curriculum process may remove an automatic repeat from the old course to the new.
- Repeating the same course more than once may impact your financial aid eligibility. It is recommended that you contact the Office of Scholarships and Financial Aid to discuss your eligibility for financial aid if you are repeating a course that you have previously completed with a grade of “D” or higher.

Course Number Suffix

Course number alphabetical character associations

Applies to: All students

Contact: University Registrar

Approved on: Unknown

Review cycle: As needed

Selected alphabetical characters are reserved for assignment to course numbers to denote a unique feature regarding the course's/section's method of instruction or content. The reserved characters are:

SYMBOL	COLLEGE
H	Honors Section
L	Laboratory
G	Professional Courses that are cross-listed as Graduate Courses

Definition of University of Nebraska Program

To define an NU academic program

Applies to: Everyone

Policy Section: Executive Memorandum

Policy Number: 24

Policy Owner:

Office of the President

Contact: Office of the President

Approved By:

Office of the President

Approved On: August 19, 2002

Effective On: August 19, 2002

Review Cycle: As needed

Definition of University of Nebraska Program Sections 4.4.1, 4.7.1, 4.9, 4.11 of the Bylaws of the Board of Regents of the University of Nebraska (the "Bylaws") provide that Special Appointments, Appointments for a Specific Term, Health Professions Appointments and Continuous Appointments may be terminated by the university when there is a "bona fide discontinuance of a program or department."

Departments are specifically provided for in Section 2.10 of the Bylaws. However, the Bylaws do not provide a definition of what constitutes a "program."

For the purposes of Sections 4.4.1, 4.7.1, 4.9, 4.11 and 4.12 of the Bylaws definitions of academic, and support and service programs to be used when considering possible budget reallocation and reduction actions are:

1. Academic program. An academic program shall be defined by any one or more of the following characteristics:
 - a. includes the word "College," "School," "Department," "Center," "Institute," "Division," "Program," "Bureau," "Clinic" or "Laboratory" as part of its title;
 - b. is headed by a person with academic rank entitled "dean," "director," "chair," "chief," "coordinator," or "head,"
 - c. leads to a degree, a certificate, a major, a minor, a credential, a diploma or continuing education units;
 - d. has a sequence of specific academic requirements;
 - e. is a distinct academic option or track within a larger unit;
 - f. has received administrative approval at the campus level or above to be a distinct academic, research or service function;
2. Support and service program. Any unit that does not have one or more of the foregoing characteristics of an academic program will be defined as a support and service program.

Directory Information

To comply with federal privacy law known as FERPA

Applies to:

All Students

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Approved On: Unknown

Effective On: October 6, 2016
and earlier

Review Cycle: As needed

Public Directory Information

The University of Nebraska defines the following student information as public directory information:

- Student name
- Year at the university (fr, so, jr, sr, etc.)
- Dates of attendance
- Academic college and major field of study
- Enrollment status, (e.G. Undergraduate or graduate; full-time or part-time)
- Participation in officially recognized activities and sports
- Degrees
- Honors and awards received
- Most recent educational agency or institution attended

Directory information will be available to the public upon request and may be included in student directories published electronically. However, students have the right to have directory information withheld from the public, if they so desire.

Non-Public Directory Information

The University of Nebraska defines the following student information as non-public directory information:

- Local address
- Permanent address
- Telephone listings
- University email address.

Non-public directory information is not available to the public, but is available to any University Official or student. However, if the student has indicated to restrict their data, then University Officials can only access the information when needed for educational purposes.

Restrict Directory Information Access

You can change your privacy (FERPA) option online through MyRED or by contacting the Office of the University Registrar, 107 Canfield Administration Building South, (402) 472-3635. This directory information restriction is good until you notify the University to remove it. Directory information already included in hard copy publications will be removed at the next printing of the hard copy publication.

Enrollment Status

To define enrollment status for financial aid and other purposes.

Applies to: All Students

Policy Owner:

University Registrar

Contact: University Registrar

Approved By:

University Registrar

Approved On: Unknown

Effective On: October 6, 2016
and earlier

Review Cycle: As needed

Full-time status is determined by the number of credit hours on record for the student.

	Semester				Summer Session			
	Full-time	3/4 time	1/2 time	<1/2 time	Full-time	3/4 time	1/2 time	<1/2 time
Professional / Undergraduate	12+	9-11	6-8	1-5	9+	6-8	4-5	1-3
Graduate	9+	6-8	4-5	1-3	6+	4-5	3	1-2
College Independent Study courses are not used to determine full-time status. Regarding summer full-time status information for Financial Aid purposes, please contact the Office of Scholarships and Financial Aid, 402-472-2030.								

With the approval of the Dean of Graduate Studies, students in the final semester of a masters degree program (Option I only) or candidates for doctoral degrees registered for less than the credit hours required for a full program may be granted full-time status if they are not employed more than twenty hours per week (half-time).

