

GRADUATE ACADEMIC POLICIES AND REGULATIONS

Federal Definition of the Credit Hour

Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalence that reasonably approximates not less than

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester.
2. At least an equivalent amount of work as required in paragraph one of this definition for other academic activities as established by the institution, including laboratory work, internships, practicals, studio work, and other academic work leading to the award of credit hours.

Registration and Enrollment Confirmation

Students matriculated in any graduate program can register for courses during dates established in the University's Academic Calendar.

At the beginning of each session, all students must confirm their enrollment within specified timelines using methods provided by the University Registrar's Office. Instructions for enrollment confirmation are communicated to each student via email.

Course registration can only be confirmed after fulfilling all other university obligations, including resolving matters with Student Accounts, Financial Aid, the Health Center, Security, or any other relevant offices necessary for complete enrollment at the university.

Changes to course schedules are permitted only during a designated add/drop period, as outlined in the current academic calendar. Detailed instructions and timelines regarding the add/drop process are emailed to each student. It's important to note that tuition and/or financial aid may be adjusted based on the number of credit hours enrolled during this period.

Class Attendance

All students are required to attend all classes for which they are registered. Each instructor establishes and communicates attendance policies, including guidelines for unexcused absences. If a student's absence significantly impacts their academic performance, the instructor will notify the department chair or program director with remarks regarding their standing in the course. Typically, the number of absences in a semester should not exceed the frequency of class meetings per week for each course.

If an instructor formally reports a student as excessively absent in writing to the department chair or program director, and upon approval from the department chair or program director, the instructor may withdraw the student from the course with an appropriate grade.

Absences due to religious observances are considered excused, and students should not face academic penalties for these absences. Before the absence, students are responsible for arranging with the faculty to obtain missed class information. Additionally, at the faculty's discretion, students may be required to take any missed exams before or after the

scheduled exam time. All assignments must be submitted on time as per the course requirements.

Athletic Competition and Class Attendance

If an athlete misses class due to a scheduled varsity intercollegiate competition, the absence is considered excused, and the student-athlete should not face any academic penalties. However, this policy does not extend to students on clinical rotations.

In such cases, the student-athlete is responsible for initiating communication with faculty to obtain all missed class materials and training. Additionally, arrangements must be made to take any exams scheduled on the day of absence before or after the scheduled exam time, based on the instructor's preference. All assignments are still expected to be submitted on time.

It's important to note that faculty are not obligated to provide additional remediation for student-athletes due to these absences.

Attendance Policy for Online College of Professional Studies Programs

Students taking online graduate courses through the College of Professional Studies will be administratively dropped for non-participation if a graded assignment/discussion post is not submitted before Sunday at 11:59 p.m. ET of the first week of the A term and B term and Friday at 11:59 pm ET of the second week of the AB term. Reinstatement is at the purview of the Dean's Office.

Grade Changes

Students who have concerns about the accuracy of a grade should reach out to the respective instructor for resolution. If there is a valid reason for a grade change, the instructor will submit a Faculty Request to Change a Grade form to the Registrar's Office. It's important to note that grade changes will not be considered for students who have been separated from the course or the University for two semesters, or for those whose degree has already been conferred.

Incomplete Policy

The instructor may assign an incomplete (I) grade to a student who is performing satisfactorily in a course but cannot finish the work on time due to circumstances beyond their control. The (I) grade must be resolved within a timeframe set by the instructor, not exceeding six weeks after the end of the semester or 30 days for sessions lasting eight weeks or less. Until resolved, the (I) grade postpones the calculation of credits and grade points for the course. If the work is not completed within the specified timeframe, an administrative *F grade is assigned for the course.

Certain programs may have more stringent policies on incomplete grades, so students should refer to their program guidelines for any exceptions. Upon resolution of the (I) grade, the student's academic standing will be updated based on standard criteria. If a course is completed after the term in which it was offered due to an (I) grade, the degree awarded date (if applicable) will be recorded in the current term when all requirements are fulfilled. This is consistent with reporting graduation status to external entities. Students with incomplete grades are ineligible for the Dean's List.

Repeat To Replace Course Policy

A student may repeat a course to improve their grade. However, only the second or last course taken will receive credit on the student's transcript, and only the second or last grade received will be calculated into the cumulative GPA. Transfer courses cannot be taken to replace a grade.

