



UNIVERSITY OF  
NORTHERN COLORADO

# UNDERGRADUATE ADVISING MANUAL



**2019-20**

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This is a working document that will be revised on a regular basis.  
Please contact Stephanie Torrez if revisions or corrections are needed.

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## INTRODUCTION

*“If they are taught fidelity and accuracy; if they learn to appreciate the value of authority as well as the privileges of freedom; if their wills are trained to overcome difficulty; if their social, intellectual and [spiritual] natures are developed; if their love of knowledge is quickened – then the college is a success.”*

Gilman, 1886

Since Harvard University and the Johns Hopkins University introduced elective systems in the late 19th century, institutions have found it beneficial – if not necessary – to dedicate faculty and staff to helping students navigate their university education (Himes and Schulenberg, 2016). The next 125 years of educational expansion, formalization, regulation and competition provided further impetus for institutions to support students with skilled and knowledgeable advisors. Having a distributed advising model, the University of Northern Colorado (UNC) employs full-time academic advisors and faculty advisors to address these priorities. Despite these different roles – and the nuanced policies and procedures of each college and department – Schulenberg and Lindhorst (2010) identify three purposes common to all academic advisors:

- “Engaging students in reflective conversations about their educational goals;
- Teaching students about the nature of higher education [and their degree program], academic decisions and the significance of those decisions; and
- Encouraging student change toward greater levels of self-awareness and responsibility.”

(p. 27)

(Note: the prescription of courses and schedule building are intentionally absent)

To this end, this manual is presented as a handbook to aid new and experienced advisors in advising UNC students through common questions and advising activities. As a supplemental resource, this manual is not intended or designed to be an exhaustive directory of University policies and procedures. As such, direct links to official policy as listed in the UNC Catalog and other governing documents are provided as appropriate.

The next section presents recommendations for establishing the advising relationship with your students, followed by tips for preparing and conducting advising meetings. Finally, the bulk of the document consists of the advising topics themselves. You may refer to the table of contents or use the search/find functionality (ctrl + f) to navigate the document.

### References:

- Gilman, D. C. (1886). The group system of college studies in the Johns Hopkins University. *The Andover Review*, 5(30), 564-76.
- Himes, H. A., Schulenberg, J. (2016). The evolution of academic advising as a practice and as a profession. In Grites, T. J., Miller, M. A., Givens Voller, J. (Eds.). *Beyond Foundations: Developing as a Master Academic Advisor* (pp. 1-20). Hoboken, NJ: John Wiley & Sons, Inc.
- Schulenberg, J., Lindhorst, M. (2010). The historical foundations and scholarly future of academic advising. In Hagen, P. L., Kuhn, T. L., Padak, G. M. (Eds.). *Scholarly Inquiry in Academic Advising* (pp. 17-28). Manhattan, KS: National Academic Advising Association.

# ADVISOR AND STUDENT RESPONSIBILITIES

## TIPS FOR WORKING WITH STUDENTS

Clearly delineating student and advisor responsibilities can be highly effective in establishing the advising relationship. Additionally, having an agenda of topics for each semester will ensure consistency of message. Examples of these are provided below, but should be adapted to align with the mission and objective of each advisor, department and/or college. Finally, developing a long-term advising curriculum and/or learning objectives can help you guide students to develop independence and problem-solving skills as they progress through their degree.

## EXAMPLES OF STUDENT RESPONSIBILITIES:

These should be explained to the student early in their academic career and reiterated periodically.

- Take ownership of your college education, your decisions and overall success.
- Meet regularly with your advisor, at least once each semester.
- Come prepared to meetings, having reviewed your information in Degree Works, course planning worksheets and anything else requested by your advisor.
- Become knowledgeable about your college's programs, [four-year plans](#), academic policies and procedures.
- Become knowledgeable about the University [catalog](#).
- Set and track the progress of your educational goals.
- Become knowledgeable of University and College resources before they are needed.

## EXAMPLES OF ADVISOR RESPONSIBILITIES:

- Be accessible for meeting with your advisees via office hours, telephone, email or web access.
- Encourage and guide students as they define and develop their academic and career goals.
- Review the student's degree evaluation (through Degree Works or an unofficial transcript) to assess academic progress.
- Help students synthesize their educational experiences and understand the rationale and interconnectedness of their courses.
- Become knowledgeable about your college's programs, [four-year plans](#), academic policies and procedures.
- Clarify policies, procedures and requirements for graduation.
- Become knowledgeable about the University [catalog](#).
- Refer students to available University and College resources when needed.
- Assist the student in making connections between their program of study and potential professional/career opportunities – Resource: [UNC Center for Career Readiness](#).
- Maintain confidentiality, adhering to [FERPA](#) guidelines and UNC policies (see also the Bear Central website for financial aid information and information regarding publicly accessible information).

## EXAMPLES OF AGENDA ITEMS:

- Current classes – how are they going?
- Continuation requirements
- Course sequencing/important pre-requisites
- Degree planning/LAC Requirements
- Understanding Degree Works
- Current semester [deadlines](#)
- Graduate school planning (see page 25 of this document)
- Graduation [deadlines](#)
- Departmental and campus involvement
- Time/energy management
- Discussing career goals/options
- Minors
- Study abroad
- Study skills
- Upcoming department/college events

## PREPARING FOR ADVISING MEETINGS

Preparation ahead of meeting with students can save time and make meetings more personal, conversational and efficient. While each advisor must develop their own approach — and no two meetings are alike — advisors should at least review the following:

1. Notes from previous meetings, including follow-up items, grade replacement courses, notable successes or challenges, professional or career goals, etc.
2. Current Degree Works. Paying particular attention to:
  - a. Current classes (are these what were recommended?)
  - b. Progress in degree – especially course sequences (prerequisites, irregular course offerings, electives/special course of interest to the student)
  - c. Academic trends (multiple repeated courses, withdrawals, steadily improving or declining grades, etc.)
  - d. Upcoming critical courses
3. Review transfer work, especially all courses marked with a single “X” or “XX” as these courses may require a Course Adjustment form and/or a prerequisite override.

## 30-CREDIT POLICY FOR UNDECLARED STUDENTS

### ADVISING TIP:

Ideally, the student will declare a major at the end of the second term of classes, even before earning 30 credit hours.

The 30-Credit Policy directs students towards successfully completing a degree at UNC. One hundred twenty (120) credits are required to complete a degree at UNC. A student who has earned 30 credits should have completed one quarter of the requirements for earning a degree. Usually students reach 30 credits after either their second or third semester. Ensuring that students have a clear path for degree completion is of utmost importance, and the 30-Credit Policy illustrates UNC's commitment to student success.

The 30-Credit Policy requires students who have earned 30-credits to declare a major. Credits used in calculating earned hours at UNC include all applied transfer credit, college credit earned in high school and University of Northern Colorado credit hours. **A No-Major Hold is applied to Exploring the Liberal Arts students' accounts upon the completion of 30 credits.** Once a student has completed the appropriate paperwork and met any admission requirements for declaring a chosen major, the No-Major Hold is removed from the student's account. Hold is removed by Office of the Registrar upon submission of Major/Minor Change Form.

## ACADEMIC STANDING

### ADVISING STUDENTS ON ACADEMIC PROBATION: IMPORTANT CONSIDERATIONS

Each college is responsible for advising their students who are on academic probation (have less than a 2.0 cumulative GPA.) A point person for referral has been designated for each college. If you are unaware of who that person is for your college, please contact your Dean's Office or, if applicable, your college's advising center. Prior to meeting with their college advisor, all students on academic probation for the first time are required to attend an Academic Success Workshops hosted by SOAR.

A student's academic standing is determined by the cumulative grade point average. In order to graduate, the student must earn a minimum of 2.0 on a 4.0 scale at UNC.

Students are placed on **academic probation** up to the next 24 credit hours at UNC if the cumulative grade point average (**GPA**) **falls below a 2.0**. Students on academic probation will have a registration hold placed on their account and must see a college advisor to have it removed.

- When the cumulative GPA is raised to 2.0 or higher, the student will return to good academic standing.

Students on academic probation **who do not raise** their cumulative grade point average to 2.0 or higher after completing 24 credit hours at UNC **will be suspended**. While on probation, if the student's cumulative GPA **falls below a 1.00**, the student will be **automatically suspended**.

#### If suspended from UNC, students have two options:

**1. Appeal Options:** If extenuating circumstances exist and are documented, students may appeal. These circumstances include **factors beyond the student's control** (e.g., family emergency, serious illness, death, etc.) and **must be documented**. Appeals due to other circumstances will be reviewed on a case-by-case basis. All appeals are reviewed by the Academic Review Committee. The Academic Review Committee is comprised of a representative from each college and the Dean of Students office.

- **If the appeal is granted**, the student is given one additional semester to raise his or her cumulative GPA to a 2.0. If the student is unsuccessful, he or she will remain on academic suspension.
- **If the appeal is denied**, the student must successfully complete 12 semester hours with a GPA determined by the UNC Academic Review Committee at another accredited institution, or present evidence of potential future academic success in order to be readmitted.

**2. Students that Do Not Appeal:** Students that do not file an appeal will need to wait until the passage of one fall or one spring semester and submit a readmission appeal.

Applications for readmission and appeal timelines are available through the Office of [SOAR](#). **A second academic suspension is considered a permanent suspension** from future enrollment at UNC. All applications are reviewed by the University Academic Review Committee (ARC: The Academic Review Committee is comprised of a representative from each college and the Dean of Students office). The University Academic Review Committee’s decisions are final.