FERPA Board of Regents Rules

Privacy Concerns

Applies to: All Students

Policy Number: RP-5.10

Policy Owner:
University BOR

Contact: University Registrar

Approved By:
University BOR

Approved On:
Thursday, June 15, 2006

Effective On: October 62016

Review Cycle: As needed

**Review, Approval,
and Change History:**
Unknown

1. Scope of Policy

This policy governs all “education records” maintained by all campuses and the central administration of the University of Nebraska.

2. Purpose of FERPA; Definition of Education Records

- a. FERPA affords students certain rights with respect to their education records. FERPA defines “education records” as those records: Directly related to a student; and Maintained by an institution or a party acting for the institution.
- b. FERPA provides students who reach the age of 18, or who attend the University of Nebraska, with the right to inspect and review their own education records. Students also have the right to request an amendment to their education records and have some control over the disclosure of personally identifiable information contained in these records.
- c. FERPA applies to the education records of persons who are or have been in attendance at the University of Nebraska, including students in cooperative and correspondence study programs. The rights provided to students under the federal law set forth in FERPA RP-180 Chapter 5. Responsibilities and Rights of Students do not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the University of Nebraska; however, student application materials are not considered public records under Nebraska state law and will not be disclosed to the public except as permitted by law.

3. Records Not Covered By FERPA The term “education records” does not include:

- a. Records which are in the sole possession of the maker and are neither accessible nor revealed to any other person, except a substitute who performs on a temporary basis the duties of the individual who made the records.
- b. Records maintained by a law enforcement unit of the University of Nebraska for the purpose of law enforcement. (Note other laws addressing campus security may also apply to law enforcement records.)
- c. Records relating to an individual’s employment at the University of Nebraska, when such employment is not based upon the individual’s status as a student; provided that the records are made and maintained in the normal course of business, relate exclusively to the individual’s capacity as an employee, and are not available for use for any other purpose.
- d. Medical and counseling records used solely for treatment. (Medical records may be reviewed by a physician of the student’s choice.)
- e. Records that only contain information about an individual after he or she is no longer a student (e.g. alumni records). Records of an individual while a student continue to be “education records” after the student leaves or graduates from the University of Nebraska.

4. Students Rights to Inspect and Review Educational Records

- a. Students and former students have the following rights:
 - The right to inspect and review their education records within 45 days of their request to inspect.
 - The right to a response to a reasonable request for an explanation and interpretation of the record.
 - The right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The student may be charged a normal cost for copies, if such a charge does not effectively prevent the student from inspecting and reviewing the record.

Refund/Adjustment... Continued

b. The University of Nebraska is not required to permit a student to inspect and review education records, which contain:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in their files prior to January 1, 1975.
- Confidential letters and recommendations placed in their files after January 1, 1975, if:
 - I. the student has waived the right to inspect and review those records; and
 - II. the records are related to the student's admission to an educational institution or program, application for employment, or receipt of an honor.

c. If an education record contains information pertaining to more than one student, a review and inspection will only be allowed for that specific information pertaining to the requesting student.

5. Procedure to Inspect and Review; Challenges to the Record

- a. A student should submit to the registrar, director of registration and records, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Compliance with an appropriate request for an inspection shall be made within no greater than 45 days.
- b. A student may ask the University to amend an education record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the student wishes to amend an education record, the student should write the University official responsible for the record, clearly identify the part of the record the student wishes to amend and specify why it should be changed. If the University official decides not to amend the record as requested, the student will be notified of the decision in writing and advised of his or her right to a hearing regarding the request for amendment. At that time, additional information regarding the hearing procedures will be provided to the student.
- c. The right to challenge grades is not covered by this policy, unless the grade assigned was inaccurately recorded in an education record, in which case the record will be corrected.

6. Consent to Release Education Records

Prior to releasing all or any part of an education record to a person other than the student to whom the record refers, consent must be obtained from the student. The consent must specify the information to be released, the reason for the release, and to whom it is to be released. The student may have a copy of the information released, if he or she desires.

7. Releases Without Consent

No consent from the student is required for the release of an education record or personally identifiable information under the following circumstances:

- a. A request for information in an education record or personally identifiable information by a "school official" determined to have a "legitimate educational interest" in the information. "School official" shall mean a person employed by any administrative unit (i.e., a campus or central administration) of the University of Nebraska in an administrative, supervisory, academic, research, or support staff position (including University law enforcement personnel and health center staff); a person or company with whom the University of Nebraska has contracted to carry out the duties related to a legitimate educational interest (including attorneys, auditors, and collection agents); employment or degree verification agencies such as the National Student Clearinghouse; a member of the Board of Regents; or those serving on committees or similar bodies charged to carry out tasks on behalf of the University of Nebraska. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Note that a school official located at one University of Nebraska administrative unit may have a legitimate educational interest in the educational records and personally identifiable information maintained at another administrative unit.
- b. Lawful compliance with a properly issued subpoena or court order.
- c. A request in connection with a student's application for financial aid.
- d. A request by an organization conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, on behalf of the University of Nebraska, if the studies do not permit the personal identification of parents and students outside of the study representatives, and the information is destroyed once it is no longer needed by the studies.
- e. Information submitted to accrediting organizations.
- f. A request of a parent of a dependent student, as established

Refund/Adjustment... Continued

- g. In case of an emergency, if the knowledge of the protected information is necessary to protect the health or safety of students or other persons.
- h. A request from authorized state or federal representatives in relation to a state or federal audit of government supported programs.
- i. A request from an official of another school, school system, or institution of higher education in which a student seeks or intends to enroll; provided however, that the annual notice required by FERPA must include a statement that the University of Nebraska forwards education records to other agencies or institutions, in which the student seeks or intends to enroll, upon request of the agency or institution.
- j. In the case of a crime of violence, the University of Nebraska shall provide to the victim, the results of any institutional disciplinary proceeding against the alleged perpetrator.
- k. Requests for directory information, as more specifically discussed below.

