

UNDERGRADUATE ACADEMIC POLICY AND REGULATIONS

Academic Load

A typical academic load for undergraduate students ranges from 12 to 18 credit hours per semester during both fall and spring terms. However, permission from an advisor is required for enrollment in 19 or 20 credits, while permission from the academic dean is necessary for enrollment in more than 20 credits. Students must register for at least 12 credits per semester to maintain full-time status. Any student attempting more than 18 credits during a semester will be subject to an overload charge at the part-time per-credit tuition rate.

Definition of a Semester

A semester is defined as a 15-week period of instructional time or its equivalent in effort.

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 fifteen weeks for one semester or trimester.
2. At least an equivalent amount of work as required in paragraph (1) 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.

Student Classification

Student classification is crucial for financial aid eligibility, class standing, and organizational purposes. The following chart outlines the classification based on the minimum credits earned toward a UNE degree:

Year	Terminology	Credits
First-Year	First-Year	1–23
Second-Year	Sophomore	24–56
Third-Year	Junior	57–89
Fourth-Year	Senior	90–120
Fifth-Year	Fifth-Year	Beyond Baccalaureate Degree

Student Enrollment Status

Student enrollment status, used for financial aid loan deferments, is determined based on credit hour enrollment, as outlined in the following table:

Program	Classification	Credits
Undergraduate	Full Time	12.0 or more
Undergraduate	3/4 Time	9.0–11.9
Undergraduate	Half Time	6.0–8.9
Undergraduate	Less than half-time	1.0-5.9

Registration and Enrollment Confirmation

Students matriculated in any undergraduate program must be pre-approved to register for courses through their advisor. The Registrar and Academic Advising staff will register first-time students. New students will receive their course schedule at new student orientation. Returning students can register for courses at dates established in the University's Academic Calendar.

At the beginning of each semester, 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 either 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.

Examinations

Semesters are 16 weeks long (15 weeks of classes and one week of final exams). The University expects all undergraduate courses to incorporate appropriate procedures for assessing student performance unless the department chairperson/program director and the college dean grant an exception. Common assessment methods for undergraduate courses include final exams, final papers or projects, or other cumulative activities relevant to the discipline and course.

All final exams must be administered during the designated finals week as specified on the Registrar's Final Examination Schedule (<https://www.une.edu/node/95066/>).

Final papers, projects, or exams are not permitted to be due during the last week of the course. Generally, undergraduate courses should schedule final exams and paper/project submissions during finals week.

All courses are assigned a final examination time and room during the final exam week except for:

- Labs
- Research Courses
- Internships/Practicums/Clinical/Field Work

Although the Registrar's Office typically releases the final examination schedule around the fifth week of the semester, instructors are encouraged to provide as much information as possible about the final exam schedule in the syllabus, including duration, and remind students not to make travel plans until the exam date and time are confirmed.

All undergraduate grades, whether based on final examinations, papers, or culminating projects, must be submitted by noon on the Monday following Final Exam Week.

Inclement Weather Policy

If the University is closed or has a delayed start, affected examinations will be rescheduled for Friday, retaining their originally scheduled time. If there is a second closed day or delayed start, affected final examinations will be moved to the Saturday immediately following finals week.

Graduation Requirements for Undergraduates

The academic requirements specified in the catalog at the time of a student's enrollment in a program of study typically serve as the standard for graduation. If a student withdraws or is dismissed from the University and later reenters, they must adhere to the catalog requirements in effect at the time of reentry.

While academic advisors are available to assist students in meeting major and graduation requirements, the ultimate responsibility for these matters lies with the student. All undergraduate students entering the University from the fall semester of 1995 onward must fulfill the following general requirements:

1. Completion of a minimum of 120 credits for a baccalaureate-level program, as outlined in the specific program requirements listed under each degree/major.

2. Completion of university core requirements, designed to explore key college themes, develop essential skills, and prepare for lifelong learning.
3. Completion of the requirements of at least one major program of study.
4. Completion of any minors or general elective credits of further study in areas of interest.
5. Residence in the final 30 credits of the program.
6. Submission of an online Application for Graduation by the relevant deadlines listed on the Academic Calendar.
7. Settlement of all financial obligations with UNE.
8. A minimum cumulative GPA of 2.0, although higher grade point requirements may be applicable in certain programs. Students should refer to departmental and degree/major requirements for specific details.

