



OFFICE OF THE UNIVERSITY REGISTRAR

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# ACADEMIC SERVICES HANDBOOK

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Rev. Jan 2014

The University of Nebraska-Lincoln is an equal opportunity educator and employer with a comprehensive plan for diversity.



## ACADEMIC BANKRUPTCY (For Undergraduates Only)

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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 courses so approved are marked "Academic Bankruptcy".

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 adviser.
2. Pick up an Academic Bankruptcy Form at Registration and Records, 107 Canfield Administration Building (0416), 472-3681.
3. Fill out the form and take it to their adviser. If the adviser approves, the adviser should sign the Academic Bankruptcy Form.
4. The signed form must be returned to Registration and Records, 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). A written response to the student concerning the final disposition of the application will be issued from Registration and Records.

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. Approved bankruptcies are shown on a student notification letter mailed to the student.
7. 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.
8. Academic bankruptcy does not apply to graduate students or to law students since the University does not maintain grade averages for them.
9. The request for academic bankruptcy must be submitted prior to receiving a baccalaureate degree from UNL.

## ACADEMIC CREDIT RECORD SYSTEM

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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. Changes to the records are processed directly on the computer and grade factors are immediately recalculated.

## ACADEMIC GOOD STANDING

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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

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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 Bulletin* 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 Dean of Students, 106 Canfield Administration Building (0418), 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

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An academic record is established and maintained indefinitely by 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 and minors (after graduation)
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. Courses approved for graduate credit
10. Cumulative average upon graduation (undergraduate only).

## ACADEMIC STANDARDS – GRADUATE

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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

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In January 2014, the following policy on academic standards was implemented:

### **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 a letter and 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 a letter and 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 advisers 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.

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

### **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 and returning it to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023. If students have attended other postsecondary 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 to the Office of Admissions 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 Bulletin*.

## **ADDRESS CHANGES**

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A student may change the local (campus or commuting), permanent (home), or parent (next-of-kin) addresses at any time by completing a Change of Address Form at Registration and Records, 107 Canfield Administration Building (0416) or by calling 472-3635 during normal business hours.

## ADMISSIONS – GRADUATE

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**On-line Application.** An on-line graduate application is available through the Graduate Studies web site at <http://www.unl.edu/gradstudies>. The \$45 application fee can be paid by credit card. The Graduate Studies web site also includes complete information about the application process as well as links to the departmental web pages and general information about the University of Nebraska-Lincoln.

**Application for a Degree Program.** Admission to the Graduate College as a degree-seeking student requires application to both Graduate Studies and the Graduate Committee within a department or academic unit. Applicants to a degree program must send an application, application fee, two official transcripts from all postsecondary schools attended, and fulfill any additional requirements the department specifies, such as statement of goals, test scores, portfolios, etc. Specific requirements for each department may be found on the Graduate Studies web site. If applying for two programs, an additional set of application materials for the second program must also be sent. (Applicants can be admitted to only one program at a time unless a joint program is established.) For each application, submit both an on-line application and fee.

The UNL graduate application and the \$45 non-refundable graduate application fee must be submitted directly to the Office of Graduate Studies, along with two official transcripts from every college or university previously attended. Once an application is received by Graduate Admissions, a copy will be forwarded to the department.

Questions regarding the status of your application are best directed to the department. Notification of acceptance by a department Graduate Committee or faculty member is advisory only. Admission is granted solely by the Office of Graduate Studies and is confirmed by the issuance of a Certificate of Admission. Academic departments will notify applicants concerning awards of financial assistance. If a student wishes to take classes prior to being accepted to a degree program, please refer to the Non-Degree, Post-baccalaureate section. The student will need to contact Graduate Studies to activate a non-degree enrollment.

**Non-degree, Post-baccalaureate Admission.** Graduate Studies is designed to meet the needs of all post-baccalaureate students. A student may wish to take classes for preparation to move into a new major area, while applying to a degree program, to gain an additional undergraduate major or course of study, or for personal development. In these cases, admission to the Graduate College is completed through the Graduate Studies office as a non-degree, post-baccalaureate admission. Applicants are reviewed for minimum standards upon receipt of an application, application fee and one official transcript of a bachelor's or more advanced degree.

There are some limitations to a non-degree, post-baccalaureate admission: 1) It is not a guarantee of future admission to a degree program. Students must apply formally through Graduate Studies for acceptance into a degree program; 2) Students will not qualify for assistantships or fellowships in this category and financial aid in the form of student loans is limited to those taking only undergraduate hours as prerequisites to a specific graduate or professional program later, or those enrolled in a teacher certification program. The Office of Scholarships and Financial Aid can supply further information about the availability of these loans; 3) This admission is not available to international students on F-1 visas who have never studied at UNL.

An *Express Admission* allows a student to register for classes without waiting for Graduate Studies to receive transcripts. The admission may be extended beyond one term only upon receipt of an official degree transcript.

Education and Human Sciences Student Services (472-8623) is the primary contact regarding teacher certifications, endorsements and renewals.

The 800 and 900-level classes taken by non-degree graduates may be eligible for inclusion in a graduate program upon admission to that program and approval by the departmental graduate committee. *It is imperative that students consult with the department to which they are applying about limits on the acceptance of credit completed prior to admission to a degree program.*

**Non-degree, Visiting Graduate Admission.** Enrollment is limited to two terms (semesters and/or full summer enrollment) and is available to applicants who are actively pursuing graduate studies at another institution. The application for admission (available on-line at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies)) and \$45.00 fee will be required. In addition, applicants for non-degree visiting graduate admission are asked to submit a letter of *good standing* at their home college or university. The letter should be signed by an authorized school official such as Registrar or Graduate Dean.

**Intercampus Registration.** Graduate students from UNO, UNMC, and UNK will use an on-line application for intercampus registration to register for courses at UNL and will retain their admission at their degree-objective campus. Access the application on-line at [intercampus.nebraska.edu/pre\\_inter\\_campus.aspx](http://intercampus.nebraska.edu/pre_inter_campus.aspx).

## ADMISSIONS - INTERNATIONAL STUDENTS - GRADUATE

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An on-line graduate application is available through the Graduate Studies web site at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies). The \$45 application fee may be paid by credit card on-line. The Graduate Studies web site also contains profiles for all degree programs with links to departmental web pages.

**Deadlines.** Each department has its own deadline. To find the deadline for your department, check the list of *degrees* and *majors* on the Graduate Studies web site. It is generally recommended that applicants outside the U.S. begin applying approximately one year in advance of the desired first enrollment. For departments that do not specify a deadline and departments with “rolling” admission, submit all materials to Graduate Admissions no later than March 1 for first semester (August), September 1 for second semester (January), or February 1 for summer (May through July). To be considered for financial support, submit all materials before January 7.

Non-immigrant visa holders must provide evidence of financial support before admission to the Graduate College can be completed and immigration forms required of Student or Exchange Visitor applicants can be issued. Non-native English speakers must also satisfy the Graduate College’s English proficiency requirement.

**Transcripts.** Two official transcripts or marked sheets of all postsecondary course work are required. Any degrees, certificates or diplomas awarded should be clearly indicated on the transcript or included separately. Only records attested or certified by appropriate university officials will be accepted. Photocopies or facsimiles of certified documents cannot be used. Certified English translations must accompany records in languages other than English. English translations do not replace transcripts issued in other languages. Both English and original language documents must be sent. Those enrolled at another U.S. institution may have certified copies of all foreign records sent directly to Graduate Admissions by the Registrar or Graduate Office of the current institution. Graduate Admissions will obtain the academic records of former UNL students if they are already on file at the University.

**English Proficiency.** Students whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL) score of at least 500 on the paper-based test or 61 on the internet based test, or a score from the International English Language Testing System (IELTS) of at least 6. Most departments require higher scores for admission. Scores must be submitted directly from the testing agency. Scores are valid for two years from the test date. Exceptions from the TOEFL requirement are granted for non-native speakers who have received a bachelor’s or more advanced degree from a U.S. university or a university outside the U.S. in which English is the official language of instruction. *Newly admitted students who are required to submit TOEFL or IELTS scores must complete an on-campus English Placement Examination upon arrival. The results of the examinations determine if ESL courses will be required in order to complete the English proficiency requirement.*

**International Teaching Assistant Institute.** New holders of teaching assistantships who are non-native speakers of English must attend the International Teaching Assistant Institute. The summer Institute, a concentrated 90 hour program, is held the last week of July and the first two weeks of August. For more information about the availability of assistantships and the Institute, contact your program’s Graduate Committee chair.

## ADMISSIONS - INTERNATIONAL STUDENTS – UNDERGRADUATE

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International student applicants should request the brochure, *International Student Guide*, from the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023, and follow the instructions provided for applying to the University. Requests for admission materials received by other offices on campus should be forwarded to the Admissions Office for correspondence and processing. The packets sent by Admissions contain general University information, International Application for Admission, information about the colleges, admission requirements, costs, and instructions for completing the admission process. After admission, a special housing contract and information about obtaining a student visa are forwarded with the student eligibility form (I-20 or IAP66).

**Credit Transfer from Institutions Outside the U.S.** For select institutions, primarily in Malaysia, course equivalency lists have been established by UNL faculty and are validated by the Admissions Office for transfer from these institutions. Other international students who have earned transfer credit from postsecondary institutions outside the United States must validate the acceptance and application of those credits through counsel with academic advisers in each subject area. To assist students in this process, the Office of Admissions prepares a preliminary evaluation of students' academic credentials. The packet of information is given to the student who makes arrangements with the appropriate advisers for an evaluation. Once evaluated, the validation forms are returned to the Admissions Office by the student for clearance and forwarded to the Records Office for recording in the permanent file.

The Office of Admissions maintains a library of helpful guides and foreign institution catalogs to assist advisers in making evaluations. Questions about foreign credentials and educational systems should be directed to the Office of Admissions.

**Credit Transfer from Institutions within the U.S.** International students who transfer to the University of Nebraska-Lincoln must meet the University's admission requirements for international students as well as the specific college requirements for their intended majors.

As a matter of policy, the University will record all credit hours presented for transfer and earned at accredited institutions by transferring international students. Applicants for transfer should be aware that the colleges and schools within the University in which students plan to enroll will evaluate all transfer credits and determine which hours will be counted toward meeting degree requirements. Sixty-six (66) semester hours is the maximum number of hours the University will accept for transfer from two-year accredited institutions. Each transfer student, regardless of the number of transfer credits presented or applied to a degree, must complete a minimum of thirty-six semester hours of enrollment in the college from which he or she intends to graduate.

