

# UNIVERSITY OF NORTH ALABAMA ACADEMIC ENGLISH PROGRAM

## STUDENT HANDBOOK



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## WHY AEP?

Academic English Program (AEP) is a five-step pathway program designed to prepare students for both undergraduate and graduate academic coursework at UNA.

## AEP MISSION STATEMENT

The Mission of the Academic English Program (AEP) at UNA is to provide comprehensive, multi-modal English instruction and student services in order to foster academic preparedness, encourage diverse perspectives, and equip second language learners to thrive academically, personally, and professionally.

## AEP LEVELS

AEP offers courses in 5 language proficiency Levels:

Level 1 (high beginner) CEFR A1+

Level 2 (Low-Intermediate) CEFR A2

Level 3 (Intermediate) CEFR B1

Level 4 (high-intermediate) CEFR B1+-B2

Level 5 (advanced) CEFR B2+ C1

Students who successfully complete level 5 courses can move up to academic programs of study in the next full academic term upon completion.

All students are required to obtain a minimum of 80% in their AEP courses to move up to the next level. **However, level 5 courses are an exception to this rule.** In level 5 courses while undergraduate students can complete AEP with a final grade of 80 in each course, graduate students must obtain a final grade of 90 in all of their AEP courses to move into their field of graduate study.

In AEP skipping levels is not an option for completion because the courses are designed to be taught sequentially with skills that build upon each other.

## PLACEMENT INTO AEP

Students are initially placed into their courses by taking the AEP placement test. The placement test has three components. First, students complete a 60-minute computer-based test. Next, upon arrival on campus take a speaking assessment and a writing test. Faculty use program designed rubrics in evaluating the test scores in placing the students in the appropriate levels.

## COMPLETING AEP

Students can move up through the levels by passing each course with the final grade of 80 (please see the exception about level 5 above.)

There are a variety of ways students can prove language proficiency and move into their academic field of study:

- 1. Completing AEP levels**

Students who pass all five skill courses in level 5 with the required passing final grade, earn the right to complete AEP and move into their academic fields of study in the following semester after AEP completion.

**2. By Passing the Institutional TOEFL exam**

Students who successfully obtain the required TOEFL scores for admission into their academic field of study, earn the right to complete AEP and move into their academic fields of study in the following semester after AEP completion.

The passing TOEFL ITP Scores are 500 for undergraduate students and 550 for graduate students.

**3. By Providing Other proficiency scores required for admission**

Students can also provide test scores that prove their language proficiency while studying in the Academic English Program. Students who present accepted proficiency scores can move into their academic fields of study in the first available full university semester (January, June or August).

The tests and required scores are listed below:

If available, original test should be sent directly to UNA (CODE:1735).

Language Proficiency Required Scores for undergraduate students:

- CBT = 173
- iBT = 61
- IELTS = 5.5
- TOEIC = 600
- PTE = 46
- Duolingo = 90

Language Proficiency Required Scores for graduate students:

If available, original test should be sent directly to UNA (CODE:1735).

Language Proficiency Required Scores:

- CBT = 213
- iBT = 79
- IELTS = 6.0
- TOEIC = 670
- PTE = 54
- Duolingo = 100

It is important to note that graduate students are required to submit GRE or GMAT scores based on their intended Master's Degree. These determinations are made by each individual department and may be different for different departments. Students should check their department web page for the required scores.

## AEP TERMS AND CLASS SCHEDULE

AEP offers two eight-week terms within one regular semester. AEP terms begin in August, October, January and March following the university calendar. AEP offers one eight-week term during the summer. Students are encouraged to check for specific semester dates on the una.edu website under Academic Calendar.

(<https://www.una.edu/calendar/#/academic>)

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### TYPICAL CLASS SCHEDULE

AEP is an intensive language program. Classes meet Monday to Friday from 9:00 am to 2:50 pm daily at Powers Hall. Students taking classes in person are expected to be in class for 25 hours a week.

Students taking online classes are expected to spend about 50 minutes per course and pay attention to in person meeting times that instructors announce on canvas. In person meetings for online courses are held via UNA zoom platform.

Below is a sample Campus Class Schedule:

- 9:00 - 9:50 am Speaking
- 10:00 - 10:50 am Grammar
- 11:00 - 11:50 am Reading
- 11:50 - 1:00 pm Lunch
- 1:00 - 1:50 pm Listening
- 2:00 - 2:50 pm Writing



It is vital for all on campus students to attend classes daily, on time, and having completed assignments from the previous day. We encourage all students (both on campus and online) to spend extra time outside of classes to review topics covered in class and to complete all assignments.

## AEP GRADUATION AND END OF SEMESTER CELEBRATION

Each semester (including the summer) AEP hosts a graduation ceremony for students who are completing the program. During this ceremony, students are recognized based on their achievements in the program. In addition to completion certificates, AEP recognizes students for the following categories:

**Most improved:** Award winners receive a certificate and \$25 lion loot

**Best Attitude:** Award winners receive a certificate and \$25 lion loot

**Hardest Worker:** Award winners receive a certificate and \$25 lion loot

**The English Speaker:** Award winners receive a certificate and \$25 lion loot

**Perfect Attendance** for one term: Award winners receive certificates

**Overall Perfect Attendance** for two AEP terms: Award winners receive a certificate, a meal and \$50 lion loot (not applicable in the summer)

**Most Engaged Participation:** This award is for participation in the extra-curricular activities and the winner receives a certificate and \$50 Lion Loot.