8. Directory Information; Definition; Request for Non-Disclosure

- a. The University of Nebraska has defined the following student information as public directory information:
 - Student name
 - Year at the University
 - Dates of attendance
 - Academic college and major field of study
 - Enrollment status (e.g. undergraduate or graduate; full-time or part-time) participation in officially recognized activities and sports
 - Degrees, honors and awards received
 - Most recent educational agency or institution attended
- b. The University of Nebraska has defined the following student information as non-public directory information:
 - Local address
 - Permanent address
 - Telephone listings
 - University email address
- c. Public directory information will be available to the public upon request and may be included in student directories published electronically and in hard copy. However, students have the right to have directory information withheld from the public if they so desire. During the first two weeks of any semester, a student who wants his or her directory information to be withheld shall so indicate by completing a form obtained from the registrar's office or other office in charge of registration and records; provided however, that a form to withhold directory information may be submitted after the two week period, when a student for

reasonable cause, such as personal threats, safety or health concerns, requests his or her directory information to be withheld. The student's request will be processed within a reasonable amount of time. Directory information already included in hard copy publications will be removed at the next printing of the hard copy publication.

- d. Non-public directory information is not available to the public, but is available to any University Official or student. However, if the student has indicated to restrict their data, then University Officials can only access the information when needed for educational purposes.

9. Parental Access to Children's Education Records

At the post secondary level, FERPA provides few rights to parents to inspect a child's education records. The right to inspect and review is limited solely to the student/child. Records may be released to the parents only under the following circumstances:

- a. Lawful compliance with a properly issued subpoena or court order;
- b. The parent establishes that the student is a dependent according to Section 152 of the Internal Revenue Code of 1986; or
- c. The student provides a FERPA consent to the parental access.

10. Job References for Students by Faculty

FERPA's prohibition on disclosure of personally identifiable information (other than directory information) applies to job references. This includes information about performance in class, grades, attitude, motivation, and ability, whether conveyed in writing, in person, e-mail or over the telephone to third parties. Although such information is often conveyed by faculty members at the informal request of the student and is usually positive, the better practice would be to request a written consent form, meeting the FERPA requirements, before providing the information.

11. Recordkeeping

Each administrative unit of the University of Nebraska has an obligation to keep a record of requests and disclosures of student record information, except when the request is from the student, a University school official with a legitimate educational interest, a request for directory information, or a request to which the student has given a FERPA consent. A student has the right to review the record of requests and disclosures made in relation to his or her education records.

12. FERPA/Precedence

This policy is intended to comply with FERPA, the provisions of which and its related regulations, are incorporated herein as they exist at the time of this policy's adoption, and as they may from time-to-time be amended. Should it be determined that this policy is inconsistent with FERPA, or any other applicable law, the law shall take precedence.

FERPA Directory Information

Privacy Concerns

Applies to: All students

Policy section: None

Policy number: None

Policy owner: University BOR

Contact: University Registrar

Approved by: University BOR

Approved on: Unknown

Effective on:

10-14-2016 or earlier

Review cycle: As needed

Review, approval & change

history: Unknown

Public Directory Information:

The University of Nebraska defines the following student information as public directory information:

Student name, year at the University (Fr, So, Jr, Sr, etc.), dates of attendance, academic college and major field of study, enrollment status, (e.g. undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, degrees, honors and awards received and most recent educational agency or institution attended.

Public directory information may be available to the public upon request and may be included in student directories published electronically. However, students have the right to have directory information withheld from the public, if they so desire.

Non-Public Directory Information:

The University of Nebraska defines the following student information as non-public directory information:

Local address, permanent address, telephone listings, University email address.

Non-public directory information is not available to the public, but is available to any University Official or student. However, if the student has indicated to restrict their data, then University Officials can only access the information when needed for educational purposes.

FERPA Release of Academic Information of Those Deceased

Privacy Concerns

Applies to: All deceased students

Policy section: None

Policy number: None

Policy owner:
University Registrar

Contact: University Registrar

Approved by:
University Registrar

Approved on: Unknown

Effective on:
10-14-2013

Review cycle: As needed

**Review, approval
& change history:**
Implemented on 10/14/2013

The Office of the University Registrar will evaluate each request for the release of a transcript or other academic records of a deceased student on the individual merits of that request. The University of Nebraska-Lincoln reserves the right to deny the request in whole or to release only part of the academic records that are requested. The decision will be based on what is deemed to be in the best interest of UNL.