**International Outreach.** As part of a campus-wide plan to implement further internationalization of the University, the Offices of Admissions and Graduate Studies can assist in assembling marketing materials and packets of campus information to faculty and staff visiting overseas. Contact International Affairs, 420 University Terrace, (0221) 472-5358, to discuss overseas travel.

## ADMISSIONS - NEW FRESHMAN REQUIREMENTS

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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), 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.



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.
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 950 or higher.

**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.

## ADMISSIONS - TRANSFER REQUIREMENTS

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Students who have attended one or more postsecondary institutions since graduating from high school or who have attempted twelve or more semester (or eighteen quarter) hours of credit will be considered transfer students for the purpose of admission. To be eligible for admission as a transfer student, applicants must have at least a 2.0 cumulative grade point average (on a 4.0 grading scale) as well as a 2.0 GPA or above during their last semester or term of enrollment. Admission to the University does not insure admission to a specific college within the University.

Students can usually transfer credits earned at other accredited colleges; however, each college determines the applicability of transfer credit toward its own degree requirements. A maximum of 66 credit hours can be transferred from recognized two-year institutions.

To apply for admission, transfer students must complete UNL's Transfer Application for Admission, submit a \$45 non-refundable application fee, and request that official transcripts from each postsecondary institution attended and each high school attended be sent to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023. A final admission decision cannot be made until a complete academic record is on file in the Office of Admissions. The deadline for submission of 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.

Transfer students from the University of Nebraska Medical Center, University of Nebraska at Omaha, or the University of Nebraska at Kearney must complete UNL's Transfer Application for Admission and a Change of Campus Form in order to have their records transferred to UNL. Transfer students from other University of Nebraska campuses must meet the minimum GPA requirements as noted in the first paragraph of this section.

New admission standards effective beginning in the academic year, 1997-98, will apply to new transfer students who graduated from high school after January 1, 1997 as well as freshmen. Transfer students who come under this policy will be expected to demonstrate successful completion of the 16 core course requirements, or college-level work that can be considered as compensating for any core course deficiency.

## ADVISING TRANSCRIPT

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An advising transcript is sent to each student's adviser and college that requests one at the conclusion of each grade reporting period. The transcript shows all activity on the student's academic record since the First Semester, 1986-87. Complete advising transcripts are also issued at the request of the adviser. Contact Registration and Records, 107 Canfield Administration Building (0416), 472-3684.

## APPEAL PROCEDURE - ACADEMIC DISMISSAL

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A student who is academically dismissed from the University may appeal that dismissal. To initiate an appeal, the student must meet with an adviser in his or her college. Graduate students must submit appeals in writing to their adviser. General appeal procedures for academic matters concerning graduate students are described in the Graduate Studies Bulletin. Appeals are not considered if the student has any financial holds.

**Deadlines.** Students dismissed at the end of the First Semester must file their appeals no later than 11:00 a.m. on the Wednesday of the first week of Second Semester classes.

Students dismissed at the end of the Second Semester should file their appeals immediately if they wish to attend Summer Sessions courses. The deadline for students dismissed at the end of Second Semester or after Summer Session courses is 11:00 a.m. on Wednesday of the first week of classes for the First Semester.

Students who do not appeal by the deadlines above, or students whose appeals are denied, may not enroll for classes for two semesters. See "Academic Standards - Undergraduate". See section titled "Returning Students" under "Academic Standards - Undergraduate" regarding readmission for those in good standing who have not enrolled for three or more consecutive semesters, or who were dismissed and sat out the mandatory two semesters.

## APPEAL PROCEDURE - COURSE WITHDRAWALS

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The deadlines for course withdrawals are published in the *Schedule of Classes* each term 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 incomplete grades. 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, 1100 Seaton Hall (0619), 472-2875.

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

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**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 Bulletin*, *Graduate Bulletin*, 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 adviser
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.

## ATHLETIC ACADEMIC ELIGIBILITY

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The NCAA and the Big 12 Conference have specified a satisfactory progress requirement to determine the eligibility of a continuing student-athlete. This is a separate process from determining initial athletic eligibility for entering freshman student-athletes which is certified through the NCAA Initial-Eligibility Clearinghouse. The satisfactory progress requirement for continuing student-athletes specifies that student-athletes must meet NCAA/Big 12 minimum academic requirements on a term by term basis.

To obtain the needed information, a Satisfactory Progress Form is distributed to student-athletes by the Hewitt Academic Counseling Center in the Athletic Department, One Memorial Stadium (0219), 472-2042. The student's academic adviser verifies the courses applicable toward the specified degree program and indicates which, if any, require a minimum grade of "C". (General Studies students are not required to have the academic adviser section of the form completed.) Completed forms are returned to the Hewitt Academic Counseling Center in the Athletic Department, One Memorial Stadium (0219), 472-2042, and then are forwarded to the Athletic Certification Office, 59 Canfield Administration Building (0416), 472-3736, to determine the student-athlete's eligibility. A copy of the completed form is returned to the academic adviser after all required signatures have been obtained.

Satisfactory Progress Forms are required for each semester that the student-athlete attends, including correspondence courses.

As a part of the academic requirements listed above, student-athletes must meet the following degree completion requirements:

1. Designate a specific degree program no later than the beginning of their third academic year of enrollment (fifth semester).
2. Successfully complete a set percentage (40, 60, 80 percent) of the course requirements for their designated degree program prior to the beginning of their third, fourth, and fifth years respectively.
3. Maintain a grade point average that places the student-athlete in good standing at the University.
4. Maintain a minimum cumulative grade point average that equals at least 90 percent of the University's overall cumulative minimum grade point average required for graduation prior to the beginning of the student-athlete's second academic year of enrollment, and 95 percent of the University's overall cumulative minimum grade point average required for graduation prior to the beginning of the student-athlete's third academic year of enrollment. At the beginning of the fourth and fifth years of enrollment, a grade point average that equals 100% of the University's overall cumulative minimum grade point average required for graduation is required.

## AUDITING

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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 Registration and Records, 107 Canfield Administration Building (0416), 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 UPFF 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 Change of Student Record Form to Registration and Records, 107 Canfield Administration Building (0416), 472-3681. The instructor indicates the student's name, student number, semester, department, and course number. The instructor also indicates that the course was an audit and that the student attended the course.

## CALL NUMBERS

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

## CAMPUS VISITS

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Prospective students can arrange visits to UNL through the Office of Admissions, Van Brunt Visitors Center, 313 N 13th Street (0417), 472-2023. Tours and information sessions are offered every weekday throughout the year at 9:00 a.m. and 1:00 p.m. and on select Saturday mornings at 10:00 a.m. Visits to academic departments are also arranged for most students; parents and guests are welcome and encouraged to participate in campus visits.

## CERTIFICATION OF ENROLLMENT

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Formal certification of enrollment beyond the Student I.D. Card may be required by outside agencies such as the Veterans Administration. It may also be required for loan deferments, scholarship requirements, athletic certification, and insurance purposes. Certification of enrollment is provided at Registration and Records, 107 Canfield Administration Building (0416), 472-3635.

## CHANGE OF CAMPUS

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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), 472-2878, 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.

## CLASS ATTENDANCE POLICY

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Students are responsible for the attendance policy set by instructors and should clear absences directly with that instructor. Students involved in University-sponsored activities, including intercollegiate athletics, may need to be excused from a class, lab or studio meeting. 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. While instructors should seek to the greatest extent possible, consistent with course requirements, to make reasonable accommodation for a student involved in University-sponsored activities, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of an absence) relieves them from meeting the course requirements.

In recognition of the diversity of the student body, the University provides that a student may also 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 such requests by the end of the second week of classes. An optional student absence form can be found at [www.unl.edu/asenate/sapform.htm](http://www.unl.edu/asenate/sapform.htm).

## CLASS ROSTERS

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**First-Day Rosters.** Instructors are provided a First-Day Roster indicating the students who are registered for the course as of the Friday prior to the first day of classes. The roster is provided by Registration and Records, 107 Canfield Administration (0416), 472-3635, for the instructor's information and does not need to be returned.

**Correction Rosters.** The Correction Roster is sent to the instructor during the second week of classes. This roster provides 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 printed. The Correction Roster indicates the names of all students officially registered at the end of the sixth day of classes. The Correction Roster differs from the First-Day Roster by including those students who have officially added the course and excluding those students who have dropped the course through the print date of the rosters.

Procedures are attached to the roster when it is sent to the instructor. Faculty are asked to note the names of students who are not attending the course directly on the roster. Students so noted will be sent a letter asking them to correct the registration discrepancy. Students attending a course whose names do not appear on the correction roster should be sent to Office of the University Registrar immediately to correct their registration.

Correction Rosters should be returned to Registration and Records, 107 Canfield Administration Building (0416), 472-3635, by the specified date.

**Mid-Term Rosters.** The Mid-Term Roster is sent to the instructor following the eighth week of classes. It reflects all drops, adds, grading option changes, and withdrawals from the University through midterm. This roster is for the instructor's information and does not need to be returned. However, if a student is attending a class and still does not

appear on the roster, they must be sent to Registration and Records, 107 Canfield Administration Building (0416), 472-3635, to correct their registration.

**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, 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 receive a Degree Grade Roster listing the names of degree candidates registered. The rosters are sent three weeks prior to Commencement. Instructors are required to submit a status report on each enrolled degree candidate to Graduation Services, 109 Canfield Administration Building (0416), 472-3636, 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), 472-3636, 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 sent to instructors during the last week of classes. The roster must be returned to Registration and Records, 107 Canfield Administration Building (0416), 472-3681, within five calendar days (excluding Sundays and Christmas) after the final exam is given. Final Grade Rosters not received 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.

Other problem situations can cause a student to receive a "NR" (No Report). They include:

1. Registration is under one grading option and the final grade is given under another option.
2. The grade given is unacceptable because of a change in the student's registration status.

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

Procedures for completing the rosters are attached when the roster is sent. Final Grade Rosters must be marked with a #2 pencil or black ink and signed.

**Electronic Special Rosters.** For instructors or department chairs that have e-mail addresses, there is the option to receive a class roster electronically. Requests must be received in Registration and Records, 59 Canfield Administration Building (0416), 472-3624, by 11:00 a.m. on the day prior to receiving the rosters.

## CLASS STANDING CRITERIA

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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.

