Academic Records and General Academic Policies

Office of the University Registrar

The University of Alabama has long subscribed to the ethical principles for confidentiality of student records that are recommended by the American Association of Collegiate Registrars and Admissions Officers. Following passage of the Family Education and Privacy Act of 1974 (the Buckley Amendments) and as amended, the University established policies and procedures to implement that legislation. The statement of these policies can be accessed online at registrar.ua.edu/academics/privacy-guidelines.

For more information, contact The University of Alabama, Office of the University Registrar, 206 Student Services Center, Box 870134, Tuscaloosa, AL 35487-0134; email registrar@ua.edu; or visit registrar.ua.edu.

Student Responsibility

Thorough knowledge of the academic regulations and policies of the University and its academic divisions is essential for all students. Each student is expected to become familiar with The University of Alabama undergraduate catalog and to consult with the academic advisers provided by the student’s division.

Each student is responsible for selecting and registering for the courses that (a) are needed to maintain reasonable progress toward the desired degree, (b) will satisfy all requirements for the desired degree by the time the student expects to graduate and (c) conform to University regulations. Students are expected to pursue successful completion of the courses for which they register.

Students are also responsible for the following:

- The student must maintain a current mailing address and a local residence address on file. Students may make address and phone number updates in myBama.
- The student living on campus (Greek house or residence hall) must complete the Missing Student Contact Information in myBama.
- The student must maintain his/her UA Alerts via the Student Tab in myBama.
- The student must respond promptly to all communications received from The University of Alabama.

Most importantly, the student is responsible for developing and maintaining an academic plan and monitoring his/her academic progress via DegreeWorks, a degree audit tool.

Registration

Prior to registering for classes each term, students may require academic advising using the procedures established by each division.

Currently enrolled students normally register in October for spring semester classes and in March for summer term and/or fall semester classes. A schedule for academic advising and for registration can be accessed at registrar.ua.edu/registration. New students register for classes during a new-student orientation session. The Office of Orientation and Special Programs provides new students with information about orientation sessions and information available at orientation.ua.edu. Late registration is permitted until approximately one week after classes begin; there is a penalty fee for late registration.

Courses that receive inadequate registration for a given semester may be dropped from the schedule of classes before the date for enrollment confirmation and tuition payment and/or before the first week of classes.

For the most current information, students should use the online schedule of classes at myBama.ua.edu

The Semester System

The academic year is divided into two semesters and one summer term. The first semester (fall) begins in late August and ends in early January. The second semester (spring) begins in January and ends in May. Fall and spring terms consist of one 10-week session (referred to as Fall II or Spring II) and the full term. The summer term consists of Interim session, two five-week summer sessions and one 10-week summer session. The summer term begins in mid-May and ends in August. The Interim session is the first three weeks of the summer term (the University’s current academic calendar can be viewed at registrar.ua.edu/academics/academic-calendars).

Credit for courses completed is awarded in semester credit hours. The number of semester credit hours awarded for a course may vary from one academic department to another depending on class hours, contact hours, outside-the-classroom work, practical or experimental work, and laboratory work.

Course Hour Load in the Fall and Spring Terms

During the fall and spring semesters, the normal class hour load for a full-time undergraduate student who is not on scholastic probation is 12-18 credit hours each semester. A student who has earned at least 12 credit hours at The University of Alabama and has maintained a grade point average of B (3.0 GPA) or higher for all work attempted at The University of Alabama may enroll for more than 18 hours. The maximum load for which a student may enroll in one semester is 21 hours; however, an academic division may impose additional restrictions on class-hour loads. The following policies also govern the class hour load during the fall and spring semesters:

- A senior who is on academic warning may enroll for a maximum of 18 credit hours during the semester in which he or she will complete degree requirements.
- A senior who is not on academic warning may enroll for a maximum of 21 credit hours during the semester in which he or she will complete degree requirements.
- The maximum load for which an entering freshman or transfer student may register during the first term at The University of Alabama is 18 hours.

Course Hour Load in the Summer Term

During the summer term, the normal class hour load for undergraduate students is 6 credit hours for one five-week session or 12 credit hours for the summer term. Undergraduate students may enroll for a maximum of 7 credit hours in each of the two summer sessions that make up the summer term. The total load in a summer term may not exceed 17 credit hours, including Interim session and 14 credit hours, including both courses that last for one summer session (five-week courses) and courses that run throughout the summer term (10-week courses). Full-time enrollment for the summer term is 12 hours.

Academic Calendar Year

At The University of Alabama, the Academic Year is comprised of three semesters. Summer semester is the first, fall semester is the second and spring semester is the final term of the academic year.

Summer semester is broken down into three sessions: Interim, Summer I and Summer II, in addition to the full term. Fall semester is comprised of the full term plus an abbreviated term called Fall II. Spring semester also consists of Winter Interim, a short session between the end of the fall and the beginning of the spring semesters. This short session supports travel and online courses only. Winter Interim is followed by the full spring semester plus an abbreviated term called Spring II.

For a list of all parts of term and important dates please visit registrar.ua.edu/academics/academic-calendars.

Classification of Students

University of Alabama students are classified as follows:

Undergraduate Students

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hour Load</th>
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</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-30 semester credit hours earned</td>
</tr>
<tr>
<td>Sophomore</td>
<td>31-60 semester credit hours earned</td>
</tr>
<tr>
<td>Junior</td>
<td>61-90 semester credit hours earned</td>
</tr>
<tr>
<td>Senior</td>
<td>91 or more semester credit hours earned</td>
</tr>
</tbody>
</table>

Law Students

<table>
<thead>
<tr>
<th>Category</th>
<th>Hour Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second-year law student</td>
<td>30 hours earned in law courses</td>
</tr>
<tr>
<td>Third-year law student</td>
<td>56 hours earned in law courses</td>
</tr>
</tbody>
</table>

Upper Division and Lower Division

Certain colleges and schools within the University recognize two enrollment categories, upper division and lower division. To progress from the lower division to the upper division in any college or school, the student must meet all requirements specified by that college or school. Admission to the lower division in a college or school does not guarantee progression to the upper division. Each student should consult academic advisers in the college or school of his or her enrollment to learn about the requirements for progression to the upper division.