

FAQ's & Answers

Tuition payments

All tuition and fees are due by 5:00 p.m. on the first official day of the semester.

All accounts not paid in full by the deadline will be assessed a \$50 late fee.

Login to Banner: <http://register.uah.edu> to locate your tuition bill.

Payable at: Bursar's Office www.uah.edu/bursar, University Center 213 (256) 824-2732 or Charger Central UC 118 (credit card or check only)

Transfer Courses

If you take courses at another college (ex: Calhoun CC, NEAL CC, Athens State, etc), you are required to send an official transcript from that college to UAHuntsville. Send the official transcript to:

UAHuntsville Admissions Office, 301 Sparkman Drive
Engineering Building Room 117
Huntsville AL 35899

Your UAH transcript will show credit towards your 128 hours needed to graduate from UAH, but the grades are not used in the calculation of your UAH GPA.

Number of credits you can transfer:

- You may transfer up to 64 credits from any 2 year college.
- You may transfer an unlimited number of credits from any 4 year college.
- 12 of the last 18 credits toward your degree must be completed at UAH.

The UAH course repeat policy does not count towards transfer courses.

Letter of Good Standing

To take courses at a different college than UAH (ex: Calhoun CC, NEAL CC, Athens State, etc) you may need a Letter of Good Standing. This form:

- Is obtained from your advisor.
- Ensures your courses will transfer back to UAHuntsville.
- Typically allows you to bypass the usual registration process at the other institution.

Withdrawal and Drop

Drop = During the first 10 days of the semester you may drop a course: <http://register.uah.edu> and get a full refund. The class will not appear on your transcript.

Withdrawal = Up to the 10th week of classes (day 50 of the class) you may **withdraw** from a course: <http://register.uah.edu>. No money will be refunded and a "W" will appear on your transcript.

Late Withdrawal = After the 10th week of classes is considered a late withdrawal. This requires a form with appropriate signatures. See your advisor for information.

You may not withdraw from a course when all final exams begin.

Course Repeat Policy

If you made a grade of "C," "D," or "F" you may retake the course to obtain a better grade.

- The **new grade (higher or lower) replaces the first grade** in the GPA calculations. Both grades are on the transcript, but the first one is not calculated in your GPA.
- This grade replacement occurs automatically a **maximum of 5 times**.
- You may not retake a class for a course repeat if you have passed any course that used it as a prerequisite. For example, you cannot repeat MA 112 if you have taken and passed MA 120.

Pass/Fail Option

You may take up to 12 hours of coursework on a pass or fail basis. **You must file a form in Charger Central UC 118 up until day 15 of the semester for this option.** <http://uah.edu/chargercentral/forms.php>

- If you pass the course you get a grade of “P” and it does not affect your GPA.
- If you do not pass you get an “F” and it brings down your GPA.

You cannot take the following courses on a Pass/fail basis:

- Technical Writing (EH/CM 301)
- Public Speaking (CM 113)
- Computer Programming (CS 100, 102, or 103)
- Major and minor courses (Includes clusters, tracks and cognates, etc.)
- English composition and math courses.

Change to Audit

During the first 20 days of the semester, you may change from credit to audit status. This can be useful if you need to review a course or want to remain in a course, but not get a grade.

- To Audit a course means, attendance is not mandatory and you get **no grade and no credit**.
- Your transcript will show an “AU.”
- You still pay full price for the course.

Retroactive Withdrawal

If you did poorly one semester and have documentable extenuating circumstances (illness, death in the family, etc.), you can petition to have all the courses in the semester (you can't choose one or two) retroactively withdrawn **within** 2 years of that semester.

- See the Student Affairs office, UC 114 for additional information.
- <http://www.uah.edu/student-affairs/forms>

Academic Bankruptcy

If some bad semesters are weighing down your GPA you may submit a one-time petition to have all your UAHuntsville courses from your first UAH semester to a point you specify removed from your GPA.

- **You must wait two years** after the last semester you want to have removed before you petition for the bankruptcy.
- See your academic advisor for more information.