

These academic policies and procedures are ones that CUE² believes every student should review and understand. Students must indicate (with their initials in the blanks next to each block and their signature at the end) that they understand these policies and procedures. A copy of this form will be placed in the student's academic file.

_____ **Advising and Registration:** Advising is an important part of an engineering student's academic experience. At advising appointments, advisors and students work together to ensure that students are meeting their educational and career goals. As a part of the advising appointment, students receive their registration access code which is needed in order to register. Students must make an appointment using the on-line scheduling tool and come to campus for their appointment. Students that are away from campus with a university sanctioned co-op job or internship may be advised by phone/email.

_____ **Academic and Other Holds:** UAH units may place holds that will prevent you from registering for courses or requesting official transcripts. Holds are typically placed for poor academic performance or failure to pay library/parking fines or an overdue tuition balance. It is your responsibility to check your account for holds and correct them in a timely manner.

_____ **Withdrawal Policy:** You may withdraw from a course through the tenth week of the fall and spring semesters (see official UAH calendar for summer dates) using their Banner account and your registration access code. If you withdraw prior to the second week of classes, you will receive a refund for that course and no record of the course appears on the transcript. If you withdraw after the second week, you will not be eligible for a refund and you will receive a grade of W on your transcript. The W does not affect your GPA.

_____ **Late Withdrawal Policy:** After the 10th week of the fall and spring semesters (see official UAH calendar for summer dates), you may petition for a late withdrawal. To approve a late withdrawal, the College of Engineering requires an emergent and extraordinary circumstance which occurred after the 10th week. Appropriate documentation is required to justify the late withdrawal. Poor academic performance is NOT justification for a late withdrawal. If the late withdrawal is approved, a grade of W will be recorded on your transcript. The W does not affect your GPA.

_____ **Retroactive Withdrawal Policy:** After the last day of class for a given semester and only in the gravest of circumstances, you may petition the Dean of Students to withdraw retroactively from all classes for that semester. A grade of RW will be recorded on your transcript for each course, which does not affect your GPA. Students must contact the Dean of Student's office to initiate a Retroactive Withdrawal petition.

_____ **Incompletes:** If circumstances prevent you from finishing a course, you may request an incomplete from the instructor. You and the instructor must mutually agree upon the work that must be completed and a deadline for which such work will be completed. A grade of I will appear on your transcript. The grade must be changed by the last day of the next semester you are enrolled. If the grade is not changed by then, the grade automatically changes to a grade of F.

*Students receiving any type of financial aid including federal loans, VA benefits, or scholarships should contact the Financial Aid Office before withdrawing from any course.