**Some students may not be aware of their academic standing** and you may be the first point of contact to explain their academic standing. UNC generally has two umbrellas for academic standing: Good Standing and one of six forms of Probation. Students can find their Academic Standing status under the Student tab, Register and Grades section, View Student Information. Advisor can find Academic Standing in URSA under the Employee Tab, Faculty & Advisor Tools, Classes, Advisee Search. Any one of the codes listed below indicates that a student has been placed on probation and probably has an Academic Standing hold, which will prevent their registration for the next semester:

- P1 – Probation 1st term
- PC – Probation Continued
- PA – Probation Appealed
- PF – Probation Final Suspension Appealed
- PS – Probation, Prior Suspension
- PX – 2nd Probation, Prior Suspension
- S1 – Suspension 1st Time
- SF – Suspension Final



[UNC policy](#) is that any student suspended a second time will not be allowed to return to UNC in the future. If you should have any students with a **PS code** facing a final



suspension, **it is imperative that they go see an advisor in SOAR!**

**Advising a Student on Probation:** When advising a student who is on probation or struggles with a persistently low GPA, it is important to have some tools to help that student understand what is interfering with their academic success. SOAR has found through ongoing assessment with students on probation that the following are often reasons:

- **Lack of awareness** of the specific UNC academic standards for GPA.
- **Time management concerns.** Students may have any combination of issues that prevent them from spending enough time on studying, preparing for exams, completing assignments, etc. For financial and familial reasons, many of our students are employed and work many hours. Discussing how students may balance their academic and work responsibilities is important. In addition, they may have additional time committed to extra-curricular activities (sports, clubs, Greek life) or family responsibilities or concerns with social life.
- **Not knowing about or utilizing campus resources.** Many students struggle in required classes of difficulty and have their GPA fall without utilizing many resources we have on campus. Try to remind students that we have the following supports on campus to help them (all free of charge!):
  - [Tutorial Services](#) for many subjects, but especially math and science classes
  - [The Writing Center](#) in Ross Hall
  - [The Math Tutoring Lab](#) in Ross Hall
  - [The Counseling Center](#) in Cassidy Hall
  - [Disability Resource Center](#) offers support through accommodations.
  - [Dean of Students Office](#) provides students with support for documenting and reporting a disruption in class attendance due to illness or emergency.
  - [BearPantry](#) in Michener Library helps address food insecurity – a growing national concern among college students.
  - University College’s UNIV 101 program offers [study skills resources and workshops](#).
- **Lack of motivation.** A lack of intrinsic motivation can be one of the most difficult challenges to both identify and address. A primary symptom of motivational challenges is attendance. Poor attendance easily translates to poor test performance, then poor grades which can further strain motivation and persistence. To begin these conversations, try asking the student to articulate their reason for being in school or future goals (academic, professional, and personal). These prompts can provide insight to guide referrals. Depending on the student’s response, Center for Career Readiness and/or the Counseling Center can be excellent resources to help students think about their ambitions and how an undergraduate degree might help them attain success.

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**ADVISING TIP: A student that has a cumulative GPA below 2.00 will have a note in Degree Works stating their GPA is below 2.0 and they need to see an advisor.**

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# ADD, DROP, WITHDRAWAL

## DATES FOR ADD, DROP AND WITHDRAWAL

Tuition, fees, financial aid, veteran status, and many other university functions are dependent on the number of credit hours enrolled each semester. Changes to student schedules can have significant academic and financial consequences. Advisors should take care to refer students to appropriate resources before students make schedule changes during the semester.

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Advising Tip: Student can access their individual course dates, drop/withdrawal deadlines through their URSA account. Students can find their specific deadlines under the Student Tab, Registration and Grades, Registration Information, Your Course Drop/Withdrawal Deadlines.

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Registration Changes	Financial Impact	Transcripts	Process
<b>Registration Cancellation</b>	No tuition and fees are charged	Nothing is recorded	URSA
<b>Course Add</b>	Tuition and fees adjusted if applicable	Course is added to transcript	URSA
<b>Course Drop</b>	Tuition and fees adjusted if applicable	Course is removed from transcript	URSA
<b>Individual Course Withdrawal</b>	No refund of tuition or fees	W is recorded on the transcript	URSA
<b>Complete Withdrawal</b>	No refund of tuition or fees	W is recorded on the transcript	Contact Office of the Registrar

## ADD COURSES (Add Date)

- Students may **add classes** through the fifth day of the term for full-semester courses.
- After the fifth day of the semester all adds require the signature of the instructor and must be processed through the Office of the Registrar
  - From days 6-10, instructors may grant permission to late add using the [Course Late Add form](#).
  - After day 10, students must complete a [Petition to Late Add a Course](#) form which must be signed by the student, instructor, advisor and school director/department chair and submitted for review by the Office of Registrar. Please note: Only in extenuating circumstances should a Petition to Late Add a Course form be submitted.

According to Colorado State enrollment reporting guidelines and University policy, a student is not permitted to add courses to his/her schedule after the published deadline. An exception to this policy will be granted only under **very unusual circumstances**.

## DROP COURSES (Drop Date)

- The student may drop a class during the Drop period, normally the first 10 class days of a semester for full-semester courses.
- The number of credits for which a student is registered at the drop deadline determines tuition and fee charges. Drops differ from withdrawals since drops are not recorded on the transcript.
- Faculty may drop a student from a class during the Drop period if the student has not attended the first two 50-minute sessions. See [Two-Class-Hour Drop Requirement](#) in the university catalog. Faculty requesting to drop student(s) must contact the Office of the Registrar with the student's name, last 4 digits of BEARID, and course information before the end of the course drop deadline.

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#### ADVISING TIP:

Students may also be enrolled in Short Term/Short Course offerings. Be sure students are aware that these classes have differing add/drop/withdrawal dates.

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## INDIVIDUAL COURSE WITHDRAWAL ([Withdrawal Date](#))

- Students may **withdraw from individual classes** in person or on the web. The first **date to withdraw** from an individual course is the **first class-day immediately after the drop deadline**.
- The last date to **withdraw from an individual course** is the **midpoint of the semester**. Withdrawal deadlines for each semester are noted on the Office of the Registrar's website. The withdrawal deadline for an **individual short-term class** occurs when the class has held 50 percent of its meetings.
- A **"W"** appears on the transcript for each class from which a student withdraws.

## COMPLETE WITHDRAWAL FROM ALL COURSES

- A student may withdrawal from all courses. **Student must start the process by contacting the Office of the Registrar.**
- Regardless of date of withdrawal, there will be no refund of tuition or fees.
- A grade of "W" will be assigned in all courses for which the student was registered. If the student leaves campus without withdrawing through the proper channels, the student will receive grade(s) earned for all registered classes.

## UNAUTHORIZED WITHDRAWAL

- **"UW"** indicates an unauthorized withdrawal and is assigned only when the student has never attended the class for which he/she enrolled.

## ADVISOR ASSIGNMENTS IN BANNER

Academic Departments and Advising Centers are responsible for updating and/or cleaning up inaccurate academic advisor assignments in Banner. When a student is assigned a new or additional academic advisor, this assignment should be entered into Banner immediately. URSA and/or Insight should be reviewed for accuracy of advisor assignment and updated in Banner at least once a semester or within two to three weeks after census as needed. Please work with your department admin or other administrative designee to assist with this process.

## ATTENDANCE/ABSENCE POLICY

Regular class attendance is assumed. Faculty should state their specific policies on absences in the syllabus. Each instructor determines the relationship between class attendance, the objectives of the class, and the grade. The instructor is responsible for attendance policies and their effect on grades. Students are responsible for knowing the attendance policy of each course. Only the instructor can approve a student's absence. Students are responsible for requesting such approval.

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 their responsibility to present a written request for the absence. Student should be prepared to discuss how the absence may affect their ability to meet the course requirements. Instructors should seek to make reasonable accommodations for a student involved in University-sponsored activities. Student should recognize that not every course can

accommodate absences. Notifying the instructor of an absence does not relieve students from meeting the course requirements.

The University requires that faculty provide reasonable accommodations to students who miss a class due to a religious observance. Students planning to miss a class for religious observance should notify the instructor prior to the absence.

The instructor has the option to drop students who do not attend the first 100 minutes that class meets in order to allow other students to enroll.

Students are responsible for dropping courses they do not attend.

## ONLINE COURSE POLICY

As with a face to face course, the instructor has the option to drop students who do not log in and/or participated in the first 48 hours from the course start date. This is to allow other students to enroll. Not all instructors will exercise this option; therefore, students should not assume that not logging in will automatically drop them from the course.

## AUDITING A COURSE

When students audit a course, there is no need to complete assignments or exams, but students are expected to attend class. If students don't attend class, they may be removed from the roster. If students successfully complete the class, they will be given a grade of "NC" (no credit). **Tuition and fees are charged for audited courses and the course is not eligible for the COF stipend.** Current students registered for an audit course should contact the Office of the Registrar to change their registration status to an audit. Students may not change the status for any course, including audit courses, after the add deadline for a given term. For visiting students, please contact the Office of the Registrar at 970-351-2231.

If you are age 65 or older and wish to audit a course, you may do so with **no tuition charge (course fees may apply).**

## CANVAS

[Canvas](#) is a Learning Management System that enables instructors to post a syllabus, remind students of important dates, upload documents, create tests and a place for students to submit assignments, create a grade book and enter grades and create online discussions. Canvas is used for online and hybrid courses but can also serve as a supplement for many face-to-face courses.

## CHALLENGE EXAMS

Undergraduate students have the opportunity to earn college credit for prior learning by taking and passing a challenge exam to demonstrate their experience, aptitude, or knowledge of a GT Pathways course. Challenge exams are created by the discipline faculty for GT Pathways courses for which a CLEP exam is not utilized in lieu of a challenge exam. Contact the academic program for challenge exam options.

## CLASSIFICATION STATUS

Classification Credits Required

Freshman	0–29 credits
Sophomore	30–59 credits
Junior	60–89 credits
Senior	90+ credits until completion of bachelor's degree

## COLLEGE OPPORTUNITY FUND (COF)

### COF Website

Colorado provides financial support for resident undergraduate students through the College Opportunity Fund (COF). The Colorado Legislature sets the COF stipend amount each year and the stipend amount is the same for all students, regardless of which college they attend. [Current tuition and pricing](#).

To be eligible to receive the COF stipend, students must be classified as residents of Colorado and be enrolled as an undergraduate. Students must also complete a one-time online application.

- If an eligible student applies for COF and authorizes payment to UNC, the stipend will be paid to UNC for the student, and the authorized amount will be applied directly to the student's bill.

## COURSE CONTACT HOURS/COURSE TYPES

### Colorado Department of Higher Education (CDHE) course descriptions and related contacted hours

A contact hour is no less than 50 minutes and no more than 60 minutes. Contact Ratios vary by course type.

Examples:

- Lecture has a 1:1 ratio so the course meets a minimum of 50 minutes per credit hour for 15 weeks.
- Lab has a minimum 2:1 ratio so the course meets a minimum of 100 minutes per credit hour for 15 weeks.

# COURSE DESIGNATIONS

## Subject

Each course is assigned a subject code that identifies the discipline, field or program offering the course. For example, course numbers in Audiology and Speech-Language Sciences are preceded by ASLS; course numbers in Mathematics are preceded by MATH; and courses in Visual Arts are preceded by ART.

## Numbers

Four groups are identified by course numbers, generally to indicate the difficulty of a course and its location on a continuum of study that leads to general mastery of the content and methodology of a discipline:

- Basic skills - 001-099 are not counted in cumulative credits, total credits toward graduation, GPA, nor for financial aid purposes.
- Lower division - 100-199 range are 1st-year (freshmen) courses and 200-299 are 2nd-year (sophomore) courses.
- Upper division - 300-399 are 3rd-year (junior) courses and 400-499 are 4th-year (senior) courses.
- Graduate level - 500-699 are Master's courses and those numbered 700 or higher are Doctoral/Specialist courses.
  - Juniors and seniors with a cumulative GPA of 3.00 or higher are permitted to take 500-level courses.
  - Undergraduates may be permitted to take courses with numbers 600-699 if they have applied to and have been accepted into a Master's level program at UNC. 600-699 courses may not be counted towards an undergraduate degree.
  - Undergraduates are not permitted to take courses with numbers 700-799.