Minimum requirements for any release of academic information include: confirmation of the student's death proved to the satisfaction of UNL and the Office of the University Registrar; a written request indicating what academic records are being requested, why they are being requested and from whom it is being requested (news media, family, researcher, etc.). The requester assumes the burden of proof regarding who they are and what their interest is in the academic records of the deceased student. Requests for academic records using descriptions of 'all', 'entire', or other similar words or phrases will be interpreted as requests for the academic transcript.

FERPA Release of Student Information of Those Newly Admitted

Policy on Release of Student Information for New Students

Applies To: All new students

Purpose: Privacy Concerns

Policy Owner:
University Registrar

Contact:
University Registrar

Approved By:
University Registrar

Effective On: March 20, 2014

Review Cycle:
As needed

Current FERPA Statute states that FERPA statutes are in effect beginning on the first day of attendance. FERPA allows institutions to determine, within reason, what day is the first day of attendance for any individual student

UNL has determined that for the purpose of FERPA, the 'first day' of attendance shall be the day on which an individual student has both paid any required enrollment deposit and has officially enrolled in classes for his or her initial term at UNL.

Fifteenth (15th*) Week Policy

To properly administer the week before final exams

Applies to: UNL Students

Policy Owner: Academic Senate

Contact: University Registrar

Approved By:
Academic Senate

Approved On:
September 13, 2005

Effective On:
September 13, 2015

Review Cycle: As needed

Review, approval & change history:

Adopted by the Academic Senate on April 5, 2005. Revised and approved by the Academic Senate on September 13, 2005. (This policy replaces the former Dead Week Policy.)

A semester is comprised of 15 weeks of instruction, one week of break, and finals week. The 15th week refers to the last week of classes before final exams.

Final examinations for full semester classes are to be given ONLY at the regularly scheduled time as listed on the Final Exam Information–Fall webpage and the Final Exam Information–Spring webpage or at another time DURING FINALS WEEK mutually agreeable to all concerned.*

The only examinations that may be given during the last week (15th week) of classes are: laboratory practical examinations, make-up or repeat examinations, and self-paced examinations. However, the following must be applied:

Projects, papers, and speeches scheduled for completion during the last week (15th week) of classes must have been assigned in writing by the end of the eighth week **and must be completed no later than Wednesday of the 15th week**. This stipulation refers to the project and its scope, but not the topic. Furthermore, ALL requirements, except for the final exam, must also be completed **no later than Wednesday of the fifteenth week**. However, if the instructor is replacing the final exam with either a project, paper, or speech, the due date for the assignment can be any time during the 15th week or during finals week (providing that the assignment has been given by the eighth week). The exception to this is a class meeting one day a week on a Thursday or Friday for which all policies/requirements are shifted to either a Thursday or Friday, respectively. Complaints about failure to follow the above outlined procedures should be made immediately.

Complaints should first be made directly to the instructor of the course in which the violation has occurred or is likely to occur. This could be done by simply directing the instructor's attention to this policy statement. If the problem cannot be worked out, the student may inform the President of the Association of Students of the University of Nebraska (ASUN) of the progress of the complaint and request aid in correcting the problem. If corrective actions are not taken within two days, the complaint should be submitted to the department chair or head by the student or the ASUN representative on behalf of the student. If the chair/head is unable or unwilling to resolve the complaint within two days, the complaint should be submitted to the College Dean, and if the Dean is unable or unwilling to resolve the problem within two days, the student, or the ASUN representative on behalf of the student should appeal to the Director of Undergraduate Education Programs in the Office of the Senior Vice Chancellor for Academic Affairs. Resolving the complaint should in no case take longer than eight working days.

The Fifteenth Week policy does not apply to classes offered by the College of Law.

* The phrase "mutually agreeable to all parties concerned" entails the following:

- Mutually agreeable: the professor/instructor presents an alternative to the procedures listed above. He/she then obtains **in an anonymous method agreement or opposition** from each student for three consecutive class periods. **The process of obtaining agreement to the alternative procedure must be completed by the end of the twelfth week of the semester.** If no anonymous opposition is expressed on any of the three days, the professor/instructor may then choose to adopt the mutually agreeable procedures for finals week which would otherwise be prohibited under the above policy. **However, in no case can an exam be scheduled after the end of the official exam period. A written record of this process should be maintained.**
- All parties concerned: the professor(s)/instructor(s) for a given course/course section as well as all students enrolled in that course/course section.

Final Grades Due

To receive and record grades in a timely basis.

Policy Owner: Academic Senate

Contact: University Registrar

Approved By: Academic Senate

Approved On: May1990

Effective On: May1990and after

Review Cycle: As needed

Final Grades: The Academic Senate has adopted a policy which requires that final grades be submitted by an instructor no later than five days after the final exam, excluding Sundays and Christmas. Holidays made up during the Christmas closedown do not count as holidays when determining the due date for final grades according to the Academic Senate (May, 1990).