## AEP POLICY AND PROCEDURES

### ACADEMIC HONESTY

As the university policy suggests, students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner.

Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A University community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire University community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition.

Students of the University academic community are expected to adhere to commonly accepted standards of academic honesty. Allegations of academic dishonesty can reflect poorly on the scholarly reputation of the University including students, faculty, and graduates. Individuals who elect to commit acts of academic dishonesty such as cheating, plagiarism, or misrepresentation will be subject to appropriate disciplinary action in accordance with university policy.

In AEP, all students are expected to create new and original work in each course. All plagiarized work will receive a zero as a final grade without permission to re-submit. If a student plagiarizes continually, disciplinary action will be taken following the university protocol outlined below:

Incidents of possible student academic dishonesty will be addressed in accordance with the following guidelines:

1. The instructor is responsible for investigating and documenting any incident of alleged academic dishonesty that occurs under the instructor's purview.
2. If the instructor finds the allegation of academic dishonesty to have merit, then the instructor, after a documented conference with the student, will develop a plan for disciplinary action. If the student agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.
3. If the student disagrees with the instructor's proposed plan for disciplinary action and wishes to take further action, he or she is responsible for scheduling a meeting with the chair of the department where the course is housed to appeal the proposed disciplinary plan. The department chair shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the departmental level is not reached and the student wishes to take further action, he or she is responsible for scheduling a meeting with the dean of the college where the course is housed to appeal the proposed disciplinary plan. The college dean shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. If a resolution is reached, the disposition of the case will be forwarded to the Office of Student Conduct. If a resolution at the college level is not reached and the student wishes to take further action, he or she is responsible for scheduling a meeting with the Vice President for Academic Affairs and Provost (VPAA/P) to appeal the proposed disciplinary plan. The VPAA/P shall mediate the matter and seek a satisfactory judgment acceptable to the faculty member based on meetings with all parties. After reviewing all documentation, the VPAA/P may, at their discretion, choose either to affirm the proposed action, to refer the case to the Office of Student Conduct for further review, or to dismiss the matter depending on the merits of the case. The final disposition of the case will be disseminated to appropriate parties, including the Office of Student Conduct.
4. If a student is allowed academic progression but demonstrates a repeated pattern of academic dishonesty, the VPAA/P may, after consultation with the Office of Student Conduct, assign additional penalties to the student, including removal from the University.

Please see official UNA policy at <https://www.una.edu/student-conduct/policies/academic-honesty.html> for more information.

## ATTENDANCE POLICY

### **Attendance Policy – Academic English Program** (Institutional Policy)

University of North Alabama  
Office of International Affairs



Regular and punctual attendance at all classes and activities is expected of every student and is regarded as integral to all courses at UNA. This means that it is essential for all students to attend all their AEP classes on time every day.

Instructors will direct students to meet with the Assistant Director for AEP if they have five unexcused absences without proper documentation. The Assistant Director for AEP along with the instructor(s) will then follow up with each student based on their unique situation.

Each student is directly responsible for managing their absences and for making up missed work. Each student should talk to their instructor about making up any missing assignments. Students may make up missed tests if they provide documentation and/or valid excuse including medical emergencies such as being sick and/or other university excused absences such as being part of a university field trip, university team obligation, or OIA related presentation etc.

#### **Consequences of poor attendance:**

- Students who have attendance scores lower than 75% in any AEP courses will not be permitted to take the institutional TOEFL offered at the end of each semester.
- Students who fail AEP courses with overall attendance scores lower than 75% may have to re-take the English Placement Test. In this situation, students will be placed in the program according to their placement results even if the placement test scores indicate a lower level than the student's current placement.
- Any student enrolled in AEP who has an attendance score of 25% or below in any course will be required to meet with the Success Committee to discuss their continuation in the program.
- Student attendance will be reviewed for co-enrollment eligibility and in offering "good standing" documentations.

## NORMAL PROGRESS POLICY

### **Normal Progress – Academic English Program** (Institutional Policy)

University of North  
Alabama  
Office of International  
Affairs



An F-1 student (herein after referred to as student) is required by US law to maintain full-time enrollment (FTE) and to make “normal progress” toward completing the program of study listed on his/her Form I-20 or DS-2019. This institutional policy of the Office of International Affairs defines concepts related to these regulations.

**Full-Time Enrollment**

SEVIS requirements for F-1 students in clock hour programs is a minimum of 18 clock hours per week. UNA’s AEP is organized around a 5 hours per day, 5 days per week model so typical enrollment is 25 clock hours per week. As students finish particular skills, they are allowed to enroll in fewer courses so long as SEVIS requirements are met. Refer also to the Co-Enrollment Policy.

<b>Full-Time Enrollment (one semester)</b>	
<b>AEP</b>	
5 classes/term	
10 classes/semester	

A student with authorized Reduced Course Load is considered to be in compliance with FTE.

