

# COMPLETION OF A DEGREE

## REQUIREMENTS

### BACCALAUREATE DEGREES

Requirements for the baccalaureate degree at UAB include at least 120 semester hours of appropriately distributed courses, a UAB GPA of 2.00, a 2.00 GPA on all college work attempted (higher education grade point average), and satisfaction of the Core Curriculum, major, minor, and residency requirements, along with all other criteria specified by the school or department governing the major.

Students are subject to the catalog policies in effect at the time of their most recent admission as a degree student, with the following exceptions. Seven years after the date of their first enrollment as a degree student, policies of the catalog currently in effect become applicable. The student who is not enrolled at UAB for 12 consecutive months must meet the requirements of the catalog in effect at the time of re-enrollment. For courses required for the major or minor, the administering department(s) may establish written policies for the re-certification of courses taken more than seven years previously.

### **Total Credits and Averages**

The minimum total credit hours required for a baccalaureate degree is 120 semester hours. The student must have a higher education grade point average of at least 2.00 (C) in all credit hours attempted at all institutions attended (including UAB) and an average of at least 2.00 (C) in all credit hours attempted at UAB. See pages 41 for definitions of credit hours earned, credit hours attempted, and grade point average.

### **Residency**

At least 25 percent of the total semester hours required for graduation, including at least 21 of the last 30, must be taken at UAB. Courses taken as alternative credit or as a non-degree student (excluding post-baccalaureate students) may not be used to satisfy the residency requirement. A minimum of nine semester hours required for the major (at or above the 400 level) must be completed at UAB. Individual departments may have additional requirements.

### **Distribution of Credits**

In addition to the overall requirements mentioned above, there are important requirements for the distribution of credits.

All programs of study leading to the baccalaureate degree have as an essential component a common Core Curriculum. Students majoring in the Schools of Business, Education, Engineering, Nursing, and Health Related Professions satisfy Core Curriculum requirements in addition to specific school requirements and requirements in their chosen major. In the Schools of Arts and Humanities, Natural Sciences and Mathematics, and Social and Behavioral Sciences, students meet (1) Core Curriculum requirements, (2) school-wide arts and sciences requirements, (3) requirements for a major specialization, and (4) any requirements

for a minor specialization or concentration, if required. The Core Curriculum is described fully beginning on page 49.

### **Major**

The available majors are shown in the list beginning on page 8. Requirements for these majors vary and can be found in the sections of this catalog on the specific academic unit responsible for the major. A minimum C average in the major is required for graduation. Furthermore, the academic unit responsible for the major may require the student to repeat, or otherwise compensate for, any course required for the major in which a grade below C was earned.

Majors must be declared or changed using the official form available from the Office of Registration and Academic Records. Some majors are subject to additional admission requirements and enrollment limitations.

Students who wish to double major must maintain an affiliation with one school and graduate under that school's core curriculum and major requirements. In addition, the student must complete the requirements for the second major including all prerequisites. It is important for students to maintain contact with advisors of both majors so that requirements are completed for both majors.

### **Minor**

The availability of minors is indicated in the sections of this catalog on the various schools. The course requirements for the minor are specified in the catalog section for the department offering the minor. The department offering the minor may require the student to repeat, or otherwise compensate for, any course required for the minor in which a grade below C was earned. Whether a minor is required for a particular major is specified in the catalog section for the school in which the major resides.

### **Individually Designed Majors and Minors**

Students with specific career goals or with unique intellectual objectives may propose majors and minors designed to meet their individual academic needs. The Individually Designed Major requires a minimum of 40 semester hours in the major, of which at least 20 semester hours must be in courses numbered at or above 300 and approved for use towards a major, with a minimum of a C average. In addition, students must prepare a rationale for a nonstandard major-level course of study, complete Core Curriculum requirements, and complete any additional requirements set by the school in which the degree will be awarded. The Individually Designed Minor requires completion of 21 semester hours, of which nine semester hours must be in courses numbered at or above 300, with a minimum of a C average. The Individually Designed Major or Minor must be reviewed and approved by the departments involved, by the dean of the school in which the degree will be awarded, and by the Office of Academic Programs and Policy. For advising on program development and approval procedures, consult the Office of Academic Programs and Policy. (205) 934-5503.

## **Limitations on Some Types of Credit**

For some types of credit, there are limitations on the amount that can be applied toward the minimum hours required for a baccalaureate degree (usually 120 semester hours).