Finals Week Policy

To properly administer final exams

Applies to: UNL Students

Policy Owner: University

Contact: University Registrar

Approved By: University

Review Cycle: As needed

Finals Week Policy

- In the event of a conflict, exams for regularly scheduled classes take precedence over unit exams.
- Mini-courses will be examined on the last meeting day of the course.
- The Beadle Center is considered a city campus building. Use the city campus time schedule to determine final exam times.
- Use the east campus time schedule to determine final exam times for all classes taken at buildings located on the Nebraska Innovation Campus.
- Exams for classes may be scheduled at other times during Final Exam Week upon mutual agreement of all concerned. The Instructor is responsible for finding an alternate location for the final examination.
- Online distance classes, and online class on-campus testing courses should have the final examination completed before noon Friday of Final Exam Week.
- Final exams end at noon on Friday of Final Exam Week.

In the event that you are scheduled to take three or more final examinations in one day during the final exam week, you may:

- Take all final examinations as scheduled.
- Consult with instructors and/or departments giving the final examinations to determine if a make-up final examination is or can be scheduled within the Final Exam Week.
- If, and only if, no make-up final examination is available, you must give notice in writing to the instructor(s) or department(s) of the third and subsequent final examination that is scheduled to meet within one day. Such notification must be made to the instructor(s) or department(s), as noted above, before the end of the twelfth week of classes. The instructor(s) of the third and subsequent final examination is (are) then obligated to provide an alternative final examination time during Final Exam Week. The instructor is responsible for finding the space for conducting the alternate final examination.

Grade Point Average (GPA)

Needed by various constituencies

Applies to: All Students

Policy Owner:
University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Approved On: Unknown

Effective On: October 6, 2016
and earlier

Review Cycle: As needed

A+ = 4.0	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67

Grading Symbols which carry no GPA weight:

I - incomplete **P** - pass **N** - no pass **NR** - no report **W** - withdrew

Grades: Pass/No Pass Option

A grading option

Applies to: All students

Policy section: None

Policy number: None

Policy owner: University

Contact: University Registrar

Approved by: University

Approved on: Unknown

Effective on:

10-14-2016 or earlier

Review cycle: As needed

Review, approval & change

history: Unknown

The Pass/No Pass grading option is designed to enable students to take courses in areas of interest where they may feel they have had minimal preparation without adversely affecting their grade point average. Grades of P (pass) are interpreted as a grade of C or better. Neither grade P or N (no pass) contributes to the grade point average.

There are collegiate restrictions on the use of this grading option. Students should talk with their academic advisors concerning the use of this option.

Holds for Required Advising

To assist in retention and timely graduation efforts

Applies to: All Students

Policy Owner:
University

Contact: University Registrar

Approved By: Academic
Scheduling And Policies Group

Approved On: Saturday, August
22, 2015

Effective On: Tuesday,
December 1, 2015

Review Cycle: As needed

The College* proposing the hold is required to complete this form and submit it for review to the Advising Coordinating Board (ACB). A representative from the Office of the University Registrar must be in attendance at the ACB meeting when proposals are reviewed. A Dean's level signature is required for any proposed hold. The ACB will make a recommendation to the Academic Scheduling and Policies Advisory Group (ASPAG) concerning usage of the each proposed hold and edits/changes to existing holds. ASPAG and the Office of the University Registrar will grant final approvals of holds. Proposals should include the following:

1. Describe the significant need that exists that calls for the proposed registration hold. Provide data that demonstrates the need and details how the need will be met by a registration hold.
2. Provide a description of which student group will be affected by the hold.
3. Explain how the college has explored alternative ways to address the significant need and why it has identified holds as the best option.
4. Explain with data how the college will successfully bear the responsibility brought on by the registration hold (e.g., staffing capabilities to meet the advising demand that the hold will bring).
5. Identify who in the college will have the ability to release the holds with a clear rationale.
6. Describe the data that the College will collect to accurately assess the hold's effectiveness.

* The Explore Center is defined as a "college" for the purposes of this academic hold.

Statement of Understanding:

The College will provide an annual report assessing the effectiveness of the registration hold to the Advising Coordinating Board, Academic Scheduling and Policies Advisory Group, and the Office of the University Registrar.

Colleges wishing to add, delete, change, or amend the use of a previously-approved advising hold are required to use this same form and process.

Recommendation by the Advising Coordinating Board:

Name: _____ Signature _____
Director of University Advising Services/Chair of Advising Coordinating Board

Approval Signatures:

Name: _____ Signature _____
College of Explore Center Dean/Assoc. Dean

Name: _____ Signature _____
Chair, Academic Scheduling and Policies Group

Name: _____ Signature _____
Registrar, Office of the University Registrar

Incomplete Grade

Grading of work not completed in expected timeframe

Applies to:

All semesters or terms

Policy Owner: University

Contact: University Registrar

Approved By: University

Approved On: Unknown

Effective On: October 6, 2016
and earlier

Review Cycle: As needed

WHAT DOES IT MEAN?

A course will be given the grade Incomplete or "I" when a student is unable to complete a course due to illness, military service, hardship, or death in the immediate family. Incompletes will be only given if the student has already substantially completed the major requirements of the course.

HOW IS IT CHANGED?

