**UNIVERSITY POLICIES**

**Academic Integrity Policy**
First responsibility for academic integrity lies with individual students and faculty members of the UNC Greensboro community. A violation of academic integrity is an act harmful to all other students, faculty and, ultimately, the entire community. Specific information on the Academic Integrity Policy and obligations of faculty and students may be found online at http://academicintegrity.uncg.edu. Names of College and School members of the Academic Integrity Advisory Group may be found online at this site as well as under the link “Academic Integrity at UNC Greensboro/Resources for Faculty.” The Administrative Coordinator for Academic Integrity can be reached at 336-334-5514.

**Auditing Courses**
Current UNC Greensboro students may audit courses upon the written approval of the instructor. Auditors must register officially for the class. Attendance, preparation, and participation in the classroom discussion and laboratory exercises shall be at the discretion of the instructor. An auditor is not required to take examinations and tests and receives no credit for the course.

Registration may not be changed from audit to credit or from credit to audit status after the end of schedule adjustment.

A full-time UNC Greensboro undergraduate student (registered for 12 or more credit hours) may audit one course per semester without an additional fee. A part-time UNC Greensboro undergraduate student (registered for fewer than 12 credits) may audit no more than two courses per semester and is charged a $15.00 fee for each audited course.

See the Auditors topic in the Admission to the University section for auditing options other than current UNC Greensboro students.

**Catalog Year Policy**
The Academic Catalog is the publication that documents all academic policies, regulations, and program requirements for a given academic year for all Undergraduate and Graduate students and programs.

A student’s catalog year identifies the particular set of curriculum requirements and regulations, including general education and university requirements, in effect for program completion. The catalog year is established for the individual student upon declaration or change of the program.

A student may change a catalog year without a change of program or minor only to a more recent catalog. The student may request this change formally through their department.

Any student who has been inactivated must reapply for admission to the university. If admitted, the student will be assigned to the catalog requirements for the program in effect for the re-admit term.

**Class Attendance**
Regular class attendance is a responsibility and a privilege of university education. It is fundamental to the orderly acquisition of knowledge. Students should recognize the advantages of regular class attendance, accept it as a personal responsibility, and apprise themselves of the consequences of poor attendance. Instructors should stress the importance of these responsibilities to students, set appropriate class attendance policies for their classes, and inform students of their requirements in syllabi and orally at the beginning of each term.

**Student’s Responsibility**
1. Knowledge of each instructor’s attendance policy and monitoring his or her class absences throughout the term.
2. Familiarity with all materials covered in each course during absences and make-up of any work required by the instructor.
3. Inform each instructor as far in advance as possible when conflicts or absences can be anticipated (e.g., athletic team events, work, medical procedures, religious observances, etc.) by e-mail, phone, or by contacting the main office of the department that offers the course.
4. Provide appropriate documentation so that each instructor can make an informed decision as to whether or not the absence is excusable.
5. Initiation of requests to make-up work missed because of class absences. The decision to assist the student with make-up work, including tests, rests with the instructor.
6. Follow-up on all notices from the Registrar regarding course enrollment in order to correct registration.

**Instructor’s Responsibility**
1. Setting of reasonable regulations for class attendance as appropriate for class content, organization, methodology, and size.
2. Description of attendance policies in course syllabi and announcement in class, particularly at the beginning of each term.
3. Maintenance of class attendance records of enrolled students as appropriate for the attendance policy.
4. Exaction of penalties for unsatisfactory class attendance. Possible penalties are lowering the course grade, including a grade of F, and, in extreme circumstances, dropping the student from the course.

**Dean of Students Office Responsibility**
1. Notify each instructor on the student’s behalf when personal reasons (e.g., family emergency, illness, bereavement, birth of a child, military duty, etc.) prevent the student from properly notifying each instructor because of circumstances beyond the student’s control. The student or the student’s representative should contact the Dean of Students Office (336-334-5514) if the student is unable to make direct contact by e-mail or phone with each instructor or is unable to leave word with each instructor’s department.
2. Review documentation by a licensed health professional and confirm its receipt with each instructor if the student experiences a medical or psychological event that significantly impairs their ability to function successfully or safely as a student.

The student should be aware that assistance of the Dean of Students Office does not change in any way the outcome of the instructor’s decision regarding the student’s academic work, grades and performance in any given course.