A fourth-year student who anticipates completing degree requirements at the end of the fall semester with two courses (typically totaling 6-8 credits¹) or fewer remaining may choose from the following options:

1. Attend the May commencement ceremony before their final semester (diploma awarded upon completion of studies).
2. Attend the May commencement ceremony following their final semester.

¹ Note: The student's remaining credits may exceed 6-8 if the two courses involve clinical, practicum, or internship study. Additionally, credits from the Learning Assistance Center and developmental mathematics courses do not count toward fulfillment of graduation requirements.

Residency Requirements

Every course offered for credit by the University of New England is classified as residence or campus credit. This encompasses University-sponsored off-campus experiences such as internships, distance learning, exchange programs, and consortium courses.

Bachelor's Degree

To obtain a baccalaureate degree, students must fulfill a minimum of 30 credits out of the final 45 credits while in residence at the University of New England.

Second Bachelor's Degree

Upon completing their first degree, students seeking a second bachelor's degree must complete an additional 30 semester hours in residency. If the initial degree is earned from the University of New England, the same residency requirements apply as for the first bachelor's degree.

A waiver of residency requirements can be requested by submitting a written request to the Office of the University Registrar. The student's advisor and the appropriate College Dean's Office will thoroughly review each request. Requestors can expect to receive written notification of the decision within one month of submission.

Dual Degree Policy

A dual degree program is one in which the student works toward satisfying the academic requirements for two distinct degree types (Bachelor of Arts, Bachelor of Science, Bachelor of Social Work, or Bachelor of Science in Nursing). To achieve the academic depth and

breadth implied by a program of study that results in the awarding of two undergraduate degrees, a dual degree program consists of substantial additional coursework as compared to that required for a double major, namely a minimum of 30 additional semester hours beyond the credit hours required for the degree program comprised of the smaller number of credits.

Students who complete a dual degree program receive two diplomas, one for each degree earned (BA, BS, BSN, BSW).

For more information, see:

- Frequently Asked Questions About Graduation (<https://www.une.edu/registrar/graduation/>)
- Commencement Ceremony (<https://www.une.edu/commencement/>)

Student Advising

The University of New England assigns professional advisors and faculty mentors to each first- and second-year student. Third- and fourth-year students will transition to have their faculty mentor as their primary advisor. Students must visit an advisor at least once a semester and during important milestones. Advisors serve as the student's primary academic and career guidance planning resource.

Catalog Year Assignment

A student's catalog year is established at the time of initial enrollment and governs all degree requirements, including Core (general education) and program-specific requirements.

The catalog year follows the academic cycle from summer through the subsequent spring term. Example: Students admitted in Summer 2025, Fall 2025, or Spring 2026 follow the 2025–2026 catalog.

Catalog year applies only to degree requirements. Students are required to follow the most current academic policies and procedures regardless of catalog year.

Changes to Program of Study

Students who change or add a major, minor, or program will normally continue under their original catalog year.

A change in catalog year may be required or approved when:

- The new program was not available at the time of original enrollment
- The curriculum has undergone significant revision or is being taught out
- Accreditation or licensure requirements necessitate following the current catalog
- The student cannot reasonably complete degree requirements under the original catalog

In such cases, the Dean (or designee) may approve assignment of a newer catalog year.

Catalog years may not be applied retroactively prior to a program's official approval or publication.

Dual Degrees

Students pursuing dual degrees typically follow their original catalog year. However, a different catalog year may apply to the second degree if:

- The program is newly established
- The curriculum has significantly changed
- The student is admitted to the second degree after completion of the first degree

In these cases, separate catalog years may be assigned for each degree, with approval from the Registrar.

Transfer Students

Transfer students are assigned a catalog year based on their term of enrollment at the University of New England.

Transfer credit is applied toward degree requirements under the assigned catalog year. Prior coursework does not determine catalog year but may be used to satisfy applicable requirements.

In limited cases, a transfer student may request consideration of an alternate catalog year if:

- The student previously attended UNE and is returning, or
- Alignment with prior coursework supports timely degree completion

All exceptions require approval from the Registrar.

Catalog Year Changes

Students may request a one-time change to a more recent catalog year with approval from their academic advisor and the Registrar (or Dean, where applicable).

Students may not adopt a catalog year earlier than their original term of enrollment.