**Typical Timeframe for Completion by Program of Study**

<b>Typical Timeframe for Completion by Program of Study</b>	
<b>Program of Study</b>	<b>Academic English Program</b>
<b>Credits/Levels for completion</b>	Passing Level 5s with required grade
<b>Normal Time</b>	12 months
<b>Extended Time</b>	12 months additional (total of 24)

**Normal Progress**

A student must pass 3 or more AEP classes every term to make normal progress. A student who fails 3 or more AEP classes in any term is failing to make normal progress.

Pass 5	Fail 0	Normal Progress
Pass 4	Fail 1	Normal Progress
Pass 3	Fail 2	Normal Progress
Pass 2	Fail 3	Failure to Make Normal Progress
Pass 1	Fail 4	Failure to Make Normal Progress
Pass 0	Fail 5	Failure to Make Normal Progress

**First Normal Progress Hearing**

A student who fails 3 or more AEP classes in any one term the first time will have a First Normal Progress Hearing with the AEP Coordinator and the Student Success Coordinator before enrolling for the next term or in the first week of the next term. If needed a translator will be provided. The student will be notified by the



AEP Coordinator through his/her/their UNA e-mail. The Hearing will include a review of the student’s attendance during the term. At the Hearing, the student may present any evidence or information that applies to why the student did not make normal progress and/or did not have program-compliant attendance. The student’s instructional standing will be Warning. The student will sign a Warning Notice that acknowledges the Academic English Program’s expectations, SEVP expectations and potential consequences of continued failure.

First Hearing Outcome: Warning

If the student’s I-20 is at its Program End Date, the extension will be made for 2 additional terms. To be returned to Good Standing, the student must make normal progress by passing 3 or more AEP classes in the next term.

**First Term Waiver for New Students**

If a student is in all Level 1 classes in his/her first term in the Academic English Program and fails 3 or more AEP classes, the AEP Coordinator may choose to grant exemption of Warning standing provided the student has attendance above 75% in all five classes. This is in deference to the fact that some students begin language training at “level 0” and require additional instruction to pass Level 1 classes. This term will not count toward any future reviews of Normal Progress.

This waiver may also be granted to any AEP student in the first term as deemed appropriate by the AEP Coordinator considering other extenuating factors.

**Second Normal Progress Hearing**

A student who fails 3 or more AEP classes in second term (consecutive or non-consecutive) will have a Second Normal Progress Hearing with the AEP Coordinator, the Student Success Coordinator, the SEVIS Coordinator before enrolling for the next term or in the first week of the next term. If needed a translator will be provided. The student will be notified by the AEP Coordinator through his/her/their UNA e-mail. The Hearing will include a review of the student’s transcript and attendance during the term. At the Hearing, the student may present any evidence or information that applies to why the student did not make normal progress and/or did not have SEVP-compliant attendance. The student’s instructional standing will be determined based on his/her/their attendance in all 5 classes (see below). The student will sign a Probation or Active Suspension Notice that acknowledges the Academic English Program’s expectations, SEVP expectations and potential consequences of continued failure.

Second Hearing Outcome

<b>*Attendance in all 5 Classes</b>	<b>Hearing Outcome</b>	<b>Reason</b>
75% or greater	Probation	Student is making an effort as demonstrated in attendance.
74% or less	Active Suspension	Student’s attendance does not meet SEVP standards.

If the student’s I-20 is at its Program End Date, the extension will be made for 2 additional terms.

**Third Normal Progress Hearing**

A student who fails 3 or more AEP classes for a third term (consecutive or non-consecutive) will have a Third Normal Progress Hearing with the AEP Coordinator, the Student Success Coordinator, and the SEVIS

Coordinator. If needed a translator will be provided. The student will be notified by the AEP Coordinator through his/her/their UNA e-mail. The Hearing will include a review of the student's transcript and attendance during the term. At the Hearing, the student may present any evidence or information that applies to why the student did not make normal progress and/or did not have program-compliant attendance. The student's academic status will be determined based on his/her/their standing after the Second Hearing and attendance in all 5 classes (see below).

Third Hearing Outcome

Standing after Second Hearing	*Attendance in all 5 Classes	Hearing Outcome	Reason
Probation	75% or more	Suspension	Student is making an effort as demonstrated through attendance.
	74% or less	Dismissal	Student's attendance does not meet SEVP standards and the student has repeatedly failed to make normal progress.
Active Suspension		Dismissal	Student's attendance does not meet SEVP standards and the student has repeatedly failed to make normal progress.

**Suspension**

A student with attendance at or above 75% in all classes during the term after the Second Normal Progress Hearing will be eligible to return to the UNA Academic English Program after the term on Suspension. The student will be required to sit out for a minimum of one (1) AEP term. The student's I-20 will be terminated or DS-2019 shortened, and the student will be required to leave the United States. To return at a later date, the student must reapply and be readmitted to UNA. The student will meet with SEVIS Coordinator to review next steps.

**Dismissal**

A student with attendance below 75% in all classes during the term after the Second Normal Progress Hearing will not be eligible to return to the Academic English Program at the University of North Alabama. The student's I-20 will be terminated or DS-2019 shortened, and the student will be required to leave the United States. The student will meet with SEVIS Coordinator to review next steps.

