## TABLE OF CONTENTS

### GENERAL INFORMATION

- Purpose and History 1
- Accreditation 1
- Regional Accrediting Bodies Recognized by UA 1
- Mission Statement 2
- Program Goals 2
- Educational Philosophy 2

### ADMISSIONS PROCEDURES

- General Admission Requirements 3
- Admissions Procedures 3

### ACADEMIC INFORMATIONS AND POLICIES

- Degrees Offered 4
- General Degree Requirements 4
- Description of Curriculum Components 4
- Ways to Earn Academic Credit 7
- Transfer Credits 7
- Academic Coursework at Postsecondary Educational Institutions 9
- Learning Contracts 10
- Prior Learning Experience and Examination Performance 11
- University of Alabama Residence Requirement: Campus and Distance Courses 13
- Maintaining Active Status 13
- Withdrawal 13
- Reinstatement 14
- Academic Bankruptcy 14
- LifeTrack Program Curriculum Worksheet 15
- Grades and Grade Reports 15
- Transcripts 17
- Code of Academic Conduct 17
- Honors 17
- Special Awards 18
- Graduation 18
PROGRAM COSTS AND FINANCIAL POLICIES

Specific Costs 19
Explanation of Program Costs 20
Tuition Refund Policies 21
Financial Aid 21
Adult Student Scholarships 22
Veterans Benefits 22

OTHER INFORMATION

Advising 23
LifeTrack Program Newsletters 23
LifeTrack Program Web Page 23
Bama Mail/ ID 23
The University of Alabama Libraries 24

EXTERNAL DEGREE PROGRAM STAFF MEMBERS

Administrative Officers 25
Administrative Assistants 25
College of Arts and Sciences 25

APPENDIX A: DEPTH STUDY CONCENTRATIONS 26

APPENDIX B: LifeTrack PROGRAM WORKSHEET 28

INDEX 29
GENERAL INFORMATION

PURPOSE AND HISTORY

This Handbook is a compilation of policies, procedures, and guidelines pertaining to students, faculty, and staff of The University of Alabama who participate in the New College LifeTrack Program.

The University of Alabama, the state's oldest public university, is the senior comprehensive doctoral-level institution in Alabama. Established by constitutional provision, with subsequent statutory mandates and authorizations, the University's purpose is to advance the intellectual and social condition of all the people of the state through quality programs of research, instruction, and service. The University received its first students in the spring of 1831.

The New College LifeTrack Program was created in 1973 under the name External Degree to serve adult students whose educational needs cannot be met through traditional residential university programs. The External Degree Program underwent a name change to New College LifeTrack in early 2011. As a distance-learning program for older, nontraditional students, the LifeTrack Program allows students to apply demonstrated prior learning, previous academic credits transferred from regionally accredited colleges, national tests such as the College-Level Examination Program (CLEP), independent studies, learning contracts, correspondence studies, and classroom work toward their baccalaureate degrees. The LifeTrack Program is a division of the College of Continuing Studies, and the degrees received by LifeTrack students are awarded through the College of Arts and Sciences.

ACCREDITATION

The University of Alabama has institutional accreditation from the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctoral degrees. The University is one of the institutions recommended by the Association of American Universities for the acceptance of its bachelor’s degrees at full value by graduate schools in this country and abroad.

REGIONAL ACCREDITING BODIES RECOGNIZED BY THE UNIVERSITY OF ALABAMA

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges
MISSION STATEMENT

The mission of the New College LifeTrack Program is to enable adult students to meet their academic goals through a variety of educational resources leading to interdisciplinary baccalaureate degrees and to develop and share innovative approaches to distance learning with the higher education community.

PROGRAM GOALS

The goals of the LifeTrack Program are to:

1. Provide a quality curriculum through ongoing program assessment;
2. Assist students in developing individualized educational programs through intensive faculty and staff advising;
3. Ensure academic excellence in faculty resources;
4. Provide effective program operations and administrative support;
5. Conduct research and develop resources for the study of adult education and lifelong learning;
6. Serve as an adult education resource for internal and external constituencies of The University of Alabama.

EDUCATIONAL PHILOSOPHY

The LifeTrack Program was created to assist adult students who have not completed undergraduate degrees and whose educational needs cannot be met through residential programs. The LifeTrack Program is designed to help each student become an educated person. Becoming an educated person is part of a lifelong process of learning, study, reflection, and experience. The LifeTrack Program attempts to enhance this process through an interdisciplinary program of academic breadth and depth.

General education requirements in communication skills, mathematics, the humanities, the social sciences, and the natural sciences allow LifeTrack students to develop the broad cultural understanding and interpersonal skills that an educated person should have. Individually designed depth studies give students knowledge and competency in specific areas for their employment or educational needs, personal interests, and community activities. Together, these academic components help students see how various disciplines strengthen and enliven one another, as well as how to develop basic competencies for lifelong learning.

The LifeTrack Program philosophy is based on the following principles:

1. College-level learning can occur outside traditional classrooms.
2. Learning should not be restricted by time and/or space.
3. Adult learners should be given responsibility for making decisions about their own academic programs.
4. Adult students in a distance-learning environment should have a wide range of learning options, intensive faculty and staff advising, and individualized educational programs.
5. Adult students should have the opportunity to earn academic credit for college-level learning gained from past experience.
6. Traditional undergraduate degrees (i.e., Bachelor of Arts and Bachelor of Science) can be awarded to students completing degree requirements through nontraditional
methods of learning. The bachelor of science degree requires a higher level math. Students seeking a bachelor of science degree will be required to complete Math 125 or higher.
ADMISSION

GENERAL ADMISSION REQUIREMENTS

For admission to the New College LifeTrack Program, applicants must meet the following minimum requirements:

1. Be 25 years of age or older; (this can be appealed for special circumstances)
2. Have a GPA of 2.0 or higher
3. Have a high school diploma or a General Education Development (GED) certificate equivalent score of 50 or higher if test was taken prior to January 2002 and 500 or higher if test was taken after January 2002;
4. Have educational goals attainable through LifeTrack;
5. Be able to assume the primary responsibility for learning;

ADMISSIONS PROCEDURES

STEP 1 (INQUIRY): A prospective student may obtain information about admission to the University of Alabama and the New College LifeTrack Program by visiting the website lifetrack.ua.edu.

STEP 2 (APPLICATION) All undergraduate students enrolling in the LifeTrack Program must first be admitted to The University of Alabama.

a. Returning UA students must be readmitted to The University of Alabama. Readmitting students should visit http://apply.ua.edu/ and scroll to the bottom of the page. Follow the instruction under the heading “Applying for Readmission”. There will be a $15.00 readmit fee and you should send all transcripts from any institutions you have attended since leaving UA. Students will receive an email from UA admissions about the status of their readmit application.

b. If you are a first time UA student, you should visit http://apply.ua.edu/ and follow the instructions for admission. There will be $40.00 application fee and you will be asked to send all transcripts from previously attended institutions. A student with fewer than 24 semester hours (36 quarter hours) to transfer is required to have transcripts of high school work or GED equivalency certificates sent to the UA office of Records. To order GED scores, a student should contact the following office: The State Department of Education or The State Agency for Education (Capital city in the state where test was given). Students will receive an email from UA Admissions about the status of admittance.

