



Office of the Registrar Admissions

The University of America

Academic Policies

Requirements for Good Standing & Academic Probation

The academic policy of The University of America is designed to meet ultimately the graduation requirement of a "C" average (2.00 GPA) on all work taken through the university, or accepted via transfer from other institutions.

To remain in good standing, a student must maintain a minimum cumulative grade point average according to the number of credits completed at The University of America, or accepted via transfer. The unit of credit is the semester hour. The following minimum grade point averages apply to students seeking a degree:

- Up to 30 credits 1.50 GPA
- 31 through 59 credits 1.70 GPA
- 60 through 89 credits 1.85 GPA
- 90 credits and above 2.00 GPA

Attendance is measured by course work submitted, not just by a student logging into a course. An actual assignment submitted, posting to a Class Forum or message sent to a professor are the only student activities that count toward attendance.

If a student stops participating in a class or the class forum before completing the fifth week and does not present a withdrawal request, then they would be marked as Withdrawn on the last day they submitted an assignment. If a student stops participating in a class or the class forum after completing week 5 but without completing the course, they will be assigned the grade they earned up to that point, which may include a failing grade (recorded as "WF").

To review The University of America's Satisfactory Academic Progress policy, which applies this standard specifically to students receiving financial aid, go to [satisfactory academic policy](#)

Academic Probation

Students who fail to earn the grade point average indicated above will be placed on Academic Probation for the next 6 credits of study. Students who are on Academic Probation and whose term achievements show substantial improvement but whose cumulative GPA is still just below the appropriate GPA for their Credits Completed level and thus would be subject to Academic Dismissal may instead be placed on Probation Continued status at the discretion of the Academic Dean.

Personal academic counseling will be provided for any student who receives a grade of "F" on any two consecutively completed courses.

Grades and Grade Point Averages

Each course is given a final grade with the number of quality points per credit hour assigned as follows:

Grade	Significance	Quality Points	Percentage
A	Excellent	4.0	95-100
A-		3.67	90-94.99
B+	Good	3.33	87-89.99
B		3.00	84-86.99
B-		2.67	80-83.99
C+	Average	2.33	77-79.99
C		2.00	74-76.99
C-		1.67	70-73.99
D+		1.33	67-69.99
D		1.00	64-66.99
D-	Passing	0.67	60-63.99
F	Failure	0.00	<59.99

The credits will be counted only once, and the grade earned the second time will supersede the earlier grade. The record of the earlier grade will remain on the transcript, although it will not enter into the computation of the grade point average. A grade of Incomplete is given to course work that is not completed within the prescribed course time limits. An "I" is computed as an "F" for determining grade point average. Students may repeat courses in order to earn a higher grade and more quality points. Courses may be repeated only once.

Scholastic Honors

To encourage excellence and high academic achievement by The I University of America students, the following categories of scholastic honors are recognized for students enrolled in the degree program. In order to qualify for any of the categories, a student must complete a minimum of four courses in one calendar year (January through December).

- President's Honor Roll 4.00
- Dean's List 3.50 to 3.99
- Honor Roll 3.20 to 3.49.

Graduation honors are awarded for academic work performed by the student during his undergraduate program. The baccalaureate degree will be conferred as follows:

- Summa cum Laude 3.90 or above
- Magna cum Laude 3.75 to 3.89
- Cum Laude 3.60 to 3.74

The grade point calculation is made on all credits earned from The I University of America and transfer credits through specific enrollment in the degree program in order to qualify for graduation honors.

Course Registration Deadline

Students must register for courses before or on the first day of classes. Students may request an exception to register for courses after the first day of the term during the first week. Later course registrations are allowed only in exceptional circumstances, but not beyond the second week.

Dropping Courses and Grading

Students have until the end of the 5th week of the term to drop courses. Students should drop courses using the [official drop request form](#).

Courses that are dropped by the end of the second week of classes do not appear on the transcript. Courses dropped before completing the 5th week result in a mark of "W."

No course may be dropped after the 5th week. If a student stops working on a course after the 5th week, they will receive credit for all work already submitted. If the result would be a failing grade, it will be recorded as failing as a "WF". Otherwise, it will be recorded as the appropriate passing letter grade. This grade will appear on the transcript and figure into the overall GPA.

In exceptional cases students may petition to withdraw from a course after the 5th week. Such petitions are rarely approved.

The names of students who have officially withdrawn from a course before the 5th week will appear with a pre-assigned mark of W in the Final Grade column. Also note that students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

Policy on Attendance and Late Assignments

To stay enrolled in a The I University of America course, students must attend all of the weekly class sessions. Each weekly class session is available to students on Mondays and that session's assignments are usually due by midnight on the following Sunday. Because this is an online program, attendance is based on the actual submission of course work; i.e. a written assignment, Class Forum posting, or other interaction with the professor. Simply logging into the online classroom is **not** counted as attendance.

Week Eight is the last class session with assignments posted. All course work must be completed by the student and submitted to the instructor by Friday of the tenth week of the course. No credit will

be given for work submitted after this date. This policy applies to weekly assignments, plus examinations and final projects.

- Each assignment is due by the end of the day on Sunday in the week it was assigned.
- Assignments submitted more than 1 week late (after the following Sunday) will lose 1 letter grade (i.e. "A" becomes a "B")
- Assignments submitted more than 2 weeks late will lose 2 letter grades (i.e. "A" becomes a "C")
- All assignments and quizzes must be submitted by the week after the term ends or they will receive a failing grade
- Extensions: professors may grant an extension if the student has a prolonged sickness or major family crisis. The length of the extension is up to the professor's discretion.

If a student stops participating in a class or the class forum before completing the fifth week and does not present a withdrawal request, then they would be marked as Withdrawn on the last day they submitted an assignment. If a student stops participating in a class or the class forum after completing week 5 but without completing the course, they will be assigned the grade they earned up to that point, which may include a failing grade (recorded as "WF").

Applications for extension must be submitted via the [online extension request form](#) at least 2 or more days before the due actual date.

Extension requests should only be made if you are not going to finish a course before it officially ends. If you need an extension on a specific assignment, you should contact your professor directly.

Extensions are typically granted only for exceptional circumstances, such as an illness

Course extensions will only be granted if you have completed at least half of the assignments in a course. While you are working on a course for which an extension has been granted, you cannot take any further courses.

If a course extension is granted, you will have to submit a schedule of when you anticipate completing the remaining assignments in the course.

Course extension requests will be reviewed both by the Course Instructor and the Dean of The University of America.

Leave of Absence

Students may request a leave of absence by emailing registrar@ua-edu.us and dean@ua-edu.us . The student must state their reason for the leave of absence.