Add/Drop Period

A student may add or drop a course during the time frames published on the UNE Academic Calendar. Courses dropped during the add/drop period will not appear on a student's official transcript.

Course Withdrawal Policy for Graduate Programs

Course Withdrawal Period

A student may withdraw from a course after the add/drop period has ended through the designated withdrawal deadline, which is approximately at the 60% point of the course's length. The withdrawal period for each semester and session is published on the UNE Academic Calendar.

Grade for the Course Withdrawal

A course withdrawal during the withdrawal period results in a grade of W, which will appear on a student's official transcript. The grade of W is awarded only if a student has submitted a completed Course Withdrawal Form to the Registrar's Office by the deadline. The W grade does not impact the term or cumulative GPA.

Consultation Before a Course Withdrawal

Before deciding to withdraw from a course, students must consult their program director and are encouraged to discuss the situation with the instructor.

International students must obtain the approval of the Office of Global Education, as withdrawals may affect visa status.

Students are strongly urged to consult with Student Financial Services, as course withdrawals may affect financial aid or Veterans benefits.

Course Withdrawal Process

Students who wish to withdraw from a course must submit a Course Withdrawal Form, signed by their advisor or Program/Academic Director, and Office of Global Education (if applicable), to the Registrar's Office before the Course Withdrawal deadline.

Ceasing to attend classes or notifying the instructor does not constitute an official withdrawal.

Late Withdrawal

Requests to withdraw from a course after the withdrawal period will only be considered in extreme circumstances. To request a late withdrawal, a student must consult with their instructor and Program/Academic Director.

Late withdrawal forms must be submitted to the Registrar's Office by the last day of the class.

Note: All deadlines, procedures, and policies related to course withdrawal are subject to the guidelines specified on the UNE Academic Calendar.

Course Withdrawal Policy for Online College of Professional Studies Programs

Course Withdrawal Period

A student may withdraw from a course after the add/drop period has ended through the designated withdrawal deadline, which is approximately at the 60% point of the course's length. The withdrawal period for each semester and session is published on the UNE Academic Calendar.

Grade for the Course Withdrawal

A course withdrawal during the withdrawal period results in a grade of W, which will appear on a student's official transcript. The grade of W is awarded only if a student has submitted a completed Course Withdrawal Form to the Registrar's Office by the deadline. The W grade does not impact the term or cumulative GPA.

Consultation Before a Course Withdrawal

Before deciding to withdraw from a course, students must consult their advisor and are encouraged to discuss the situation with the instructor or Program/Academic Director.

International students must obtain the approval of the Office of Global Education, as withdrawals may affect visa status.

Students are strongly urged to consult with Student Financial Services, as course withdrawals may affect financial aid or Veterans benefits.

Course Withdrawal Process

Students who wish to withdraw from a course must submit a Course Withdrawal Form, signed by their advisor or Program/Academic Director, and Office of Global Education (if applicable), to the Registrar's Office before the Course Withdrawal deadline.

Ceasing to attend classes or notifying the instructor does not constitute an official withdrawal.

Late Withdrawal

Requests to withdraw from a course after the withdrawal period will only be considered in extreme circumstances. To request a late withdrawal, a student must consult with their Enrollment and Retention Counselor and submit a completed Academic Petition stating the extenuating circumstances and a letter of support from an advisor, faculty member, or Program/Academic Director to the College's Dean's Office offering the course for consideration.

If approved, a W grade will appear on the transcript, not impacting the GPA calculations.

Late withdrawal petitions must be submitted to the Registrar's Office by the last day of the class.

Note: All deadlines, procedures, and policies related to course withdrawal are subject to the guidelines specified on the UNE Academic Calendar.

Semester and Term Grades

Semester and term grade reports are issued after examinations have been held at the close of each semester or term and are viewable in UNE Compass (<https://experience.elluciancloud.com/uonem/>). Semester and term grades reported by faculty members to the Registrar's office are

final. Notices of deficiency, if reported, will be viewable at mid-semester in UNE Compass.

Petition to Graduate and Receipt of Diploma

In the last year of enrollment, students who anticipate completion of all degree requirements must submit an online petition to graduate. The Petition to Graduate form is available via the "Apply to Graduate" link in UNE Compass (<https://experience.elluciancloud.com/uonem/>). The completed form sets into motion all final processing towards verification of the degree completion, correct spelling of name on the diploma, correct mailing address, and indication of plans to participate in the commencement ceremony.