STEP 3 (LifeTrack ADMITTANCE): Applicants should notify LifeTrack of their application to The University of Alabama an submit a LifeTrack Data Form, educational goals statement, and a photo to the LifeTrack Admission Coordinator. A file is then created and once all transcripts have been articulated by UA Records a program worksheet will be created. Each applicant is then placed on a waiting list for the three-day, on-campus Foundations of Adult Learning Seminar. All LifeTrack students are required to attend this seminar and successfully complete all seminar requirements before being admitted to the program. During the seminar, each student is assigned an academic advisor who assists in designing a curriculum plan.

Applicants are admitted to the program on a first-come-first-served basis. Approximately three months prior to the assigned seminar, applicants will receive an official invitation and pertinent information (fees, required textbooks, agenda, etc.) on the seminar.
An applicant with 90 or more semester hours from a regionally accredited institution may ask to be placed on a list for early admission to the program. When vacancies occur in a scheduled seminar, applicants on this early admission list may be invited to attend the seminar.
ACADEMIC INFORMATION AND POLICIES

DEGREES OFFERED

Students successfully completing the New College LifeTrack Program receive the bachelor of arts (B.A.) or bachelor of science (B.S.) degree. These degrees are awarded with a major concentration (Depth Study) of at least 30 semester hours in the area of the student’s educational interest within an interdisciplinary program of study. Depth Study areas are Interdisciplinary Studies in one of the following: Literature, Art & Society (B.A.), Science, Technology & Culture (B.A.), Community Studies (B.A.), and Leadership Studies (B.A.). In addition, there is a possibility of a Self-Designed Concentration depth study (B.A.). If a student desires a Bachelor of Science degree (B.S.) in any of the above referenced depth studies additional higher-level math will be required. Degrees conferred on LifeTrack students have the same status as those awarded to residential students completing their degrees through any of the undergraduate residential programs of The University of Alabama.

GENERAL DEGREE REQUIREMENTS

To qualify for a bachelor’s degree, students must complete a minimum of 120 semester hours of work, as specified below:

- Foundations of Adult Learning: 3 Hours (awarded on a “Pass” basis)
- LifeTrack Writing Skills and Strategies: 3 Hours (Communication or Elective)
- Communication Skills: 6 Hours
- Humanities: 12 Hours
- Social Sciences: 12 Hours
- Natural Sciences: 8 Hour (Should include 2 hrs. Lab)
- Mathematics: 3 Hours
- Depth Study: 30 Hours (Which includes a 4 hours “Gateway” course)
- Senior Project: 6 Hours (+2 minimum of Research)
- Electives: (Varies)

Only courses with a grade of “C” or better may be applied to the student’s General Education Core Requirements, Depth Study, and Senior Project.

DESCRIPTION OF CURRICULUM COMPONENTS

- **Foundations of Adult Learning** (3 Semester Hours): This seminar course is mandatory for all students entering the LifeTrack Program and must be completed before a student is officially admitted to the program. The seminar is an orientation to the LifeTrack Program as well as an introduction to the theories and principles of adult learning, learning styles, college degree planning, and selected issues relating to adult college students. The three semester hours are applied to the 30-hour residence requirement for LifeTrack students. This course is Pass/Fail.
**LifeTrack Writing Skills and Strategies** (3 Semester Hours): This contract, designed to enhance writing skills for academic papers, is the first contract in which students must enroll. This course is required for all students entering the LifeTrack Program and must be successfully completed within six months of a student’s orientation date. Other courses may be taken concurrently. This contract must be completed with a grade of “C” or better to count toward the 30-hour residence requirement for LifeTrack students. Any student not achieving a “C” or better in his/her first attempt to pass this course is awarded a grade of No Credit (NC) and given a second chance to take the course. A second failure to achieve a grade of “C” or better results in a grade of “F” and the student is withdrawn from the LifeTrack Program.

**Communication Skills** (6 Semester Hours Required): Competence in writing and speaking English is vital to all college graduates. Writing skills are especially important in a distance-learning program since most of the work involves communicating at a considerable distance with faculty. Oral communication skills are important in leadership, management, and human relations. Courses that may be used to fulfill this area of the curriculum include English composition, creative writing, and speech. **EXD Writing Skills and Strategies** may be used to help satisfy part of this requirement.

**Humanities** (12 Semester Hours Required): A critical part of any liberal or general education program is study in the humanities. Humanities courses deal with questions of values, ethics, or aesthetics as represented in works of art, philosophy, religion, literature, music, and dance. These courses help students develop independent thought, enhance problem-solving abilities, and better understand human creativity.

**Natural Sciences** (8 Semester Hours Required): The natural sciences explore the natural world and the relationship among the disciplines that describe it. The natural sciences include learning that has as its purpose the understanding of the universe around us, and the physical and chemical laws that govern it. Typical courses in this area are biology, botany, physics, astronomy, geology, and environmental sciences. 2 hours of this requirement should be lab related.

**Social Sciences** (12 Semester Hours Required): The social sciences are those bodies of knowledge which have as their purpose the study of human behavior and social structures. Studies of social science techniques, tools, and methods of data gathering, as well as societal problems and issues, are considered work in the social sciences. Such studies include history, economics, political science, sociology, geography, anthropology, and psychology.

**Mathematics** (3 Semester Hours Required-Minimum of Finite Math-Math 110 or higher): Knowledge and practice in mathematics give students the ability to measure, discern, compare, and apply these skills in problem solving at the individual and societal levels. Typically, this requirement is fulfilled by taking courses such as algebra, mathematical reasoning, trigonometry, calculus, matrix theory, logic, statistics, statistical methods, and concepts of probability. If a student seeks a bachelor’s of science degree, higher level math will be required (Math 125 or higher).
Depth Study (Minimum 30 Semester Hours Required): Students enrolled in the LifeTrack Program do not complete a traditional major consisting of prescribed faculty-designated courses. Instead, they choose an academic area of concentration designed to meet the students' needs and interests through interdisciplinary study. Individually designed Depth Studies can provide students with knowledge and competencies in specific areas of educational, professional and personal interest. The components of the LifeTrack curriculum help students to see how various disciplines strengthen and complement one another and relate to lifelong learning. LifeTrack graduates' transcripts indicate Interdisciplinary Studies (Depth Study area). Transfer credit, traditional coursework, standardized tests such as CLEP, independent study courses, LifeTrack learning contracts, and prior learning can be a part of the Depth Study. Every Depth Study should include the following:

1. Depth and breadth of knowledge of the content area.
2. Currency in readings, trends, and changes in the field of study.
3. Application of knowledge and skills.