Note: Applicability of coursework to a higher degree as an undergraduate student: please refer to specific details on the petition to count toward the next highest degree <https://www.unco.edu/graduate-school/pdf/Petition-to-Count-Work-Toward-Higher-Degree.pdf>

Undergraduate students may not count courses numbered 600-799 toward undergraduate degree programs.

Graduate students may not count courses numbered 100-499 toward graduate degree programs; courses numbered 700-799 may be taken for specialist or doctoral credit only.

Courses at the university are sequentially numbered. Courses numbered 100-499 are for undergraduate credit. Courses numbered 500-599 may count as undergraduate or graduate credit. If a course numbered 500-599 is not counting toward the correct level, the student may contact the Office of the Registrar to request that it be changed. A course numbered 500-599 counting as undergraduate credit cannot be counted toward a graduate degree; a course numbered 500-599 counting as graduate credit cannot be counted toward an undergraduate degree.

Undergraduate students seeking to apply 500-599 courses to their graduate degree must complete a petition to count work towards the next higher degree. In order to count work forward into a higher degree (for example, bachelor's into the master's or master's into the doctoral) prior to completing the prior degree, the following are required:

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Note: Applicability of coursework to a higher degree as an undergraduate student: please refer to specific details on the petition to count toward the next highest degree

[unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx](https://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx)

Form is titled: Petition to count work toward the next higher degree

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- You must be admitted to the higher degree (a letter of admission from the Graduate School);
- You must have applied for graduation for the prior degree (Graduation Office for bachelor's or the Graduate School for master's or specialist);
- And, you must file this form no later than the first week of the semester in which you enroll in the course work.

Additional policies governing counting work forward can be found in the UNC Graduate Catalog and at <https://www.unco.edu/graduate-school/student-resources/current-students/academic-policies-and-deadlines.aspx>

Courses numbered 600-799 are for graduate credit only.

Courses with variable titles may have additional prerequisites assigned to specific sections scheduled.

Courses bearing the designation “gtP” are in gtPathways, Colorado’s Guaranteed Transfer Program. These courses are guaranteed to transfer to all Colorado institutions of higher education.

Courses bearing the designation “LAC” are in the Liberal Arts Core. These courses will meet the LAC requirements for graduation. For more information on the Liberal Arts Core click here.

Occasionally, courses that do not appear in the Catalog may appear in the Schedule of Classes ([www.unco.edu/sched/](http://www.unco.edu/sched/)). These course number end in “98” and are considered experimental. For example, an experimental course in Geology might be GEOL 398.

## MUTUALLY EXCLUSIVE COURSES

Mutually exclusive courses are reciprocal in nature. When a course has a mutually exclusive designation, the course content is identical to another course – same title, same course description, same content. Therefore, credit will only be granted once. Registration for the mutually exclusive course will be prohibited once a passing grade is posted. Courses with mutually exclusive designation have a statement ‘Credit allowed for only one of these courses: ENST 356 or ECON 356.’ Grade Replacement is only applicable for the same prefix, cannot be used for the mutually exclusive course.

## EQUIVALENT COURSES

Equivalent courses are identical in content, but may have a different title or prefix. Equivalent courses satisfy graduation requirements and prerequisites. Generally, equivalent courses are used for courses with prefix, title or course number changes. Equivalent courses are eligible for grade replacement.

## CREDIT BY EXAMINATION

### AP, CLEP, FOREIGN LANGUAGE PROFICIENCY AND RETROACTIVE CREDIT POLICIES

**Advanced Placement (AP) and International Baccalaureate (IB):** A student may qualify for University credit or may be exempt from a specific course by demonstrating superior performance on the subject matter. Examinations are administered through the AP program of the Educational Testing Service. These are usually taken when the student is still in high school. Generally, an AP test score of 3, 4, or 5 will result in college credit being awarded. An IB test score of 4 or 5 may result in college credit being awarded. AP and IB credit is counted as non-residency transfer work.



If you are unable to access Degree Works have your supervisor submit the necessary Student Banner Security form.

**The College-Level Examination Program (CLEP):** This offers another opportunity to earn credit through demonstration of superior performance in subject matter examinations. CLEP credit is offered for certain courses. A maximum of 30 credit hours can be applied towards graduation. CLEP credit is counted as non-residency transfer work.

**Foreign Language Proficiency Examinations:** Certain required courses in some majors and minors offer proficiency examinations to determine whether or not a student may be excused from a requirement. Proficiency Exam credit is counted as UNC residency work.

**Retroactive Credit in Languages :** World Languages and Cultures, Hispanic Studies, and ASL on page 45.

## DEGREE WORKS

**Degree Works** is the primary advising tool. This web-based, degree audit review program allows faculty and students to monitor progress toward degree completion. Features include:

- **Degree Audit:** View program requirements and see how the student's coursework and any transfer credit has been awarded to meet the program requirements and LACs.
- **What-If:** Explore and consider other UNC majors, minors, concentrations, or emphasis areas (note: changing a major, concentration or emphasis will change the student's catalog year. Make sure to change the catalog year in the What-If Analysis to ensure you are viewing the most accurate program information).
- **Look Ahead:** Plan courses for future semesters.
- **GPA Calculation:** Estimate overall GPA based on anticipated end-of-semester grades.

Degree Works is available for faculty in URSA under the Faculty Tab and for Students in URSA under the Student Tab. Other notes:

- Students who double major and/or have a major and minor should be aware of policies and requirements.
- Students can access their Transfer Equivalency Report at any time through [URSA](#).
- Courses listed on your Transfer Equivalency Report with a 1X, 2X, 3X or 4X have been brought in as a University Wide Elective.
- Courses listed on your Transfer Equivalency Report with a 1XX, 2XX, 3XX or 4XX have been approved as a Departmental Elective.
- Any courses deemed not to have a direct equivalent to a UNC course, may be substituted for major, minor, licensure or endorsement requirements at the discretion of the appropriate department.

### Double major language

- If a student is a double major and/or double degree and both are the same degree type (ex: BA and BA), both majors/degrees will be listed on the same audit. When a student is pursuing a double major and/or double degree and both degrees are different (ex: BA and BS) you will need to make sure to select the correct degree at the top of degree works:





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**ADVISING TIP:** Degree Works has a header that displays any student that chooses for their information to be confidential. If you see the word “CONFIDENTIAL” in the top portion of a student’s Degree Works, you cannot assist the student in person until they have shown you a picture ID. You may assist the student over email but **ONLY** through their bear mail email address. Any student with this indicator can never be assisted over the phone.

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## DIRECTED STUDY/NON-SCHEDULED COURSE

### DIRECTED STUDY

Directed Study courses are available in most disciplines. These are identified within this publication by course number 422 for undergraduate (622 for graduate) students. The Directed Study course provides an opportunity for a qualified student to receive University credit for an individualized investigation under the direct supervision of a UNC faculty member.

- Directed Studies cannot be used for Liberal Arts Core credit. No faculty member will be authorized to supervise a directed study during a semester that they are not actually employed on-campus at UNC.
- The investigation must be on a specific topic that is not duplicated by an existing course within the University’s curriculum. The nature of the study must involve intensive use of relevant literature, materials or techniques, and the study report must reflect a synthesis of the information or techniques acquired.

See the [Directed Study Form](#) for more information and instructions on how to apply.

### NON-SCHEDULED COURSE

A non-scheduled course is an existing, already approved, catalog course that an instructor will offer on behalf of a student during a term when the course is not regularly scheduled. A non-scheduled course is NOT a directed study course.

See the [Non-Scheduled Course Form](#) for more information and instructions on how to apply.

## EXTENDED CAMPUS

### [Extended Campus' Website](#)

OEC will NEVER create a new catalog course. Three Major Areas of Extended Campus:

1. Independent Study
2. Extended Degree Programs
3. Professional Development

### Independent Study

- Not a closed group of students, not a single cohort
- Cash-funded, tuition is lower as faculty are paid per student enrolled in course.
- There is no difference in tuition for in-state or out-of-state students.
- Students can register at any time.
- From the time of registration, the student has one year to complete the course.
- Learning is self-paced.
- The course can be found in the catalog.
- The faculty member gets paid extra to teach those courses (never considered part of an in-load assignment).
- A faculty member seeks approval to offer the course in the Independent Study format from the school director/department chair.
- For first time course approval:
  - Faculty receives verbal or email approval from their school director/department chair.
  - Syllabus plus University Review and Renewed Approval Form is mailed for signatures to Instructor, school director/department chair, College Curriculum Committee, Dean, Extended Campus.
- Independent Study courses have to be reviewed every three years (CDHE requirement).
  - Faculty member gets verbal or email approval from their school director/department chair to offer course again.
  - Revised syllabus plus University Review and Renewed Approval Form mailed for signatures to Instructor, school director/department chair, Dean, Extended Campus.

### Extended Degrees

- Cash-funded
- Courses and programs are found in the catalog (a new graduate program may not be in the catalog until the next catalog year).
- Curriculum changes are initiated through academic departments, not Extended Campus.
- The minimum number of students in a program depends on the expense of operation.
  - Currently the desired minimum is 15, which will likely rise to 20.
- Once accepted into a program, the students are typically assigned cohorts codes.
- No difference in tuition for in-state or out-of-state students.
- Students residing in another state or country can get a UNC degree through this program but must check state authorization eligibility for licensure programs.

- These courses can be in-load or out-of-load for an instructor (if in-load, ExC transfers the funds they would have paid the instructor to teach the course to the College to pay for the adjunct, who in turn teaches the course usually taught by instructor on campus.)
  - ◆ These circumstances may change.

## Professional Development

- Cash-funded. No difference in tuition for in-state or out-of-state students.
  - Considered an overload for faculty and is NOT part of base contract.
- Types of courses offered:
  - Workshops are professional renewal courses for educators.
  - All faculty-led Study Abroad courses must be offered through professional development.
    - ◆ Faculty will work with Center of International Education and Extended Campus for faculty-led Study Abroad.
- May be contract or a regular class.
  - Contract courses can be offered to CDE, schools, school districts from grant funds or other.
    - ◆ Some courses are in the catalog, but most are 508 or 513 courses.
    - ◆ Syllabus gets routed through the curriculum committee like any other professional development course.
    - ◆ Faculty member may or may not be UNC faculty.
    - ◆ Instructor is not paid out of course revenues so tuition is very low.
    - ◆ Dual credit courses (offered in high schools) are contract courses.
- Students who enroll in a professional development or independent study course are admitted through the Office of the Registrar as Non-Degree Seeking, using the Student Information Form.
  - If a student has a record of a felony, ExC must get permission from the Admissions office for this student to take a class.
- Students cannot go through “quick admit” for an Extended Degree program because they must go through the UNC application process.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

**UNC faculty and staff are, by law, not allowed to discuss student records with anyone, including parents, unless the student has provided written consent. Students may obtain a written consent form either [online](#) or in person at the Office of the Registrar, Bear Central on the 2nd floor of the Campus Commons.**

### About FERPA

The **Family Educational Rights and Privacy Act** (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA applies to the education records of persons who are or have been in attendance in postsecondary institutions, including students in cooperative and correspondence study programs, video conference, satellite, internet or other electronic forms.