**Religious Observance**
*Approved by the Office of the Provost, August 2010*

1. The university allows for a limited number of excused absences each academic year for religious observances required by the faith of the student.
2. Students must notify instructors of absences in advance of the date of the religious observance. Instructors have the authority to specify, via written notice to students, the amount of lead time required and
may require that the nature of the religious observance be specified and the student’s participation be confirmed in writing by an official of the religious organization.

3. When appropriate notice is provided by a student, the student must be granted at least two excused absences per academic year under this policy and must be allowed to make up or waive work and tests missed due to these particular absences. With regard to any test or other assignment that a student would miss due to notice of a required religious observance, faculty members may require the student to complete the test or assignment in advance of the originally scheduled date of the test or assignment. Beyond the minimum terms and limits of this policy, instructors maintain authority to establish and enforce the attendance policy for the courses they are teaching.

4. The requirement for students to make such requests for excused absences applies only to days when the university is holding class.

**Appeals**

If a student thinks there is a discrepancy between the instructor’s exaction of a penalty for unsatisfactory class attendance and the stated policy or that there is an extenuating circumstance that may affect the instructor’s decision, then he or she should first make a request to the instructor. If desired, the student may further appeal to the Department Head, the Dean of the School or College, and the Provost, in that order.

**Cancellation for Non-Attendance**

In circumstances in which a student was charged for or received a grade for a class that they never attended, the student should request a Cancellation of Course(s) for Non-Attendance through the University Registrar’s Office. The student is responsible for demonstrating eligibility for cancellation under this policy. Cancellations cannot be processed for students who attended a class, even one time. (Important note: Class attendance for online courses is tracked based on a student’s log-in records and activity in Canvas or relevant online Learning Management System). Requests for Cancellation of Course(s) for Non-Attendance must be submitted within one year of the term in which the courses were taken. No cancellations will be made once a student has been awarded a degree for a course on record previous to that degree’s award. Once verified with instructors, all requested courses will be removed from a student’s registration and will not display on a transcript.

**Copyright Compliance Policy**

The following is reprinted from The University Policy Manual and can be accessed at https://policy.uncg.edu/university-policies/copyright_compliance/.

The University of North Carolina at Greensboro promotes the responsible and ethical adherence to intellectual property rights. This policy seeks to promote this goal. All students, faculty, staff, and authorized affiliates of the University are expected to comply with United States copyright laws. These laws apply to copyright-protected materials regardless of whether they are reproduced in digital, electronic, print, or other form. Copyright ownership by members of the University community is addressed in the Copyright Ownership and Use Policy.

All users of University technology resources must abide by the guidelines set forth in the Acceptable Use of Computing and Electronic Resources Policy (https://policy.uncg.edu/university-policies/acceptable_use). Unauthorized replication, installation, or distribution of copyright protected material is prohibited. Users who download software that is not covered by an existing license may be held personally liable for any legal claims or litigation that should ensue due to the illegal use of such software.

Copyright infringement notifications will be acted upon in accordance with the requirements of the Digital Millennium Copyright Act (http://its.uncg.edu/DMCA) (DMCA) 17 U.S.C. 512(c)(3) by the DMCA Agent, following established procedures. Violations of the DMCA may result in denial of access to University computing equipment and systems, and to disciplinary action.

 Allegations of copyright infringements found on University computer resources should be sent to:

DMCA Agent
Information Technology Services
235 Bryan Building
The University of North Carolina at Greensboro
P.O. Box 26170
Greensboro, NC 27402-6170
dmca_agent@uncg.edu

**Discriminatory Conduct**

The following is reprinted from The University Policy Manual and can be accessed at https://policy.uncg.edu/university-policies/discriminatory_conduct/.

The University of North Carolina at Greensboro is committed to the principle that educational and employment decisions should be based on an individual's abilities and qualifications and should not be based on personal characteristics or beliefs that have no relevance to academic ability or to job performance. Accordingly, UNC Greensboro supports policies, curricula and co-curricular activities that encourage understanding of and appreciation for all members of its community. UNC Greensboro will not tolerate any harassment of or discrimination against persons. UNC Greensboro is committed to equal opportunity in education and employment for all persons and will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age.

This policy applies internally as well as to the University’s relationships with outside organizations, except to the extent that those organizations, including the federal and State government, the military, ROTC, or private employers do not yet recognize sexual orientation as protected.

The University’s educational and employment practices are consistent with Section 103 of The Code of The University of North Carolina. In addition, the University complies with North Carolina General Statutes 126-16 and 126-17, Title VII of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1988, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and other federal and state laws relating to discrimination in educational programs and employment. In accord with Executive Order 11246, the University has in place an Affirmative Action Plan which states the University’s commitment to the concept and practice of equal employment opportunity for all persons regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age.