A minimum of 30 semester hours must be chosen from one of the following interdisciplinary study areas:

- Interdisciplinary Studies/Literature, Art & Society
- Interdisciplinary Studies/Science, Technology & Culture
- Interdisciplinary Studies/Community Studies
- Interdisciplinary Studies/Leadership Studies
- Interdisciplinary Studies/Self-Designed Concentration

See Appendix A: Depth Study Concentrations contains a list of typical academic disciplines and study areas that may be included in the different LifeTrack Program Interdisciplinary Studies areas.

Senior Project (6+2=8 Semester Hours): The Senior Project is a distinctive feature of the LifeTrack Degree Program. It is a major piece of work that yields at least 6 semester hours of credit and fulfills part of the 30-hour UA residence requirement. Students must also complete a minimum of 2 hours in Research Writing either prior to the Senior Project (the earlier the better). The Senior Project is a student-designed learning contract that can focus on professional development, personal interests or academic preparation for graduate school. A minimum grade of “C” must be achieved on the Senior Project.

The Senior Project is coordinated by an advisory committee that meets several semesters before the student’s intended date of graduation. The Senior Project must be completed within two semesters from the date of the advisory meeting. If the student does not complete the senior project in the allotted time, a new proposal and project will be required.

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>Proposal Must Be to Advisor by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>July 15-August 1</td>
</tr>
<tr>
<td>August</td>
<td>November 15-January 1</td>
</tr>
<tr>
<td>December</td>
<td>April 15-June 1</td>
</tr>
</tbody>
</table>
Electives (No Minimum Required): Non-specified hours may be distributed throughout the curriculum as electives to meet individual goals. Elective courses can meet personal and/or professional goals and objectives. The following are possible categories for elective courses:

1. Expansion of knowledge in general education areas beyond the minimum required hours in humanities, social sciences, natural sciences, communication skills, and mathematics.
2. Development of areas of concentration outside of the Depth Study area.
3. Explorations of courses in subjects in which a student has a personal interest—courses that have no obvious link to other curriculum requirements.

WAYS TO EARN ACADEMIC CREDIT

The following list contains the various ways in which students may earn credit toward the minimum of 120 hours required for graduation through the New College LifeTrack Program:

1. Transfer credit (Up to 60 hrs. from Junior Colleges & up to 90 hrs. from Universities or 4-year institutions).
2. Academic coursework at regionally accredited postsecondary (2- & 4-year) educational institutions upon approval prior from Academic Advisor.
3. Learning course contracts
4. Credit for prior learning experiences and examination performance/standardized testing
5. UA distance and campus courses

TRANSFER CREDITS

Acceptable work completed at a regionally accredited college or university may be transferred to become a part of the LifeTrack degree plan. Students who have graduated from high school, obtained a General Educational Development (GED) score, or attended other regionally accredited institutions are required to submit transcripts from these institutions for evaluation by the LifeTrack Program staff. Students should direct each college or university previously attended to send transcripts to the University of Alabama Records office.

During the LifeTrack Foundations of Adult Learning Seminar, students meet with their assigned academic advisors to discuss the students’ transcripts and transfer credits. Students will be provided a transcript evaluation before the seminar and may take additional courses while they are waiting for admittance to the program.

The University of Alabama uses the semester system, and credits earned in quarter hours will be evaluated on the basis of semester hours (e.g., one quarter hour = two/thirds of one semester hour; three quarter hours = two semester hours).

There is no maximum limit of semester hours that may be transferred to the LifeTrack Program from a regionally accredited four-year college or university, as long as students have maintained an overall "C" average. However, a maximum of 60 semester hours (90 quarter hours) may be transferred from two-year colleges. Students entering the LifeTrack Program with a "C" average may transfer courses with "A," "B," "C," and "D" grades. However, courses with a grade of "D" may not be used to satisfy any of the required general education areas of the program. Students with less than an overall "C" average may only transfer courses with grades of "A," "B," and "C."
Only those courses taught at two-year institutions designated as baccalaureate-oriented or college-parallel, or generally recognizable as such, may be considered for transfer. In addition, all courses must be pre-approved by LifeTrack Academic Advisors before transfer. All transfer determinations are made at the discretion of the College of Arts & Sciences and The University of Alabama.

The New College LifeTrack Program differs in purpose, scope, and specificity from programs leading to degrees designating professional certification. For this reason, a maximum of 30 semester hours of credit from professional courses in any one professional field may be applied toward a degree through the EXD Program.

Professional courses are those taught in professional schools or that are the equivalent of such courses. Professional schools are accredited by their appropriate professional accreditation agencies and their regional accreditation agencies. The following are the University of Alabama professional schools and some of their accreditation agencies:

College of Education (National Council for the Accreditation of Teacher Education)

College of Engineering (The Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology)

College of Commerce and Business Administration (The American Assembly of Collegiate Schools of Business)

College of Human and Environmental Sciences (The American Home Economics Association)

Capstone College of Nursing (National League for Nursing)

School of Social Work (Council on Social Work Education)

College of Communications and Information Sciences (Accrediting Council on Education and Journalism and Mass Communication)

In addition, courses in Criminal Justice and Court Reporting are considered to be professional credit, due to the professional intent and the credentialing and certification requirements of the respective fields.
ACADEMIC COURSEWORK (CLASSROOM & DISTANCE) AT POSTSECONDARY EDUCATIONAL INSTITUTIONS OTHER THAN UNIVERSITY OF ALABAMA

In addition to transferring previous academic credit, LifeTrack students may complete new academic coursework at The University of Alabama or other regionally accredited colleges or universities. Many LifeTrack students take advantage of scheduled on-campus offerings by the University and/or the colleges or universities in their vicinities. Students should always obtain approval from a LifeTrack advisor or registrar before taking courses at another institution or from The University of Alabama. Information on offerings at The University of Alabama can be obtained from the LifeTrack Program office.

Independent study through correspondence and electronic distance learning format may also be taken from The University of Alabama and other regionally accredited institutions. A listing of all UA independent study may be obtained by contacting the following website: bamabydistance.ua.edu or through the following office:

Division of Distance Education  
College of Continuing Studies  
The University of Alabama  
Box 870388  
Tuscaloosa, AL 35487-0388  
(Phone 205-348-0089)

Most colleges and universities publish a list of independent study courses, and online courses via internet websites. In addition, Peterson’s Independent Study Catalog is a useful publication that lists independent study courses offered by institutions in the United States. This book may be ordered through the following office:

Peterson’s Independent Study Catalog  
NUCEA Book Order Department  
P.O. Box 2123  
Princeton, NJ 08545-2123  
(Phone 1-800-225-0261)

Many institutions require letters of approval (often called "transient letters") from the students' home schools for enrollment in courses at the institutions. LifeTrack students need to determine before registering in these courses if this letter is necessary. If so, students should learn whether a UA school seal is required on the letter and request a letter be sent through the UA Records office.