1. For credits transferred from a two-year college, the limit is no more than one-half the number required for a baccalaureate degree, provided that the work is freshman (100) or sophomore (200) level.
2. For alternative work, including Advanced Placement, College Level Examination Program, credit by examination, evaluation of non-collegiate-sponsored courses, credit for armed services courses, International Baccalaureate credit, and credit by portfolio, the limit is no more than 45 semester hours.

## **Medical, Dental, or Optometry Students**

A student may enter a dental, medical, or optometry school prior to the completion of requirements for an undergraduate degree. In this instance, UAB awards the Bachelor of Science degree with a major in natural science upon the successful completion of the first year of study at an accredited professional school, provided: (1) the degree is applied for and approval is obtained from the dean of the School of Natural Sciences and Mathematics while the applicant is still in the preprofessional program; and (2) a minimum of 90 semester hours, including all requirements for graduation other than those related to the major and minor (e.g. Core Curriculum, school-wide requirements), are completed in courses approved for UAB undergraduate degrees.

## **Second Bachelor's Degree**

A student may earn a second bachelor's degree by completing in residence, with an average of C or better, at least 30 semester hours of work over and above the work done for the first degree, including a new major. Work done for the second degree must include any necessary prerequisites for the new major and all major requirements. The first degree, whether earned at UAB or another regionally accredited institution, must be based on at least 120 semester hours of fully accredited work. No minor is required for the second degree. A student interested in earning a second degree is required to have the program of study approved by the school in advance.

## **Bachelor's Degree with Honors**

Students who complete their degree requirements with a higher education grade point average between 3.50 and 3.69 will receive their degrees cum laude. Those with higher education grade point averages between 3.70 and 3.89 receive degrees designated magna cum laude. Students with higher education grade point averages of 3.90 or above will receive degrees designated summa cum laude. The higher education grade point average used in conferring academic honors at graduation includes work at UAB as well as all other higher education work attempted.

## **PROCEDURES FOR APPLYING FOR A DEGREE**

Students are advised to file an official application for degree at least two terms prior to completing work for a baccalaureate degree. This will allow time for the application to be processed

and completion of degree requirements to be verified. The absolute deadline to apply for degree is the tenth day of the term in which the student plans to graduate. Application forms are available in the Office of Registration and Academic Records.

## **GRADUATION**

Official UAB graduation ceremonies are held in May for graduates of the preceding spring semester and in December for graduates of the preceding summer term and fall semester. Graduates are listed in the commencement program. Students who have completed the requirements for baccalaureate degrees are urged to attend.

Although degrees are officially conferred in May and December, students receive their diplomas approximately four weeks after the end of the regular term in which they complete their degree requirements.

## **EXCEPTIONS**

All students are responsible for adhering to UAB's academic policies, as published in the UAB Undergraduate Catalog and the current UAB Class Schedule. The Provost may make exceptions to policies. Exceptions will only be made in extraordinary circumstances. Only in cases of serious illness, which precludes a student from attending classes, or a call to active military service, can a student qualify under this policy for either administrative or academic withdrawal from courses from that semester. In such instances, students requesting an exception to policy must provide the cause-specific documentation in order for the request to be considered.

Requests for exceptions to academic policies should be submitted in writing along with supporting documentation noted above to the:

Office of Academic Programs and Policy  
470 Hill University Center  
University of Alabama at Birmingham 35294-1150  
Attention: Exceptions to Academic Policy

Requests are evaluated only from written documentation and not through appointments or telephone calls. (Please note that grievances of an academic nature are addressed through the Academic Grievance Policy.) Requests for exceptions must be submitted at the earliest possible time. Consideration will not be given to any request submitted later than the term immediately following the term for which the exception is being requested.

A full reduction in tuition and associated fees will be made for appropriately documented serious illnesses or military service activation, which preclude a student from continuing his/her studies at UAB. For students receiving refunds, such refunds will first be applied to any outstanding obligations and to any scholarship, grant, or loan the student has received for that term. A student who is receiving any form of Federal Title IV Financial Aid will be liable for any unearned funds received as determined by the Federal Return of Funds Policy (check with Student Accounting Office for details.)

Failure to adhere to the published drop and withdrawal deadlines (as outlines in the UAB Catalog and the UAB Class Schedule) does not qualify under this policy as an Exception to Academic

Policy. It is the student's responsibility to be aware of and adhere to the drop and withdrawal policies. If a student cannot continue in a course, for reasons that are outside of the strict criteria indicated in this policy, then the student through the UAB Registrar should exercise the drop or withdrawal options.