FERPA gives eligible students the right to:

- Inspect and review their education records maintained by UNC;
- Request that UNC correct records which the student believes to be inaccurate or misleading. If UNC decides not to amend the record, the student has the right to a formal hearing. After the hearing, if UNC still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information;
- Have some control over the disclosure of personally identifiable information from their education records and
- File a complaint with the Department of Education.

Generally, schools must have written permission from a student in order to release any information from their education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Directory Information as identified by UNC
- Other schools to which the student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to the student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities pursuant to specific State law

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**ADVISING TIP:**

Students interested in declaring more than one major, program or non-requisite minor(s) should be referred to the Financial Aid and Office of the Registrar to discuss their situation, as aid limitations and completion policies may apply.

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## FINANCIAL AID/SCHOLARSHIPS

[Financial Aid Website](#)

[Scholarship Information](#)

### Types of Aid

- **Grants** are awarded based on financial need and do not have to be repaid.
- **Scholarships** are awarded on merit or talent and do not have to be paid back.
- **Student employment and work-study programs** provide financial aid in exchange for work.
- **Loans** are funds that that students and/or their parents and/or support person can borrow to help pay for college expenses. Loans must be repaid, usually with interest.

To receive any form of financial aid the student **MUST** complete the [Free Application for Federal Student Aid](#) (FAFSA) annually by March 1.

## FRESH START

### FRESH START PROGRAMS FOR FRESHMEN AND RETURNING STUDENTS

The benefit of both Fresh Start programs is that all grades of F, D-, D, D+, and C- will be eliminated from the student's UNC GPA calculation. The Fresh Start Program for Freshmen is for students who have completed fewer than 30 credits towards graduation with a cumulative GPA of less than a 2.0.

The Fresh Start Program for Returning Students is designed for students who have not attended UNC for a minimum of five years and have grades of "C-", "D+", "D", "D-" and "F" that are five calendar years old or older based on the most recently completed semester at UNC.

For more information on Fresh Start visit the [SOAR website](#).

## FULL-TIME AND PART-TIME ENROLLMENT STATUS

### Academic (Enrollment) Full-Time

- Undergraduate: 12 credit hours
- Graduate: 9 credit hours

### Academic (Enrollment) Half-Time

- Undergraduate: 6-11 credit hours

### Academic (Enrollment) Part-Time

- Undergraduate: 5 or fewer credit hours

### Financial Aid Full-Time

- Undergraduate: 12 credit hours
- Graduate: 9 credit hours

### Health Insurance Full-Time

- Undergraduate and Graduate: 9 credit hours (some insurance companies require 12 credit hours)

## Credit Overloads

- Undergraduate: more than 18 credit hours for fall and spring semesters and 15 credit hours for the summer semester. Interim 3-4 credits; no overloads
- Graduate: more than 17 credit hours for fall and spring semesters and 15 credit hours for the summer semester

To request an overload for undergraduate students ([form for undergraduate students](#))

- A student with a GPA 3.00 or higher may overload to 21 credit hours for Fall and Spring semesters and 18 hours for Summer semester without advisor approval. Students may submit this form or call our office to process the overload.
- A student with a GPA lower than 3.00 may overload only with the signature of their academic advisor and School Director/Department Chair. The form must be submitted to the Office of the Registrar, Bear Central on the 2nd floor of the Campus Commons or fax to 970-351-1870.
- Student teachers require approval of both their academic advisor and School Director/Department Chair for ANY overload regardless of GPA.

Summer Overload – A cumulative GPA of 3.00 is required

- The maximum total course load for summer semester is 15 credits.
- Students may take a maximum of 9 credits during either the First or Second 6-week session; 10 credits during the Educator's 8-week session; or 15 credits during the 12-week session.
- Overload limitations apply to work completed in both on-campus and off-campus programs
- Students will be billed for any enrollment over 16 credits (Undergraduates and Graduates)

## GRADE REPLACEMENT POLICY

**Courses repeated under this policy may not be eligible for financial aid. Please advise students to contact the Office of Financial Aid (970) 351-2502 or visit Bear Central to discuss their aid options.**

- The Grade Replacement Policy applies to UNC undergraduate level courses that are letter-graded (A-F). The courses must be the same and both courses must be taken at UNC. The course must not be designated repeatable for credit in the current catalog. Pass/Fail grades are excluded.
- Grade replacement can only be applied once per course for a maximum of six (6) courses; these limits only apply to courses repeated Fall 2013 or later.
- Grade replacement can be used for completed courses, regardless of previous grade earned, except for an "I". Applications will not be accepted for courses with an incomplete (I) grade.
- To use grade replacement, the student must submit a [Grade Replacement Application](#) to the Office of the Registrar no later than the drop deadline of the semester in which the course is being repeated. Applications submitted after the deadline will not be accepted. Once the grade replacement application deadline has passed, a grade replacement application cannot be withdrawn. [Click here for upcoming deadline.](#)
- The most recent letter grade (A-F) attained for a course repeated under grade replacement will count toward the cumulative GPA, even if the most recent grade is lower than the grade being replaced.

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For more information, contact the Office of the Registrar at (970) 351-2231.

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- If a student applies for grade replacement and receives a mark of “W” or “UW” in the second attempt of a course, the attempt does not count as the grade replacement opportunity and the original grade will stand.
- All occurrences of a course are recorded on the transcript; however, courses are counted one time only in the total credits towards graduation.
- All credit hours earned for initial and repeated courses will be deducted from the student’s remaining College Opportunity Fund (COF) stipend eligibility hours.
- Grades earned under a completed degree are excluded from this policy.

The Office of the Registrar provides many help sheets. Please visit us online for step by step directions on how complete a grade change form in OnBase.

## GRADE SUBMISSIONS AND CORRECTIONS

Faculty must submit grades via URSA to the Registrar’s Office by 5 p.m. of the third working day after the end of a term. Grade changes or corrections must be submitted within the first six-weeks of the following term and must be approved and signed by the instructor and the director/department chair. Spring term grade changes are also due the first six-weeks of Summer term. Grade change requests submitted after the six-week period must be approved and signed by the instructor, the school director/department chair and the Dean of the College (or designee). Grade change request forms must be submitted via OnBase by the instructor of record.

## GRADING

Standard Grading	Quality Points	Standard Grading	Quality Points
A = superior	4.000	S = satisfactory – credit granted	++
A- = A minus	3.667	U = unsatisfactory – no credit	+
B+ = B plus	3.334	I = incomplete	+
B = above average	3.000	UW = unauthorized withdrawal	+
B- = B minus	2.667	W = approved withdrawal	+
C+ = C plus	2.334	NC = no credit (audit)	+
C = average	2.000	NR = no report	+
C- = C minus	1.667	NG = no grade	+
D+ = D plus	1.334	CR = credit granted	++
D = poor, passing	1.000	Grade* = basic skills, fresh-start and grade replacement	+
D- = D minus, passing	0.667	Grade** = fresh-start prior to March 1993	++
F = failure	0.000	Grade(.) = basic skills	+
+Credits not used to compute grade point average (GPA) and not counted toward graduation.			

++Credits not used to compute GPA but counted toward graduation. “S” is a UNC assigned course grade. “CR” is non-UNC assigned course grade.

### Notes:

A "CR" indicates credit awarded for AP, IB, CLEP, Military and/or for courses from other institutions assigning a grade of "CR".

A "\*" indicates basic skills, fresh-start and grade forgiveness on a student's records. Credits not used to compute grade point average (GPA) and not counted toward graduation.

A "\*\*" indicates fresh-start prior to March 1993. Credits not used to compute GPA but counted toward graduation.

A "." indicates basic skills coursework. Credits not used to compute grade point average (GPA) and not counted toward graduation.

An "NC" indicates no credit and is assigned for audited courses.

An "NG" indicates a no graded course and is only used for ISE 100/101 and NSE 100 course designations.

A "W" indicates an approved withdrawal from the course and is assigned only when the student has completed the official withdrawal processes. Credits not used to compute grade point average (GPA) and not counted toward graduation.

A "UW" indicates an unauthorized withdrawal and is assigned only when the student has never attended the class for which he/she enrolled. Credits not used to compute grade point average (GPA) and not counted toward graduation.

An "F", or "W", or "U" grade requires the submission of a last date of a student's "academic-related activity". "UW" grades are only submitted when the student never attended the class. As outlined by the U.S. Department of Education (34 C.F.R. 668.22), the submission of the "Last Date of Attendance" is necessary to ensure that any student receiving a failing grade actually attended the class and, therefore, is eligible for any federal financial aid they may have received.

As defined by the U.S. Department of Education, an "academically-related activity" includes, but is not limited to—

- Physically attending the class
- Submitting an academic assignment
- Taking an exam and interactive tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studies in the course

"Academic attendance" and "attendance at an academically-related activity" do not include activities where a student may be present, but not academically engaged, such as:

- Living in institutional housing
- Participating in the institution's meal plan
- Logging into an online class without active participation; or
- Participating in academic counseling or advisement (34 C.F.R. 668.22)(1)(7)(i)(A)

UNC is required to determine "academic attendance" or "attendance at an academically-related activity" for all students. (34 C.F.R. 668-22(1)(7)(ii). (Also see Withdrawal from the University)



## GRADUATE SCHOOL APPLICATIONS

Center for Career Readiness offers support and direction to students interested in applying to graduate school. Below is a sample of the information they provide. Contact Center for Career Readiness for more detailed information.

### CHOOSING SCHOOLS TO SUBMIT APPLICATIONS

#### Find Programs

- Look for programs that are consistent with your professional goals, interests and personal values.
- Visit [www.petersons.com/graduate-schools.aspx](http://www.petersons.com/graduate-schools.aspx) or [www.gradschools.com/](http://www.gradschools.com/)
- Read program web pages.
- Consider how competitive the programs are. How likely is it that you will be accepted?
- Consider your practical needs:
  - Which programs can you afford to attend?
  - Can you go to graduate school full time, or do you need to go part time?
  - Where do you want to live?
  - How many years are you comfortable dedicating to school?

See UNC graduate degrees at: [www.unco.edu/graduate-school/degrees-and-programs/](http://www.unco.edu/graduate-school/degrees-and-programs/)

#### APPLICATION PROCESS (Advice for students)

- It is *imperative* that you follow directions. Sometimes applicants have to submit TWO applications: one for the graduate school office, and one for the specific program.
- Be prepared to complete multiple pages and forms punctually and thoroughly.
- Application requirements, directions and forms are unique to each program.
- Order transcripts from each postsecondary institution you attended.
- Applications and requirements may vary from school to school. Possible components of an application are below:
  1. Application Form
  2. Personal Statement
  3. Letters of Recommendation
  4. Transcripts
  5. Resume or Curriculum Vitae (CV)
- <http://www.unco.edu/career/students/getting-a-job/resume.aspx>

# GRADUATION REQUIREMENTS

## BACHELOR'S DEGREE

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. Degree titles are authorized by the Colorado Commission on Higher Education and programs leading to the degrees are administered by the University, a college, a school and sometimes a program board or coalition of faculty.