If a mailing address should change after submission of the form, the student is responsible for notifying the Registrar's Office of a new address. The office's goal is to verify/post degree completions and mail out diplomas within six to eight weeks of a student's completion of studies.

Commencement is held at the end of each spring semester (usually May), and students who complete all degree requirements per academic policy are considered to be in the "Class of...[that particular year]." Student names must be approved by the Board of Trustees, on the recommendation of the faculty, before a degree and diploma from the University of New England can be authorized.

Under some circumstances, verification of degree completion may be possible for students who complete all of their degree requirements before the end of the semester. Requests for degree completion letters should be made to the Office of the University Registrar.

Guidelines for submission of the petition to graduate form are as follows:

If graduation is anticipated by the end of	Submit the petition to graduate by
Summer Semester	June 30
Fall Semester	September 30
Spring Semester	January 30

The degree awarded date will correspond to the term when the last course requirement was completed and graded. The exception is where one or more courses are completed late (after the end of the term in which the course was provided). In the case of late completion of course requirements (e.g., due to an "Incomplete" grade), the degree will be awarded in the current term (in progress) when the final course requirements are completed. This practice is consistent with graduation reporting to external sources. Further information regarding graduation procedures can be obtained through the Office of the University Registrar or by launching the link: <http://www.une.edu/registrar/graduation> (<https://www.une.edu/node/95077/>).

Timeline for Completion for Online College of Professional Studies Programs

A student who has not completed the program within six years¹ will be administratively withdrawn from the program and will be required to apply for readmission².

¹ Students in any Doctorate level program who have not completed the program within seven years will be administratively withdrawn from the program and will be required to apply for readmission.

² Doctor of Education (Ed.D.) students who wish to participate in the May hooding and commencement ceremonies, must complete 51 credits, defend their dissertation, and have all of their required documents uploaded to the Learning Management System (LMS) no later than the Monday before the end of the Spring B session that precedes the ceremonies.

Posthumous Degree Policy

A posthumous degree will be awarded if the student is enrolled in coursework to complete degree requirements at the time of death.

A posthumous degree may be awarded if, at the time of death, the graduate or professional student has completed 75% or more of the degree requirements, and the appropriate Dean recommends it to the University Registrar. After reviewing the guidelines, the University Registrar will forward the recommendation to the Provost.

The Provost will make the decision to award a Posthumous Degree after consultation with the Dean of the College and the Registrar.

Arrangements for diploma or certificate awards will be determined by the Dean of the College and Provost in consultation with the family.

The transcript, commencement program, and diploma will note that the degree is presented posthumously.

Application of 500-Level Undergraduate Coursework to Graduate Programs

Graduate programs may accept a limited number of 500-level graduate credits completed while the student was an undergraduate. Up to 9 credits may be applied toward a graduate degree, or up to 12 credits with approval from the Dean (or designee).

All credits must meet program requirements, and acceptance is at the graduate program's discretion.

Exceptions to the credit limits may be permitted for students enrolled in approved accelerated or graduate degree programs, where program-specific requirements govern enrollment and credit limits.

Non-Degree Graduate Enrollment ("Try Before you Apply")

Prospective graduate students may enroll in UNE graduate coursework as a non-degree-seeking student through the College of Professional Studies under the following conditions:

- Students may enroll in up to 9 credits of graduate coursework.
- Students must apply and be admitted to a graduate program to enroll in additional coursework.
- A maximum of 9 credits taken as a non-degree-student may be applied toward a graduate degree with approval from the Graduate Program Director.
- Students must earn a grade of B or better for coursework to be eligible for application toward a graduate degree.
- Students must meet course prerequisites and any requirements established by the offering program.
- Coursework taken as a non-degree Continuing Education student is not eligible for financial aid.

Graduate Program Directors determine whether non-degree coursework may be applied toward degree requirements, subject to this policy. Enrollment in graduate courses as a non-degree student does not guarantee admission to a graduate program.

Graduate programs also determine whether to allow non-degree students to take courses. This policy does not apply to the College of Osteopathic Medicine or the College of Dentistry.

Leave of Absence Policy

A matriculated student may request a leave of absence for up to one academic year, equivalent to two consecutive semesters. This leave must receive approval from the Academic Dean, Program/School Director, or their representative. To apply for a leave of absence, students must complete the Request for Leave of Absence form, available from the respective Program/School Director, Student Affairs, University Registrar's Office, or online.