<u>Hours</u>	<u>Class Standing</u>
0-26	Freshman
27-52	Sophomore
53-88	Junior
89 or More	Senior

## COLLEGE, MAJOR, DEGREE, AND/OR ADVISER CHANGES (For Undergraduates Only)

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Students who wish to change their college, major, degree, or adviser should first consult their college dean. The actual change is processed through Registration and Records, 107 Canfield Administration Building (0416), 472-3681. At the time of the change, the student will be assigned a new adviser by their new college.

The student must:

1. Obtain the advising folder from the current adviser.
2. Obtain College-Major-Degree-Adviser Change Form from the current college.
3. Secure a signed approval from the current college. A student must also obtain the name of the new adviser if there is no change of college.
4. Secure a signed approval from the new college and obtain the name of the adviser if there has been a change of college.
5. Leave the advising folder with the new adviser.
6. Return all copies of the College-Major-Degree-Adviser Change Form to Registration and Records, 107 Canfield Administration Building (0416), 472-3681.

## COLLEGE SYMBOLS

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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
DNT	Dentistry
DCS	Extended Education and Outreach
EHS	Education and Human Sciences
ENG	Engineering
FPA	Fine and Performing Arts
GEN	Division of General Studies
GRD	Graduate Studies
HRF	Human Resources and Family Sciences (now EHS )
INT	Intercampus Registrant (From another UN campus)
JMC	Journalism and Mass Communications
LAW	Law
NUR	Nursing
PAC	Public Affairs/Criminal Justice (Omaha Programs)
TCH	Teachers (now EHS)
VST	Visiting Student/Student At Large



## COURSE NUMBER SUFFIX

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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:

H	Honors Section
G	Professional Courses that are cross-listed as Graduate Courses

## COURSE NUMBERING SYSTEM

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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 PREREQUISITES

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Course prerequisites are established by departments to indicate the level of student preparation necessary for successful completion of course requirements. Equivalent preparation is frequently considered sufficient. This determination may be made by either the faculty member in charge of the class or the department chair depending on college policy. Official course prerequisites are listed in the *Undergraduate Bulletin*. It is the student's responsibility to be aware of and meet all course prerequisites.

## DISTANCE EDUCATION COURSES

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Courses using satellite transmission, video-conferencing, web-based instruction, and other video-streaming technologies are examples of on-line and/or off-campus distance education offerings at UNL.

To register for term based distance education courses, students use eNRoll (web-based registration system at [wam.unl.edu](http://wam.unl.edu)). This should be done at least one week before classes begin to allow time for the department and/or instructor to forward any additional information or materials to the student. Students must be admitted to UNL and have a Personal Identification Number (PIN). The PIN is assigned after the student is admitted to UNL.

**Undergraduate.** Admission can be accomplished in one of two ways:

1. Complete the on-line "Undergraduate Application" form. To reach this form, go the UNL web page at <http://www.unl.edu> (select "Prospective Student", select "Undergraduate Admission", select "Apply", read and follow the directions, and use the credit card payment option.
2. Mail the application fee along with the completed undergraduate "Application" form (available on-line) to: UNL Admissions Office, Van Brundt Visitors Center, Lincoln, NE 68588-0417, (402) 472-2023 or (800) 742-8800.

**Graduate.** Unless enrolled in a second undergraduate program, students who hold an undergraduate and/or graduate degree(s) must have a current graduate admission status to take distance education courses. An on-line graduate application is available through the Graduate Studies Web site at [www.unl.edu/gradstudies](http://www.unl.edu/gradstudies). The \$45 application fee may be paid online by credit card. The Graduate Studies Web site also contains links to departmental Web pages.

Graduate students who have not attended UNL for three consecutive terms can update their admission status by using the on-line application. No application fee will be required.

On-line distance education sections of courses are identified with a section number of 700 or 800 and appear in the printed version as well as the web version of the *Schedule of Classes*.

For information on distance education course tuition, refer to <http://stuaccts.unl.edu>.

Note: Students taking a combination of on-campus and distance education courses are assessed University Program Facility Fees (UPFF) based on total hours of enrollment. Degree seeking students taking distance education courses are eligible for financial aid and scholarships according to the same criteria as students taking on-campus courses.

Registration for special contract courses or Correspondence Courses must be requested through Extended Education and Outreach.

For information about UNL distance education programs, see the web page at <http://extended.unl.edu>. For answers to questions about the application or registration processes, call Extended Education and Outreach, 472-5515.

## DROP AND ADD POLICY

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**Add Deadline.** Courses, including mini-courses, may be added during the first six days of each semester. The last day to add a course in a term coincides with the census date for the term. Adds processed after the add period are considered late adds and require the written permission of the instructor and the student's college dean or representative on the Add Form. Consult the current printed *Schedule of Classes* for specific dates to add courses. Courses, including mini-courses, may be added during the following days of each Summer Session:

1. Pre-Session--The first two days of the session
2. Eight-Week Session--The first four days of the session
3. First and Second Five-Week Sessions--The first three days of the session.

Consult the current *Summer Bulletin* for specific dates to add courses.

**Late Adds.** No adds of courses, including mini-courses, will be processed after the end of the official add period without written permission of the instructor and a college representative. If the course to be added is closed, permission of the instructor or appropriate official (depending on college or department policy) is also required. Only in the most unusual of circumstances will course adds be allowed after the end of a term.

**Drop Deadline.** Courses (full semester in length) may be dropped during the first twelve weeks of classes for each semester. No instructor permission is required. Summer Sessions courses may be dropped before 75 percent of the class is completed. Mini-courses (less than full semester or term in length) follow a prorated schedule for comparable drop dates.

For drops after the official drop date, see the section on "Appeal Procedure - Course Withdrawals".

**General Provisions.** A drop or withdrawal transaction will become official on the date the student drops the course on *eNRoll* (the web-based registration system), or the date the schedule adjustment form is filed with Registration and Records, 107 Canfield Administration Building (0416), 472-3635. The amount of the refund of tuition and fees is determined by the date the drop is processed by the student. No refund is given for courses dropped after the

fourth week for full semester courses. Summer sessions courses and mini-courses follow a prorated schedule for refund dates.

Non-attendance at a class does not constitute an official drop. A drop/withdrawal request must be processed by the student.

Departments have the right to cancel a class reservation for a student who does not attend the first class meeting for the semester. The space may be reassigned to another student. The student dropped from the course must still process a drop to remove the course from his or her record.

Any full-term course dropped after the second week of the term is considered a withdrawal and will be listed on a student's academic record with a grade status of "W". Summer sessions courses and courses of less than a full semester or term in length follow a prorated schedule for determining the point after which they will be noted on the academic record.

Consult the current *Schedule of Classes* for drop dates for First and Second Semester courses. Consult the *Summer Bulletin* for drop dates for summer session courses. Dates for dropping mini-courses are available at Registration and Records, 107 Canfield Administration Building (0416), 472-3635.

**Drop Policy - Appeal Procedure.** See "Appeal Procedure - Course Withdrawals".

**"Pass/No Pass" Appeal Procedure.** See "Appeal Procedure--Grades".

**Extended Education and Outreach Courses.** Students enrolled in Extended Education and Outreach courses only should process all drops and adds at the EEO's Registration Office, 900 N 21st St; Lincoln, NE 68588-9101, 472-2175.

## FINAL EXAMINATIONS AND FIFTEENTH WEEK POLICY

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Final examinations for full semester courses are to be given ONLY at the regularly scheduled time as published in the Official Schedule of Classes or at another time DURING FINALS WEEK, mutually agreeable to all concerned.\*

Consult the current *Schedule of Classes* for the specific examination schedules.

The only examinations that may be given during the last week (15<sup>th</sup> 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 (15<sup>th</sup> week) of classes must have been assigned in writing by the end of the eighth week. This stipulation refers to the project and its scope, but not the topic. Moreover, ALL requirements, except for the final exam, must be completed ***no later than Wednesday of the fifteenth week***. However, if the instructor has assigned a project, paper, or speech by the eighth week to replace the final, then the project, paper, or speech may be completed any time in the 15<sup>th</sup> week or finals. 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 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 Office of Undergraduate Studies in the Office of the Senior Vice Chancellor of 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

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**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).

## FULL-TIME STATUS

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

	Semester				Summer Session			
	Full-time	Three-quarter time	Half-time	Less Than Half-time	Full-time	Three-quarter time	Half-time	Less Than Half-time
Professional and 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, 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).

## GRADE CHANGES

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After grades are reported on Final Grade Rosters, a Change of Student Record Form (or "Grade Change Form") must be submitted by the instructor of record to change a grade. The forms can be used to remove an "Incomplete" or "No Report", correct an error, and move a grade up or down. Change of Student Record Forms cannot be used to change a grade to or from a "W".

Grade changes must conform to the student's registration status, grading option, and credit hours. Forms with invalid grades are returned to the department for correction.

Following the processing of the grade change, the form is initialed and dated. Copies of the Change of Student Record Form are returned to the departments for use by the advisers and instructors.

Grade changes made prior to the end of the revised period (approximately two weeks following the end of each semester and the five-week summer sessions) will be included in the grade census date factors. Changes made after the revised grade period are not included and cannot be considered for probation/dismissal, class rank, honors, scholarships, and activity eligibility. Contact Registration and Records, 107 Canfield Administration Building (0416), 472-3681, for the exact dates for grade census. Change of Student Record Forms are available to faculty members at their departmental office.

## GRADE POINT AVERAGE

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Semester and cumulative grade point averages are computed in the following manner each semester. Multiply quality points by the number of credit hours for each class, add the total number of grade points, and divide by the number of credit hours.

Letter Grade	Numeric Equivalent (Quality Points)		Credit Hours		Total Quality Points
A	4	x	5	=	20
B	3	x	3	=	9
C	2	x	3	=	6
D	1	x	1	=	1
F	0	x	1	=	0
P	0*		1*		
N	0*		1*		
I	0*		1*		
W	0*		1*		
NR	0*		3*		
		Total	20		36

Example - 36 quality points divided by 13 hours averaged = 2.769 Grade Point Average.

\*Grades of "P", "N", "I", "W", and "NR" are not used in computing grade point averages.

Other grades and their numeric value for one credit hour are:

For terms starting First Semester 2001-2002

A+ = 4.00 quality points  
A- = 3.67 quality points  
B+ = 3.33 quality points  
B- = 2.67 quality points  
C+ = 2.33 quality points  
C- = 1.67 quality points  
D+ = 1.33 quality points  
D- = 0.67 quality points

For terms prior to First Semester 2001-2002

A+ = 4.0 quality points  
B+ = 3.5 quality points  
C+ = 2.5 quality points  
D+ = 1.5 quality points

No credit is awarded for a failing grade. All failures become part of the student's academic record. If a faculty member discovers an error in submitting a failing grade, only that faculty member has the authority to correct the error. A Change of Student Record Form must be obtained from the department in which the course was offered. This form is to be completed indicating the desired change with the "Clerical Error" box checked, signed by the instructor of record, and sent to Registration and Records, 107 Canfield Administration Building (0416), 472-3681.