The faculty of UNC has established four general requirements that a student must meet to earn a baccalaureate degree:

1. Earn a minimum of 120 semester credit hours.
2. Have a University of Northern Colorado cumulative grade point average of at least 2.0. Certain programs or majors may have additional requirements (e.g., recommendation for teacher licensure requires a UNC cumulative grade point average of at least 2.75).
3. Have at least 40 credit hours in courses designated as Liberal Arts. The Liberal Arts Core program is described under University College. See [The Liberal Arts Core](#).
4. Meet all degree requirements in the student's major field of study, as listed in the Catalog current when the first major is officially declared. This may include required minors, licensures and/or endorsements.

## COURSE SUBSTITUTION ([Undergraduate Course Adjustment Form](#))

A course substitution is defined as any program course requirement, as approved through the curriculum process and listed in the catalog, that is replaced/substituted by another course. All course substitutions must ensure the maintenance of academic program integrity and should be in the same area as the required course or in a closely related field. Course substitution decisions are made only by the related academic unit. Additionally, course substitutions have direct academic impact on other UNC courses. Academic impact must be considered when a request for course substitution is made.

## COURSE WAIVER ([Undergraduate Course Adjustment Form](#))

A course waiver is defined as any program course requirement, as approved through the curriculum process and listed in the catalog, that is deemed unnecessary to be completed by an individual student due to the student's non-course experiences and/or demonstrated existing knowledge. All course waivers must ensure the maintenance of academic program integrity. Course waiver decisions are made only by the related academic unit. Academic impact must be considered when a request for course waiver is made.

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As advisors complete substitutions and/or waivers, students must still complete a minimum of 120 credits for the degree, including 40 credits in the LAC.

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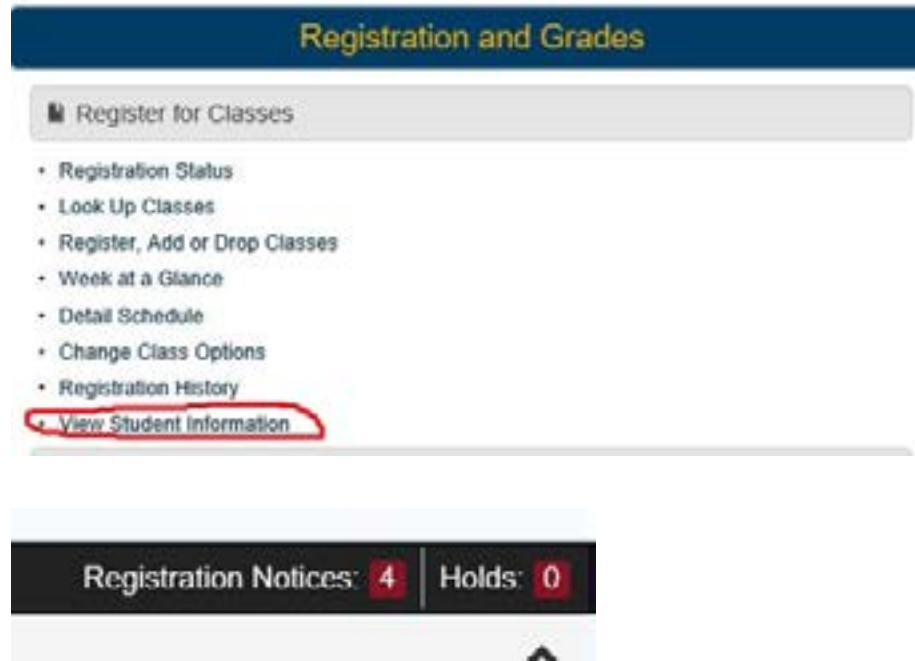
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The Office of the Registrar provides many help sheets. [Please visit us for step by step directions on how to complete a course adjustment form in OnBase and tips on completing a course adjustment.](#)

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## HOLDS THAT MAY IMPACT REGISTRATION

You might find that students contact you because they are unable to register due to a hold on their account. Students can find information about the kind of hold they have in URSA via their student tab (see screenshots).



Different types of holds are placed on students' accounts by various departments across campus for a variety of reasons. These holds will prevent your student from registering for classes. Students have to contact the department who placed the hold to resolve whatever issue the student has with that department to get the hold removed. Unfortunately, students are often times referred to the incorrect office for addressing their hold.

The most common types of holds that students will encounter are as follows:

### Academic Holds

- **Academic Standing:** this means the student's cumulative GPA has fallen below a 2.00 and they have been placed on probation. Students must contact their college advisor to have this hold removed..
- **No Major Hold:** this is a hold indicating the student needs to declare a major. Students need to fill out a 'Change of Major' form, have it signed by the major department, and return it to the Office of the Registrar. If they wish to discuss major options, they are welcome to visit SOAR.
- **Student Athlete:** this hold is a specific designation for students competing in Division I sports. They are advised directly through the Student Athlete Academic Success Center and they will need to contact that office directly.
- **CHE Learning Community:** Students with this hold are advised directly by the Center for Human Enrichment, a TRIO program on campus. They have many programs and supports for their students and this hold indicates they want a student to come in and meet with them before registering.

## Administrative Holds

- **High School Transcript Required:** The Admissions Office is missing some key documents. Please reach out to the Admissions Office at (970) 351-2881.
- **Immunization Hold:** The Student Health Center does not have complete immunization records, contact Cassidy Hall for more information.
- **Contact Dean of Students:** The student has some form of business with the Dean of Students Office that needs to be resolved. Only the Dean of Students Office can remove this hold (970) 351-2001.
- **New Student Orientation:** we see these holds primarily with freshman who never attended new student orientation in the summer prior to beginning class. They must contact the Orientation office to get this hold removed.
- **Contact SCO (School Certifying Official):** This hold will only apply to students receiving VA educational benefits and who have been contacted about their possible instate residency eligibility. The hold will not be removed until the students provide the needed paperwork to the SCOs in the Office of the Registrar.

## Financial Holds

- Internal Collections
- State Collections
- Accounts Receivable Past Due

All of these hold types represent an outstanding financial obligation or debt the student has to the university. They are instructed to contact the Accounts Receivable Office for these types of holds.

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## HONORS PROGRAMS

Michener L-98,  
Campus Box 13,  
(970) 351-2940

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### CENTER FOR HONORS, SCHOLARS AND LEADERSHIP

[University Honors Program's Website](#)

#### Qualifications

- Students are urged to join the program as freshmen but they may enter up to the second semester of junior year.
- Entering freshmen should have a 3.5 high school GPA *and* be in the top 10 percent academically or have a minimum ACT of 27 or SAT of 1170.
- Students must maintain at least a 3.25 cumulative GPA to graduate with University Honors Program distinction.

#### Tips for Honors Thesis Advisors

To pursue Honors Distinction at graduation, students undertake extra courses and independent research. Not all Honors students finish their thesis.

#### Problems Students May Encounter

- Overachievers who may experience above average levels of stress
- Senior year has additional obligations that pushes the thesis to the back burner: graduate school applications, entrance exams, job interviews, student teaching

#### Ways the Advisor can help the Student

- Help student approach the thesis in incremental stages.
  - HON 351: student should meet with advisor weekly or bi-weekly to discuss progress.
  - Ask student to break down the project into manageable pieces, such as chapters and establish deadlines.
- Do not assume students know how to use reference aids, are familiar with the documentation style for their discipline, or know how to structure a thesis.
  - Help student become familiar with the discipline's preferred documentation style before they begin the research process.
  - Insist that the student read the [Honors Thesis Handbook](#).
- Encourage them throughout the process.
- Remind them that their work will help them gain valuable knowledge, research and writing skills that will help them in grad school and beyond.

### MCNAIR SCHOLARS PROGRAM

The program is designed to prepare high-achieving first generation/low income students and students from underrepresented populations for graduate study.

#### Eligibility

- First generation/low income or from underrepresented populations
- Have completed sophomore year
- Cumulative GPA of at least a 3.0
- Have a desire and commitment to complete a doctoral degree

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McNair Scholars  
Program  
Michener L-75,  
(970) 351-1920

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## Program

- A part of UNC since 1995
- Serves 30 students per year, 15 continuing, 15 new
- Year One: students work on a faculty-guided research project
- Culminates in oral presentation at a national conference
- Mentors must be available during the academic year and first six-week summer session

## INCOMPLETES

At the discretion of the instructor, a temporary grade of Incomplete “I” may be given to a student who demonstrates that they could not complete the requirements of the course due to circumstances beyond the student’s control that were not reasonably foreseeable.

A student must be passing the course at the time that an Incomplete is requested unless the instructor determines that there are extenuating circumstances to assign an Incomplete to a student who is not passing the course. These credits are not used to compute grade point average (GPA) and do not count towards graduation.

**Students completing an Incomplete grade should NOT register for the course a second time.**

- The instructor must submit to the department chair or school director, a written notice of the specific coursework to be completed before the final grade is determined as well as reasons for the Incomplete grade; a copy is kept in the school/department and one is provided to the student.
- To change an Incomplete grade, the instructor must submit the [Grade Change Request form](#) to the Office of the Registrar. Grade change requests submitted within the first six-week period of the subsequent term the student originally enrolled in the course must be signed by the instructor and the school director/department chair. Grade change requests submitted after the six-week period of the subsequent term the student originally enrolled in the course must be approved and signed by the instructor, the school director/department chair and the Dean of the College (or designee). Forms are available within URSA, under the Faculty tab. No grade change request forms delivered by students will be accepted.
- If the course requirements are not completed and the grade change form not received in the Office of the Registrar after a maximum of one year, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade(s) have rolled to failing/unsatisfactory, a grade change(s) will not be permitted.
- **For year-long independent study courses**, if the course requirements are not completed and the grade change form received in the Office of the Registrar after a maximum of one year from the term in which the Incomplete grade was assigned, the grade will be recorded on the academic record as a failing or unsatisfactory grade. Once the incomplete grade(s) have rolled to unsatisfactory/failing, a grade change(s) will not be permitted.
- Degrees will not be conferred upon students with outstanding “I” grades.

For more information, contact the Office of the Registrar at 970-351-2231.