## DEFINITIONS:

<b>Normal Progress (AEP)</b>	A student must pass at least 3 levels in every term to make normal progress. A student who fails 3 or more AEP classes in any term is failing to make normal progress. Student who are enrolled in less than 4 AEP classes are on a Reduced Course Load and must pass all classes to maintain status.
<b>Warning:</b> <i>(instructional standing)</i>	A student is placed on Warning the first time he or she fails 3 or more AEP classes in any one term unless granted a First Term Waiver. See also First Term Waiver.
<b>Probation:</b> <i>(instructional standing)</i>	A student is placed on Probation when he or she fails 3 or more AEP classes for a second term (consecutive or non-consecutive) but has maintained attendance at or above the 75% requirement.
<b>Active Suspension:</b> <i>(instructional standing)</i>	A student is placed on Active Suspension when he or she fails 3 or more AEP classes for a second term (consecutive or non-consecutive) and has maintained attendance below the 75% requirement.
<b>Suspension:</b> <i>(instructional standing)</i>	A student is placed on Suspension when he or she fails 3 or more AEP classes for a third term (consecutive or non-consecutive) but has maintained attendance at or above the 75% requirement. This student would be eligible to return to the UNA Academic English Program after sitting out one term. The student's I-20 will be terminated for Authorized Early Withdrawal*.
<b>Dismissal:</b> <i>(instructional standing)</i>	A student is placed on Dismissal when he or she fails 3 or more AEP classes for a third term (consecutive or non-consecutive) and has maintained attendance below the 75% requirement. This permanently ends a student's enrollment in the UNA Academic English Program. The student's I-20 will be terminated for Expulsion*. The student may apply to UNA academic programs with other proof of language proficiency.
<b>First Term Waiver:</b>	The AEP Coordinator may choose to grant a waiver of Warning standing to a student who did not make Normal Progress in the first term of enrollment in the UNA Academic English Program provided the student has attendance at or above 75% in all five classes. This is intended for use most commonly with students enrolled in all Level 1 classes in the first term in the Academic English Program but may be granted at the discretion of the AEP Coordinator.
<b>Termination:</b>	The ending of an F-1 student's Form I-20 and associated legal presence in the United States.
<b>Shortened:</b>	The changing of the Program End Date on a J-1 student's DS-2019 to an earlier date than current shown. This is associated legal presence in the United States.

\* The SEVIS definition of Authorized Early Withdrawal may be used when “the student cannot maintain enrollment at the school during the term.”

\*\* The SEVIS definition of Termination for Expulsion is “the student was expelled from his or her current program of study.”

## Normal Progress (Institutional Policy)

University of North Alabama  
Office of International Affairs



### Sources

#### 1. Code of Federal Regulations

##### 214.2(f)(5) Duration of status

**214.2(f)(5)(i) General.** Except for border commuter students covered by the provisions of paragraph (f)(18) of this section, an F-1 student is admitted for duration of status. Duration of status is defined as the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies, except that an F-1 student who is admitted to attend a public high school is restricted to an aggregate of 12 months of study at any public high school(s). An F-1 student may be admitted for a period up to 30 days before the indicated report date or program start date listed on Form I-20. The student is considered to be maintaining status if he or she is making normal progress toward completing a course of study.

##### 214.2(f) Extension of stay

**214.2(f)(7)(i) General.** An F-1 student who is admitted for duration of status is not required to apply for extension of stay as long as the student is maintaining status and making normal progress toward completion of his or her educational objective. An F-1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply prior to the program end date for a program extension pursuant to paragraph (f)(7)(iii) of this section.

**214.2(f)(7) (iii) Program extension for students in lawful status.** An F-1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20. An F-1 student who is unable to complete the educational program within the time listed on Form I-20 and who is ineligible for program extension pursuant to this paragraph (f)(7) is considered out of status. If eligible, the student may apply for reinstatement under the provisions of paragraph (f)(16) of this section.

#### 2. SEVIS Help Hub

Termination Reasons, <https://studyinthestates.dhs.gov/sevis-help-hub/update-records/maintain-student-records/terminate-a-studentdependent/termination-reasons>

### **Appealing a Course Grade:**

This policy is adapted from the general [UNA policy on Grade Appeal](#). The instructor of record for each AEP course is responsible to determine final class grades and to justify those grades. AEP students have the right to appeal their own AEP placement and course grade.

The following process is used if a student wants to appeal their final grade for an AEP class: Students who question the grade they have received in an AEP course are referred directly to the faculty member for initial review. If the student wants to continue further grade review, the following process should be followed:

1. Student should email the [UNA Final Grade Appeals Form](#) indicating the nature of their complaint to [aep@una.edu](mailto:aep@una.edu). Students must include a description of the initial review with the course instructor on the form.
2. The form will be reviewed by the Assistant Director (AD) of AEP and faculty members. AD AEP will then consult with the faculty members and decide to either accept or deny student's grade appeal.
  - a. If accepted, the instructor of record will be requested to reevaluate student's assignments for the course.
  - b. If denied, student's final grade will remain unchanged.
3. Once a determination is made to accept or deny a student's final grade appeal, AD AEP will reach out to the student via email to set up a meeting to discuss the final decision and the reasons for the decision.
4. If the student is not satisfied with the decision of the AD AEP and AEP faculty, they can request that the AD AEP to contact the Assistant Vice Provost (AVP) for International Affairs. This request should be brought to AVP's attention by the AD AEP with the appropriate forms and summary of the final decision.
5. Assistant Vice Provost (AVP) for International Affairs will make the final determination and all parties will be notified of this decision via UNA email.
6. **All grade appeals must be made within one week after the end of each AEP term**

### **Appealing an Initial Placement :**

The following process is used if a student wants to appeal their initial placement for the Academic English Program.