## GRADE SYSTEM

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From 1971 through the 2001 Summer Term the grading system consisted of letter grades with plus notation mid-points. Beginning with the First Semester of the 2001-2002 Academic Year the grading system was changed to letter grades with both plus and minus notations. (Exception: Law College retained the plus only system).

Quality Points Assigned per Credit Hour

Grade	1971-2001	2001-Current
A+	4.00	4.00
A	4.00	4.00
A-	-----	3.67
B+	3.50	3.33
B	3.00	3.00
B-	-----	2.67
C+	2.50	2.33
C	2.00	2.00
C-	-----	1.67
D+	1.50	1.33
D	1.00	1.00
D-	-----	0.67
F	0.00	0.00

Grading Symbols which carry no quality hours or quality points:

I	Incomplete
N	No Pass (for pass/no pass course)
NR	No Report (no grade submitted)
P	Pass (for pass/no pass course)
W	Withdrew from course

There is no University numerical grading scale (i.e., percentage scores do not automatically translate into a prescribed grade). There is, however, a University grading policy. The Bylaws offer the following with respect to academic evaluations:

*Students shall be informed of the requirements, standards, objectives, and evaluation procedures at the beginning of each individual course.*

The Academic Senate recommends that the grading policy for a course be stated in written form whenever possible and that the statement make clear any policy concerning the "Pass/No Pass" option and the procedures concerning "Incompletes". Failure to inform students of special restrictions may be grounds for a grading appeals case.

**Grades of Incomplete.** The Academic Senate has adopted the following policy effective First Semester, 1980-81, for undergraduate courses:

*The grade of "I" is to be used by an instructor at the end of a term to designate incomplete work in a course. It should be used only when a student, due to illness, military service, hardship, or death in the immediate family, is unable to complete the requirements of the course in the term in which he or she is registered for credit. Incompletes should be given only if the student has already substantially completed the major requirements of the course. There is no uniform interpretation of what constitutes a substantial majority of the course. Faculty should, however, explain to students at the beginning of the course how they or their department interprets "substantially completed the major requirements of the course".*

For the undergraduate courses, 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.

This form is signed by the instructor and by the student, except when extenuating circumstances make it impossible. One copy of the I-Form will be kept by the instructor, one given or sent to the student, one placed in the departmental files, and the original (white) copy is to be returned to Registration and Records, 107 Canfield Administration Building (0416), 472-3681, with the Final Grade Roster. This I-Form will be retained by Registration and Records. 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 in Item #7 of the I-Form, Office of the University Registrar will assign the grade indicated in Item #8.

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. I-Forms are available to faculty members at their departmental offices.

For graduate courses taken for graduate credit, 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.

**Pass/No Pass.** The Pass/No Pass option is designed to be used by a graduate or undergraduate student seeking to expand his or her intellectual horizons by taking courses in areas in which the student has minimum preparation without adversely affecting the student's grade point average.

1. Neither "P" nor "N" grades contribute to a student's GPA.
2. "P" is interpreted to mean "C" or above.
3. A change to or from a Pass/No Pass registration may be made **until midterm of the course**.
4. The Pass/No Pass or grade registration cannot conflict with the policy of the professor, department, college, or University governing grading options.
5. Changing to or from Pass/No Pass requires processing the change on *eNRoll*, the web-based registration system, or filing a schedule adjustment form with Registration and Records, 107 Canfield Administration Building (0416), 472-3635, and does not require the instructor's approval.
6. After midterm of the course, a student registered for Pass/No Pass cannot change to a grade registration unless the Pass/No Pass registration is in conflict with the policy of the professor, college, or University governing Pass/No Pass.
7. The Pass/No Pass grading option is not available to students on academic probation unless the course is offered only on a Pass/No Pass basis.
8. For undergraduates, the 24 credit hour limit and college and department limits shall apply. These limits do not include courses offered only on a Pass/No Pass basis.
9. The Pass/No Pass grading option CANNOT be used in a repeated course to remove a "C-", "D+", "D", "D-", or "F" grade from the grade point average.

## GRADES - POSTING BY INSTRUCTORS

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Instructors who wish to post student grades in a public area (outside their office or in an advising area) should:

1. Inform students in advance that the grades will be posted.
2. Provide students the opportunity not to have their grade posted or to have their grade posted by an anonymous code.

It is not an acceptable practice to post grades by the social security number or NU ID number of the student or any portion thereof. The code used for posting of grades must be known only to the instructor and the student. It is recommended that instructors use the grade book function in Blackboard for this type of student feedback.

## GRADES - REPEAT POLICY (For Undergraduates Only)

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The Academic Senate has approved the following policy in regard to removal of repeated course grade factors:

*The grade to be removed from computation of the cumulative grade point average must have been received since September, 1965, when the letter grade system became effective. Only the most recent grade received in a given course will be used in computing a student's cumulative grade point average if the student completed the course twice and previously received a grade below "C" in that course.*

Effective the Second Semester, 1987-88, the following was added to the policy:



*The Pass/No Pass grading option CANNOT be used in a repeated course to remove grade factors from the grade point average.*

**Automatic Removal of Grade Factors from the Cumulative GPA for Repeated Courses.** Effective the Second Semester, 1988-89, Office of the University Registrar implemented the computerized removal of grade factors for undergraduate courses 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 current computerized records system (September, 1986), and grade factors are subtracted for repeated courses which were graded "C-", "D+", "D", "D-", or "F". Final grades will reflect the automatic grade removal in the Cumulative line with the following exceptions.

**Exceptions to the Automatic Grade Factors Removal Processing.** Mini-courses taken during the same semester; Geology 107; independent study courses; special topic courses; and correspondence courses will not be processed automatically. These courses will be identified to Office of the University Registrar to check the removal status manually. Any of these courses that qualify for removal will be processed manually by Registration and Records. The student will be notified of the changes by a Student Grade Change Notification Letter.

Students must complete a Grade Removal Form, available at Registration and Records, 107 Canfield Administration Building (0416), 472-3681, for the following situations:

1. Courses repeated prior to the First Semester, 1986-87
2. UNO or UNK course equivalents
3. Late adds, registrations, grades, or grade changes
4. Cross-listed courses (i.e., MNGT 331 - ECON 331)

Requests for removal for these exception-type situations must be submitted to Registration and Records, 107 Canfield Administration Building (0416), 472-3681, within the grade revision period and prior to the final posting of grades (grade census date) to meet the deadline for a Student Grade Change Notification Letter. Grade factor removals processed during the revision period will be reflected in the official (census date) semester grade point average. Students not meeting the deadline will be notified of the change approximately two weeks after the request is received with a Student Grade Change Notification Letter. Late changes will not be reflected in the official (census date) semester grade point average.

The following points are also important in the consideration of grade factor removal:

1. After removal of a "C-", "D+", "D", "D-", or "F" grade, the first grade (or grades) will not be used in computation of the cumulative grade point average, but it will remain a part of the academic record and will appear on any transcript.
2. Students can remove from their cumulative grade point average a course grade of "C-", "D+", "D", "D-", or "F" if they repeat the equivalent course at the University of Nebraska (UNL, UNMC, UNO, or UNK) and receive a grade other than "I", "N", "P", or "W". This means that substitutions are limited to "A", "B", "C", "D", and "F" (+ and - grades are included). To determine which UNO or UNK courses have been identified by the UNL academic departments as "equivalent", consult the course equivalency list at <http://admissions.unl.edu/transfer/credit>.
3. All grades earned during a semester will be used in computing the grade point average for that semester. (Exception--grades of "I", "N", "P, and "W" are not used in computing the student's GPA.)
4. If the student repeated the course on the UNMC, UNO, or UNK campus, the student must request the campus to issue an official transcript to Registration and Records, 107 Canfield Administration Building (0416), 472-3763, before re-computation can occur.
5. Repeated hours can be used only once toward a degree.
6. The grade removal policy can be applied only by repeating the same course and for the same or more credit hours. No course substitutions are allowed.
7. If the course is no longer offered in any form, you cannot apply the grade removal option.

## **GRADES - RETENTION OF MATERIALS USED IN THE EVALUATION OF STUDENTS**

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Faculty members must decide either to:

1. Retain custody of materials used in the academic evaluation of students for at least thirty days, or
2. Make a responsible effort to return such materials to the student.

The materials include examinations, term papers, and written or creative assignments.

Once a faculty member has been notified of a student's intent to file a grade appeal in a course or once the appeal process or a challenge has been initiated, the faculty member is obligated to exercise extraordinary care of materials in his or her custody relating to that student's grade in the course until the appeal has been resolved.

## **GRADES - THESIS AND DISSERTATION (899/999 COURSES)**

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At the time of graduation, the Graduate Studies Office will notify Graduation Services, 109 Canfield Administration Building (0416), 472-3636, of the status of thesis and dissertation hours for each degree candidate. Grades of "I" and "NR" submitted for previously enrolled thesis and dissertation hours will be changed to the grade submitted in the final semester. If there are inconsistencies (i.e., letter grades interspersed with Pass/No Pass and "I" grades), the grade indicated on the Report on Completion of the Doctoral Degree/Final Examination Report Form will be used. If the material is not submitted by the requested date, Office of the University Registrar will, at the request of Graduate Studies, change all "I" and "NR" grades on previously enrolled thesis and dissertation hours to "P" on the academic record.

## **GRADING AND EXAMINATIONS COMMITTEE**

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The Grading and Examinations Committee of the Academic Senate shall consist of:

1. one faculty member selected from and by each of the undergraduate colleges at UNL;
2. one undergraduate student selected as determined by ASUN;
3. one graduate student selected as determined by ASUN;
4. the Senior Vice Chancellor for Academic Affairs, or designee; and
5. the Vice Chancellor for Student Affairs, or designee.

Faculty members shall serve three-year terms. The terms will begin with the academic year and will be staggered as determined by the Committee on Committees. The Grading and Examinations Committee shall be responsible for notifying appropriate bodies when replacement members are required.

1. The Grading and Examinations Committee shall be responsible for continued study and evaluation of the existing grading and final examinations systems, shall consider and evaluate proposals for change and modification of the systems, and shall make recommendations for action to the Academic Senate.
2. The Grading and Examinations Committee shall recommend to the Academic Senate examination procedures and review and approve the final examination schedules after receiving recommendations prepared by appropriate administrative officers.