Students should always obtain approval from an LifeTrack academic advisor before taking independent study courses.
LEARNING COURSE CONTRACTS

The LifeTrack Program has a strong commitment to provide students with opportunities to pursue academic interests outside the classroom through learning contracts. Research shows that individually initiated and implemented learning has many benefits, including a greater retention of knowledge gained, a better ability to integrate this knowledge with other learning, and an increased potential for extending this knowledge into new areas.

Learning contracts are educational tools that allow students to tailor the curriculum to their individual needs. Simply stated, the contract indicates what students are to learn (Goals and Objectives), how they will learn it (Methodology), who and/or what will help them learn it (Resources), and how they will demonstrate the learning (Evaluation). Contracts are designed as out-of-class learning experiences where an agreement is made among the student, faculty/contract director, and the EXD Program. Contracts are coordinated by email, telephone, U.S. Mail or express courier, and/or internet sites.

Contract directors are University of Alabama faculty. Occasionally, the LifeTrack Program will approve practicing professionals or non-academics with a specific expertise to serve as a faculty/contract director. These directors must have appropriate academic credentials for the field of study in the contract and must be able to work with students in a distance learning format.

Faculty-designed learning contracts are designed for students by LifeTrack faculty/contract directors. In addition, faculty-designed and some Group contracts may include in-class learning experiences as part of the contract, requiring students to attend short-term group classes on the campus of the University (usually no more than one week or three nonconsecutive weekends).

Students learn how to write student-designed contracts and review a sampling of faculty-designed contracts during the Foundations of Adult Learning Seminar. All credit for contract learning through the LifeTrack Program is considered to be residential credit (i.e., work under the auspices of The University of Alabama).

The following policy covers both financial and academic penalties for withdrawing from all learning contracts, both faculty-designed and student-designed. A student may withdraw from a learning contract within 30 days of enrollment and receive a full tuition refund with no academic penalty. If a student withdraws from a learning contract within two-thirds (2/3) of the contract completion time, there is no academic penalty, but no tuition will be refunded more than 30 days after enrollment. A student may not withdraw from a learning contract after two-thirds (2/3) of the contract completion time. Students may not withdraw from LifeTrack Writing Skills and Strategies and Basic College Writing contracts, which are excluded from this policy.

Course/Contract Formats:

*Some contracts are in the UA Blackboard online system.
*Some contracts are synchronized within a semester (good for Financial Aid students); courses begin at the start of the semester with a steady calendar of assignments due each week of semester.
*Some contracts are on-site seminars which require pre-visit assignments and readings and then a one, two or three day on-site visit. Some of these seminars are on the UA campus and some are at other off-campus sites.
PRIOR LEARNING EXPERIENCE AND EXAMINATION PERFORMANCE

The LifeTrack Program adheres to the academic concept that adults can gain college-level learning from various life experiences; therefore, LifeTrack Program students may acquire college credit by demonstrating prior college-level learning. The LifeTrack Program also grants college credit for successful performance on standardized examinations.

Following the successful completion of the Foundations of Adult Learning Seminar, students who have a grade-point average of 2.0 ("C") or better may request academic credit for prior learning by submitting one or more prior learning portfolios for evaluation. Portfolios may be submitted on a variety of life experiences such as private study, civic and volunteer activities, employment, and in-service training.

Students initiate the portfolio evaluation process by submitting a regular ASK application form (with the required evaluation fee) to the LifeTrack Program prior learning coordinator for each subject area of prior learning they wish to have evaluated. The coordinator then secures an appropriate faculty member or academic professional to evaluate the portfolio(s) and notifies the student(s) to submit the portfolio(s). Faculty evaluators will make one of four recommendations:

1. Credit should be awarded (with recommended number of semester hours and applicable area of credit or equivalent courses).
2. No credit should be awarded because the demonstrated learning duplicates academic credit which the student has been previously awarded.
3. No credit should be awarded because the demonstrated learning does not appear to be college-level learning.
4. No credit should be awarded because the evidence presented is insufficient for credit (the evaluator may also give recommendations for resubmission of the portfolio in this case).

Some students may wish to pursue credit for prior learning experiences that have been evaluated by national organizations such as the American Council on Education (ACE). These include educational experiences in formal programs and courses for professional military education and training, real estate licenses, and corporate training seminars.

Students requesting such credits initiate their requests by first contacting the LifeTrack Program prior learning coordinator to receive approval. Following approval, students submit a Modified ASK application form requesting this credit, which is normally awarded in accordance with the guidelines established by the national organization.

The credit awarded depends on the breadth and depth of the learning and the currency and applicability of the knowledge to the student's degree plan. The Modified ASK requires documentation that will prove the experience and an essay that includes the following items: a brief chronological description of the experience, a brief description of the learning applications, and a brief analysis of the learning outcomes.
Prior learning (both through portfolios and through modified portfolios) is assessed on a "pass" basis and does not receive a letter grade. Therefore, it does not count toward a grade-point average and is awarded semester hours credit only.

Academic credit may also be awarded to students following a successful performance on standardized examinations. Most LifeTrack Program students pursue this type of academic credit through the College Level Examination Program (CLEP) General and Subject Examinations. For a list of UA approved CLEP tests and their course equivalents, please refer to the UA catalog.

Students may receive credit for prior learning portfolios, modified portfolios, or standardized examinations only if they are in good academic standing and have a grade-point average of 2.0 ("C") or better. The University of Alabama will recognize up to forty-five (45) hours of credit for examination (CLEP or DANTES), and various types of prior learning, including prior learning through portfolio evaluation and credit recommendations through ACE.

The Southern Association of Colleges and Schools limits credits toward graduation to a maximum of 30 semester hours for portfolio presentations. The University of Alabama further limits credit to a maximum of 45 semester hours for all portfolio presentations, other demonstrations of prior learning through experiences, and credit by examinations (e.g., CLEP, Advanced Placement examinations, DANTES, ACE certification).

For example: Student A, who has 30 hours of portfolio evaluated credit, may receive up to 15 additional hours through CLEP or other standardized prior learning. Student B, who has 65 hours of military credit through ACE recommendation, may apply only 45 hours of those total hours toward his/her degrees plan. Student C, who has 30 hours of CLEP credit, may receive a maximum of 15 additional hours through prior learning evaluation or ACE recommendation.
UNIVERSITY OF ALABAMA RESIDENCE REQUIREMENT: CAMPUS AND DISTANCE COURSES

"Residence" is defined as academic credit earned under the auspices of University of Alabama faculty members. **LifeTrack students must complete at least 30 semester hours of residence credit following admission to the LifeTrack Program.** However, students have to be present on the University of Alabama campus only once, to attend the Foundations of Adult Learning Seminar. LifeTrack students may complete their residence requirement through the following:

1. LifeTrack Foundations of Adult Learning Seminar  
2. LifeTrack Program learning contracts (including the *LifeTrack Writing Skills and Strategies* contract)  
3. On-campus courses at The University of Alabama and Evening courses (Distance students may only take a limited number of on-campus courses, otherwise the tuition rate will be adjusted)  
4. Credit for portfolio-demonstrated prior learning, when evaluated by University of Alabama faculty  
5. Senior Project  
6. UA Distance Learning: Independent Study/Correspondence Courses, Online and IITS courses

MAINTAINING ACTIVE STATUS

To maintain active status in the LifeTrack Program, students must do the following:

1. Complete a minimum of **two** LifeTrack learning contracts for three semester hours of academic credit each academic year (September 1-August 31).  
2. Submit a progress report in each September.