Students who wish to appeal their initial placement decision must submit a written appeal letter addressed to the Assistant Director for AEP to [aep@una.edu](mailto:aep@una.edu). The appeal letter should outline the reasons for appeal along with supporting evidence of the student's language proficiency (other test or assessment scores taken within the past 6 months). The appeal letter should be submitted within the first week of classes in the student's initial AEP term.

Upon receiving the appeal letter, AD AEP will review the appeal along with the supporting documents and consult with AEP instructors.

Appeal Outcomes:

- a. If the appeal is approved, the initial placement decision will be changed to reflect higher or lower placement utilizing the evidence brought by the student or as a result of a new AEP

placement test. Should the need arise for re-testing, AD AEP will inform the student via email and set up the new testing session within the first ten days of the term.

- b. If the appeal is not approved, the initial placement decision will stand. The student will be notified and provided with an explanation of the final decision. In addition, AD AEP along with AEP instructors will offer guidance on how the participant can make the most of their learning experience in their assigned level.

### **Fairness and Impartiality:**

University of North Alabama Academic English Program is committed to ensuring a fair and impartial appeal process. Each appeal will be evaluated solely based on the student's language proficiency and the evidence provided.

## CO-ENROLLMENT POLICY

### **Co-enrollment between AEP and Academic coursework** (Institutional Policy)

University of North Alabama  
Office of International Affairs



As language training is offered in five skill areas at the University of North Alabama (UNA), it is a regular occurrence that a student may progress at different rates in the five skills, i.e., Listening, Speaking, Reading, Writing and Grammar. When a student completes skill areas and nears the end of his/her Program of Study, he or she may lack sufficient courses to constitute full-time enrollment (minimum of 18 clock hours per week). To address this situation, a DSO/ARO can grant reduced course load for the final term of study. As an alternative, UNA Office of International Affairs (OIA) has chosen to promote a carefully reviewed program of co-enrollments for such a student. Co-enrollment allows a student to take both AEP courses and academic courses within the same semester as the student nears completion of the AEP Program of Study and counting this towards full-time enrollment or reduced course load (RCL) enrollment. We support co-enrollment as being in the student's best interest. It is better for the student to be engaged in a classroom and actively learning than to merely have reduced course load as he or she nears level change in the Program of Study. This institutional policy addresses the practices OIA follows in offering co-enrollment.

### **Guidelines**

- Co-enrollment is not possible for AEP students going into graduate coursework. AEP students transitioning into undergraduate coursework are eligible to for co-enrollment under these guidelines.
- Co-enrollment is a privilege granted in conjunction with Reduced Course Load for final semester. The student must be fully aware that while they are enrolled in academic courses, the AEP courses are a priority. Completing AEP within the semester is critical.
- All co-enrollment courses must be approved by the Academic English Program Coordinator and the Student Success Coordinator.
- Hybrid and online courses are not allowed during a co-enrollment semester.
- Co-enrollment will not exceed one (1) semester.
- A student who is granted co-enrollment and fails to complete AEP during the semester will not be allowed co-enrollment for the following semester.
  - If the student was granted RCL for final semester in Program of Study for the co-enrollment semester, the student's SEVIS record for the following semester will officially document in SEVIS the repetition of the RCL per regulations.
- Co-enrollment is considered between semesters because UNA academic courses run by semester.

- When co-enrollment in academic courses is not a viable option, OIA will seek to offer additional instruction through our AEP program such as Academic Speaking, Academic Writing, or GMAT preparation.
  - This can be a useful alternative for students with a full enrollment in Term 1 (4 or 5 ESL courses) and no required courses in Term 2 or students transitioning to graduate study who are not eligible for co-enrollment.

### **Eligibility Requirements**

- The student must be able to complete AEP within the semester (two AEP terms) of co-enrollment.
- The student must be likely to complete AEP within the semester (two AEP terms) of co-enrollment, in the opinion of the Academic English Program Coordinator, taking into consideration past performance in AEP courses.
- The student must be enrolled in or have completed at least three level 5 AEP classes in Term 1 of the co-enrollment semester.
- A student enrolled in any level 3 or lower AEP courses is not eligible for co-enrollment.
- A student with 4 or more level 4 AEP courses during Term 1 is not be eligible for co-enrollment. This enrollment (4 AEP classes in each term) meets the full-time enrollment needs of SEVIS registration.