Students returning after an absence of:

- Two or more academic years may be required to follow the catalog in effect at readmission
- Five or more years must follow the current catalog

Note: Students or advisors who believe a catalog assignment is incorrect should contact the Registrar's Office for a degree audit review.

Declaration and Change of Major, Minor, and Concentration

Students are expected to declare a major and any concentrations by the end of the sophomore year (typically at 60 credits). Students pursuing additional programs should plan accordingly to ensure timely progress toward degree completion.

Changes to or additions of a major or minor in the final semester are generally not permitted if they would extend the time to the degree.

All declarations and changes must be submitted to the Office of the Registrar using the appropriate program declaration or change processes and will be reviewed in the context of timely degree completion.

Second majors and minors that are not completed in the final semester may be removed from the student's record if all other graduation requirements have been met, and completing the additional program would delay graduation.

Personal Major (College of Arts and Sciences Only)

In exceptional circumstances, students in the College of Arts and Sciences (CAS) may propose a personalized major as an alternative to a conventional academic major program. Creating a personalized major requires sponsorship from an academic department within CAS and approval from the CAS Dean's office. To gain approval for a personalized major, undergraduate students must collaborate with faculty from the college/department and the CAS academic dean to develop a comprehensive program that integrates core curriculum, departmental requirements, and a course of study aligned with the student's scholarly interests. To qualify for a personalized major, students must be in their second year of study and maintain a minimum cumulative GPA of 2.50.

Additionally, students pursuing a Personal Major must complete, without exception, the equivalent of one full academic year at full-time status (minimum of 30 credit hours) after the approval of their degree program. Detailed policies and procedures regarding proposal guidelines are accessible through the CAS Dean's office.

Double Major Policy

A double major is a program of study that fulfills the requirements of two distinct majors within a single Bachelor's degree, whether a Bachelor of Arts or a Bachelor of Science. This program includes the courses necessary to satisfy the degree requirements for each of the two majors, along with the courses needed to meet the core requirements of the degree. The minimum number of credit hours needed for the double major is determined by the total number of credits required for the major with the highest credit hour requirement for the degree. For instance, if a Bachelor of Science in Mathematics, Applied requires 120 credits to graduate and a Bachelor of Science in Exercise Science requires 122 credits, a student double majoring in Exercise Science and Mathematics, Applied must complete at least 122 credit hours to earn the degree.

Upon fulfilling the requirements for a double major, students receive a single diploma that recognizes both majors. For example, a student may earn a Bachelor of Science in Exercise Science with a second major in Mathematics, Applied.

Academic Minors

A minor is a structured academic plan that complements the student's major area of study. To declare a minor, students must first have a declared major.

Students may declare up to two minors. Each minor must be completed in accordance with all program requirements and applicable University policies, including limits on course overlap.

Minors must be formally declared through the Office of the Registrar prior to a student's final semester. Minors may not be added if doing so would extend the student's time to degree. Minors that are not complete in the final semester may be removed from the student's record if completion would delay graduation.

Major and Minor Course Overlap

Students pursuing a major and a minor, or two minors, may count a limited number of courses toward both programs. There should be no more than a 50% overlap of courses between a major and a minor, or

between two minors. For a standard 18-credit minor, this typically means a maximum of three shared courses.

Courses taken to meet UNE Core requirements, or prerequisite courses required before entering a major or minor that are not counted as part of that program, do not count toward the overlap limit.

Academic programs may establish more restrictive limits.

Students are responsible for planning their programs in consultation with an academic advisor to ensure compliance with this policy.

Undergraduate Enrollment in Graduate Courses

Undergraduate students with senior standing may enroll in 500-level graduate courses under the following conditions:

- Students may enroll in up to 9 credits (typically three courses) of 500-level graduate coursework.
- Enrollment in up to 12 credits requires approval from the Dean (or designee) of the student's college.
- Undergraduate students may not enroll in 600-level or higher graduate or professional-level courses, unless the courses are part of a structured accelerated graduate degree program.
- Students not enrolled in an approved accelerated graduate degree program must obtain instructor approval to enroll in each 500-level course.

Requirements

- Students must have senior standing (typically a min of 90 credits), be in good academic standing, and meet all course prerequisites.
- Graduate coursework taken as an undergraduate student is recorded on the undergraduate transcript.
- Students are responsible for understanding the impact of graduate enrollment on tuition, financial aid, and academic load.