While on an approved leave of absence, students are classified as "active/not enrolled" and cannot enroll in courses for credit at another institution¹. If a student returns as planned, there's no need for readmission procedures. However, failure to return as scheduled will result in the student being administratively withdrawn and subject to readmission procedures.

Students planning to return from a leave of absence should contact the University Registrar's Office well before the returning semester to update their status, enabling access to course registration. Details about tuition credit during a leave of absence can be found in the Financial Information sections of this catalog. Students receiving financial aid should consult with a financial aid representative before finalizing their leave of absence.

Please note: Students must inform the appropriate academic dean's office, program/school director (for graduate students), University Registrar, or their representative (for undergraduate students) if there are any changes to their plans.

¹ Students enrolled in university-sponsored dual enrollment programs are exempt from this enrollment restriction.

Reinstatement

To return to the University after taking a Leave of Absence, students must send a written request from their official UNE email indicating their desire to be reinstated for a specific term. In cases where the leave duration surpasses the permitted time, students may need to reach out to Admissions to complete a readmission application. If such an application is necessary, it may result in a change to the student's catalog year and potentially alter their degree requirements.

Leave of Absence (Academic Stop Out) Policy for Online College of Professional Studies Programs

Students may stop out of their program for up to two semesters. Students need to coordinate stop-outs in advance with their assigned enrollment and retention counselor, and stop-out time is considered part of the time allotted to complete the academic program. Application for readmission is not necessary if the student returns as planned.

However, the student who exceeds two semesters of stop out will be administratively withdrawn and will be subject to readmission

procedures. Readmitted students are subject to the re-admittance term's catalog (this may mean that policies and/or program requirements have been changed or updated since previous admission, and should be reviewed for potential impact on degree requirements, time to complete the degree, and degree planning).

Note: It is the responsibility of the student to contact the Enrollment and Retention Counselor and Student Financial Services (sfs@une.edu) to indicate a change of plans; stop out time can affect financial aid eligibility and repayment.

Readmission for Online College of Professional Studies Programs

Students who have been withdrawn from the program for any reason must reapply if they wish to continue their studies. The application procedures, academic policies, and program requirements that are in effect at the time of readmission will apply. Students who re-enroll following withdrawal will have their previous coursework evaluated for applicability to the existing academic requirements¹. Coursework that is more than five years old may not be accepted for credit in the program².

Students who have been administratively withdrawn from the program may apply for readmission by completing the reapplication process. The application essay must provide a justification for re-admission that addresses how past issues have been resolved and a plan for the successful completion of the program. The letter should be attached in the application portal.

¹ In addition to these requirements, students who re-enroll in the Doctorate of Education (Ed.D.) program and who successfully completed EDU 813 and/or any of the dissertation completion or continuation courses and subsequently stopped out for more than one year will be required to enroll in EDU 850 or EDU 851 as a condition of re-enrollment.

² The Master of Social Work (MSW) program will review all completed coursework, regardless of how much time has passed since its completion.

University Withdrawal Policy

Matriculated students intending to withdraw from the University must complete the University Withdrawal and LOA Request form (<https://une1.sharepoint.com/sites/Registrar/SitePages/Student-Forms---Updated.aspx>) available online or at the University Registrar's Office. The form requires signatures from designated academic and administrative personnel.

Students are responsible for:

- Understanding the University's policies on tuition and fee refunds, as detailed in the respective catalog.
- Returning their university identification (ID) card to the Office of Student Affairs.
- Returning any University keys to the appropriate departments.

The University may withhold refunds and transcripts until these procedures are finalized. Should a withdrawn student wish to re-enroll at the University of New England, they must submit a new application through the Office of Admissions.

Online Student Verification

University of New England students enrolled in online or hybrid courses must access the campus learning management system (Brightspace) through our Single Sign-On system Okta, using their Nor'Easter ID provided at the time of enrollment. Electronic coursework must be submitted only through the LMS or the University of New England (student@une.edu) Office365 email system. Additional methods of authentication that may be used at the University's discretion are proctored examination systems, third-party publisher platforms (McGraw Hill Connect, Pearson MyLab, etc.), and the use of personally identifiable information to verify identity (e.g., student ID, date of birth, address, etc.).