Any employee who believes he or she has been treated unfairly based on any of the above characteristics should contact his or her immediate supervisor, or the next level supervisor if the immediate supervisor is the
subject of the allegation. Students should contact the Office of Student Affairs.

Retaliatory action of any kind will not be tolerated against any person for making a good faith report of discrimination or on the basis of that person’s participation in any allegation, investigation or proceeding related to the report of discriminatory conduct. Every UNC Greensboro employee and student is charged with the responsibility to be aware of and abide by this policy. Failure to abide by this policy may subject the violator to disciplinary action up to and including dismissal.

**Drug and Alcohol Policy and Operational Procedures**

The University of North Carolina at Greensboro seeks to maintain an environment supporting the pursuit and dissemination of knowledge. The use of illegal drugs by any member of the community interferes with the activities through which the University meets its goals, and the use of illegal drugs will not be tolerated. The University will take all actions necessary, consistent with federal, state, and local laws, and University policy, to eliminate illegal drugs from the University community.

The Policy on Illegal Drugs can be found at https://policy.uncg.edu/university-policies/illegal-drugs/. Additionally, UNC Greensboro is committed to sustaining an environment that enables members of our community to acquire knowledge, develop intellectual skills, and become more thoughtful and responsible members of a global society. The University recognizes the improper and excessive use of alcohol may negatively affect the health and safety of students, faculty, staff, and the Greensboro community. The full Illegal Use or Abuse of Alcohol Policy and Resources can be found at https://policy.uncg.edu/university-policies/illegal_use_abuse_alcohol/.

**Dual Registration as Undergraduate and Graduate**

Undergraduate students at UNC Greensboro who plan to undertake graduate study at UNC Greensboro, and who lack no more than 12 credit hours of work to fulfill all requirements for the bachelor's degree, may enroll in the Graduate School. Total graduate credit obtained in this dual status may not exceed 12 credits. Students must apply for admission to a graduate program before requests for dual registration can be approved, but do not have to be formally admitted until the end of the semester in which credit is earned. For dual registration status, the approval of the Dean of the Graduate School and the student’s major advisor are required.

Students should be advised that approval for dual registration neither guarantees nor constitutes acceptance into any graduate program.

**Immunization Clearance**

Students who have been admitted to UNC Greensboro are required by North Carolina State law to submit an immunization form with appropriate verification of immunizations. This form is supplied by the admitting office and must be satisfactorily completed and returned to Gove Student Health Center. Failure to comply with this requirement within thirty calendar days from the first day of registration may result in the student’s being administratively withdrawn from the university. For detailed information see https://shs.uncg.edu/immunizations. Students subjected to an administrative withdrawal for failure to comply with medical clearance requirements are entitled to a refund, subject to the guidelines of the Refund Policy.

**Online Sections and Online Programs Policy**

Students in online programs are restricted to enrollment in online sections.

Online sections with regular meetings patterns, including optional meeting patterns, must have meeting days and times scheduled in the student information system and published in the schedule of courses prior to registration. These sections are synchronous in delivery method.

Online sections without mandatory and/or optional meeting patterns shall not have meeting days and times scheduled in the student information system nor shall instructors impose them once the registration schedule is posted. These sections are asynchronous in delivery method.

**Sexual Harassment**

UNC Greensboro prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any review or proceeding under this policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the University, and will not be tolerated. For the full policy on Sexual Harassment, see https://policy.uncg.edu/university-policies/sex_gender_harrassment/.

**Student Code of Conduct**

All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. The full UNC Greensboro Student Code of Conduct can be found at https://sa.uncg.edu/handbook/student-code-of-conduct/.

**University Directory Information**

The University Registrar's Office maintains student demographic data and provides it for the online University Directory.

**Release of Student Directory Information**

Unless a student requests in writing to the contrary, federal law permits the university to release Directory Information to the public without the student's consent.

Directory Information is information in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. At UNC Greensboro, Directory Information consists of:

- Student’s first and last name
- Major field of study
- Dates of attendance
- Enrollment status
- Anticipated graduation date
- Degrees awarded
- Awards (including scholarships)

Additionally, UNC Greensboro designates some information as Limited-Use Directory Information. The use and disclosure of this information is restricted to: (1) university officials who have access, consistent with
FERPA, to such information and only in conjunction with a legitimate educational interest and (2) external parties contractually affiliated with the university, provided such affiliation requires the sharing of Limited-Use Directory Information. Limited-Use Directory Information consists of:

- Local and permanent address
- Student e-mail address
- County, state, or US territory from which the student originally enrolled
- Telephone numbers
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The most recent previous educational agency attended by the student

**Suppression of Student Directory Information**

Under the 1974 Family Educational Rights and Privacy Act (FERPA), the student has the right to request in writing that the disclosure of this information be withheld from persons outside the university. Please note that this information can only be suppressed from the public, not from university officials. The suppression request includes both Directory Information and Limited-Use Directory Information as defined by UNC Greensboro policy.