# LIBERAL ARTS CORE (LAC)

## UNC Liberal Arts Core Checklist

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Waiver of LAC: some programs require specific LAC courses, even if the LAC is waived by a previous degree, those specific required LAC courses will still show up as needed under major requirements. It is up to the discretion of the program/advisor to either require or waive those specific courses

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### Requirements

Students are required to complete **at least 40 hours**, distributed among the following areas:

- Basic Core Courses
- Multicultural and International Studies Courses
- Electives

Every student must successfully pass:

- At least 31 hours of Basic Core Courses consisting of 28 hours selected from Areas 1-6 (distributed as indicated below) and one additional course from any subgroup in Area 3 or from a subgroup not already chosen in Area 5.
- At least one Multicultural Studies course and at least one International Studies course (Areas 7-8). There are courses that may be counted simultaneously toward satisfying the requirement of 31 hours of Basic Core Courses and towards satisfying the Multicultural Studies and International Studies requirements.
- Enough electives to bring the total number of hours to at least 40 hours.

### Guaranteed Transferability (gtP)

Courses bearing the **gtP designation** have been approved by the Colorado Commission on Higher Education (CCHE) for inclusion in the **Colorado Guaranteed Transfer Program**. These courses **will automatically transfer** to any Colorado public institution and continue to count toward general education or other graduation requirements for any liberal arts or science associate or bachelor's degree program, if you receive a grade of "C-" or better.

Statewide articulation agreements prescribe specific general education and degree requirements in the following professional degree programs: business, early childhood, elementary education, engineering and nursing. Most of the other courses, not approved for the gtP designation, will also be accepted in transfer by other institutions, but they may not fulfill general education or degree requirements.

### Waiver of Liberal Arts Core Requirements

Individuals with an Associate of Arts, Associate of Science, or a Bachelor's degree (regardless of date of completion) from an accredited institution will have their Liberal Arts Core requirements waived.

### Exceptions to the Requirements of the Liberal Arts Core

- If a student presents an ACT score of 30.0 or higher in English, or an SAT Critical Reading score of 630 or higher prior to March 2016, or an SAT Reading Test score of 34 or higher after March 2016, he or she is exempt from ENG 122. A student must complete enough electives to bring the total number of hours to at least 40 hours of liberal arts core courses.

- If a student presents an ACT score of 26.0 or higher in mathematics, or an SAT math score of 560 or higher prior to March 2016 or an SAT score of 580 or higher after March 2016, he or she is exempt from the Area 2 requirement. A student must complete enough electives to bring the total number of hours to at least 40 hours of liberal arts core courses.

Students interested in challenging a Liberal Arts Core course should contact the appropriate program to determine the availability of a challenge examination.

## MAJOR AND MINOR REQUIREMENTS

### MAJORS

Majors are recorded on the student's permanent record. The requirements for a major are specified in the Catalog of the academic year in which the student declares a major.

A student must meet the Liberal Arts Core requirements as designated in the Catalog of the academic year in which his or her primary major is declared.

To complete a major from UNC, a student is required to earn a **minimum of nine** upper-division UNC credits (300-400) in that major. Students are required to declare a major by the time they have completed 30 credit hours toward graduation.

Undergraduate students may transfer from one major to another by completing a [Change of Major/Minor form](#) and filing it with the Office of the Registrar as long as they meet the requirements of the new major. **Please note: Students must indicate that they wish to drop their previous major on the same form, or they will be classified as a double major by the Office of the Registrar. If they wish to remain in the previous major and simply add a second major, they do not check the drop box on the form. Students can add and drop majors and add or drop minors all on the same form. Emphasis areas for majors are recorded on the student's academic record. A change of emphasis area constitutes a change of major.**

### MINORS

In contrast with a major, an academic minor involves less extensive concentration in a discipline but still imposes specific requirements.

A minor does not alone lead to an academic degree, **but may be required by some majors**. A minor differs from an emphasis area in that a minor is not a focus within the student's major. The **requirements for a minor are specified in the Catalog of the academic year in which the student declares a first major. If a minor did not exist the year of the major, the major moves into the current catalog year of the minor and the student must take any possible new requirements. A student must have a declared a major before they can declare a minor.**

To complete a minor, a student is required to earn a **minimum of six** upper-division UNC credits (300-400) in that minor.

**Note: A maximum of 12 credit hours of coursework can be shared between a major and a minor. Exceptions to this policy may be found in the requirements for individual programs as described in the UNC catalog.**

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ADVISING TIP: If a student no longer wants to pursue their current major, but is unsure of a new major to declare, they may choose to be Exploring the Liberal Arts (XLA.) Student may select XLA as long as they 18 or fewer earned credit hours. These students will have be required to declare a major once they have earned 30 credit hours.

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## MATH PLACEMENT/ALEKS

UNC requires that students complete an assessment to determine readiness for mathematics and statistics courses. The web-based assessment element is called ALEKS and should be taken prior to coming to New Student Orientation. The [ALEKS Math Placement Assessment](#) covers material from Basic Math through Pre-calculus and will take approximately 90 minutes to complete.

### Who has to take it?

All students who wish to take an entry-level mathematics or statistics course that requires the ALEKS Assessment, which includes: MATH 120; MATH 124; MATH 125; MATH 127; MATH 131; MATH 171; and STAT 150.

For more information and to take the assessment visit the [UNC Math Placement Website](#).

## MULTIPLE MAJORS/DOUBLE MAJOR

### CONCURRENT DEGREES/DOUBLE MAJOR

#### Double Degrees

Students who complete multiple majors can be **awarded multiple degrees** if they **complete an additional 30 credits** (above and beyond the 120 credits required for the first degree) for each additional major. For example:

- Students who complete two majors and 150 or more credits can receive two degrees.
- Students who complete three majors and 180 or more credits can receive three degrees.

To seek a second baccalaureate, the student must complete a Change of Major form to count toward the second baccalaureate degree.

#### Double Major

Students who complete **two majors but have fewer than 150 credits** earn one degree with two majors.

#### One Major with Multiple Emphases

Students who complete **one major with multiple emphases** (in selected majors where allowed) **earn one major and one degree regardless of the number of credits completed**. All credits acquired during pursuit of a degree are incorporated in that degree and may not be used to satisfy any future degree.

Students **may not pursue both an undergraduate and a graduate degree program simultaneously without prior approval** from both the Office of the Registrar and the Graduate School. Questions regarding multiple majors and concurrent degrees should be directed to the Office of the Registrar.

If a student begins a first major in a specific catalog year then decides to declare a second degree/major, the student's first major will move into the catalog year declared for the second major. (Example, the student declared a Music major in the 2017-2018 catalog and then decided to get an additional major in Business Administration in the 2018-2019 academic year. The student's second major declared will follow the student's first catalog year, both the music major and the business administration major will be in the 2017-2018 catalog).

## PROFESSIONAL TEACHER EDUCATION PROGRAM (PTEP)

[Early Childhood PTEP](#)

[Elementary PTEP](#)

[Elementary Post-Baccalaureate Program](#)

[K-12 Post-Baccalaureate Program](#)

[Secondary PTEP](#)

[Secondary Post-Baccalaureate Program](#)

## PROGRESS REPORTS

UNC uses a mid-term progress report to identify students who may be struggling in their classes in order to direct them to advisors and faculty who can give them timely help and direction. Around the 5th week of classes, the AVP for Student Academic Success will send a Request for Feedback on select students who are participating in specialized academic programming or identified as someone of concern in their academic program, as determined by their professional advisor or academic success coach. Historically, there are about 1,200 students included in the progress report campaign each term.

Instructors are sent an email with a hyperlink to a page that allows them to indicate which of the students included in the request may be having difficulty and to specify the reason for that difficulty (e.g. excessive absences). While instructors are allowed the option of assigning an interim grade, it is not necessary. Instructor feedback on students' level of absences, performance on exams/quizzes (e.g. low scores on exams or quizzes) and assignments is very informative.

Once the report is submitted, the information will be shared with the student by the student's advisor/academic coach, with the intent of addressing any issues before they become too serious. Feedback to the student may include utilizing your office hours to discuss questions they have or to gain a better understanding of the ways they could be more successful.

## REGISTRATION

**Each semester, consider talking to your students about the number of credits they plan to register for and review their graduation goals.** Academic research shows taking 30 credits a year lowers dropout rates, increases overall GPA, reduces debt, and saves money on tuition.

Often times, new students think that registering for the minimum number of credits needed to be considered a full-time student will ensure they are on track for graduation in four years. This flawed notion is further fueled by the rules for full-time financial aid (also 12 credits). Taking less than 30 credits a year delays graduation and results in the student paying more for tuition and additional debt. Approximately 70 percent of UNC students receive at least one type of financial aid assistance. Therefore, it may be worthwhile to discuss the students' graduation goals and ask them to do the math. As you know, 12 credits a semester will not result in 120 credits in four years.

Fall	Spring	Summer	On-Time	
15		+ 15	+ 0	= 30
12		+ 12	+ 6	= 30
15		+ 12	+3	= 30
12		+ 15	+ 3	= 30

However the student splits their credits up, there is value in taking 30 credits a year.

\*At this time, the Department of Education offers a summer Pell grant. Encourage the student to contact the Office of Financial Aid for more information.

[Instructions for Class Registration for Students](#): This link includes information about:

- How to register for classes
- When to register for [classes](#)
- Registration problems and the solution such as:
  - class/major restriction
  - closed section (class is full)
  - college restriction (must be a major in a particular college to take the course)
  - co-requisite requirement
  - instructor consent required
  - undergrad attempting to register for grad course
  - link error (must register for lecture and lab at the same time)
  - attempting to take an overload (more than 18 credits for undergrads)
  - missing prerequisite
  - time conflict with another course
  - cohort restrictions
- [Help Sheet](#): This link includes information for faculty/staff/advisors on topics such as:
  - creating a class roster in Excel
  - submitting grades
  - registration error messages
  - student registration permit-override
  - ordering textbooks
  - instructions for pulling a faculty class list
  - [grade replacement application](#)

## Forms

- [List of Registrar's Forms](#): Some forms will be available in paper copy and others will be through an electronic workflow called OnBase. [OnBase help sheets are also available.](#)

Examples Include:

- [Grade Replacement Application](#)
  - Grade Replacement applications will not be accepted until you are registered for the course being repeated.
  - Grade replacement applications must be submitted by the drop deadline of the course being repeated. [Click here for upcoming deadline.](#)
  - You will be notified of the approval/denial through your Bear mail account.