3. The Grading and Examinations Committee shall consider student appeals regarding withdrawals and "Pass/No Pass" policies according to procedures established by the committee and published in the *Schedule of Classes*.

The Grading and Examinations Committee does NOT serve as a grade appeals committee.

## GRADUATION - REVIEW OF CREDENTIALS (DEGREE AUDITS)

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Office of the University Registrar will review undergraduate student records for graduation progress once the student has earned 90 credit hours and will automatically send a DARWIN report to the student. Students are strongly encouraged to use the automated degree audit system (DARWIN) regularly during their academic career and to review the report with their adviser on a regular basis. The system is available to most undergraduate students through WAM (<http://wam.unl.edu>) and reports progress toward the completion of degree requirements. DARWIN reports can be run at any time and may be run multiple times prior to graduation. Students with questions on the interpretation or content of their DARWIN report should consult with their adviser.

The following colleges have special processes for determining progress toward degree:

**Architecture.** Students must complete degree audits with their advisers and submit them to the department chair and the assistant dean for final processing and approval during early registration for their last semester in the BSAS program.

**Engineering.** Upon completion of 100 credit hours, students should contact their advisers and complete an Analysis of Graduation Requirement Form.

**Criminal Justice, Nursing, Dental Hygiene, and Social Work.** Students enrolled in these programs are to check with the dean of the academic unit for information on applying for a degree audit. Since these programs are not administered through UNL, Office of the University Registrar does not do the review.

Undergraduate students in all other colleges who have earned more than 100 credit hours but have not yet received their degree audit should contact Graduation Services, 109 Canfield Administration Building (0416), 472-3636.

Students must file an Application for Degree with Graduation Services, 109 Canfield Administration Building (0416), 472-3636, early in the semester in which they intend to graduate. Failure to meet the published deadline will delay a graduation one full term. A \$25 non-refundable degree application fee must accompany the application for degree. The fee applies only to the term marked on the application and is not transferable to another term.

After the student applies for graduation the following procedures take place (except for the Colleges of Architecture and Engineering):

1. When the Degree Application Form is received, the student's record is analyzed with DARWIN. A letter is prepared for all degree applicants reporting the results of their review and bringing any outstanding issues or discrepancies to the student's attention. This letter will list any independent study or incomplete courses needed for graduation.
2. During the last three weeks of the semester, faculty members submit advanced grades for each degree candidate enrolled in their classes. Students are notified by mail of any grades of "D", "F", "N", or "I" as these may affect graduation. Faculty members are given from the date the grade is submitted until 4:00 p.m. of the business day immediately preceding the Saturday commencement to submit grades which affect graduation (both delinquencies and clearances).

It should be noted that advising is a function of the college. The dean of a student's college and the appropriate advisers are given access to the student's registration, the student's grades, advising transcripts showing changes in the student's record and copies of the degree audits.

A new transcript may be obtained (for advising purposes) by the student's academic adviser from Registration and Records, 107 Canfield Administration Building (0416), 472-3684.

## **GRADUATION - REVIEW OF CREDENTIALS (GRADUATE STUDENTS)**

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For a master's student, a preliminary degree audit is completed when a student files their memorandum of courses with the Office of Graduate Studies, 1100 Seaton Hall (0619), 472-2875. A copy of the approved memorandum of courses is sent to the student along with a letter noting requirements yet to be completed on the program. When an Application for Advanced Degree is submitted, the student's major is verified and the student is placed on the graduation list. A final check of the student's file occurs when the Final Examination Report Form is received in Graduate Studies. At this time, the student is notified of any problems or discrepancies that exist which might delay graduation.

For a doctoral student, an initial degree audit is completed when the student files for candidacy. When Graduate Studies approves and establishes the doctoral candidacy period, the student receives a letter of confirmation, noting all incompletes to be cleared and all course work and dissertation hours yet to be completed. A final audit occurs when the Application for Degree is filed with Graduation Services, 109 Canfield Administration (0416), 472-3636, to determine if the students are in a position to graduate at the end of that semester.

In preparation for each graduation, the departmental secretaries or Graduate Committee Chairs are given a list of both masters and doctoral students expecting to graduate at the upcoming commencement and asked to notify Graduate Studies if there is any reason the student will not be able to graduate. Graduate Studies is prepared to provide audit information for any of these students upon request.

## **HONORS CONVOCATION**

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In the spring of each year, students with high cumulative grade point averages are recognized at the Honors Convocation. This achievement is noted both in the Honors Convocation program and on the student's academic record for the fall semester with the following notation:

### Annual UNL Honors Convocation

There are three categories of recognition based on the following criteria. Students will be recognized only for the highest award for which they qualify.

1. Students whose matriculation at UNL, UNO or UNK began prior to the Fall semester of the 2004-05 academic year will be recognized for High Scholarship if they have a grade point average of 3.600 or higher. Students whose matriculation at UNL, UNO or UNK began after that will be recognized for High Scholarship if the cumulative grade point average places them in the top 10 percent of their college class, but must have a minimum 3.600 cumulative GPA. Both groups must also meet the following requirements: A) Residency requirements of at least one semester or twelve hours for freshmen, at least two semesters or 28 hours for sophomores, and at least three semesters or 42 credit hours for juniors and seniors. B) Completion by freshmen, sophomores, and juniors of a minimum of twelve credit hours in the fall semester, at least nine of which are graded. Seniors must complete a minimum of nine credit hours, of

which six must be graded. Student teachers in Education and Human Sciences may be exceptions. Only those hours needed for graduation will be considered for students graduating in December.

2. Superior Scholarship students are seniors graduating between December and August who meet the GPA and residency requirements of High Scholarship for seniors and who, in addition, either are in the upper 3 percent of the senior class of their college or have been on the UNL Honors Convocation list each year since matriculation as a freshman.
3. Chancellor's Scholar Award recognizes seniors graduating between December and August who have earned "A's" in all graded collegiate work at UNL and other colleges (excluding foreign study and collegiate work taken prior to the student's graduation from high school. The student must request the exclusion of a grade taken prior to graduation from high school and the re-calculation of the GPA in writing to the University Honors Program, 118 NRC, 0659). Recipients of this award must have earned at least 42 graded semester hours at UNL by the end of the fall semester of the academic year of graduation. In addition, the student must complete a minimum of nine credit hours during the fall semester with no more than three credit hours of non-graded course work. Student teachers in Education and Human Sciences may be exceptions. Only those hours needed for graduation will be considered for students graduating in December.

Only University of Nebraska system grades are used to compute the GPA. UNL, UNMC, UNO, and UNK students are considered resident students for Honors Convocation purposes. All grades are computed in determining cumulative GPA for Honors Convocation purposes. Students repeating a class will have the original and repeat grade computed. Students who finish an incomplete class or who have grade changes after January should notify the University Honors Program, 118 Neihardt Hall (0659), 472-5425, to be assured that the revised grades are included in the GPA.

The above criteria are subject to change. Further information, regulations, and exceptions are available from the University Honors Program. For information on individual college honors such as Dean's list and graduation with distinction, contact the college dean's office.

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## HONORS COURSES

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A number of departments offer honors courses or special honors sections of courses. These courses carry the suffix "H" with the course number (e.g., ENGL 101H). Admission to these honors classes is only by invitation or permission of the instructor. Invitation to register in an honors course is based on a review of the student's high school record by the University Honors Program, according to criteria submitted by the departments. Entering freshmen are informed by the departments or the University Honors Program, 118 Neihardt Hall (0659), 472-5425, that they are eligible for certain honors courses. A notation is also made in the student's advising file of the departments in which the students may take honors courses. Students may exercise the option to take honors courses for which they qualify at any time in their college career provided the level of the class is appropriate. Students may also seek the permission of an honors course instructor for admission to the course.

Additionally, with the approval of the Director of the University Honors Program and the course instructor, a student enrolled in the University Honors Program may take regular undergraduate courses for honors credit. Such course enrollment will be noted on the student's academic record with the suffix "H" (e.g., ELEC 438H).

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## IDENTIFICATION CARDS (NCards)

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Identification cards (NCards) are issued to students and are valid as long as the student is enrolled at the University. There is a fee of \$20 for the NCard. Along with a photo, the NCard contains the student's name, NUID number, signature, library code, a magnetic strip, and a proximity chip for electronic reading of the card. Periodic updates throughout the semester from the student data base identify currently enrolled students as part-time or full-time.

Lost or damaged cards will be replaced for a \$20 fee. Stolen cards will be replaced for a \$10 fee if the patron can provide proof of theft by presenting a police report or insurance claim form to the NCard Office, Nebraska Union 121 (0459), 472-7331. Lost cards should be reported immediately, particularly if the cardholder has an open NCard Campus account.

## INTERNSHIPS AND COOPERATIVE EDUCATION

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Many departments and colleges encourage students to participate in entry level professional positions with qualified employers. This work experience may be for a semester or year and is normally in career fields related to the student's field of study. Such opportunities are often called internships or cooperative education ("co-op").

Career Services, 230 Nebraska Union (0451), 472-3145, provides information, advising, and referral services for students seeking internships and co-ops. Students in the College of Engineering should also contact their dean's office, 114 Othmer Hall (0642), 472-3181, for information on co-op opportunities.

Students may be able to register for internships and co-ops just as they would for any other course. Call numbers, where appropriate, may be obtained from the college dean's office or faculty sponsor. Payment of tuition and fees may not be required if no credit hours are involved. Registration, however, allows the student to maintain current admissions status and have the internship or co-op recorded on the academic record.

## MILITARY SERVICE CREDIT

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Matriculated student veterans may receive a maximum of four credit hours for their active military service. This credit is based on one credit hour for each three months of active duty military service. Additional credit may be granted for certain schooling completed in the service. To receive this credit, students should bring a copy of their DD-214 Form to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023. Applicability of military service credit toward degree requirements will be made by the student's college dean's office.

## MINI-COURSES

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Mini-courses are those courses or workshops which are less than a full term. Deadline dates to drop a mini-course or workshop to receive a tuition refund, to change to or from "Pass/No Pass", and to drop with a grade of "W" are prorated. A schedule of the deadline dates for mini-courses or workshops for each term is available at Registration and Records, 107 Canfield Administration Building (0416), 472-3635. The deadline to add a mini-course is the same as the add deadline for full term courses.