Undergraduate: The instructor may complete an I-Form giving the following information when assigning an "I" grade:

1. Conditions to be met in order to complete the course.
2. Date course is to be completed which shall be no more than two years hence.
3. Grade on work completed and percent of course work it represents.
4. Grade to be assigned if "I" is not removed by date specified by the instructor.

Academic departments are responsible for following up on the time completion deadline identified on the I-Form and for initiating the Change of Student Record Form to remove the "I" grade. However, if a grade change form is not received by Office of the University Registrar by the date indicated, the Office of the University Registrar will assign the grade indicated specified by the instructor.

In instances where an I-Form is not received, the I grade will be considered expired one year after the end of the term and a failing grade will be posted to the student's record for the course.

Graduate: The conditions as stated in the Graduate Bulletin shall apply.

1. If an instructor leaves the University prior to the date on an I-Form for completion of a course, then the I- Form shall be used by the student and the academic department to allow the student to complete the course.
2. The "I" is assigned at the discretion of the instructor in consultation with the student and following the Academic Senate guidelines.
3. The "I" grade cannot be changed to a "W" grade.

Lost Diplomas

How to get replacement diplomas

Applies To: All UNL Graduates

Policy Number: 1.5.4

Policy Section: BOR 1.5.4

Policy Owner: University BOR

Contact: Central Administration

Approved By: University BOR

Review Cycle: As needed

If a diploma, certificate, or document is lost, the Corporation Secretary is hereby authorized to issue a certificate or document indicating the date of issuance of the original, showing the date when the Board granted the degree or other honor and the name of the person receiving the same, and the duly appointed and acting officers are authorized to sign the certificate or document. The applicant for reissuance shall pay the cost of same.

To order a replacement diploma, contact Graduation Services in the Office of the University Registrar by phone: 402-472-3635 ext. 3 or email: registrar@unl.edu.

Maximum Credit Hour Load

To monitor enrollments deemed inappropriately too large

Applies to:

All Semesters or terms

Policy section: None

Policy number: None

Policy owner: University

Contact: University Registrar

Approved by: Various colleges

Approved on: Unknown

Effective on:

10-14-2016 or earlier

Review cycle: As needed

Review, approval & change

history: Unknown

Undergraduate students may register for up to 18 credit hours per semester, except for the College of Business Administration which allows a maximum of 19 credit hours and the College of Arts and Sciences and the Hixson-Lied College of Fine and Performing Arts which allow a student to register for up to 20 credit hours. Written permission from the college dean is required to exceed the credit hour per semester maximum and must be filed with an Override Authorization Form at the time of registration.

Name Changes

To facilitate students' use of their preferred and/or legal name.

Applies to: All Students

Policy Owner: University

Contact: University Registrar

Approved By: University

Approved On: August 2016

Effective On: August 1, 2016

Review Cycle: As needed

PREFERRED NAME

Students are required to provide their full legal name at the time of admission. However, they should be able to indicate how they would like to be addressed within the campus community regardless of their legal name. Therefore, as long as the use of an individual's "preferred name" is not for the purposes of misrepresentation or falsification, it will be accommodated for campus use and documents except where the use of the individual's legal name is required for university business or legal need. The legal name will still be required and used for all official, external communication.

Students will be able to designate a preferred name within MyRED. No legal documentation is required to make a change to the first and/or middle name used as a preferred name.

Preferred Name will appear:

- Rosters (class, correction, grade)
- Blackboard

Legal Name will appear:

- Official/unofficial transcripts
- Student Clearinghouse
- 1098T documentation
- Scholarships/Financial Aid Processing
- Student Consolidated Bills

LEGAL NAME CHANGE

To change your legal name or correct the spelling of your legal name on your academic records, submit legal documentation to the Office of the University Registrar, 107 Canfield Administration Building South. Legal documentation may include Certificate of Marriage, Court Order or Decree, Driver's License, Passport/Visa, or any other official government document.

Public Record Requests

Providing access to appropriate public records

Applies to: Everyone

Policy Owner:
Office of the President

Contact: Office of the President

Approved By:
Office of the President

Approved On: June 28, 2001

Effective On: June 28, 2001

Review Cycle: As needed

Public Record Requests The University of Nebraska recognizes the importance of providing full access to public records at the request of citizens and the news media to ensure confidence in the institution. State law defines what a public record is and excludes confidential data.

Nebraska State Statutes (84-712 to 84-712.09) provide, in summary, for:

1. The examination of public records at no charge during regular business hours,
2. The payment of actual cost for the making of photocopies of original public records,
3. The payment of the actual cost, for electronic data, including reasonably calculated actual cost of computer run time, any necessary analysis and programming, and the production of the report in the form furnished,
4. A deposit from the requester prior to the fulfillment of the request in cases where the production of the public records is estimated to exceed \$50, and
5. Requests to be fulfilled not more than four business days after the actual receipt of the request or, in cases where fulfillment is not possible in that timeframe, a written explanation stating when the request can be fulfilled, an estimate of the cost, and an opportunity for the requester to modify the original request.