A student must file a form requesting suppression of information with the University Registrar’s Office. A request to suppress information must be filed while the student is still enrolled at the university.

Once a student’s information is suppressed, it will not be printed in the Commencement Program upon the student’s graduation, without the student’s written consent. The suppression of information remains in effect until revoked in writing by the student, even after the student is no longer enrolled at the university. Former students may request in writing that earlier suppression requests be revoked.

**Parents’ Information**

Information concerning parents of students (names, addresses, phone numbers, etc.) is not made available as it is not considered directory information.

**Release of Grades and GPA Information**

Grades and grade point averages are never released to agencies or persons outside the university without the written consent of the student, unless otherwise provided for by law. Grades and GPA information are not given out over the telephone.

**Withdrawal for Students Called to Active Military Duty**

**Military Call-Up Policy**

**Leaving Prior to the Completion of a Term**

A student voluntarily or involuntarily called for active military duty in the Armed Services Reserve or the National Guard is eligible to elect one of the following options for leaving prior to the completion of a term:

A. **Complete Withdrawal Option (without academic penalty)**

- Tuition and general fees are fully refundable.
- Health fees are generally fully refundable, except for students who have used UNC Greensboro health services. These students would be billed at the service rate to a maximum charge equivalent to the health fee. Students who have enrolled in the Student Health Insurance program should contact the Agent for information on a pro-rated refund of premium.
- Room and board is refunded based on the number of weeks the room is occupied and the meals consumed.
- The student is still responsible for all miscellaneous charges such as library fines, parking tickets, health service charges, etc.

In order to be eligible for a refund under these guidelines, the student must contact the University Registrar’s Office and provide the following:

- a copy of his or her call-up papers; these serve as documentation for the refund of tuition and fees
- a mailing address to which the student would like the refund to be sent

The University Registrar’s Office will notify appropriate offices of the student’s withdrawal including Undergraduate Studies, the Graduate School, Financial Aid Office, Housing and Residence Life, and the Cashiers and Student Accounts Office.

In order for a student living in UNC Greensboro housing to receive a refund from the Department of Housing and Residence Life, room keys must be returned to the appropriate office.

If a student is receiving financial aid when called to active duty, financial aid must be repaid according to federal and state guidelines before a refund will be issued by the UNC Greensboro.

**B. Early Exam Option**

A student who is required to report for military duty not earlier than four calendar weeks prior to the date a semester ends as stated in the official catalog of the UNC Greensboro (or after completion of at least 75% of the enrollment period in a non-standard semester) may, when authorized by the instructor, take the final exam early and be given full credit for all courses that have an average grade of C or better. Students are not eligible for refunds for which they receive credit.

**C. Incomplete Grade Option**

A student who is required to report for military duty prior to the completion of a term may take a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition and fees. Under federal financial aid policies, a course that is retaken in this manner may not be counted toward a student’s enrollment load. An eligible student who receives an incomplete for any course is not entitled to a refund of tuition or fees paid.

**Returning to UNC Greensboro Within the Same Term**

A student called for active duty and subsequently released within the time frame to re-enroll during the semester of withdrawal may pursue re-enrollment within the same term. UNC Greensboro will make every effort to accommodate the request. Individual contacts with faculty involved will determine appropriateness of returning to a course.

**Returning to UNC Greensboro at the Start of a New Term**

A student voluntarily or involuntarily called for active military duty in the Armed Services, Armed Services Reserve, or the National Guard who wants to return to UNC Greensboro must submit an application for readmission to UNC Greensboro Undergraduate Admissions.

The returning student is eligible to have the application fee waived if:
1. The student selects the option to pay by check during the application process.

2. The student notifies the UNC Greensboro VA Certifying Official of the intent to return and provides a copy of orders, confirming dates of call to active duty.

The re-enrolled student is technically ineligible to participate in early registration for the term of re-enrollment; however, UNC Greensboro will arrange a priority window to assist the student in returning with appropriate classes that are applicable toward the field of study.