## NAME CHANGES

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According to the University of Nebraska General Counsel, the University must take reasonable steps to assure itself that the name used by a student is the student's legal name. To change the name used on student records, a student must provide documentation in one of the following forms:

1. A copy of a certificate of marriage or an affidavit certified by a Notary Public attesting to the marriage.
2. A certified copy of a court decree dissolving a marriage and restoring a maiden name or an affidavit certified by a Notary Public attesting to the restoration of a maiden name.
3. A certified copy of the court order directing a change of name.
4. A motor vehicle operator's license issued by the state of residence.
5. A personal identification card issued by the county treasurer of the Nebraska county in which you reside.

Office of the University Registrar uses the following procedures to process name change requests:

1. The student completes the Name Change Form at Registration and Records, 107 Canfield Administration Building (0416), 472-3681.
2. The student is asked to present certification in one of the manners cited previously. In the absence of appropriate certification, the student's signature may be witnessed by a Notary Public.
3. The source of the official documentation is identified on the Name Change Form.
4. The student's academic folder, the heading on the academic record, and computer records are changed. Names on records pertaining to enrollment for preceding semesters remain as originally recorded.
5. Individuals no longer enrolled who request to have their names changed may present the itemized documentation cited in previous paragraphs and the records will be so noted.
6. At a minimum, students are expected to furnish a first and a last name for their official record at the University.

## NEW STUDENT ENROLLMENT

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New Student Enrollment (NSE) is the orientation, advising, and registration program for newly admitted freshman and transfer students. The program includes academic advising, class registration, orientation to the University, presentations by colleges, and special information sessions for students and parents. Faculty members and administrators can participate as escorts in NSE's Take a Parent to Lunch Program. The program allows UNL staff to meet parents and discuss general issues over lunch at a residence hall food service.

Summer NSE is held during the First Five-week Session with a limited alternative mail-in registration option. An NSE Day similar to the summer program is offered to students enrolling in the Second Semester and for transfer students in early spring. All new undergraduate students are expected to participate in the NSE program. All new international students (both undergraduate and graduate) are to participate in the new international student orientation held at the beginning of the First and Second Semesters.

NSE is coordinated by the Office of New Student Enrollment, 1410 Q Street, Alexander Building (0454), 472-4646. The office is a unit of the Office of Admissions. The Office of New Student Enrollment also coordinates Big Red Welcome, the University's official welcome to new students at the beginning of the First Semester. Staff, faculty, and current students are encouraged to take part in day and evening activities designed to welcome new students to the University community.

## NON-TRADITIONAL CREDIT

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The University offers several avenues by which undergraduate students may earn college credit. In order to place students in courses according to individual abilities, the University also offers the following programs for non-traditional credit:

1. Advanced Placement Program (AP) of the College Entrance Examination Board (CEEB).
2. College Level Examination Program (CLEP) also administered by CEEB.
3. Credit by Departmental Validation.
4. Credit by Examination Program offered by various departments of UNL.
5. International Baccalaureate (IB) Program.

**Advanced Placement Program.** UNL cooperates with the College Entrance Examination Board (CEEB) in its Advanced Placement Program. This program has been developed so that talented high school students can take accelerated courses with the possibility of gaining college credit. Students who participate in this program enroll in specially designed courses through their high schools and take national examinations in May. These examinations are prepared and graded by national committees and the results are furnished to UNL at the request of participating students. Students may take Advanced Placement Examinations before or after enrolling at UNL, but credit will be granted only after matriculating at UNL.

Information on Advanced Placement materials, dates, and registration forms may be obtained from:

College Board Advanced Placement Program  
888 Seventh Avenue  
New York, NY 10106  
(212) 582-6210

Inquiries about UNL Advanced Placement policies should be directed to:

Office of Admissions  
1410 Q Street  
Alexander Building East (0417) 472-  
2023

**College Level Examination Program (CLEP).** The College Level Examination Program, administered nationally by the College Entrance Examination Board, is a program which enables UNL students to take General Examinations or Specific Subject Examinations.

A maximum of eleven credit hours may be earned through General Examination Credit and may be applied to degree requirements of undergraduate programs, subject to the approval of the student's college dean.

Students must be enrolled at UNL in order to receive CLEP credit at UNL. Students who have previously tested should have official CLEP score reports sent to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023.

CLEP credit is only awarded based upon the standards developed by the faculty at UNL. In order for CLEP credit to be awarded, the official CLEP score report must be submitted to the Office of Admissions for review based on UNL standards.

Fees for CLEP are set by the College Board and are based on the number of examinations taken. There is an additional fee (one-half of the resident tuition rate) for recording CLEP results on a student's academic record.



Questions concerning UNL policy regarding CLEP should be addressed to:

Office of Admissions  
1410 Q Street  
Alexander Building East (0417) 402-  
472-2023

**Credit by Departmental Validation.** Credit earned at foreign institutions or at non-accredited institutions in our country is not transferable to the University except by validation through the appropriate department. Students must confer with the department chair if they feel they have studied material equivalent to a UNL course. The department chair or designated representative has the prerogative of giving such students an examination, reviewing study materials, or using whatever means are appropriate to assess the student's knowledge of particular course content.

After examination, if the chair or representative determines that a student is eligible for credit, the department representative fills out a Credit Validation Form and returns the form to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023.

**Credit by Examination Program.** Credit by examination allows regularly enrolled students to gain academic credit for knowledge they have acquired by self-study or experience. The student's knowledge base is expected to parallel that of the specific UNL course for which the student wishes to gain credit. A fee of one-half of resident tuition is charged to administer and/or evaluate an examination for credit.

To apply for credit by examination, the student should follow this procedure:

1. Consult with the dean of the college, department chair, or designated faculty member to make sure that credit by examination is appropriate in their case.
2. Obtain a Credit by Examination Form at Registration and Records, 107 Canfield Administration Building (0416), 472-3635. Current enrollment is required and will be verified at this time.
3. Secure the approval of the instructor, department chair, and the dean of the student's college. Additional information may be required by individual departments or colleges before approval is granted.
4. Secure the Bursar's receipt for payment of the fee for Credit by Examination.
5. Present the completed form to the instructor designated by the department chair.

The instructor will give the examination and report the results on the Credit by Examination Form to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023. Examinations for credit through UNL departments may be taken only by currently enrolled students. A student is not permitted to receive Credit by Examination in a course which is a prerequisite for a course already taken. Credit earned by examination is not applicable for use in an advanced degree program.

**International Baccalaureate (IB).** The International Baccalaureate (IB) Program is a comprehensive and rigorous two-year curriculum, leading to examinations, for students aged between sixteen and nineteen. Based on the pattern of no single country, it is a deliberate compromise between the specialization required in some national systems and the breadth preferred in others. The general objectives of the IB are to provide students with a balanced education; to facilitate geographic and cultural mobility; and to promote international understanding through a shared academic experience. The student who satisfies its demands demonstrates a strong commitment to learning, both in terms of the mastery of subject content and in the development of the skills and discipline necessary for success in a competitive world.

The University of Nebraska-Lincoln cooperates with the International Baccalaureate Program in its curriculum and examinations program. Students who participate in this program enroll in specially designed courses through their high school and take national examinations in May. The results of the International Baccalaureate Program (IB) are furnished to UNL at the request of the participating students. Transfer credit can only be earned by examinations presented through higher level IB courses after the student has matriculated at UNL unless the student has completed the International Baccalaureate Diploma. Students who have completed the IB Diploma are eligible for credit at both the higher level and the standard level dependent on exam scores submitted.

## REGISTRATION – CANCELLATIONS

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Dropping of all classes prior to the beginning of the semester is considered a cancellation. Cancellations are most often initiated by students who change their enrollment plans prior to the beginning of classes.

The cancellation process is done through Registration and Records, 107 Canfield Administration Building (0416), 472-3635. Cancellations may be done in person, in writing, via the web or by phone, but must be completed prior to the first day of classes for a term.

Cancellations may also be initiated by the University to terminate a student's enrollment for a variety of reasons (i.e., failure to clear a registration block prior to the beginning of classes or unacceptable conduct). The student is always notified of a cancellation that is initiated by the University.

Dropping all classes after the beginning of classes is considered a withdrawal. Withdrawals are the student-initiated termination of their course of study for the semester. Students should not leave the University during the semester without officially withdrawing from all classes since it can result in serious financial and academic consequences. The withdrawal process is initiated through Registration and Records, 107 Canfield Administration Building (0416), 472-3635. Withdrawals may be done through the three-quarter point of the semester through *eNRoll*, a web-based registration system at <http://wam.unl.edu>.

## REGISTRATION - EXTENDED EDUCATION AND OUTREACH

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Students enrolling in non-term based Extended Education and Outreach courses (e.g., evening/weekend, summer reading) should register, add, and drop courses through the EEO. The EEO Registration Office is located at 900 N 21st Street.

## REGISTRATION – INTERCAMPUS

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The University of Nebraska attempts to facilitate student access to the total educational opportunities of a multi-campus university through means such as intercampus registration. A student enrolled at UNL, UNMC, UNO, or UNK may enroll as a visiting student on another campus within the University of Nebraska system by using the intercampus registration procedure:

1. A student completes the on-line intercampus application form which allows for verification of eligibility to continue study on the home campus. This application site is accessible at any of the four campus web-sites.
2. Students must meet course prerequisites of the host campus.
3. If a student is enrolled for a given registration period on more than one campus, he or she will pay the tuition and fees billed by the new campus.
4. There will be no discrimination in class space allocation on the basis of "home campus--visiting campus" criteria.
5. An Intercampus Registration Form must be completed each semester that a student wants to register on another campus.

The home (degree) campus is responsible for maintaining an academic record of all course work of an intercampus student. Student transcripts will identify the campus where the credit has been earned and include the credit hours and grade for each course taken within the system. All grades received for courses taken within the system will be used in computing a student's grade point average. Information regarding the process for awarding financial aid to intercampus students may be obtained from the Office of Scholarships and Financial Aid, 17 Canfield Administration Building (0411), 472-2030.

## REGISTRATION - MAXIMUM CREDIT HOURS ALLOWED BY COLLEGE

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Each college has established a maximum number of credit hours they will normally allow a student to take during a given term. Written permission from the college dean's office is required to exceed the limit of credit hours for any term.

College	3-WK*	8-WK*	1st 5-WK*	2nd 5-WK	Fall	Spring
Agricultural Sciences and Natural Resources	3	9	6	6	18	18
Architecture	3	9	6	6	18	18
Arts and Sciences**	4	10	7	7	20	20
Business Administration	3	9	7	7	19	19
Criminal Justice	3	6	6	6	18	18
Engineering	3	9	6	6	18	18
Education and Human Sciences	4	9	7	7	18	18
Fine and Performing Arts	3	9	6	6	20	20
General Studies	3	6	6	6	18	18
Graduate Studies	3	9	6	6	15	15
Journalism and Mass Communication	3	6	6	6	18	18
Nursing	3	6	7	6	18	18
Visiting (Student at Large)	3	6	6	6	6	6

\*The total credit hours of registration for a combination of the Eight-week Session and the Pre-Session and/or First Five-week Session should not exceed the total credit hours allowed for the Eight-week Session.