The University is not required to produce or generate any public record in a new or different form or format modified from that of the original public record; however, where practicable and affordable such requests may be honored. Practicable and affordable requests are those that do not interfere with the normal operation of the University nor place an undue financial burden on the University to be complied with. In most cases the requester shall pay for the cost of such public record request in full. In exceptional cases, where the President or his or her designee deems the request to be central to the public's right to know, the cost of a public records request may be discounted or waived.

While all Nebraska citizens have the right to access public information, the University will attempt to honor requests for information not in original form or format made by those providing information to a broad base of Nebraska citizens.

Refund/ Adjustment of Undergraduate Student Charges for Tuition and Fees Exception Policy

To provide guidelines for students making appeals to standard fee assessments.

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the University Registrar

Approved On: October 62014

Effective On: October 62016

Review Cycle: As needed

Review, Approval, and Change History:

Original approved on 3/2/2014.

Revised 10/06/2016.

I. Exceptions to published fee assessment policy and charges

1. For undergraduate students the Office of the University Registrar is charged with the responsibility of considering and approving exceptions to published fee assessment policy.
2. Any change in assessment can only be adjusted or pro-rated to an amount consistent with rates already established and published by the University of Nebraska – Lincoln.

II. Initial appeal by a student

1. An appeal and all pertinent written documentation must be submitted in writing (email is acceptable) within 20 calendar days of notification of assessment, adjustment or refund. The University Registrar or designee may make exceptions on a case-by-case basis when there is a compelling case to do so.

Minimally, each written appeal must be dated and include the student name, address and phone number, NUID, signature or originating evidence of the student, statement describing specifically what is being requested and for what term, statement of any extenuating circumstances, and why the request should be honored.

2. All appeals must be submitted to the Office the University Registrar. Appeals must meet one or more of the following criteria to be considered and approved:
 - a. Written documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student or the institution and which subsequently caused a change in the class schedule, thus changing the assessment. This provision specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of enrollment.
 - b. Written documentation of substantiated circumstances involving deadlines where a student has in good faith relied on information provided by a named University official, or the official's interpretation of the text of a University document or publication, and was consequently misled or mistaken about its terms.
 - c. In individual cases and when it is in the best interest of the student and the institution, the University Registrar may grant an exception that is not deemed to be served appropriately by the exception criteria stated elsewhere in this document.
3. Regarding all sections of this document; decisions will address whether an adjustment of charges will be made. Grade assignments, quality and quantity of instruction and other academic issues are not within the scope of these procedures and should be addressed by the appropriate individual or party at UNL. When appropriate grading and fee assessment decisions may be rendered jointly after due collaboration.
4. Generally, grounds for consideration of an appeal will be restricted to those circumstances personally experienced by the enrolled student.
5. Decisions are rendered by the designated official of the Office of the University Registrar and will be based solely upon any and all pertinent written documentation.
6. Best efforts for notification of a decision will be made within 10 calendar days of receipt of the written appeal with all needed supporting documents.

Refund/ Adjustment... Continued

III. Appeal of the decision rendered by the Office of the University Registrar

1. Upon written request a student may appeal the decision rendered by the Office of the University Registrar.
2. Barring substantial and mitigating circumstances a written appeal must be received by the Office of University Registrar within 20 calendar days of the notification decision.
3. The written appellant must request a review of the original decision and may contain additional written documentation to support the appeal.
4. The appeal will be reviewed by the same Office of the University Registrar designated official. If the appeal information is sufficient to overturn the original decision, the designated Office of the University Registrar official can adjust a tuition or fee assessment in accordance with appropriate fiscal procedures.
5. If denied, the information must be forwarded to the University Registrar's immediate supervisor for his/her prompt adjudication.

IV. Appeals

1. The University Registrar's immediate supervisor will hear all appeals on decisions made by The Office of the University Registrar.
2. S/he shall generally operate under all guidelines set forth in these articles.
3. S/he will make best efforts to consider and send notification of the outcome of an appeal to the student and to the University Registrar within 30 calendar days after receiving the appeal information from the Office of the University Registrar.
4. The decision rendered by the University Registrar's immediate supervisor is the final University determination on the matter.

V. Refund of Tuition and Fees in the Event of a Student Death, Students called to Active Military Duty or Jury Duty

1. Situations regarding student death or students called to military duty or jury duty will be administered by specific UNL guidelines published elsewhere.
2. Please check with the Division of Student Affairs or the UNL's web site for specific policies.

Revocation of Admissions or a Degree

Rules for governing revocation of admission or a degree

Applies To: All Students

Policy Number:
Article IV, 11-12

Policy Section:
Student Code Of Conduct

Policy Owner:
Student Code Of Conduct

Contact: Student Affairs

Review Cycle: As needed

Revocation of Admission and/or Degree

Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

Withholding Degree

The University may permanently withhold awarding a degree, or withhold the award of a degree pending the completion of the Disciplinary Procedures, including the completion of all sanctions imposed, if any.