WITHDRAWAL

Students who fail to complete all or any of the above requirements within the academic year will be placed in a withdrawn status. Students withdrawn from the LifeTrack Program must sit out for one entire semester before requesting re-admittance. Withdrawn students must follow the steps for reinstatement to reenter the program. Reinstated students must conform to the policies of the LifeTrack Program in place at the time of their reinstatement.
REINSTATEMENT

Students who have been withdrawn from the LifeTrack Program and are able to resume active work toward their educational goals are encouraged to apply for reinstatement. Students who have been withdrawn for five years or more will be required to attend the three-day *Foundations of Adult Learning Seminar* before they can be reinstated. The first step in the reinstatement process is to call the LifeTrack Admissions Coordinator and request current reinstatement information. The student will then submit the following:

1. A re-admittance application which can be accessed through [http://apply.ua.edu/](http://apply.ua.edu/) which requires a fee of 15.00. (Scroll to bottom of page and follow instructions under heading “Applying for Readmission.”) This $15.00 fee only applies to students who have been out of the program for less than a year. If a student has been out of UA “active” status for over a year, that student will have to reapply.

2. A letter of petition to the director of the LifeTrack Degree Program, explaining reasons for withdrawal, reasons for wanting reinstatement and an updated explanation of his/her education goals.

When the above items are accomplished, students will do the following:

1. Enroll in and pay tuition for the reinstatement contract. The chosen contract MUST be completed within 6 months of enrollment.

After fulfilling the above requirement, students will be officially reinstated and assigned a permanent academic advisor.

Returning students will be readmitted under the academic policies and curriculum requirements of the LifeTrack Program at the time of reinstatement.

ACADEMIC BANKRUPTCY

The LifeTrack Program also allows for the forgiveness of poor academic work from The University of Alabama under a policy of academic bankruptcy. Students may request to have one entire academic term forgiven due to extreme personal, emotional, or financial circumstances that made it impossible for them to perform well academically. The following provisions apply:

1. The student must have successfully completed a minimum of 12 graded University of Alabama semester hours with a "C" average (2.00) or better, after official admission into the Program.

2. The student must submit a written petition for academic bankruptcy to the director of the LifeTrack Program, stating the reasons that the student believes he/she should be considered for academic bankruptcy and which semester or quarter is to be withdrawn.

   a) If the student receives forgiveness for work done at an institution other than The University of Alabama, the courses will remain on the original transcript, but will be excluded from the LifeTrack Program totals and the overall GPA computation.

   b) If the student receives forgiveness for an entire semester of work done at The University of Alabama, the courses will be retroactively withdrawn (assigned a grade
of "W") on the UA transcript, and will not be included in the student's GPA computation.

3. Petitions must be filed prior to the semester in which the student will be graduated, and no more than one petition for academic bankruptcy may be approved during the student's academic career at The University of Alabama.

**LIFETRACK DEGREE PROGRAM CURRICULUM WORKSHEET**

To assist students and their advisors in developing curriculum plans, the LifeTrack Program uses a curriculum worksheet to list all transferred credit, prior learning credits, and other credits acquired while students are in the LifeTrack Program. An example of this worksheet is shown in Appendix B. This is NOT an official transcript; it is an in-house planning document that shows how earned credits apply to students’ degree plans. Once students are admitted to the program, they are sent updated copies of their worksheets as they attain new credit.

**GRADING SYSTEMS**

To be eligible for graduation, students must complete at least 120 semester hours of work with an overall grade-point average (GPA) of 2.00 ("C"). The University of Alabama operates on the 4.00 system. Grades are indicated by letters which have the following values:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>VALUE</th>
<th>OTHER GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+/A</td>
<td>4.00</td>
<td>I = Incomplete</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>N = No Grade Reported</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>NC = No Credit</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>IP = In Progress</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>P = Pass</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>W = Withdrawn</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>NA = Never Attended</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Most LifeTrack students will receive letter grades without a plus (+) or minus (-). Only students entering the LifeTrack Program with no previous academic credits predating Fall 1994 may receive grades with a plus or minus designation.

*Note: Grades of "N" and "IP" will be converted automatically to "F" if the out-of-class learning contract has been enrolled for over a year without a grade.

In computing the number of grade points for a GPA, a course will be counted each time it is taken with the following exceptions: Courses graded or otherwise identified with a "P" (Pass), "W" (Withdrawn), "IP" (In Progress) or "NC" (No Credit) will not be counted in computing the GPA. All grades of "F" (Fail), or "I" (Incomplete) will be computed in figuring the GPA.

For example, if a student has taken three three-hour courses and received grades of "A", "B", and "C", and a fourth three-hour course graded "P", the GPA would be calculated as follows:
3 x 4.00 (for the "A" course) = 12.00
3 x 3.00 (for the "B" course) = 9.00
3 x 2.00 (for the "C" course) = 6.00
3 x 0.00 (for the "P" course) = 0.00

TOTAL GPA HOURS = 9 ("P" course excluded)
TOTAL GRADE POINTS = 27.00
GPA CALCULATED ON TRANSCRIPT = 27.00/9 = 3.00
TOTAL HOURS CREDITED ON TRANSCRIPT = 12

LifeTrack students may request to enroll a contract as “Pass/Fail” (P/F) instead of the conventional “A,” “B,” “C,” “D,” or “F” by checking the appropriate space in #4 on the front of a contract. A contract enrolled P/F will be graded as such and may not later be changed to a letter grade. A maximum of 12 credit hours maybe taken P/F under the auspices of the EXD program. These regulations apply only to courses for which the student elects the P/F option; courses offered only on a P/F basis are exempted. LifeTrack Writing Skills and Strategies must receive a grade of “A,” “B,” or “C” in order to count in a student’s program and therefore may not be taken P/F.

**In Progress “IP” Grade Reporting**

Student grades are posted to the UA transcript and can be viewed by students at mybama.ua.edu at the end of each semester. Students can also view recently submitted transfer credit at the same website.

Students have either six months to complete the contract/course and have a grade assigned. A grade of “F” will be automatically assigned to contract/courses that are enrolled without grade for over a year. This is institutional policy for all University of Alabama coursework and applies to all LifeTrack contracts, including Senior Projects.

When a contract/course has been completed and a grade has been assigned, LifeTrack will send students an updated LifeTrack worksheet. Faculty will submit a grade via the internet.

Each semester includes the designation "EXD 100, Continuous Enrollment," whether or not credit has been achieved during that semester. This course has no academic significance and carries no credit. It exists merely to ensure that students are counted by the computer as current LifeTrack students.