### **STUDENT WILL COMPLETE IN TERM 1**

- The student's transcript will be reviewed by the DSO and AEP Coordinator.
- The selection of academic courses will be determined on an individual basis but English 099, FYE 101 and CIS 125 are typical choices.
- The student may be granted reduced course load (for final session in a Program of Study) by DSO, as appropriate.
  - RCL cannot be repeated so it may be necessary
- A student with 1 remaining level 5 course in Term 1 will be allowed up to 3 academic courses.
- A student with 2 or 3 remaining level 5 courses in Term 1 will be allowed up to 2 academic courses.
- A student with 4 or 5 remaining level 5 courses in Term 1 will be allowed only 1 academic course.
  - As it will likely be difficult for this student to find an academic class that does not have a time conflict with AEP courses (and AEP courses are a priority), such a student may not be a good candidate for co-enrollment.
  - Another option for this student would be to repeat the courses in AEP to strengthen skills or take special AEP course.
  - This student may be granted reduced course load (for final semester in a Program of Study) by DSO without co-enrollment.

<b>Co-Enrollment Scenario 1</b> <b>Students in only Level 5 AEP courses in Term 1</b>	
<b>Term 1 (1 course needed)</b>	<b>Term 2 (RCL)</b>
1 AEP class – level 5	--
1 AEP class – lvl 5 (Required to avoid 2 <sup>nd</sup> RCL)	--
1 Academic course (3 credits)	
1 Academic course (3 credits)	
1 Academic course (3 credits)	
<b>Co-Enrollment Scenario 2</b> <b>Students in only Level 5 AEP courses in Term 1</b>	
<b>Term 1 (2 or 3 courses needed)</b>	<b>Term 2 (RCL)</b>
1 AEP class – level 5	Academic Presentations or Writing
1 AEP class – level 5	--
<i>1 AEP class – lvl 5 (Required to avoid 2<sup>nd</sup> RCL)</i>	--
1 Academic Undergraduate course (3 credits)	
1 Academic Undergraduate course (3 credits)	
<b>Co-Enrollment Scenario 3</b> <b>Students in only Level 5 AEP courses in Term 1</b>	
<b>Term 1 (4 courses needed)</b>	<b>Term 2 (RCL)</b>
1 AEP class – level 5	Academic Presentations
1 AEP class – level 5	Academic Writing
1 AEP class – level 5	--
1 AEP class – level 5	--
1 Academic Undergraduate course (3 credits)	
<b>Co-Enrollment Scenario 4</b> <b>Students in only Level 5 AEP courses in Term 1</b>	
<b>Term 1 (5 courses needed)</b>	<b>Term 2 (RCL)</b>
1 AEP class – level 5	Academic Presentations (to maintain status)
1 AEP class – level 5	Academic Writing (to maintain status)
1 AEP class – level 5	--
1 AEP class – level 5	--
1 AEP class – level 5	<i>NO CO-ENROLLMENT</i>



STUDENT WILL COMPLETE IN TERM 2

- The student’s transcript will be reviewed by the DSO and AEP Coordinator.
- If the student is likely (based on previous work) to be able to complete the level 4 courses in Term 1:
  - The AEP Coordinator may allow the student to co-enroll.
  - The selection of academic courses will be determined on an individual basis but English 099, FYE 101 and CIS 125 are typical choices.
  - The student may be granted reduced course load (for final semester in a Program of Study) by DSO, as appropriate.
- If the student is unlikely (based on previous work) to be able to complete the level 4 courses in Term 1:
  - The AEP Coordinator may choose not to approve co-enrollment at discretion.
  - The student would be encouraged to repeat the courses in AEP to strengthen skills and/or may be granted reduced course load (for final semester in a Program of Study) by DSO.
- A student with 1 or 2 remaining level 5 course in Term 2 will be allowed up to 2 academic courses.
- A student with 3 remaining level 5 courses in Term 2 may be allowed up to 1 academic course.
  - As it will likely to be difficult for this student to find an academic class that do not have a time conflict with AEP courses (and AEP courses are a priority), such a student may not be a good candidate for co-enrollment.
  - Another option for this student would be to repeat the courses in AEP to strengthen skills and/or may be granted reduced course load (for final semester in a Program of Study) by DSO.

<b>Co-Enrollment Scenario 5</b> <b>Students in 1 or 2 Level 5 AEP courses in Term 2</b>	
Term 1	Term 2 (RCL)
1 AEP class – level 4	1 AEP class – level 5
1 AEP class – level 4 or 5	1 AEP class – level 5 or Academic Writing or Academic Presentations
1 AEP class – level 5 (Required to avoid 2 <sup>nd</sup> RCL)	
1 Academic course (3 credits)	
<b>Co-Enrollment Scenario 6</b> <b>Students in 3 Level 5 AEP courses in Term 2</b>	
Term 1	Term 2 (maybe RCL)
1 AEP class – level 4 or 5	1 AEP class – level 5
1 AEP class – level 4 or 5	1 AEP class – level 5
1 AEP class – level 4 or 5	1 AEP class – level 5 or Academic Writing or Academic Presentations
1 Academic course (3 credits)	

**Co-enrollment between AEP and Academic coursework**  
(Institutional Policy)

University of North Alabama  
Office of International Affairs



**Sources**

**3. Code of Federal Regulations**

**214.2(f)(6)(iii) Reduced Course Load.** The designated school official may allow an F-1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). Except as otherwise noted, a reduced course load must consist of at least six semester or quarter hours, or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

**214.2(f)(6)(iii)(C) Completion of Course of Study.** The DSO may authorize a reduced course load in the student's final term, semester, or session if fewer courses are needed to complete the course of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. Such action may include application for change of status or departure from the U.S.