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

Undergraduate Grading System

The following grading system is presently in effect: A, A- (outstanding work), B+, B, B- (excellent work), C-, C, C-(satisfactory work), D (passing but not satisfactory work), F (failure), P (pass), I (incomplete), W (withdrawal), *W (late withdrawal) *F (administrative F, assigned to incompletes which haven't been completed within designated time), and AU (audit). NG is assigned when instructors do not assign grades.

Grade	Quality Points
A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D	1.00

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.

Audit Policy

Students can enroll in a course for an audit grade ("AU") with the instructor's prior consent. This request must be made during course registration and before the end of add/drop. It requires the instructor's signed approval. Both matriculated and non-matriculated students are eligible for audit enrollment. An audit carries zero credit. Once enrolled for an audit grade, the decision is irreversible; the grade becomes permanent on the student's academic record. Should a student wish to receive a graded credit for the course later, they must re-enroll and pay for the graded credit.

While auditing a course, students are expected to attend and participate in classes regularly but are not expected to submit coursework for evaluation or take examinations. Audited courses do not contribute towards enrollment status (e.g., part-time, full-time) and are ineligible for financial aid purposes or veterans' benefits.

Pass/Fail Policy

Undergraduate students can opt for a pass/fail grading basis for a course by informing the Registrar using a provided form within the first 15 class days of the semester. Once chosen, this grading option is permanent.

Most elective courses can be taken pass/fail, but it's important to note that English composition, core, and major requirement courses cannot be taken pass/fail.

A passing grade corresponds to an earned grade of A through C-. Students can register for a maximum of one pass/fail course per semester, not exceeding eight courses throughout their degree program. Students in health science programs should review departmental requirements for any pass/fail policy exceptions.

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

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. A "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 advisor or program/academic director 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.

Academic Standing

The Academic Standing Policy establishes the University of New England's expectations for satisfactory academic progress and outlines the processes used to support students experiencing academic difficulty. The policy is designed to promote student success, provide structured opportunities for academic recovery, and ensure that students who are unable to meet the University's academic standards receive appropriate guidance regarding their continued enrollment.

Academic standing is reviewed by the Office of the Registrar at the conclusion of each fall and spring semester and at the conclusion of the summer session.

Good Academic Standing

Undergraduate students are considered to be in Good Academic Standing when they maintain a minimum cumulative grade point average (GPA) of 2.00.

Students must achieve a minimum cumulative GPA of 2.00 to be eligible for degree conferral.

Transfer credits are included in the number of earned credits, but transfer grades are not used in calculating the UNE GPA.

Individual academic programs may establish additional progression or grade requirements. Failure to meet program-specific requirements may result in dismissal from the program but does not necessarily constitute dismissal from the University.

Good Academic Standing is recorded on the student's academic transcript.

Academic Warning (<30 Credits or First-Year by Admit Term)

Academic Warning is an early academic intervention status intended for first-year students (less than 30 earned credits or first-year by admit term) experiencing initial academic difficulty. A first-year student whose cumulative GPA falls below 2.00 will be placed on Academic Warning for the following semester.

Academic Warning is equivalent to Academic Probation in terms of academic concern, but students on Academic Warning remain in Good Academic Standing for purposes of participation in extracurricular activities. A student on Academic Warning may participate in extracurricular activities, including intercollegiate athletics, and may serve as an officer or director for a student club or organization.

A student placed on Academic Warning will receive formal notification at the end of the term, and is required to engage in academic support activities during their next enrolled term (fall or spring semester). These activities will be detailed in the formal notification. At the conclusion of the next enrolled fall or spring semester or at the conclusion of the summer session, a student on Academic Warning must meet or exceed the cumulative GPA benchmark to be considered in Good Academic Standing.

Academic Warning is not appealable. Academic Warning may be assigned for one semester only. Academic Warning is not recorded on the academic transcript.

Conditions of Academic Warning

Students may register for no more than four courses totaling no more than 16 credits during the warning semester. (Students taking only four courses as a condition of Academic Warning are eligible to reclaim those credits at no additional cost during the summer term if they so choose).

Students may participate in extracurricular activities and athletics unless otherwise stipulated by their academic dean.

Students are required to engage in academic support activities, including advising meetings, tutoring, academic coaching, or other interventions outlined in the formal notice intended to support academic success.