- The grade of the original course will not be removed from the GPA calculation until after the new grade has been submitted at the end of the term, which is also when your academic standing will be updated.
- [Major/Minor Change \(change major\)](#)
  - All changes received after the semester add/drop deadline will be made effective the first of the following semester.
  - The catalog used for student requirements is the catalog that is in effect at the time the major is declared.
  - **A change of major will effect a change of catalog into the current catalog.**
  - **A change of major emphasis is considered to be a major change and will therefore move the student into the current catalog.**
  - Minors, additional majors, licensure, endorsements and core requirements will follow the major catalog.
  - Major or minor changes are declared in the department of that specific major or minor.
  - Licensure changes are made in the teacher education office.
  - Minors may be declared only if a degree-seeking major has been declared.
- [Overload: Undergraduate](#)
  - A student with a GPA 3.00 or higher may overload to 21 credit hours for Fall and Spring semesters and 18 hours for Summer semester without advisor approval. Students may submit this form or call our office to process the overload.
  - A student with a GPA lower than 3.00 may overload only with the signature of their academic advisor and School Director/Department Chair. The form must be submitted to the Office of the Registrar, Bear Central on the 2nd floor of the Campus Commons or fax to 970-35-1870.
  - Student teachers require approval of both their academic advisor and School Director/Department Chair for ANY overload regardless of GPA.
- [Petition to Late Add a Course](#)

According to Colorado State enrollment reporting guidelines and University policy, a student is not permitted to add courses to his/her schedule after the published deadline. An exception to this policy will be granted only under **very unusual circumstances**. ([See Policy under Schedule Changes \[Add/Drops\]](#))
- [Undergraduate Course Adjustment Form](#)

This form is for advisors to use when making adjustments (substitutions, waivers, etc.) to program (major/minor/licensure) requirements for individual students. Advisors cannot make adjustments to core requirements (Liberal Arts Core).

## Holds on Registration

To determine if you have any holds that would prevent registration:

- Login to URSA
- Click on Student Tab
- Under Register for Class, click on “View Student Information”
- Click on “Holds” in upper right section of your window

## RESIDENCY (TUITION CLASSIFICATION)

A student's initial tuition classification is made at the time of application to the University and is based on the information provided on the application for admission. Failure to answer all questions could lead to an initial classification as non-resident. After a student's status is determined, it remains unchanged in the absence of satisfactory evidence to the contrary.

If a student feels their initial tuition classification is incorrect and their initial semester has not begun, they may update their residency information with the [Admissions Office](#) (Undergraduate students) or the [Graduate School](#) (Graduate students):

### Changes in Tuition Classification

If a student feels they meet the requirements for in-state tuition, they must file a petition requesting a change in tuition classification. The procedure requires submission of a [Tuition Classification Petition](#) with appropriate documentation to support the claim of Colorado residency. The burden of proof rests upon the student, as the petitioner, to submit a timely petition with the required documentation. Petitions may be picked up at the Office of the Registrar, Bear Central or they are available for [download here](#).

Students will remain a non-resident until they have received notification from the Tuition Classification Officer indicating a residency change has been approved. If they are petitioning for in-state tuition, they remain responsible for paying their account based upon their current tuition classification. They are strongly urged to petition early during the submission period in order to receive a response from the Tuition Classification Officer prior to any applicable tuition and fees deadlines.

## STUDENT SERVICES AND RESOURCES

### STUDENT ACADEMIC SUCCESS

- [SOAR](#). Advising for exploring majors and students on academic probation and is also responsible for the Fresh Start program.
- [Academic Success Workshops](#). Facilitated by SOAR, required for students who are on academic probation for the first time
- [Center for Human Enrichment \(CHE\)](#). The Student Support Services program is a federally sponsored TRIO program.
- [Academic Bridge](#). Academic Bridge offers extra support to Denver Scholarship Foundation scholars, Independent students, and select first generation students.
- [New Student Orientation](#). Assists new students and their family members with their transition to UNC.
- [Student-Athlete Academic Success Center](#). Through an enriching environment, provide student-athletes the maximum opportunity for academic achievement.
- [Tutorial Services](#). Nationally certified tutors provide free individual and group tutoring sessions in approximately 130 different courses.

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Michener Library  
(970) 351-1391

Other Tutoring  
[Math Lab](#)  
[Writing Center](#)

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## STUDENT AFFAIRS

- [Assault Survivors Advocacy Program \(ASAP\)](#) The Assault Survivors Advocacy Program provides sexual assault prevention education as well as comprehensive advocacy services to student survivors of sexual assault. This includes emotional support, information, referral and advocacy through the medical, legal, judicial and administrative systems.
- [Center for Career Readiness](#) Career Services provides career planning and counseling. They help students with choosing a major, writing a resume, improving interview skills, searching for internships and jobs and applying to graduate programs.
- [Counseling Center Services](#)
  - Individual, Couples and Group Counseling
  - Psychiatric and Medication Evaluations
  - Consultation to faculty, staff and parents who are concerned about students
  - Workshops such as anxiety reduction, coping with change, time management

## EQUITY AND INCLUSION DEPARTMENTS

- [Asian/Pacific American Student Services](#) provides academic and cultural programs/events, advising, a resource room, computer labs and support with emphasis on Asian/Pacific American students but is open to all students.
- [Campus Recreation](#). The Campus Recreation Center serves the recreational and fitness needs of the UNC community.
- [César Chávez Cultural Center](#) provides cultural, social and academic support to all students, with a focused emphasis on the Hispanic/LatinX student, as well as programs, cultural events, a resource room and support to students in cultural, social and academic areas.
- [Dining Services](#). Dining Services provides full-service dining operations for campus members who have purchased a meal plan or dining dollars.
- [Housing and Residential Education](#). Housing & Residential Education provides on-campus housing and programs to make Bears feel at home at UNC.
- [Marcus Garvey Cultural Center](#) provides academic, cultural and social support to African-American students, as well as programs, cultural events and resources for all students throughout the year.
- [Native American Student Services](#) enhances the diversity of the University through cultural programming and events. Academic, cultural and social support is also provided to all students with an emphasis on Native American students.
- [Gender and Sexuality Resource Center](#) advocates for, educates with, and supports all marginalized identities to foster an equitable and inclusive community on our campus while creating a sense of belonging for those who identify across the gender and sexuality spectrums.
- [Center for Women's and Gender Equity & Stryker Institute for Leadership Development](#): WRC provides programs, discussions and materials about women's issues, initiatives and development. The Center promotes leadership, celebrates the achievements of women and raises awareness on the status of women. The Stryker Institute provides students with leadership seminars, an accompanying educational scholarship, opportunities to exercise their emerging leadership skills and a sustained program of support.

- **Veterans Services:** UNC proudly supports the military affiliated community by assisting in the transition process and providing a standalone space, called Roudebush Cottage, with a strong inclusive community. \*Review and authorization of military benefits is handled through the Office of Registrar.

## DEAN OF STUDENTS OFFICE (DOS)

The purpose of the **Dean of Students Office** is to enhance and recognize student learning and personal responsibility through:

- Resolving student issues which may include consultation with faculty and staff.
- Serving as an information and referral center for the campus community.
- Coordinating a student recognition and awards program for academic and leadership achievement.
- Holding students accountable who have exhibited conduct incompatible with the academic mission of the University.

The Dean of Students Office includes the Office of Student Outreach and Support, Bear Pantry, and Title IX.

## DISABILITY RESOURCE CENTER (DRC)

The **Disability Resource Center** office provides equal opportunities for students with documented disabilities to pursue their educational goals through access, accommodations and advocacy. Students must submit disability documentation to DRC, meet with the director to discuss eligibility and services and request disability accommodations in a timely manner.

## BEAR CENTRAL

Bear Central, located on the second floor of the Campus Commons, is a hassle-free zone integrating the student services of the Office of Financial Aid, Bursar's Office and Office of the Registrar in one central location. Student can get help with billing, financial aid or registration questions and take care of other business — like updating their personal information, managing money, adding or dropping classes, reviewing grades and applying for their degree

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Campus Office:  
(970) 351-3560  
24 Hour Hot Line:  
(970) 351-4040

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## MICHENER LIBRARY

- Archives (970) 351-2854
- Information & Services (970) 351-2671
- Instruction (970) 351-1529
- Subject / Liaison Librarians [libguides.unco.edu/directory/directory](http://libguides.unco.edu/directory/directory)
- Libraries Main Website [unco.edu/library](http://unco.edu/library)
- Skinner Music Library Website [unco.edu/library/music/](http://unco.edu/library/music/)
- UNC Library Catalog [source.unco.edu](http://source.unco.edu)

## PREVENTION EDUCATION AND ADVOCACY SERVICES

**Prevention Education and Advocacy Services** provides comprehensive education about contemporary wellness issues impacting the college population including alcohol and other substance use, mental health and associated stigma, sexual health, healthy relationships, gender violence and violence prevention. Advocacy Services specializes in providing crisis response and advocacy to members of the campus community who have

been impacted by sexual assault, intimate partner violence and stalking, while providing consultation to the campus community about gender violence issues.

The primary purpose of Prevention Education and Advocacy Services is to provide our campus community with tools and resources necessary to successfully navigate the college environment while promoting a positive college experience for our students.

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Cassidy Hall  
Front Desk:  
(970) 351-2412

Medical  
Emergency: 911

UNC Police  
Dispatch: (970)  
351-2245

Immunizations:  
(970) 351-1919

UNC Insurance  
Information:  
(970) 351-1915  
health.center@  
unco.edu

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University Center  
(970) 351-2396  
study.abroad@  
unco.edu

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## STUDENT HEALTH CENTER

[Student Health Center](#) staff includes medical assistants, nurse practitioners and physicians from the local community. The Student Health Center is usually a busy place, so students should walk-in as early in the day as possible in order to get the care they need.

- Students can use existing health insurance coverage – students should bring personal insurance card and a photo ID to appointments as well as be prepared to pay their co-pay if they have one.
- Health Education Programs available
- Walk-ins welcome

## NAVIGATE

[Navigate](#) is a web-based tool from the [Education Advisory Board \(EAB\)](#) to help coordinate, target and report on advising and other student services on the UNC campus. Coordinated and targeted approaches to supporting students are key for retaining and graduating students, thus increasing student success.

As a member of Navigate, UNC gets much more than just a technology platform. EAB provides resources to help UNC better utilize Navigate, explore research and insights related to student success and connect with fellow members of Navigate.

To find out more about Navigate and how to get access to the advising management tool, go to the [website](#).

## STUDY ABROAD PROGRAM

UNC offers hundreds of different study abroad programs. [Study Abroad](#) may fulfill credits for the major, minor, elective, or liberal arts core. Students should work closely with their advisor to ensure courses taken abroad will count toward their degree.

## TRANSFER STUDENTS

[UNC's Transfer Student Website](#)

A transfer student is a student with 30 or more transferable credits completed after high school graduation or equivalent. College credit completed while in high school CANNOT be used to classify a student as a transfer student. Students must be in good academic standing with a 2.4 cumulative GPA from all schools attended.

Upon a student's admission to the University official transcripts for undergraduate students are routed to the Office of the Registrar for evaluation. Transfer courses may be awarded direct equivalency to UNC courses at the discretion of the related academic unit at UNC. Once a course equivalency is established, it is applied consistently to any



student who transfers the respective course from that point forward. A student's record will be updated with direct equivalencies up to the point of matriculation at UNC (the first day of the first term for which a degree-seeking student registers). After the point of matriculation, no direct equivalencies will be retroactively assigned.

## TRANSFER EVALUATIONS

If a student is admitted, transfer evaluations are completed by the Office of the Registrar. For additional information about transfer credit evaluations, please see the [Transfer Evaluation](#) catalog page.