**4. From DSO Training Manual – Module 3**

**Guidelines to Drop Below a Full Course of Study for Completion of a Course of Study**

In some cases, F-1 students in their final term do not need a full course load in order to have enough credits to graduate. In these cases, students can take just the courses needed to complete their program.

Students authorized by the school for a partial course load in their final session are automatically considered full-time students. SEVIS authorization is optional. (There is functionality in SEVIS but recording a partial course load in the final semester is not required.)

If a student fails a course during the last term consisting of a reduced course load, the student may again have a final session with less than a full course load. A second consecutive authorization for a reduced course load in a student's final semester should be reported in SEVIS in order to ensure that the student is continuing to make progress toward program completion. Carefully document the circumstances so you can show that the student continues to make normal progress toward program completion.

## STUDENT COMPLAINTS

As defined by the UNA, “A complaint is an expression of discontent based on the result of behavior or circumstances that the student believes are unjust, unsafe, inequitable, or create an unnecessary hardship.”

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### INFORMAL COMPLAINTS:

When possible, students are encouraged to attempt to solve a problem using an informal complaint instead of a formal one.

When possible, the complainant (student who has a complaint) should try going directly to the person(s) with whom they have a problem. Sometimes honest communication between the people involved may lead to a solution that is acceptable for everyone involved.

If it’s impossible to talk with the people involved directly, or if directly confronting the individual(s) involved doesn’t lead to a satisfactory result, the complainant might request a meeting with that person’s direct supervisor.

Below are examples of supervisors within the AEP program at UNA.

<b>The student complainant has a problem with . . .</b>	<b>The student should try to speak to . . .</b>
another student in a particular AEP class	the instructor for that class
another student in the AEP program	the Assistant Director for AEP
an AEP instructor	the Assistant Director for AEP
the Assistant Director for AEP	the Senior Vice Provost for International Affairs

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### FORMAL COMPLAINTS

If a problem cannot be solved informally, a student may need to place a formal complaint procedure using UNA’s Student Complaint Form. The form can be completed and submitted on paper or online. Students have the option of making the complaint anonymously (without giving their name) if they wish.

Detailed instructions for the formal complaint process are given on the UNA website. If an AEP student needs assistance in completing a formal complaint, they should ask for assistance from a trusted member of the OIA Student Services or AEP staff. (<https://www.una.edu/policies/appeals/student-complaint-form.html>)

**Students should call the UNA Police Department at 256-765-4357 or dial 911 if there is an emergency or if they or someone with them needs immediate assistance.**

## UNA POLICIES FOR STUDENT CONDUCT

### UNA CODE OF STUDENT CONDUCT

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate or graduate. The University encourages community members to report to UNA officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

**Integrity: UNA students adhere to personal, academic, and intellectual integrity. Behavior that violates this value includes, but is not limited to:**

1. **Falsification.** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.
2. **Academic Dishonesty.** Acts of academic dishonesty such as cheating, plagiarism, and/or misrepresentation will be addressed as outlined in the Academic Honesty Policy;
3. **Unauthorized Access.** Unauthorized access to any UNA building (i.e. keys, cards, etc.) or unauthorized possession, duplication, or use of means of access to any University building or failing to timely report a lost UNA identification card or key;
4. **Collusion.** Action or inaction with another or others to violate the Code of Student Conduct;
5. **Trust.** Violations of positions of trust within the community;
6. **Taking of Property.** Intentional and unauthorized taking of UNA property or the personal property of another, including goods, services, and other valuables;
7. **Stolen Property.** Knowingly taking or maintaining possession of stolen property;

**Community: UNA students embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community. Behavior that violates this value includes, but is not limited to:**

8. **Disruptive Behavior.** Substantial disruption of UNA operations including obstruction of teaching, research, administration, other UNA activities, and/or other authorized non-UNA activities which occur on campus;
9. **Rioting.** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
10. **Unauthorized Entry.** Misuse of access privileges to UNA premises or unauthorized entry to or use of buildings, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a UNA building;
11. **Damage and Destruction.** Intentional, reckless, and/or unauthorized damage to or destruction of UNA property or the personal property of another;
12. **IT and Acceptable Use.** Violating the University Acceptable Use and Computing Policy, found online at: <http://www.una.edu/its/una-it-policy.html>
13. **Gambling.** Gambling as prohibited by the laws of the State of Alabama. (Gambling may include lotteries, sports pools and online betting activities);
14. **Weapons.** Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, including the storage of any item that falls within the category of a weapon in a vehicle parked on UNA property[1] (for more information, see Weapons Statement at <http://www.una.edu/student-conduct/policies/weapons-statement.html>);
15. **Fire Safety.** Violation of local, state, federal, or campus fire policies including, but not limited to:

- a) Intentionally or recklessly causing a fire that damages UNA or personal property or which causes injury.
- b) Failure to evacuate a UNA-controlled building during a fire alarm;
- c) Improper use of UNA fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on UNA property. Such action may result in a local fine in addition to UNA sanctions;