\*\*The College of Arts and Sciences has a total limit of 18 hours for the summer sessions.

## REGISTRATION AND TRANSCRIPT HOLDS

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Registration holds, incurred for financial, administrative, or academic reasons, are placed on a student's record to prevent the student from registering and obtaining transcripts. Currently enrolled students with a registration hold will be prevented from adding any classes to their registration but can still drop classes from their schedule. The hold must be cleared before full registration functions are restored and before obtaining transcripts.

Most registration holds are placed in response to unpaid debts incurred to university departments that are part of the consolidated billing process. These departments include Student Accounts, Housing, Telecommunications, University Bookstore, Health Center, Parking and the Library. Current holds for these debts are placed/released directly by Student Accounts, 124 Canfield Administration Building (0413), 472-2887.

Some examples of other blocks administered by individual units are:

1. Delinquent loan holds are placed/released by the Student Accounts Office, 124 Canfield Administration Building (0413), 472-2887.
2. Academic holds are placed/released by General Studies, 33 Canfield Administration Building (0471), 472-3605.
3. English proficiency holds for undergraduate non-native speakers are placed/released by the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023.
4. English proficiency holds for graduate non-native speakers are placed/released by the Graduate Studies Office, 1100 Seaton Hall (0619), 472-2878.
5. Undergraduate conditionally admitted students' holds are placed/released by the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023.
6. Admissions deficiency holds are placed/released by Registration and Records, 107 Canfield Administration Building (0416), 472-3681.
7. Visiting students' holds are placed/released by the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023.
8. Measles Inoculation holds are placed/released by the University Health Center, 15th and U Street (0618), 472-7412.

Holds placed because of debts to university departments (other than Student Accounts) prior to the First Semester of the 1996-97 academic year are administered by Student Judicial Affairs. The University agency/department placing the hold will issue a Release Form when the debts are paid. Upon notification that the debt has been paid, the Dean of Students, 106 Canfield Administration Building (0418), 472-2021, will release the hold and the student will be permitted to register and/or order transcripts.

## RESIDENCY

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New students for whom residency cannot be clearly determined at the time of application are classified as nonresidents for tuition and fee payment purposes by the Office of Admissions. A change in residence status is not granted automatically; it is the responsibility of nonresident students to apply for residence classification and furnish all necessary support documentation as described in the Application for Residence Classification for Tuition Purposes.

The University of Nebraska Board of Regents policy on residency passed in April, 1994, requires that students reside in Nebraska for twelve consecutive months immediately prior to the term of enrollment for which they are seeking resident status. Any time spent as a full-time student at any Nebraska postsecondary institution cannot be counted toward the required twelve months. The twelve-month residency period can be waived for some categories of students, including dependents of individuals recruited or transferred to Nebraska for full time employment; spouses and dependents of permanent employees of the University, state or community colleges in Nebraska; members of Native American tribes that are indigenous to or have historical affiliation with Nebraska; and students who graduated from a Nebraska high school.

Undergraduate and law students, seeking residence for tuition and fee payment purposes should contact the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023, for specific information and application materials. Graduate students should contact Graduate Studies, 1100 Seaton Hall, (0619), 472-2875.

## SATISFACTORY PROGRESS FOR STUDENT AID RECIPIENTS

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To receive financial aid\*, students must be making satisfactory progress toward a degree. Maintaining satisfactory progress at the University of Nebraska-Lincoln requires students to successfully complete a minimum number of hours according to the schedules that appear in the Full Semester Equivalent (FSE) table that follows.

<b>FULL SEMESTER EQUIVALENT TABLE</b>					
<b>HOURS SUCCESSFULLY PASSED**</b>					
FSE	Undergrad	Law Students	Masters Only	Ph.D. only already have masters	Ph.D. no previous masters
.5	3	5	3	3	3
1.0	6	10	6	6	6
1.5	10	15	9	9	9
2.0	14	20	12	12	12
2.5	18	25	15	15	15
3.0	22	30	18	18	18
3.5	26	35	21	21	21
4.0	30	40	24	24	24
4.5	35	45	27	27	27
5.0	40	50	30	30	30
5.5	46	55	33	33	33
6.0	51	60	36	36	36
6.5	56	66	39	39	39
7.0	61	72	42	42	42
7.5	66	78	45	45	45
8.0	72	84	48	48	48
8.5	78	90		51	51
9.0	84	96		54	54
9.5	90			58	58
10.0	96			62	62
10.5	102			66	66
11.0	108			70	70
11.5	114			74	74
12.0	120			78	78
12.5					82
13.0					86
13.5					90
14.0					94
14.5					98
15.0					102
15.5					106

Satisfactory progress is measured once each year at the end of the Second Semester. Students who have not completed sufficient hours with appropriate grades will not be eligible to receive financial aid.

For undergraduates, a Full Semester Equivalent (FSE) is calculated by dividing the number of credits in which a student is enrolled on census\*\*\* date, by 12 (the minimum number of credits considered as full-time) or by 14 for transfer hours. Students enrolled in 12 or more credits are counted as having consumed one FSE; students with less than 12 credits will consume a fraction of an FSE. The FSE calculation for graduate students is the same as for undergraduates, with the exception of using a divisor of nine (ten for transfer hours) rather than 12. The FSE calculation for law students uses 12 as a divisor (15 for transfer hours). Undergraduate students will be allowed twelve full semester equivalents to complete their undergraduate degree(s). Law students will be allowed nine full semester equivalents to complete their degree(s). The number of FSEs a graduate student will be allowed for degree completion will depend on the program they are in as depicted in the above table. Transfer hour FSEs are only included when calculating the maximum allowable number of FSEs per program level. Students who have earned more than the allowable Full Semester Equivalents for their current level will no longer be eligible for financial aid at that level.

\*Note: Financial aid includes, but is not limited to, Federal Pell Grants, Federal Student Loans (subsidized and unsubsidized), Federal Work-Study, Federal Perkins Loans, Federal Supplemental Educational Opportunity Grants, Academic Competitiveness Grants, National Smart Grants, Nebraska State Grants, University Tuition Assistance Grants, Tuition Assistance Program Grants, UNL Opportunity Grants, UNL Grants, Federal Direct PLUS Loans and Parent and Grad PLUS Loans.

\*\*Hours Successfully Completed as an undergraduate is defined as the sum of all UNL hours completed with grades of "A" through "D-" or "P" (Pass). A grade of "C-" or "D+" at the graduate level is not considered passing. Regular courses that are repeated will be counted one time in hours successfully completed. Further questions about grades as they apply to this policy should be directed to the Office of Scholarships and Financial Aid, 17 Canfield Administration Building.

\*\*\*Census hours are defined as the number of credit hours in which a student is enrolled on the last day of the semester/term during which a student can add a class (usually the sixth day of class of the semester).

## SCHOLARSHIPS AND FINANCIAL AID IMPORTANT DATES

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**January 1.** Complete and submit the Free Application for Federal Student Aid (FAFSA) to the processing center as soon as possible after January 1<sup>st</sup>. The FAFSA is available on the web at <http://www.fafsa.ed.gov>. As UNL awards financial aid on a first-come, first-complete basis, it is suggested that students submit the FAFSA by April 1st. Nebraska residents wanting consideration for the Tuition Assistance Program Grant must complete a FAFSA by April 1<sup>st</sup> and submit all requested documentation by June 1<sup>st</sup>.

**November 1.** Beginning November 1<sup>st</sup>, enrolled students may apply for scholarships through the Upperclass Scholarship Application. This application must be submitted by February 1st. To apply, go to <http://wam.unl.edu> and select the Upperclass Scholarship Application. Submission of this application allows a student to be considered for upperclass scholarships awarded by the Office of Scholarships and Financial Aid and to have the information made available to their college and department.

**March 1.** Students planning to enroll in one or more summer sessions and receive financial aid and scholarships must complete UNL's Summer Financial Aid Application. This application is available at <http://wam.unl.edu> beginning March 1st.

## SENIORS LEARNING PASSPORT

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The Seniors Learning Passport is a program that allows senior citizens (at least 65 years of age) to sit in on up to two classes per term. Only undergraduate classes where passive learning is possible are eligible for this program. Participation is contingent upon space being available in the class. Lab, studio, performance, honors, independent study, introductory language, distance education and recreation classes do not qualify. Passport holders may join qualified classes only with the permission of the instructor. The instructor has the right to terminate the participation of a Passport holder for any reason. Classes taken through this program are for personal enrichment and no credit will be granted for participation.

Participants in the Seniors Learning Passport program must present proof of age and pay a \$25 non-refundable fee for their Learning Passport. The Passport is good for one calendar year from the date of receipt.

Senior Learners should identify the class or classes they are interested in and obtain permission from the instructor(s) to sit in on their class. Only classes that have not filled with credit seeking students during the first week of class are eligible for this program. Instructors grant permission by signing the student's Learning Passport card next to the class they are teaching.

## STUDENT NUMBER CHANGES

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Upon Admission, each student is assigned a permanent eight digit NU ID number that appears on their student ID card (NCard), as well as on various printed forms. The University also maintains a record of the Social Security Number for each student to be used for mandatory federal reporting (e.g. Federal Financial Aid, Hope Scholarship and Lifetime Learning Credit). To keep information current, it is necessary for students to notify Office of the University Registrar of Social Security Number changes or corrections. The student can make the change by completing the appropriate form and presenting their Social Security Card at Registration and Records, 107 Canfield Administration Building (0416), 472-3681.

## STUDENT RECORDS

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All student record-keeping at the University of Nebraska-Lincoln is in compliance with the Family Educational Rights and Privacy Act. Release to a third party of any information not considered "directory" information requires written release by the student.

All records and documents pertaining to a student's academic standing and progress are maintained by Office of the University Registrar (e.g., admission application, admission test scores, high school transcript, transfer transcripts, semester grade reports, cumulative academic records).

Cumulative files containing academic information are maintained by Registration and Records, some college offices, faculty advisers, academic departments, the Office of Educational Access and Trio Programs, and International Affairs (for international students).

Educational records and personal information may be maintained for job placement purposes in Career Services and in selected colleges and departments.

