

These academic policies and procedures are ones that CUE² believes every student should review and understand. The UAH catalog is the source for all policies and procedures.

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 and advisors develop semester classes, discuss academic support options, career development, and student life options. Students are encouraged to see an advisor at least once a year, but may schedule appointments at any time using the on-line scheduling tool.

Academic and Other Holds: UAH units may place holds that will prevent you from registering for courses or requesting official transcripts. 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.

Course Repeat & Grade Replacement: You are allowed to repeat a course and replace the grade previously earned for that course a total of three times. Only courses for which you have earned a C, D, or F may be repeated for grade replacement. Both the original grade and the repeat attempt grade will appear on the transcript, but only the repeat attempt grade will be used in the GPA calculation. Prerequisite courses for which you have taken the higher-level course are excluded from the grade replacement repeat policy. For example, you cannot use a course repeat for Physics I if you have already completed Physics II.

Course Forgiveness: You are allowed to use course forgiveness on three courses. The courses may not be a part of your current degree program. For example, if you take Statics and make an F and change your major to Accounting, you can use forgiveness on the Statics course. The Statics grade remains on your transcript but is no longer used in the calculation of your grade point average.

Prerequisite Policy: The College of Engineering requires that a grade of C- or better be earned in every course that serves as a prerequisite or prerequisite with concurrency for another required course. For example, ENG 101 is a prerequisite for MAE 271. If a student does not earn a C- or better in ENG 101, the student may not take MAE 271 in the following semester. Instead, the student must retake ENG 101 and earn a C- or better first.

*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.

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.

Engineering Academic Progress Policy: A student is limited to three attempts for any course that is required for the engineering degree. Attempts are defined as appearing on the transcript with a grade, including a grade of W.

GPA requirements: In order to earn your engineering degree, you must earn a minimum 2.0/4.0 GPA for all courses completed at UAH. You must also earn a 2.0/4.0 for all major courses (include all attempts except course repeats/forgiveness).

Academic Action Thresholds: A student with both a semester and cumulative GPA of 2.0 or higher is considered in **good standing**. If you are in good standing and your semester GPA is less than 2.0 (1.9 for freshman with less than 32 hours), your academic status will be changed from good standing to **academic warning**. If you are on academic warning and both your semester and cumulative GPA are below 2.0, your academic status will change from academic warning to **academic probation**. If you are on academic probation and your semester GPA is below 2.0, then you will be on **academic dismissal**. Students on academic dismissal must leave UAH for a minimum of one semester. After that, students may petition to be re-admitted. If a student is dismissed a second time, that student must leave UAH for a minimum of three semesters.

Transient coursework: You may, upon approval of the CUE² office and the Registrar's office, take courses at other accredited 2- and 4-year institutions. It is your responsibility to get approval to take courses at other institutions. An official transcript must be sent to UAH in order to receive credit for any transfer courses. Transient courses will appear on the transcript and satisfy degree requirements. However, the grade earned does not affect the UAH GPA. Transient courses cannot be used with the course repeat option.

UAH Official Email: Your UAH email address is the official form of electronic communication for students, faculty and staff. You must read and respond to your UAH email.

College of Engineering Laptop Requirements: The College of Engineering requires that all students have a laptop that meets specific minimum requirements. The requirements may be found using the link below. It is important to note that Chromebooks do not meet the requirements. If you don't have an appropriate laptop, you might not be able to complete assignments and laboratories or take quizzes and exams. Not having the appropriate laptop won't be an extenuating circumstance and it could affect your grade.

https://www.uah.edu/images/colleges/engineering/CUE2%20Files/Forms/coelaptoprequirements_2019.pdf

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