Change of Legal Name Policy

To update a legal name in the Student Information System (Banner), students must provide the University Registrar's Office with:

1. A copy of a government-issued photo ID displaying the new name.
2. Legal documentation supporting the name change, translated into English if necessary.

Accepted Government Photo IDs include:

- Social Security Card with the updated name, accompanied by a government-issued photo ID
- State Driver's License or state-issued photo ID
- Passport
- Military Identification Card

Please note: Marriage certificates are not accepted as valid name change documentation.

Matriculated students should submit the required documents to the University Registrar's Office. Applicants who haven't yet matriculated should provide the documents to the Admissions Office.

Response Time and End-of-Term Processing

Due to the high demand for registration services across both campuses, student record service requests cannot be immediately processed. Students should expect a turnaround time of 3-5 business days for their requests.

At the conclusion of each fall and spring semester, the University Registrar's Office experiences a surge in processing grades, completions, and verifications after receiving instructors' final grades. This end-of-term processing typically takes up to two weeks following the last final exam.

For students graduating in the spring semester, degree verification, posting, and diploma printing/ mailing occur after completing the end-of-term grade processing. Normally, diplomas are mailed out 6-8 weeks after the last final exam. Students are advised to anticipate these waiting periods.

Students should plan accordingly when ordering transcripts, grade reports, or degree verifications when coordinating with employers, graduate schools, agencies, or licensing boards.

Transcripts

Transcripts are issued through the National Student Clearinghouse (NSC) via the NSC Official Transcript Order Site ([https://](https://tsorder.studentclearinghouse.org/school/select/)

tsorder.studentclearinghouse.org/school/select/) or upon receiving a written and signed request from the student. This protocol safeguards individual privacy and reduces the risk of transcript misuse for fraudulent activities. Electronic transcripts may be delivered within 24-48 hours of order submission, while students should expect a processing time of 3-5 business days for mailed paper transcripts to be processed. However, during peak periods at the end of the fall and spring semesters, this may extend to two weeks.

Official transcripts are typically sent directly to educational institutions or employers specified by the student. When transcripts are given to students for onward delivery, they come in a sealed envelope. Opening such sealed transcripts renders them unofficial. Unsealed transcripts issued directly to students are labeled "Issued to Student" and are considered unofficial.

Methods of Request

Online (Recommended for Fast Service)

Electronic transcripts can be ordered online 24/7 through the National Student Clearinghouse (NSC) via the NSC Official Transcript Order Site (<https://tsorder.studentclearinghouse.org/school/select/>).

For assistance with electronic transcript requests, visit the NSC Help Page (<https://tsorder.studentclearinghouse.org/school/select/>). You can also contact NSC at (703) 742-4200 or transcripts@studentclearinghouse.org.

UNE Compass

Students and alumni with UNE Compass access can request electronic transcripts by:

- Logging into UNE Compass (<https://experience.elluciancloud.com/uonem/>)
- Selecting the "My Student Profile" tile (<https://experience.elluciancloud.com/uonem/>)
- Clicking the "Transcript Request" link under Student Records (<https://experience.elluciancloud.com/uonem/>)

Transcript Request Form (Paper Transcript Only)

Complete and sign the Transcript Request Form (PDF) from the list of forms (<https://www.une.edu/registrar/registration/registration-forms/>) on the Office of the Registrar's webpage for official paper transcript requests. Submit the form:

- Via email to registrar@une.edu
- Via fax to (207) 602-5927
- In-person at Decary Hall 114 (Biddeford Campus) during business hours

Methods of Delivery

Electronic Delivery (Recommended for Fast Service)

- E-Transcripts are securely delivered within 24-48 hours of order submission. Delays may occur due to account holds or federal holidays.
- Payment for E-transcripts must be made via the National Student Clearinghouse. There's a \$2.90 handling fee for transcripts delivered within NSC's network and a \$3.90 fee for those outside the network.

Standard Mail Delivery

- Printed transcripts are processed and mailed within 3-5 business days, not including the time the U.S. Postal Service takes to deliver them.
- Rush and tracking services are not available for standard mail.

In-Person Pick-Up

- Printed transcript requests are processed within 3-5 business days. Students will be notified via email when their transcript is ready for collection.
- For in-person collection, students must present their photo ID for verification.

Unofficial Transcripts

Current UNE students and alumni with UNE Compass (<https://experience.elluciancloud.com/uonem/>) access can view their unofficial transcripts by selecting the "View Transcript" link in My Student Profile.