Academic Probation (>30 Credits)

Students whose cumulative GPA falls below 2.00 after completing 30 or more credits are placed on Academic Probation. Academic Probation indicates that a student is not making satisfactory academic progress toward their degree and must take corrective steps to improve their academic performance.

At the conclusion of the next enrolled fall or spring semester or at the conclusion of the summer session, a student on Academic Probation must meet or exceed the cumulative GPA benchmark to be considered in Good Academic Standing.

Academic Probation is not appealable. Academic probation is recorded on the academic transcript.

Conditions of Academic Probation

A student placed on Academic Probation will receive formal notification at the end of the term.

A probationary student is required to engage in academic support activities during their next enrolled term (fall or spring semester or summer session). These activities will be detailed in the formal notification of probation and may include:

- required academic advising meetings
- academic coaching or tutoring
- curricular restrictions or structured course planning
- other academic interventions designed to support student success

A student on Academic Probation may not be eligible to participate in certain extracurricular activities, including intercollegiate athletics, and may not serve as an officer or director for any student club or organization. Students on Academic Probation are not subject to automatic course-load restrictions, though academic deans may impose course-load limits when appropriate.

Length of Academic Probation

Students may remain on Academic Probation (inclusive of Academic Warning) for no more than two semesters of full-time enrollment.

Removal from Probation

A student whose cumulative GPA rises above 2.0 is considered to be in Good Academic Standing and no longer on Academic Probation/Warning.

Summer Coursework and Academic Standing

Summer coursework does not constitute a separate probationary semester.

Failure to achieve satisfactory performance in a summer course does not constitute an additional failed semester for purposes of separation or dismissal.

Students who improve their GPA during the summer remain responsible for fulfilling any academic conditions associated with their probationary status during the subsequent fall or spring semester.

Grades from summer courses taken at UNE are included in GPA calculations and may improve a student's academic standing; however, summer sessions do not count as probationary semesters. A student whose cumulative GPA rises above 2.0 as a result of classes taken during UNE summer sessions is no longer considered to be on academic probation and is considered to be in good academic standing, *but must still comply with the conditions of academic probation set forth by their academic dean for their next fully enrolled semester.*

Certain academic programs that operate on a year-round or accelerated schedule may designate summer as a standard academic term. In such cases, summer enrollment will be treated as a regular semester for the purposes of academic standing, probation, and progression, as determined by the program and approved by the academic dean.

Academic Separation

A student on Academic Probation who does not meet the minimum cumulative GPA benchmark of 2.00 in their second consecutive semester (fall or spring semester) is subject to Academic Separation.

Academic Separation requires the student to discontinue matriculation at UNE for at least one academic semester (fall or spring). The summer term does not constitute an unenrolled semester for the purposes of satisfying the terms of Academic Separation.

During the period of separation, the student should engage in activities that support a renewed ability to be successful at the University. Specific requirements regarding Academic Separation and conditions for readmission consideration will be outlined in each student's Separation Letter.

After the separation period, the student must reapply to the University through the Office of Undergraduate Admissions.

Students readmitted from Academic Separation are assigned to Academic Probation upon reenrollment. All reenrolling students required to participate in the Academic Comeback Pathway, a coordinated support program designed to promote successful degree completion.

Students returning from Academic Separation must demonstrate progress toward achieving a minimum cumulative GPA of 2.00 in the

next enrolled fall or spring semester or summer session. Failure to demonstrate ongoing progress may result in Academic Dismissal.

Academic Separation is appealable and is recorded on the academic transcript.

Academic Dismissal

A student who has been readmitted from Academic Separation is subject to Academic Dismissal under the following circumstances:

Failure to meet the minimum Good Academic Standing cumulative GPA requirements in the subsequent term (fall or spring semester).

Assignment of a second Academic Separation after a prior Academic Separation and subsequent readmission.

Students who are academically dismissed from the University may not enroll in UNE courses as matriculated students for at least two academic years. After two years, students who have demonstrated academic achievement at a regionally accredited institution may reapply for admission to UNE. Reapplication does not guarantee readmission to the University or the program from which the student was academically dismissed.

Students readmitted after dismissal must adhere to the curriculum of study outlined in the catalog in effect at the time of readmission. Students readmitted after dismissal may apply for Academic Forgiveness (see "Academic Forgiveness" below).

Academic Dismissal is appealable and is recorded on the academic transcript.