Student Information

To collect and store needed student information

Applies to: UNL Students

Policy Section:
UNL Bylaws - Students

Policy Number: 4.0.1

Policy Owner: University

Contact: University

Approved By:
Office of the Chancellor

Review Cycle: As needed

All students at UNL shall have the responsibility to provide the Office of the University Registrar with accurate information as designated in Section 5.6 of the Regents Bylaws and such other information as may be required, subject to the approval of the Vice Chancellor for Student Affairs. Policies for release of information about students must be consistent with the provisions of Section 5.6.1 of the Regents Bylaws.

Student Record and Transcript Policies

To have a set of standards for all to know.

Applies to: All

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Approved On: Unknown

Effective On: October 6, 2016
and earlier

Review Cycle: As needed

Access to a student's record is confidential. Academic transcripts are issued only upon request by the student. Transcript orders can be picked up in person, sent/mailed by hard copy or delivered electronically. A written release from the student is necessary to issue transcripts to parties other than the student such as spouses, parents, employers, or other colleges. Transcripts may be issued without release by the student when a court order has been issued. There is no transcript fee, however, there is a charge for special delivery service. No requests for transcripts are taken by phone. Transcript requests can be completed on-line at: registrar.unl.edu/ordering-transcripts.

Hours earned at an accredited collegiate institution are made a matter of record by the University. All hours presented on an application for transfer, however, will be evaluated by the University which reserves the right to accept or reject any of them for transfer credit.

Office of the University Registrar will not reproduce a transcript from another institution. Such requests should be made to the institution where the transcript originated.

Transcripts are provided in full only. No transcripts will be issued with an incomplete or partial record of a student's program-to-date. A student's cumulative average will include grades earned only at the University of Nebraska (UNL, UNMC, UNO, and UNK). Notations of academic dismissal on the academic record are removed once a student receives a degree.

Transcripts are NOT issued when the student has an outstanding financial obligation or other 'holds' with one or more University departments or agencies.

Students Called into Military Service

Fair treatment for students involuntarily called into military service

Applies to: All students

Policy section:
Executive Memorandum

Policy number: 23

Policy owner:
Office Of The President

Contact:
Office Of The President

Approved by:
Office Of The President

Approved on: March 11, 2014

Effective on: March 11, 2014

Review cycle: As needed

**Review, approval
& change history:**
Original version: October 17,
2001

1. General

This Policy shall be implemented in order that the University of Nebraska might provide equitable, consistent treatment to its students who are called into military service and to facilitate their ability to continue their education once that military service is completed.

2. Eligibility

Students who are regularly enrolled in any class or program offered by the University of Nebraska are eligible for the benefits described in this Policy, if they: (a) belong to a military unit that is called into active duty, or (b) are drafted and not eligible for deferment; such that the date upon which they are required to report to active duty prohibits them, as a practical matter, from completing the term in which they are enrolled.

For the benefit of eligible students residing in states other than Nebraska that are enrolled in distance education programs or coursework through the University of Nebraska, such eligibility will, to the extent required by law, extend to a spouse or dependent child for such distance education programs or coursework in accordance with the relevant rules of the state in which the student resides.

3. Course and Grade Options

An eligible student may elect to cancel registration in all classes in which he or she is enrolled at the time the call for duty is received. In such case, the student shall receive a full refund for all tuition and student fees paid on behalf of that student. In the alternative, the student may request his or her instructors to award a grade or an incomplete for all classes. If an incomplete is given, then the instructor shall file in the student's educational records and provide to the student specific instructions regarding the study and activities required to complete the course. If a grade and credit are awarded, then the instructor shall award a grade reflective of the student's performance, taking into consideration the quantity and nature of the curriculum through the time of the student's departure. Finally, the student shall have the option of withdrawing from selected courses, receiving a pro-rated refund of tuition and fees for those courses, while also opting to receive a grade or incomplete in other courses in which the student is enrolled. Executive Memorandum No. 23

4. Students Receiving Financial Aid

Notwithstanding any provision to the contrary in this Policy, administration of financial aid with respect to any eligible student shall be consistent with federal and state law. Students otherwise eligible for these benefits and receiving financial aid should immediately contact the financial aid office on their respective campuses, where each case must be addressed individually based upon the particular rules applicable to the relevant student. The campus financial aid offices shall address these matters in such a way so as to minimize the financial hardships to the student, while complying with the applicable law and regulations.

5. Publication

This Policy shall appear in all student catalogs and be placed on the websites of Central Administration and each Campus.

6. System Application

This Policy applies to all administrative units of the University of Nebraska. Each campus may provide supplemental policy guidance, consistent with this Policy, designed to implement the provisions herein, including guidance relating to fees associated with meals and housing, textbooks, parking, lab and course fees, as well as other ancillary fees.

Year and Term Identifier

Short code needed to ID term or semester

Applies to:

All semesters or terms

Policy Owner:

University Registrar

Contact: University Registrar

Approved By: Office of the
University Registrar

Approved On: Unknown

Effective On: October 6 2016
and earlier

Review Cycle: As needed

The Office of the University Registrar uses a four-digit number to indicate the year and term of a course or registration or record.

- The first digit represents the century (1=21st century).
- The next two digits represents the year (for example 16=2016).
- The last digit indicates the semester or term (8 = Fall, 1 = Spring, and 6 = Summer).

For example, 1161 would represent Spring of 2016.