## TRANSFER CREDIT

- Individuals with an Associate of Arts, Associate of Science, or a Bachelor's degree (regardless of date of completion) from an accredited institution will have their Liberal Arts Core requirements waived
- Associate and/or Bachelor of Applied Science (AAS/BAS) degree is NOT transferable to UNC
- Courses with letter grades of "D" are not transferable
- Previous GPA is used for admission only and is not carried forward
  - Students begin a new GPA upon admission to UNC
- Remedial courses and vocational/technical courses are not eligible for transfer.

## TRANSFER EQUIVALENCY REPORT (ACCESSIBLE THROUGH URSA)

Courses listed on your Transfer Equivalency Report with a 1X, 2X, 3X or 4X have been brought in as a University Wide Elective.

Courses listed on your Transfer Equivalency Report with a 1XX, 2XX, 3XX or 4XX have been approved as a Departmental Elective.

Any courses deemed not to have a direct equivalent to a UNC course, may be substituted for major, minor, licensure, or endorsement requirements at the discretion of the appropriate department.

## TRANSFEROLOGY

Transferology is a tool for prospective and current students to find out what course work will transfer to UNC. Advisors can use this tool to quickly answer transfer credit questions and to help students plan out their academic study at UNC.

- **To create an account** visit [transferologylab.com](https://transferologylab.com) (please don't use the student portal of Transferology)
  - Click on "Request Lab Account" and fill out the information. The request will be sent to the UNC's Office of the Registrar for approval. Once approved, the requestor will receive an email with further instructions.
- **Once you have an account**, sign in at [transferology.com](https://transferology.com) to view all transfer course work that has been approved or not approved in the UNC transfer library

## URSA

Advisors use URSA to access Faculty and Advisor Tools (e.g.: accessing Degree Works, viewing class information and rosters, ordering textbooks, submitting grades and accessing forms) and Employee Tools (e.g.: accessing Banner and Insight, pay stub information and viewing W2 statements).

[URSA Help Sheets](#) and Training Videos are available for advisors and cover a wide range of subjects.

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Advising Tip: The form for retroactive credits is available in the World Languages and Cultures, Hispanic Studies, or American Sign Languages Department.

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## WORLD LANGUAGES AND CULTURES, HISPANIC STUDIES AND ASL

The Department of World Languages and Cultures offers courses in Chinese, French, German and Japanese, building proficient listening, speaking, reading and writing skills while exploring the target language's literature and culture. Students may pursue a B.A. in Foreign Languages in French or German with a liberal arts emphasis or a K-12 teaching emphasis in French, German, Chinese or Japanese. Students may also choose to major or minor in Asian Studies, selecting from a wide variety of courses in Asian history and cultures, and combined with Japanese and/or Chinese language courses. All four languages are also offered as minors.

The Department of Hispanic Studies offers Spanish classes. Students may pursue a B.A. in Spanish with either a liberal arts emphasis or a K-12 teaching emphasis. Students may also choose to minor in Spanish.

**Placement Guidelines:** There is no placement exam requirement for students wishing to study Chinese, French, German or Japanese at UNC. Students with some previous experience in the language they plan to study should contact the designated faculty for their area of interest. Information about key contacts is available on the [Department of World Languages and Cultures website](#).

**Spanish Placement Exam:** UNC's Hispanic Studies program uses the WebCAPE language placement exam, which is designed to help students determine which course they should take given the level of their ability. For more information on how to take the exam visit the [Hispanic Studies Website](#).

**Transfer Credits:** For courses previously taken at another institution, transfer credit may be available. Please visit the [Office of Registrar](#) for more information.

### [Retroactive Credit in World Languages and Cultures, Hispanic Studies and Courses](#)

The Department of World Languages and Cultures and the Department of Hispanic Studies do not offer proficiency examinations to establish advanced placement or retroactive credits in language classes. Instead, a student may receive retroactive credits, provided a grade of "B" (3.0) or higher is earned in the student's first UNC course above the 101 level in a particular language (Chinese, French, German and Japanese).

Students must petition the Office of the Registrar after receiving a 'B' or higher grade in order to be awarded the retroactive credits. Petition forms are available in the Department of World Languages and Cultures and Hispanic Studies Program offices. Retroactive modern language credit is counted as in-residence work.

See examples in the catalog for specific courses.

## Retroactive Credit in American Sign Language and Interpreting Studies Courses

### Retroactive Credit in American Sign Language and Interpreting Studies Courses

A student wanting advancement placement in American Sign Language courses above ASL101 must meet with a faculty member in the American Sign Language and Interpreting Studies (ASLIS) department for a placement screening. A student may receive retroactive credits, provided a grade of “B” (3.0) or higher is earned in the student’s first UNC course taken above ASL 101.

After receiving a “B” or higher grade students must petition the Office of the Registrar in order to be awarded the retroactive credits. Petition forms are available in the ASLIS office.

Retroactive credit may be earned in one or more languages, as follows:

- Elementary Language II (102) courses earn 5 retroactive credits plus 5 course credits for a total of 10 credits (6 credits in ASL).
- Intermediate Language I (201) courses earn 10 retroactive credits plus 3 (CHIN, FR, GER, JAPN, SPAN) course credits for a total of 13 credits (9 credits in ASL).
- Intermediate Language II (202) courses earn 13 or 14 retroactive credits plus 3 (CHIN, FR, GER, JAPN, SPAN) course credits for a total of 16 credits (12 credits in ASL).
- INTR 101 (ASL V) earns 12 retroactive credits and INTR 102 (ASL VI) earns 15 retroactive credits.
- The following advanced language courses (300 and above) earn 16 (CHIN, FR, GER, JAPN, SPAN) retroactive credits plus 3 course credits for a total of 19 credits. See table below for specific course information.

Earn B or above in this course:	Receive retroactive credit for:	For total retroactive credits:
<b>CHINESE</b>		
The following upper-division courses: CHIN 301 (3), CHIN 302 (3), CHIN 313 (3), CHIN 311 (3), CHIN 395 (3), CHIN 407 (3), CHIN 450 (3)	CHIN 101 (5) & CHIN 102 (5) & CHIN 201 (3) & CHIN 202 (3)	16
<b>FRENCH</b>		
The following upper-division courses: FR 301 (3), FR 302 (3), FR 311 (3), FR 312 (3), FR 407 (3), FR 411 (3), FR 412 (3), FR 413 (3), FR 414 (3), FR 450 (3), FR 475 (3)	FR 101 (5) & FR 102 (5) & FR 201 (3) & FR 202 (3)	16
<b>GERMAN</b>		
The following upper-division courses: GER 301 (3), GER 302 (3), GER 311 (3), GER 312 (3), GER 407 (3), GER 411 (3), GER 412 (3), GER 413 (3), GER 414 (3), GER 450 (3), GER 475 (3)	GER 101 (5) & GER 102 (5) & GER 201 (3) & GER 202 (3)	16
<b>JAPANESE</b>		
The following upper-division courses: JAPN 301 (3), JAPN 302 (3), JAPN 407 (3), JAPN 450 (3)	JAPN 101 (5) & JAPN 102 (5) & JAPN 201 (3) & JAPN 202 (3)	16
<b>SPANISH</b>		
The following upper-division courses: SPAN 301 (3), SPAN 302 (3); or SPAN 310 (3) & SPAN 312 (3)	SPAN 101 (5) & SPAN 102 (5) & SPAN 201 (3) & SPAN 202 (3)	16

# WORKING WITH INTERNATIONAL STUDENTS

## FULL-TIME ENROLLMENT:

1. International students must maintain a full course load, set by US governmental regulations. The government requires that all students be enrolled in 12 academic credits for undergraduate students, and 9 credits for graduate students.
2. F-1 International students may enroll in one online course (3 credits) per semester to meet their full-time enrollment requirement. J-1 international students may not take online courses.
3. Reduced Credit Load Options: Options do exist for students to enroll less than full-time in certain circumstances, some of which require verification by academic advisors.
  - Completion of Course of Study: Student is in the final semester of their program
  - Full-Time Equivalent:
    - Student is working on their thesis, dissertation, or preparing/taking comprehensive exams
    - Student is participating in a department approved internship or practicum
    - Student's entire program is 18 credits or less, this is often certificate programs (graduate level only)
  - Academic Difficulties (only once per degree level)
    - Student is experiencing initial difficulties with the English language (only in your first year)
    - Student is experiencing initial difficulties with reading requirements (only in your first year)
    - Student is experiencing unfamiliarity with American teaching methods
    - Student is experiencing improper course level placement
  - Medical Conditions:
    - Student is unable to be enrolled full time due to a temporary illness or medical condition (cannot exceed 12 months), must be approved by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist.
4. Concurrent Enrollment Policy: UNC International Students may take courses at another university to reach the full-time credit requirement.
5. University 101:
  - The University has created a dedicated section for University 101, just for international students. All international undergraduate students, and students advancing from the Intensive English Program to Undergraduate Degree programs, are required to complete University 101.

## EMPLOYMENT

- International students may work 20 hours per week on-campus. They may work up to 40 hours per week during school vacation periods.
- If students plan to work, on or off-campus, they must work with our office to get their social security number. Once they obtain a job offer, they may submit the International Student Employment Authorization and Social Security Application (SSA) Checklist.

### Off-Campus Employment:

- With certain authorization, international students can work off-campus. Particularly, students can do work directly related to their academic degrees (ie: internships, practicums) using Curricular Practical Training (for F-1 Visa Holders) and Academic Training (for J-1 Visa Holders).
- After a student graduates, they are eligible for Optional Practical Training. This program allows F-1 Visa Holders who successfully complete their degree to apply for authorization with the U.S. Government to stay in the country for up to 12 months doing work directly related to their academic major. CIE assists students with these applications.

### Financial Hardship:

- Students experiencing financial hardships should meet with CIE. There may be options for assistance via a government program called Severe Economic Hardship to obtain off-campus full-time work authorization, but eligibility is very strict. CIE will advise students on their best options in this situation.

## ORIENTATION

The U.S. Government mandates all international students receive an orientation that covers campus and program requirements, in addition to the requirements associated with students individual visa requirements. This orientation takes place the Friday before classes begin each semester. The orientation is mandatory, and if students do not attend holds will be placed on their accounts to prevent them from registering. Departments are requested to please not schedule any meetings or trainings during this time, so as to avoid causing issues for the students with the requirements obligated by the Federal Government.

The Center for International Education and their staff are here to support UNC International Students. We assist our students in not only being academically successful, but assist with adjustment to US Culture, engaging in life in the US, and helping students to share their culture. Additionally, we help student navigate the complexity of compliance and legal obligations. For international students, compliance with US Laws and Regulations ensures their legal ability to stay here in the United States. There are thousands of rules and regulations these students must navigate. When in doubt, do not hesitate to contact us at 970-351-2396 or [International.Advising@unco.edu](mailto:International.Advising@unco.edu) so we can support them.