This policy applies only to Academic Dismissals and does not apply to dismissals or suspensions related to student conduct, academic integrity, or other behavioral matters governed by separate University policies.

Academic Standing Appeals

Students who are academically separated or dismissed may appeal the decision to the Academic Standing Committee.

The Academic Standing Committee comprises representatives from:

- each undergraduate college
- Office of the Registrar
- Division of Student Affairs
- Office of the Provost

Procedures

Appeals must be submitted in writing to the student's dean's office within ten business days of the dismissal notification.

Appeals must include a personal statement explaining the circumstances that contributed to the student's academic difficulty; documentation supporting those circumstances when applicable; and a plan outlining the student's strategy for achieving academic success upon reinstatement.

Review Process

- The Academic Standing Committee reviews all appeal materials.
- The Committee may consult with advisors, instructors, or relevant staff as needed.

- A decision is typically issued within two weeks of receiving a complete appeal.

If approved, the student is reinstated on academic probation and must meet specific conditions outlined by the Committee.

If denied, the separation or dismissal stands, and the student may seek readmission after one academic year.

Students granted an appeal are required to participate in the Academic Comeback Pathway, a coordinated support program designed to promote successful degree completion.

Decisions of the Academic Standing Committee are final.

Academic Forgiveness (Fresh Start)

The University of New England recognizes that students may experience periods of academic difficulty related to personal, financial, health, or other life circumstances that do not reflect their long-term academic ability or potential. The Academic Forgiveness (Fresh Start) policy offers eligible former undergraduate students an opportunity to reestablish their academic standing under defined conditions. The policy is designed to reduce barriers to reenrollment, support degree completion, and promote renewed academic success.

Former undergraduate students who have been fully unenrolled from the University for a minimum of two consecutive academic years may apply for Academic Forgiveness at the time of readmission or during their first semester after reenrollment. Academic Forgiveness may be granted only once during a student's academic career at UNE.

When Academic Forgiveness is granted, the student's cumulative University GPA is reset and recalculated based solely on coursework completed after reenrollment. All prior coursework remains on the official transcript, accompanied by a notation indicating that Academic Forgiveness has been applied. Grades earned prior to reenrollment are excluded from the recalculated cumulative GPA. Coursework completed before reenrollment with a grade of C- or higher may be applied toward degree requirements, subject to review and approval by the Academic Standards Committee and in accordance with current catalog requirements.

Conditions

Students must meet the following conditions to be eligible for and maintain Academic Forgiveness:

1. **Minimum Absence Requirement:** Students must have been fully unenrolled from the University for at least two consecutive academic years prior to application.
2. **Transcript Integrity:** All coursework completed prior to reenrollment remains part of the official academic transcript. Academic Forgiveness affects only GPA calculation and does not remove or alter the historical record.
3. **Application of Prior Coursework:** Coursework completed prior to reenrollment may be applied toward degree requirements if the grade earned is C- or higher and the coursework is determined to be academically appropriate and current.
4. **Catalog Requirements:** Students granted Academic Forgiveness are subject to the academic catalog in effect at the time of reenrollment, unless an exception is approved by the Dean.
5. **One-Time Use:** Academic Forgiveness may be granted only once during a student's academic career at UNE.

Procedures

1. **Application:** Students must submit a request for Academic Forgiveness through the Office of the Registrar, either during the readmission process or in their first semester after reenrollment.
2. **Review and Approval:** Applications are reviewed by the Academic Standards Committee in consultation with the Office of the Registrar and, when appropriate, the student's academic college. As part of the review, students may be required to provide a statement describing prior academic challenges, evidence of readiness to return, and an academic success plan developed with an advisor.
3. **GPA Recalculation:** Upon approval, the institutional GPA is recalculated beginning with the first term of reenrollment. Prior grades remain on the transcript but are excluded from the cumulative GPA.
4. **Academic Standing:** Students approved for Academic Forgiveness are typically placed in good academic standing upon reenrollment and are expected to maintain satisfactory academic progress. Students will work with an academic advisor to develop a structured plan to support timely degree completion.
5. **Academic Comeback Pathway:** All reenrolling students are required to participate in the Academic Comeback Pathway, a coordinated support program designed to promote successful degree completion.