After grades are submitted by the faculty/contract directors, LifeTrack will update the students' LifeTrack worksheets, record the grades, and send the results to the students. If a student believes a course or other learning experience has been incorrectly placed on his/her worksheet, the student should contact his/her advisor.

**TRANSCRIPTS**

Official transcripts are issued by the University Records Office to recognized institutions and agencies that require these documents. Official transcripts are issued and mailed upon the involved student's written or online request and will not be issued for persons who have outstanding financial
obligations to the University. Transcripts sent by facsimile machine or scanned are not considered official documents. Official transcripts are not issued to students, but students may request unofficial transcripts for their use.

Students needing official transcripts should contact the University Records Office as follows:

   Records Office
   University of Alabama
   Box 870134
   Tuscaloosa, AL 35487-0134
   (Telephone 205-348-4886)
   mybama.ua.edu

CODE OF ACADEMIC CONDUCT

All students in the New College LifeTrack Degree Program are expected to be honorable, to observe standards of conduct appropriate to a community of scholars, and to adhere to the Academic Honor Pledge and the Code of Academic Conduct detailed in the University of Alabama Undergraduate Catalog. Students are expected to sign an Academic Honor Pledge during the Foundations of Adult Learning Seminar. Academic misconduct will be handled in accordance with the University Academic Misconduct Disciplinary Policy. Issues of plagiarism will be submitted to the College of Arts and Sciences.

HONORS

The Dean's List and President's List of superior students are compiled and published at the close of each semester of the University's academic year. LifeTrack students are eligible to be placed on these lists at the close of a semester in which they have been enrolled for and completed at least 12 semester hours (or 9 for the summer term), with a 3.5 GPA or above. Only those courses taken at The University of Alabama may be considered in the compilation of the Dean's and President's Lists.

Only LifeTrack students who have a minimum of 45 semester hours of work with a letter grade under the auspices of The University of Alabama may qualify for honors designation at graduation. The student must achieve a GPA for both “overall” and “UA” hours in order to be considered for Honors. Honors designations are awarded under the standards listed below:

   Summa Cum Laude: Overall GPA of 3.9 or above for all college-level work.
   Magna Cum Laude: Overall GPA of 3.7 to 3.89 for all college-level work.
   Cum Laude: Overall GPA of 3.5 to 3.69 for all college-level work.

In computing GPAs, the minimum averages of 3.9, 3.7, and 3.5 cannot be achieved by rounding. Averages will be calculated using all courses in which the student has been enrolled prior to receiving the degree, except for those courses that have been given grades of "P," "W," or "WP."

NOTE: Although an honor designation at graduation is determined by the student’s overall GPA, the student’s UA GPA must meet the minimum GPA requirement of 3.5. Otherwise, it is the UA GPA that determines whether or not the student may graduate with honors, and the appropriate level of the honors designation.
SPECIAL AWARDS

Each year in April, outstanding LifeTrack students, graduates and faculty are recognized with special awards during the University’s Honors Week activities. Awards presentation ceremonies are held with a reception for the honorees and their friends and families. It is not unusual for LifeTrack students to return to campus from considerable distances to celebrate this day with their guests and the LifeTrack staff.

Awards are also given to students who have performed exceptionally well in various areas of the LifeTrack curriculum or methods of learning. These awards include those for Outstanding Senior Project, The Colgan Bryan Award for Outstanding Work in Science/Technology, and The Mary Avis Todd Award for Outstanding Work in Human Services, The Alice Parker Award for Outstanding Work in The Humanities. Other awards include those for Outstanding Work in the Natural Sciences, Outstanding Work in the Social Sciences and Outstanding Work in the Senior Project and The Spirit of New College Award.

GRADUATION

The final New College LifeTrack experience is the commencement exercise, held three times a year each: May, August and December. For most LifeTrack students, graduation fulfills a long-held dream, and students come from all parts of the country to participate in the graduation ceremony. LifeTrack Program students receive a University of Alabama degree through the New College Program in the College of Arts and Sciences and have all the rights and privileges of a University of Alabama graduate.

In addition to the University ceremony held in Coleman Coliseum, the LifeTrack Program gives a special party or convocation for graduates and their guests to celebrate this long-awaited occasion. All graduates are encouraged to attend and participate in the commencement ceremonies and associated events.

To qualify for a degree from The University of Alabama, a student must earn a grade-point average of at least "C" (2.00 on a 4.00 grading system) for all work attempted and a “C” (2.00) on all work attempted from The University of Alabama.
# PROGRAM COSTS AND FINANCIAL POLICIES

## SPECIFIC COSTS

The following costs are for services rendered by the LifeTrack Program. All fees and charges are nonrefundable and subject to change without notice. Current fees are posted at mybama.ua.edu. All payments are made through mybama.ua.edu.

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Fee/Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Per Semester Hour for EXD Learning Contracts</td>
<td>$10 per credit hour</td>
</tr>
<tr>
<td>Arts &amp; Sciences Fees</td>
<td>$25</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Readmit Fee (Paid to UA)</td>
<td>$500</td>
</tr>
<tr>
<td>Portfolio Evaluation Fee (per evaluation)</td>
<td></td>
</tr>
<tr>
<td>Portfolio (Full ASK)</td>
<td></td>
</tr>
<tr>
<td>Graduation/Diploma Fee</td>
<td>$35</td>
</tr>
</tbody>
</table>

NOTE: The tuition, fees, and charges shown are for informational purposes only and are subject to change at any time. Payment by charge card is accepted. For a list of accepted credit cards, students should visit mybama.ua.edu.

NOTE: Changes in tuition rate if any take place in August proceeding fall semester. For current information on rates and charges, see LifeTrack.ua.edu or mybama.ua.edu.
EXPLANATION OF PROGRAM COSTS

LifeTrack students are charged Tuition Fees per semester hour in each learning contract. Students in the LifeTrack Program are designated as Distance Learners (DL) and this relates to their tuition level. The fees are paid when students enroll in the course. The cost for a three-semester-hour course is calculated as follows:

\[ \text{Tuition Fee} \times \text{Three (Semester Hours)} = \text{Contract Cost} + \text{A&S Fees ($10.00 per credit hour)} \]

The Readmit Fee ($15) is required for all students requesting reinstatement into the program. This fee is a requirement of The University of Alabama.

The Portfolio Evaluation Fee, (Regular Portfolio = $500) is based on the type of prior learning portfolio submitted. The amount of credit awarded for the portfolio evaluation does not affect the cost of the portfolio evaluation fee; the fee is charged per portfolio evaluation.

The general Graduation Fee ($35) is charged by the University only once. If students pay this fee but do not graduate, they are credited for this amount toward the next scheduled graduation. An additional Diploma Fee ($10) is charged by the University for printing a diploma each semester in which students are scheduled to graduate. Students who are unable to meet graduation deadlines will still be charged this fee if they do not remove themselves from graduation candidacy prior to the printing of the diplomas.
TUITION REFUND POLICIES

When students scheduled for the *LifeTrack Foundations of Adult Learning Seminar* fail to attend the course, they are placed in a "withdrawn" status, and their files are retained one year. The seminar fee is not refundable, but students who wish to be placed in another seminar within that year can apply it toward the later seminar. Students who attend the seminar but do not successfully complete the seminar requirements by the designated due date must contact the admissions advisor to begin the reinstatement process.

