

# Registration

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Dates, times, procedures, and eligibility conditions for registration are published in the Schedule of Classes on the UAH website (<https://www.uah.edu/cgi-bin/schedule.pl>). After the published deadline, registration requires approval from the Dean of the Graduate School. A student must submit a written petition with appropriate documentation to substantiate extenuating circumstances to the Graduate School. The petition must include signatures from the instructor and the chair of the department that offers the course. All financial obligations to the University must be cleared before a student may register for courses. Students should consult with their academic advisor prior to registration. Non-degree students have a lower registration priority for full classes.

Concurrent registration for multiple sections of a course is not allowed. A student who schedules courses during registration makes a financial commitment to the University. Schedule adjustments, drops, and withdrawals must be officially transacted either via UAH web registration or in writing on a Registration/Schedule Adjustment form and recorded by the Office of the Registrar by the published deadlines. Adjustments in fees, if any, will be made by the Office of the Bursar. The University assumes no responsibility for students who attend classes without proper registration.

A semester hour is an academic unit of credit awarded for the completion of educational activities. The amount of credit awarded depends on the expected amount of time required to complete in-class and out-of-class work during a semester for a course that is passed. For example, each semester hour awarded for a lecture course at UAH requires at least one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester. At least three hours of work per week is required for each semester hour awarded for practica, internships, activity courses, laboratory experiences, and distance learning courses, although there will be variations in the amount and type of instruction and the minimum amounts of outside student work to accommodate differences among academic disciplines and the natures of particular subject matters and courses. The institution reserves the right to make semester hour assignments that exceed the minimum time requirements stated. Time expectations for work outside of class are minimums and may be higher depending on the nature and level of the course as well as the ability, commitment, and learning style of the student.

## Schedule Adjustments

After the beginning of an academic term, students seeking to change their course schedules must follow the Schedule Adjustment Process. Schedule adjustments fall into seven categories: Drop/Add, Late Addition, Credit/Audit, Withdrawal, Late Withdrawal, Retroactive Withdrawal, and Medical Withdrawal. The following definitions and procedures will govern the Schedule Adjustment Process.

### Drop/Add

After classes have begun, students should consult with their academic advisor and other university officials for advice and approval before making any schedule changes. Students are advised to check the impact of dropping courses on things like financial aid, athletics eligibility, visa status, etc.

Through the sixth day of classes for a ten-week or fifteen-week semester, fourth day of a seven-week semester, or third day of a six-week or shorter semester, students may Add a course through the web-registration process, by meeting with their advisor, or by submitting a Registration/Schedule Adjustment form to the Office of the Registrar.

Through the sixth day of classes for a ten- or fifteen-week semester, fourth day of a seven-week semester, third day of a six week or shorter semester, students may Drop any or all courses from their schedule and receive a refund of tuition and fees associated with the dropped courses.

### Late Addition

In rare circumstances a student may have a legitimate and substantial need to register, add a class or change a class section after the deadline (i.e., Last Day to Add a Class). In these instances the student must complete the Registration/Schedule Adjustment form, with recommendations (approval/non-approval) from the instructor and the chair of the department that offers the course. The Office of the Registrar will process the request once approvals are obtained.

New international students who want to register after the deadline must obtain approval from the International Student Advisor, and in the case of graduate students, the Graduate Dean. Approvals for late registration for new international students will include the respective academic units.

### Credit to Audit

A student is permitted to change a course from credit to audit through the fourth week of a fifteen-week semester, the third week of a seven- or ten-week semester, and the second week of a five-week or shorter semester. The instructor is not required to grade any written assignments that may be submitted by an auditing student. A student who elects to audit a course may not at any point after electing to audit, change to "for-credit", i.e., graded status. Any student failing to follow established procedure for change to audit will continue to be enrolled in the class for credit and may receive a failing grade in that course.

## Withdrawal

After the Drop/Add period a student may Withdraw from any course and receive a grade of W. The deadline for Withdrawal is the end of the tenth week of a fifteen-semester, end of the seventh-week of a ten-week session, the end of the fifth week of a seven-week session, the end of the third week of a five-week semester, or the end of the second week of a semester shorter than five weeks.

Withdrawal is accomplished by either 1) executing a withdrawal on the registration website or 2) by submitting a Registration/Schedule Adjustment form to the Office of the Registrar. No signatures or approvals are required for a Withdrawal, but students should consult with appropriate officials to determine the impact that withdrawing from a course may have on financial aid, athletics eligibility, visa status, etc.

Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.

## Late Withdrawal

After the Withdrawal period, a student may request a Late Withdrawal from a course under the most extenuating circumstances. Avoidance of an undesirable grade does not justify withdrawal.

Students requesting a Late Withdrawal must submit the Late Withdrawal Form, along a written explanation of the extenuating circumstances and any appropriate documentation, to the Office of the Provost. Students may email their request and supporting documentation to Provost@UAH.edu or deliver it to SSB 303. If the Office of the Provost believes sufficient evidence exists to warrant a Late Withdrawal, the withdrawal request is forwarded to the Dean of the college in which the student is enrolled (minus personal documentation) for consideration. If approved, the Office of the Registrar will process the request when approvals are obtained and received by the Registrar.

Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.

## Retroactive Withdrawal

Undergraduate students may at times experience extraordinary problems during an academic term. Within two years of having completed such a semester, a student may petition the Dean of Students to withdraw retroactively from ALL classes taken during that term. A retroactive withdrawal is granted only under exceptional circumstances, such as extraordinary circumstances and is only granted prior to graduation. The petition must use the Retroactive Withdrawal form and include clear and documented evidence whenever possible. The Dean of Students verifies the documentation and considers the petition. If the request is granted, the grades for ALL courses taken during the semester in question will be changed to W's. Petitions for Retroactive Withdrawals are considered after final grades are posted. Students should be aware that retroactive withdrawals may have an impact on their ability to receive or retain financial aid and timely completion of their degree.

## Medical Withdrawal

Students may at times experience medical hardships that prevent them from attending class and necessitate a withdrawal. Decisions on whether to award a Drop, Withdrawal, Refund, etc. must include sufficient documentation to justify the request. In such cases the student should contact the Dean of Students office for assistance.

## Recording of Withdrawals

If the withdrawal process is completed during the first two weeks of the semester, the withdrawing student's name does not appear on the final rolls of the class from which the student withdrew, and that course does not appear on the student's permanent record. If the withdrawal process is completed after the first two weeks, then the withdrawing student's name will be on the final roll of the class from which the student withdrew, and that course will be recorded on the student's permanent record with a final grade of W.

## Counseling

Students need to be aware that many potential employers, as well as graduate and professional schools, view an excessive number of W's on a transcript as a flag that the student cannot be counted on to complete demanding projects. Advisors should be informed of this fact and students should be encouraged to discuss with their advisors any plans to withdraw from a course, especially after the first two weeks of the semester.

## Grading System

The University of Alabama in Huntsville's grading system includes grades of A, B, C, D, F, I, X, W, S, U, P, AU, and N. Instructors have the option of augmenting the course grades of A, B, C, and D with symbols "+" and "-" signifying, respectively, high and low achievement within the assigned grade. These augmented letter grades become part of the student's permanent record and appear on transcripts, but augmentation of a letter grade does not affect its value for the purposes of the GPA computation.

A	Superior achievement. Four quality points given per semester hour.
AU	Audit. Course attendance as a listener. No credit given, no quality points assigned, no attendance requirement.

B	Above average achievement. Three quality points given per semester hour.
C	Average Achievement. Two quality points given per semester hour.
D	Passing work. One quality point given per semester hour.
F	Failing work. No credit given; no quality points assigned.
I	Incomplete. Assigned by the instructor when a student, due to circumstances beyond his or her control, has not satisfied some requirement of the course. The deadline for a student to remedy a grade of I is the last day of class of the next semester enrolled or one calendar year from the date of the grade whichever occurs first. If the grade of I is on a student's record at the time of graduation, it is treated as an F.
N	No grade. Assigned by the Office of the Registrar when the instructor does not report a grade.
P	Passing work. Assigned in some courses. See Pass-Fail Option.
S	Satisfactory work. Applicable to noncredit courses and to some specified credit courses, and will not be counted in the GPA.
U	Unsatisfactory work. Applicable to noncredit courses and to some specified credit courses.
W	Withdrawal. (See Withdrawal Policy.)
X	Excused absence from examination. Assigned by the instructor when a student completes all course requirements except the final examination. The final grade becomes an F unless the examination is completed by the time of the announced deferred examination date at the beginning of the semester of next regular enrollment of the student. (See Examinations and UAH calendar). Time schedule permits a student to take only one examination on this date. If a student receives more than one grade of X, he or she should make arrangements directly with other instructors for additional make-up examinations.

## Course Numbering System

Range Year	Student Normally Takes Courses
001-099	Refresher (noncredit)
100-199	Freshman
200-299	Sophomore
300-399	Junior (upper-level)
400-499	Senior (upper-level)
500-599	Graduate
600-699	Graduate
700-799	Graduate, Ph.D. level

## Change of Grade

When it is believed that a grading error may have occurred, a student is permitted a maximum of one semester from the date a grade is assigned to request a change of course grade. Grades submitted to the Office of the Registrar can normally be changed only by submission by the instructor on a Change of Grade form containing a written explanation of the error. The Change of Grade form must be approved by the department chair and received in the Office of the Registrar no later than two semesters from the date the original grade was assigned.

## Academic Appeals

An academic appeal may be filed by a student regarding an action taken by University personnel, including instructional personnel, administrators, or staff members at the University, that affects the student's academic standing. Examples of academic appeals include, but are not limited to, allegations of unfairness in grading, alleged violation of a written or oral agreement with a student (e.g., course requirements for graduation), and alleged inconsistent applications of existing policies. Appeals related to course grades must be filed within 30 days of the end of the semester/term in which the grade was earned. Students wishing to file an appeal must follow the Academic Appeals policy, found at [https://www.uah.edu/images/administrative/policies/02.01.12-AA\\_Academic\\_Appeals\\_Policy.pdf](https://www.uah.edu/images/administrative/policies/02.01.12-AA_Academic_Appeals_Policy.pdf)