Academic Forgiveness applies only to the calculation of the University of New England institutional grade point average. External organizations and agencies may evaluate the academic record differently and may consider all prior coursework and grades, including those earned before Academic Forgiveness was granted. Such organizations may include, but are not limited to, federal financial aid programs (Satisfactory Academic Progress), graduate or professional schools, licensure or certification boards, and external scholarship programs.

Dean's List

The Dean's List is a recognition given to full-time students who are enrolled in a degree program and have achieved a semester grade point average of 3.30 or higher, while completing a minimum of 12 credit hours. This recognition is not given to students who have received a grade of D, F, or I. In order to qualify, a student must have completed at least three courses, excluding pass/fail options, unless the individual course is offered for 8-15 credits. The Alpha Chi National College Honor Society is also affiliated with this recognition.

Alpha Chi National College Honor Society

Alpha Chi is a national college honor scholarship society founded in 1922. Membership is limited to third- and fourth-year students enrolled in institutions with Alpha Chi chapters. A student must be in the top 10 percent of the third or fourth year to be eligible for active membership.

Transfer Coursework

Matriculated students who wish to transfer college-level coursework taken at other institutions must obtain permission to do so prior to enrolling at another institution. The Application for Transfer Coursework form is under student forms on the University Registrar's webpage or through the University Registrar's Office (<https://une1.sharepoint.com/sites/Registrar/SitePages/Current-Student-Resources.aspx>).

Eligible credit must be earned from an institutionally accredited college or university recognized by the Council on Higher Education Accreditation (CHEA). International universities must be recognized in accordance with their country's regulations. International academic transcripts must

be credentialed by World Education Services (WES). Undergraduate international applicants may also use the Center for Educational Documentation.

1. The posting of transfer credit for approved courses will be completed by the Admissions Office or the University Registrar's Office upon receiving an official transcript. An official transcript corresponds with the credit-granting institution's definition of "official" and is received directly from that institution by the University of New England's Admissions or University Registrar's Offices. When a course description is not sufficient, a syllabus may be requested. The threshold of majority match in course outcomes will be used to determine course equivalence (1:1); otherwise, an elective will be assigned. A transfer course that is not a 1:1 equivalent is assigned elective credit at the appropriate level; i.e., a 100 level will be noted as a 100 level, a 200 level will be noted as a 200 level, etc.
2. Transfer credit will be granted for courses completed with a C- or higher grade. Each course grade earned is held to the University's grade rules for the degree and program requirements. Some programs at the University of New England impose higher grade cutoffs and time restrictions on the age of the coursework that can be transferred. This information can be found on the individual catalog page related to the program.
3. All courses will be evaluated for potential transfer, with only a maximum of 90 credits eligible for transfer. Not all credits transferred will necessarily apply toward completing core or degree requirements. A transfer course is identified with the grade of "TR." Grade quality points are not awarded or calculated into a University of New England cumulative grade point average.
4. All credit hours earned will be assigned for transfer. When a transfer course has fewer credits than an equivalent UNE course, the course may transfer (as equivalent) if the UNE course's outcomes have been met, but only the credit hours earned will be applied.
5. Grades earned at other institutions as course repeats do not replace those earned at the University of New England.
6. A transfer student must meet residency requirements to be eligible for a degree. When a student's transfer credit hour exceeds transfer limitations, additional course requirements will be arranged between the Advisor or the Department Chair and the student to ensure that the student meets the residency requirement.
7. Quarter credit hours or units will be converted to semester credits. A quarter credit is divided by 1.5.

Transfer Credit Time Limit Policy

Transfer Credit from Other Institutions

- General Education and Electives: No time limit, as long as the material is still relevant.
- Major and Core Courses: Usually must be completed within the last 10 years.
- STEM or Fast-Changing Fields: May need to be completed within 5–7 years, depending on the department.

Standardized Exams (AP, IB, CLEP, etc.)

- Exam scores do not expire.
- Credit is awarded based on UNE's score requirements at the time you are admitted.

Courses Taken at UNE

- Credits do not expire unless a specific program requires a time limit.

Approved Study Abroad

Matriculated students who wish to receive credit for a third-party Study Abroad Program must obtain permission. The form is available at the study abroad website. The student should work closely with their advisor and the Global Education Office regarding this process. Approved Request for Study Abroad Coursework forms are required before departure.

Study Abroad Transfer Credit

UNE works only with fully accredited study abroad programs. All courses offered abroad through approved programs are eligible for transfer credit.