**Students who withdraw from learning contracts and notify the LifeTrack office are given tuition refunds as follows:**

1. Full refund of contract tuition will be made up to thirty (30) days after the date of enrollment.

2. NO REFUND of the contract tuition will be made after thirty (30) days from the date of enrollment.

FINANCIAL AID

Financial aid is financial assistance made available to students to help pay for their college education. The New College LifeTrack Program accepts financial aid payments for students who qualify. Scholarships, loans, work-study, Pell Grants, and other grants are available through the University Office of Student Financial Services. Students must take the initiative in applying for financial help; however, prospective students desiring financial aid should notify the LifeTrack office of their interest prior to their enrollment in the program.

Application for financial aid can be made online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). Additional information on financial aid processes and policies at the University of Alabama can be obtained from the financial aid website at [www.financialaid.ua.edu](http://www.financialaid.ua.edu). Personal assistance for financial aid or financial aid problems is also provided by the College of Continuing Studies Office of Student Services. Students may contact Nina Smith at (205) 348-0089, 1-800-467-0227 or by email at nsmith@ccs.ua.edu for assistance.

LifeTrack students are apprised of financial aid policies and deadlines at the *LifeTrack Foundations of Adult Learning Seminar*. In order to satisfy both University of Alabama and federal guidelines, financial aid students must adhere to structured enrollment deadlines and completion requirements.

Although university and federal regulations are subject to change, students must normally enroll in a minimum of six new hours of academic work each semester in order to collect most forms of financial aid. Submitting a prior learning portfolio does not constitute new academic work. It is the students' responsibility to work closely with the LifeTrack staff and the Office of Student Financial Services regarding financial aid requests.

*Students receiving federal financial aid must enroll and complete coursework within a regular on-campus semester (for example: if a student enrolls six hours at the beginning of Fall semester, the coursework must be completed by the end of Fall semester).*
ADULT STUDENT SCHOLARSHIPS

Several scholarships are available for adult students enrolled in programs facilitated by the College of Continuing Studies. Scholarships are awarded several times a year to LifeTrack Degree students. Students are eligible to apply for this scholarship after the completion of 12 LifeTrack program hours and many of the scholarships are designed for only LifeTrack Students.

Scholarship applications are available on the website www.bamabydistance.ua.edu or by contacting Student Services at the address below:

    Academic Outreach Student Services
    Box 870388
    Tuscaloosa, AL 35487
    (Telephone: 205-348-0089 or 800-467-0227)

VETERANS BENEFITS

The LifeTrack Program accepts veteran’s benefits payments for eligible students. Students are responsible for following the Veterans Affairs' policies. However, the LifeTrack admissions coordinator should be made aware of students' interest in obtaining veterans aid prior to their enrollment in the program. All questions regarding veteran’s benefits should be directed to the following office:

    The University of Alabama
    Office of Veterans Services
    Box 870304
    Tuscaloosa, AL 35487-0304
    (Telephone: 205-348-6770)
OTHER INFORMATION

ADVISING

One of the strengths of the New College LifeTrack Program is the commitment to providing high-quality, individualized academic advising. Each LifeTrack student is assigned to an academic advisor during the LifeTrack Foundations of Adult Learning Seminar. This advisor assists the student until graduation.

Students should always be in close contact with their advisors. Once a year, students are required to update their degree plans, which are reviewed by their advisors. All student- and faculty-designed learning contracts are reviewed by the advisors when students enroll in the contracts. Advisors are available for students to contact by email, telephone, U.S. mail or express courier.

The LifeTrack Program reviews every course that students take during their participation in the program.

LIFETRACK DEGREE PROGRAM E-Blasts

Several times a year, the LifeTrack Program sends an E-Blast to all current students and LifeTrack graduates. The E-Blast reports on important LifeTrack events, academic policies, news about LifeTrack students and graduates, and other items of interest.

This E-Blast will outline new faculty-designed learning contracts, weekend seminar courses, summer institutes, travel contracts, new policies or policy changes, and other information students need to know.

LIFETRACK DEGREE PROGRAM WEB PAGE & GROUPS SITE

The LifeTrack Program has a web page at LearnOn.UA.EDU which is designed for prospective LifeTrack students. Active students are encouraged to use the mybama.ua.edu New College LifeTrack GROUPS website. The GROUPS web page is designed to aid students in keeping abreast of upcoming events and changes in the program as well as to provide an electronic source for information otherwise available only through the postal service. On this site we will post news and photos of recent events, host an asynchronous discussion group, provide electronic copies of all newsletters, publish all current LifeTrack contracts, and provide links to on-line contracts.

BAMA MAIL/ID CARDS

All students are encouraged to obtain their University of Alabama photo identification card while on campus for the Foundations of Adult Learning Seminar. At the same time, each student is assigned a free UA e-mail account. Although most students already have personal e-mail accounts, the UA account should be forwarded to the home account so that University-wide announcements sent through the student email system will reach LifeTrack students.
THE UNIVERSITY OF ALABAMA LIBRARIES

LifeTrack students have full use of the University Libraries system. On-line, integrated terminals connect the main library to an international bibliographic database for bibliographic services and interlibrary loan communications and to the Research Libraries Information Network. Even when students cannot visit the University Libraries, they may access the holdings through Interlibrary Loan programs. All Alabama library resources can be accessed through the MyBama.ua.edu web-portal.

Students can check books out directly from the University Libraries with a student activity card, a photo identification card that includes social security number (e.g., driver’s license), or a temporary library card. Students who do not need an activity card, do not have a photo identification card, and/or need a University of Alabama Library card to access local libraries may request a temporary library card, which lasts one year, from the registrar of the LifeTrack Program. The card can be reissued annually upon student request.