**Social Justice: UNA students value an environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:**

- 16. **Discrimination.** Any act or failure to act which denies deprives or limits the educational, employment, residential, and/or social access, benefits, and/or opportunities of any member of the campus community, guest, or visitor that is based upon an individual or group's actual or perceived status (race, color, sex, pregnancy status, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law). See the UNA Policy on Nondiscrimination.
- 17. **Harassment.** Unwelcome conduct (written, verbal, or via electronic communication) that is so severe, pervasive, or persistent and objectively offensive, and that so undermines and detracts from a student's educational experience, that it denies or limits a student's equal access to an institution's resources, activities, and opportunities.
- 18. **Retaliatory Discrimination or Harassment.** Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
- 19. **Bystanding.**
  - a) Complicity with or failure of any student to appropriately address known or obvious violations of the Code of Student Conduct or the law;
  - b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code of Student Conduct or law by its members.
- 20. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, UNA processes including conduct and academic integrity hearings including, but not limited to:
  - a) Falsification, distortion, or misrepresentation of information;
  - b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
  - c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
  - d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
  - e) Failure to comply with the sanction(s) imposed by the campus conduct system;
  - f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

**Respect: UNA students respect the rights, dignity and property of all. Behavior that violates this value includes, but is not limited to:**

21. **Harm to Persons.** Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
22. **Threatening Behaviors:**
  - a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
  - b) **Intimidation.** Intimidation is defined as implied threats or acts that cause a reasonable fear of harm in another.
23. **Hazing.** Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.
24. **Sexual Harassment.** Quid Pro Quo sexual harassment, Hostile Environment sexual harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation as defined in the UNA Interim Policy against Sexual Harassment and other Sexual Misconduct.
25. **Stalking.** A repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another on grounds other than the basis of gender/sex.
26. **Sexual Misconduct.** Sexual Contact and Sexual Exploitation as defined in the UNA Interim Policy against Sexual Harassment and other Sexual Misconduct.
27. **Public Exposure.** Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

**Responsibility: UNA students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to:**

28. **Alcohol.** Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University's Alcohol Policy (See the University's Statement and Regulations Regarding Alcoholic Beverages at Social Functions (See policies at <https://una.edu/students/FSL/index.html> and <https://www.una.edu/students/FSL/FSL-Policies/Event-Policy.pdf>).
29. **Drugs.** Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy. (See Alcohol and other Drug Statement at <http://www.una.edu/alcoholEDU/una-alcohol-awareness-and-education/expected-conduct-for-students---alcohol-and-other-drugs.html>); Sanctions for drug violations may include drug education, mandated evaluation, and treatment, community service, suspension, and/or expulsion. Student organizations that knowingly permit illegal drug activity will be excluded from campus for a minimum of one year.
30. **Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications;
31. **Failure to Comply.** Failure to comply with the reasonable directives of UNA officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
32. **Other Policies.** Violating other published UNA policies or rules, including all Residence Hall policies, the Smoking Policy, etc.;
33. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.) or violation of institutional, local, state, and/or federal public health directives.

**34. [Violations of Law. Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.]**

35. **Traffic/Parking Policy** - Violation of traffic and parking rules and regulations including, but not limited to:
- a) Repeated or flagrant violations of the rules as set forth in University Traffic and Parking Regulations;
  - b) Tampering with, removal, or theft of wheel locks, barricades, traffic cones, or traffic control devices.

[1] Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus.

[2] This policy attempts to balance the need of the community to create a civil climate while also embracing the 1st Amendment protection that attaches to most harassing speech that is simply offensive.

Find this policy at [una.edu/student-conduct/policies/code-of-student-conduct.html](http://una.edu/student-conduct/policies/code-of-student-conduct.html)

## UNA EXPECTATIONS STATEMENT

The University of North Alabama is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives. It is important that each student become aware of and abide by the Code of Conduct and other university regulations. Students are obligated at all times to assume responsibility for their actions, to respect established authority, to be truthful, to respect the rights of others, and to respect private and public property.

It is also important that members of the University community be willing to confront violations and the infringement of another's rights personally or by filing complaints with the University Police Department, Residence Life, or the Office of Student Conduct. The Director of Student Conduct their designee(s) determines the policy violations as they relate to overall campus violations and on-campus residence hall violations, as well as violations off-campus (see Jurisdiction Statement).

## ALCOHOL AND OTHER DRUGS

UNA's Student Code of Conduct prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit other alcohol-related misconduct. Students under the age of 21 are prohibited from possession and/or consumption of alcohol. All students are prohibited from the use and possession of illegal drugs. In addition, student organizations sponsoring events where alcohol is present are subject to the requirements and guidelines outlined in the University's Statement and Regulations Regarding Alcoholic Beverages at Social Functions.

Note: See also Parental Notification and Medical Amnesty Policies

## NONDISCRIMINATION POLICY

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy covers nondiscrimination in employment and in access to educational opportunities. Reports of discrimination may be reported to the following areas: Human Resources, Student Conduct, University Ombudsman, Title IX Coordinator.

For other resources please visit Office of Social-Conduct at <https://www.una.edu/student-conduct/resources.html>