With proper planning, studying abroad should not interfere with your time to graduation. It is important to work closely with your academic advisor and a Global Education Office Study to determine which courses to take abroad, how they will transfer to UNE, and how they will fit with your degree progress toward graduation. Be aware that:

- Grades earned abroad are listed on the UNE transcript as "TR" and are not computed in the GPA.
- A C- or better grade is required for undergraduate credits to transfer.
- UNE Program and Departmental requirements for specific courses may also apply

Transfer Course Categories

While preparing to study abroad, students will complete a Request for Study Abroad Coursework form to determine transfer credit equivalencies.

- Exact Equivalency is designated only when it is apparent from the course description that the content of the study abroad course is equivalent to a course offered at UNE. For example, "POS 201 Environmental Politics" at the University of New Brunswick in Canada transfers to "PSC 204 Intro to Politics & the Environment."
- Same-subject Electives are study abroad courses for which UNE has a comparable subject area but not an exact course equivalent. For example, "POS 201 Introduction to Policy" at the University of New Brunswick in Canada transfers as "POS 299 Political Science Elective," indicating that the subject area is Political Science, it is a 200-level course at UNE, and the "99" indicates that it is an elective.
- General Elective are study abroad courses for which UNE does not offer classes in the specific subject area. General Elective: "are study abroad courses for which UNE does not offer courses in the specific subject area are listed as "ELE 299 General Elective."

Time to Degree Policy

The University defines both typical (expected) and maximum timeframes for degree completion. Time to degree is measured from the student's initial enrollment in the program, inclusive of periods of enrollment and approved leaves of absence, unless otherwise specified.

All students are expected to make steady academic progress toward completion. Programs may establish more restrictive requirements where mandated by accreditation.

Undergraduate

- Typical Time to Degree: 4 years (8 semesters) of full-time enrollment
- Maximum Time to Degree: 6 years from initial enrollment

The maximum timeframe aligns with federal financial aid regulations (150% of published program length). Students exceeding this limit may be subject to academic review and loss of financial aid eligibility.

Graduate (Master's) Programs

- Typical Time to Degree: 1–2 years of full-time enrollment
- Maximum Time to Degree: 5 years from initial enrollment

Programs may define shorter timeframes based on curricular sequencing, clinical requirements, or accreditation standards.

Doctoral Programs

- Typical Time to Degree: 3–5 years beyond the master's degree, or 4–7 years for post-baccalaureate entry programs
- Maximum Time to Degree: 7 years from initial enrollment

Programs may require demonstration of current knowledge or repetition of coursework for students exceeding established time limits.

Doctor of Osteopathic Medicine (D.O.) Program

In accordance with the Commission on Osteopathic College Accreditation (COCA):

- Typical Time to Degree: 4 years
- Maximum Time to Degree: 6 years from initial matriculation

Students must complete all degree requirements within this timeframe. Exceptions may be granted only in accordance with COCA standards and institutional approval processes.

Extensions and Exceptions

Students who are unable to complete degree requirements within the maximum timeframe may request an extension.

- Extension requests must be approved by the program director and the Dean (or designee).
- Requests must include a clear and feasible plan for completion.
- Extensions may be limited by accreditation or regulatory requirements.

Students exceeding the maximum timeframe may be required to:

- Meet updated curricular requirements,
- Repeat coursework, or
- Demonstrate continued competency in the discipline

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/>).

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 undergraduate student has completed 75% or more of the degree requirements (90 credit hours for baccalaureate students) 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.

Latin Honors at Graduation

Students receive citations of achievement at commencement in one of three categories. Honors are based on all academic coursework completed at UNE.

Honors Distinction	GPA
Cum Laude	3.30 – 3.59
Magna cum Laude	3.60 – 3.79
Summa cum Laude	3.80 and above

To wear honor cords at the commencement ceremony, grades from the semester immediately preceding the ceremony (Spring) will not be factored into honor calculations. Since end-of-term processing might not be finalized until after commencement, honor statuses could potentially change. The ultimate honors status, as displayed on the diploma and subsequent transcripts, will be determined by the student's cumulative GPA at the conclusion of the semester in which the degree is conferred.

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 to the Registrar's Office 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.

University Withdrawal Policy

Matriculated students intending to withdraw from the University must complete the University Withdrawal and LOA Request form 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://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.