Distance Library Services Available

LifeTrack students have access to library services for Distance Learners. Access to these services can be had by visiting: http://www.lib.ua.edu/distanceed/

Students can find out about Interlibrary Loan, how to use UA databases for research, how to access Course Reserves and actually speak with a distance librarian.
**LifeTrack DEGREE**

**PROGRAM STAFF MEMBERS**

**ADMINISTRATIVE OFFICERS**

Director, Academic Programs and Services/External Degree Program: **Rebecca Pow**  
B.A. (Alabama), M.A. (Alabama)

Program Manager/Academic Advisor/Curriculum Coordinator: **Ana S. Schuber**  
B.S.E., M.A. (Central Missouri State), M.A. (Alabama)

Academic Advisor/Contract Coordinator: **Sandra R. Perkins**  
B.S. (Alabama)

Academic Advisor/Technology Coordinator: **Lisa M. Young**  
B.A. (Alabama), M.A. (Alabama)

Academic Advisor/Prior Learning Coordinator: **Stacy Waters-Bailey**  
B.A. (University of North Carolina), M.A. (University of North Carolina)

Admissions/Recruitment/Records Coordinator: **Lori Jacobi**  
B.A. (Northwestern), M.A. (Southern Illinois)

**ADMINISTRATIVE ASSISTANT**

Office Assistant: Cindy Franks

**NCLT Faculty**

Adjunct Faculty: Margaret Purcell.  
B.S. (Montevallo), M.A. (Alabama), Ph.D. (Alabama)

Adjunct Faculty: Jennifer L. Caputo.  
BMus (Aaron Copland School of Music), M.A. (Tufts University)

**COLLEGE OF ARTS & SCIENCES**

Director, New College Program: Natalie Adams.  
B.S. (Louisiana State University), M.Ed. (University Southwestern Louisiana), Ph.D. (Louisiana State University)
APPENDIX A

DEPTH STUDY CONCENTRATIONS

All LifeTrack students choose one of the interdisciplinary studies areas for a Depth Study (major). Each student’s Depth Study will vary in content, since LifeTrack students have input into the curriculum design.

In thinking about and planning a Depth Study with your LifeTrack Advisor, the following disciplines and subject areas should be helpful guidelines to serve as starting points.

Each Depth Study concentration requires a 4-hour “gateway” contract which is designed to introduce the area of study including research methodologies.

Literature, Art & Society
Students selecting this concentration will earn 30-36 hrs of course work in the areas of English, Modern Languages, Comparative Literature, Fine Art (including studio art and art history), Music, American Studies, Philosophy or cultural history. Emphasis is on helping the student to think about the intersection of human creative activity and human progress and community. Students should take at least 6 hours of coursework in non-Western arts and culture or U.S. minority traditions. Work in foreign languages is not required but strongly encouraged. Coursework should further include work in a minimum of two disciplines. At least one course in literary criticism, aesthetics, historiography, or music or art criticism is strongly advised.

Science, Technology and Culture
Students selecting this concentration will earn 30-36 hrs of course work in basic and advanced natural sciences, mathematics, earth or environmental science, history of science, introductory or advanced computing, engineering and applied science, and interdisciplinary courses that deal with science and society. Emphasis is on broad education in science and technology areas with special attention to the question of the impact of technology on culture and subsequent ethical dilemmas and challenges. Coursework must include work in a minimum of two disciplines. A course in the history of science, mathematics, or technology is strongly recommended. Students who wish to attain a B.S. degree must successfully complete UA math requirements for that degree which are Math 125 or higher.

Community Studies
Students selecting this concentration will earn 30-36 hrs of course work in the core social science disciplines (sociology, anthropology, criminal justice, speech and communicative disorders, psychology), education, social work, area studies, legal studies, economics, Women’s Studies, African American Studies or related interdisciplinary fields. Emphasis is on the gathering of theories of human interaction and community formation with special attention to problem solving and deliberative democracy. Students are required to complete at least one course with a service learning or field placement component. Students must also complete at least one methods class; students who are interested in graduate work in the area of Community Studies or related fields should consider an introductory course in statistics.

Leadership Studies
Students selecting this concentration will earn 30-36 hrs of course work in psychology, sociology, Criminal Justice, management, Philosophy, public relations, social work, advanced writing,
communications, educational leadership, or related professional fields. Emphasis is on gaining experience in theories of motivation, organizational and group behavior, professional ethics, leadership styles, basic and advanced communication skills, theories of cultural difference and multicultural communication, non-profit management, budgeting, and advancement work. Students are required to take at least one course in introductory or professional ethics and a further reflective leadership practicum.

Self-Designed Concentration Option
Consistent with the overall goal of the LifeTrack program to provide adult learners with maximum flexibility, we offer students the opportunity to design their own depth study. Students interested in this option are strongly encouraged to consult with their advisor and the Director of the New College Program as soon as possible. A plan of study must be filed and approved before the student completes 80 hours of their degree program.
The LifeTrack Degree Program uses a curriculum worksheet to list all transferred credit, prior learning credits, and other credits acquired during the LifeTrack Program. It is not an official transcript, but an in-house planning document that shows how earned credits apply to students' degree plans. The following is the most current version of the LifeTrack Program Worksheet.
# INDEX

Numbers refer only to the beginning page; they are not inclusive.

<table>
<thead>
<tr>
<th>A</th>
<th>Academic Bankruptcy</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic Coursework at Postsecondary Institutions</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Accreditation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Active Status</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistants</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Administrative Officers</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Admissions Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Adult Student Scholarships</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Advising</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>American Council on Education (ACE)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Annual Participation Fee</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>ASK (Application to Submit Knowledge of Prior Learning)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Awards</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Bachelor of Arts Degree</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bachelor of Science Degree</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Bama Mail/ID Cards</td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Code of Academic Conduct</th>
<th>17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College-Level Examination Program (CLEP)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>College of Arts and Sciences</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Communication Skills</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Connected</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Contract Directors</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Curriculum Components</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Curriculum Worksheet</td>
<td>15, 28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
<th>Degrees Offered</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Depth Studies</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Description of Curriculum Components</td>
<td>4, 14</td>
</tr>
<tr>
<td></td>
<td>Diploma Fee</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th>Educational Philosophy</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>LifeTracks</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>LifeTrack Writing Skills and Strategies</td>
<td>5</td>
</tr>
<tr>
<td>Category</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Faculty-designed Learning Contracts</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Faculty/Contract Directors</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Financial Policies</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Foundations of Adult Learning Seminar</td>
<td>4, 19</td>
<td></td>
</tr>
<tr>
<td>General Admission Requirements</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General Degree Requirements</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Grades</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>19, 20</td>
<td></td>
</tr>
<tr>
<td>Groups Website</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Honors</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Independent Study (Correspondence Courses)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Interdisciplinary Studies/Depth Study</td>
<td>2, 4</td>
<td></td>
</tr>
<tr>
<td>Learning Contracts</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Letter of Approval</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Libraries (University of Alabama)</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Maintaining Active Status</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Maximum Credit for Portfolio Presentations</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Mission Statement</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Modified ASK</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Modified Portfolios</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Newsletters</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Pass/Fail Option</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Portfolio Evaluation Fee</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Portfolios</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Prior Learning</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Professional Courses</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Program Goals</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Refund Policies 21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regional Accrediting Bodies 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reinstatement 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reinstatement Requirements 14, 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Residence Requirements 13</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Scholarships 21</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Project 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Senior Project Proposal Due Dates 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Sciences 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Awards 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specific Costs 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Members 25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student-designed Learning Contracts 10</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Transcripts 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer Credits 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transient Letter 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuition 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuition Refund Policies 21</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Veterans Benefits 22</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Ways to Earn Academic Credit 7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Web page 23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Withdrawal from the Program 13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Withdrawal from a Contract 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Worksheet 7, 28</td>
<td></td>
</tr>
</tbody>
</table>

*Program Handbook* 1