Cumulative files containing scholarships and financial aid applications, supporting data, and records of scholarships and financial aid awards are maintained in the Office of Scholarships and Financial Aid.

Students who wish to challenge the accuracy of any document within a cumulative file should contact the dean or director of the office which maintains that file. The dean or director will hear the student's reasons for the challenge and attempt to resolve or arbitrate any contested points or issues.

If an informal disposition cannot be made, the student has the right to a hearing before an impartial board duly established for such purposes. Students desiring a hearing should contact the appropriate dean or director to request the hearing, establish a hearing date, and obtain copies of the hearing board's rules or procedures.

Students who wish to gain access to their personal file within a University office or department should contact the chief administrator or supervisor of that office or department. The student will be advised of the necessary steps and of any costs to be assessed to the student for reproduction of file materials.

**Public or Directory Information.** The following information pertaining to students has been declared to be public information by the Board of Regents of the University of Nebraska:

1. Name
2. Local address
3. Permanent address
4. Telephone numbers
5. Year at the University (i.e. Freshman, Sophomore, etc.)
6. Dates of attendance
7. College and major
8. Enrollment Status (e.g. undergraduate/graduate; full/part-time)
9. Participation in officially recognized activities and sports
10. Degrees
11. Honors and Awards received
12. Most recent educational agency or institution attended (e.g. high school or previous college).

Students are advised that information other than public or directory information may be released in emergency or life-threatening situations.

**Release of Information to a Third Party.** When a student provides written consent for release of information to another school, business, or agency, the University office or department complying with the request will notify the school, business, or agency involved that the receiving agency must not pass on the information obtained to a third party without the further consent of the student.

## STUDENT RECORDS - STATEMENTS ON ACADEMIC RECORD

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Each semester or session the academic status of a student is recorded on the student's academic record if that status is unsatisfactory (i.e., "Placed on Probation" or "Continued on Probation"). If the student is dismissed from the University, the record shows "Academic Dismissal". Probation comments appear only on college and adviser copies of transcripts, not on the official transcript. After the student returns to good academic standing, the record shows "Released from Probation".

Upon graduation, notations of dismissal are removed from transcripts and the academic record. The notations are not removed from records of students who fail to graduate from UNL.



## STUDENT RECORDS - TRANSCRIPT POLICIES

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Access to a student's record is confidential. Copies of transcripts are issued only upon a written and signed request by the student. The student need not be present; a letter or fax with his or her signature will suffice. 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. Requests should be sent to University of Nebraska-Lincoln, Transcripts, Registration and Records, 107 Canfield Administration Building, P.O. Box 880416, Lincoln, NE 68588-0416.

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 with one or more University departments or agencies.

## STUDY ABROAD

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Students who plan to study abroad during their enrollment should begin the process by contacting International Affairs, 420 University Terrace (0682), 472-5358.

Credits earned during study abroad shall be treated the same as UNL credits.

Each study abroad program has a unique call number for registering. Costs vary depending on the program and are paid to International Affairs.

## SUSPENSION - NON-ACADEMIC

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Students who commit acts in violation of the Student Code of Conduct may be subject to disciplinary actions by the University. The regulations and sanctions pertaining to student conduct are contained in the *Undergraduate Bulletin* under "Student Code of Conduct and Disciplinary Procedures". For specific questions and inquiries, contact the Dean of Students, 106 Canfield Administration Building (0418), 472-2021.

## TRANSFER CREDIT

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Students who transfer to the University of Nebraska-Lincoln are required to meet the University's admission requirements. Students enrolled in the University for study leading to a degree must have earned a high school diploma or the equivalent. Only visiting students and non-degree students are exempt from this requirement.

Any student who transfers to UNL with fewer than twelve semester or eighteen quarter hours of college study is considered an entering freshman and must meet the freshman admission requirements. These include the submission of either the ACT (American College Test) or SAT (Scholastic Aptitude Test) scores unless the student has been a high school graduate for five or more years.

Any transfer applicant, whether a resident of Nebraska or another state or country, must have demonstrated competency in the five subject areas by completing 16 core course requirements either at the high school or college level and have a minimum cumulative grade point average of "C" (2.0 on a 4.0 scale) and at least a "C" average in the last semester of college enrollment.

The University will make a matter of record all credit hours earned at accredited institutions by students and presented for transfer. Applicants for transfer need to be aware that the college or school of the University that the student plans to enter will review all credit hours offered for transfer and will determine which hours offered for transfer will be accepted as counting toward the degree. Sixty-six semester hours are the maximum number of hours the University will accept for transfer from a two-year accredited institution. All transfer students, regardless of the number of transfer credits presented or applied to a degree, must complete a minimum of thirty of the last thirty-six semester hours enrolled in the college from which he or she will graduate.

In April 1990, an equivalency between the University and the Nebraska community colleges was implemented. A "Credit Hours Presented for Evaluation Form" for transfer credit from Central Community College, McCook Community College, Metro Community College, Mid-Plains Community College, Northeast Community College, Southeast Community College, Western Nebraska Community College, and York College is now being used. The form indicates the college courses, grades, semester hours, and UNL equivalent courses. Questions regarding these equivalencies should be directed to the Office of Admissions, 1410 Q Street, Alexander Building East (0417), 472-2023.

## TRANSFER CREDIT – UNO / UNMC / UNK

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Since the first summer session, 1970, all courses and grades taken at UNO which are transferred to UNL are recorded on the student's UNL transcript. This includes grades of "D" and "F" which are computed in the student's cumulative grade point average. The only courses which will not be recorded are those considered not college level (i.e., study skills, guidance, Remedial Math) or those with a grade of "X" or "W".

Transfer students from UNO are allowed to repeat courses in order to improve their cumulative grade point average whenever equivalent courses exist. At present, UNO, UNMC, or UNK students are the only transfer students who bring a cumulative grade point average with them when transferring to UNL.

Since the summer of 1991, all courses and grades taken at UNK which are transferred to UNL are recorded on the student's UNL transcript. Credits earned at UNK prior to the summer of 1991 are treated as transfer credit from a non-University of Nebraska postsecondary institution.

Additionally, UNL students may enroll in equivalent courses at UNO or UNK and transfer the credit earned to UNL. This credit will be included in the computation of UNL's cumulative grade point average.

## UNIVERSITY HONORS PROGRAM

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The University Honors Program seeks to meet the educational needs of highly capable and motivated students by offering opportunities for intellectual enrichment and personal interaction with other honors students and with faculty. Admission to the program requires formal application to the Honors Program Faculty Committee. Honors Program students are required to take a three-credit hour seminar in the fall of the first year, take an additional fifteen credit hours of honors classes with certain distribution requirements, and write a senior thesis approved in accordance with college procedures. Students must earn at least a "B" grade in honors classes and maintain a 3.5 or better GPA overall. Upon completing the program successfully, the student will be recognized as an "Honors Program Graduate" at Commencement and the accomplishment will be recorded on the student's diploma and academic record.

Students may also take honors courses without participating in the full University Honors Program. Various departments teach honors courses to which they admit students who have demonstrated a high level of ability in a particular discipline. No application is necessary for these courses as departments will invite qualified students to register based on university applications from incoming students and on faculty recommendations for students already on campus.

For more information, contact the University Honors Program, 118 Neihardt Hall (0659), 472-5425.

## WITHDRAWAL

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Withdrawals can be processed either in writing, by phone or through *eNRoll*, the web-based registration system. A withdrawal means that the student is no longer enrolled for courses for the term at the University. Undergraduate and graduate students may withdraw from the first day of classes through the three-quarter point of the term without obtaining any special permission. After this point, withdrawals will only be granted by special appeal and because of extraordinary circumstances. See "Appeal Procedure - Course Withdrawals" for more information.

The effective date of the withdrawal for *tuition* and *grade* purposes is the date the withdrawal is processed. All courses a student is enrolled in after the first two weeks of a regular semester will remain on the academic record after a withdrawal, but a "W" grade notation will be made on each course.

**Extended Education and Outreach.** Students enrolled in special Extended Education and Outreach courses only should process their withdrawals at the Registration Office, 900 North 21st Street; Lincoln, NE 68588-9101, 472-2175.

If, after the last day to add classes in each term, a student decides to withdraw from the University, it is recommended that the student contact the Office of Scholarships and Financial Aid, 17 Canfield Administration Bldg (0411), 472-2030, before withdrawing to discuss the possible need for repayment of federal aid and eligibility for subsequent aid in the future.

## YEAR AND TERM IDENTIFIER

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Office of the University Registrar currently uses a three-digit number to indicate the year and term of a course or registration. The first two digits represent the academic year in which the term occurs. The third digit indicates the term within the academic year. For example, the First (Fall) Semester of the 2007-2008 academic year is coded as 081.

## OFFICIAL NOTICES

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Acceptance of registration by the University of Nebraska and admission to any educational program of the University does not constitute a contract or warranty that the University will continue indefinitely to offer the program in which the student is enrolled. The University expressly reserves the right to change, phase out, or discontinue any program.

The listing of all courses contained in the *Schedule of Classes* is by way of announcement only and is not to be regarded as offers of contract, inasmuch as the University of Nebraska-Lincoln expressly reserves the right to:

1. Add or delete courses from its offerings and to change times or locations
2. Change academic calendars without notice
3. Cancel any course for insufficient registration
4. Phase out any program
5. Revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other regulation affecting students including, but not limited to, evaluation standards, whenever considered necessary or desirable.

A registration by a student signifies an agreement to comply with all regulations of the University of Nebraska.

In accordance with the Family Educational Rights and Privacy Act of 1974, the University of Nebraska-Lincoln may disclose public/directory information from the educational records of a student who is in attendance at UNL. However, the student has the right to refuse to permit the University of Nebraska-Lincoln to disclose directory information. If a student wishes to have all public/directory information excluded as public information, the student must notify Registration and Records, 107 Canfield Administration Building (0416), or by calling 472-3635, no later than Friday of the first week of class.

The University of Nebraska-Lincoln is a public university committed to providing a quality education to a diverse student body. It is the policy of the University of Nebraska-Lincoln not to discriminate on the basis of sex, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation in its educational programs, admissions policies, employment policies, financial aid, or other school administered programs.

Inquiries regarding compliance with these statutes may be directed to the Office of Equity Access and Diversity Programs, 128 Canfield Administration Building, University of Nebraska-Lincoln 68588-0437, Voice/TDD (402) 472-3417. The Department of Education, Civil Rights Division, Washington, D.C. 20202 may also be contacted regarding federal law related to discrimination.

This policy is enforced by federal law under Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.