

UNDERGRADUATE PROGRAM GENERAL INFORMATION

Expectations for Student Learning

Upper Iowa University has in place a Student Academic Assessment Plan. Through this assessment plan, continual evaluation of curriculum will occur to ensure excellence in teaching and effective learning. The faculty at Upper Iowa University has determined the following competencies to be essential in the general education component: critical thinking and problem solving, communication, quantitative/scientific reasoning, effective use of information technology, analysis of the implications of global and national diversity, evaluation of the importance of social responsibility and appreciation of the role of the humanities for the interpretation of human experience.

The approach to general education assessment at Upper Iowa University represents a departure from traditional strategies focused on teaching and instead focuses on student-centered learning strategies that integrate critical thinking, problem solving and respect for intellectual property in all aspects of the learning experience. As part of the overall Academic Quality Improvement Program, Upper Iowa University seeks to continuously reflect on its vision to develop global citizens who become lifelong learners prepared for leadership.

To this end, the faculty has identified a number of tasks students will accomplish as they successfully complete their course work on their way through the General Education curriculum. In completing the tasks, students will pass through a regimen of coursework designed to provide a consistent educational experience, yet one flexible enough to be contoured to individual interests and needs. Each course in the General Education has its own vital goals and outcomes, as determined by its instructor and articulated on its individual syllabus. The following tasks are related to particular skills students will have developed in order to manipulate learned materials in defined ways, coherently across the University. The tasks are spread across a variety of disciplines common to liberal arts colleges and universities in the 21st century: Natural Sciences, History, Arts and Humanities, Mathematics, Information Systems, Behavioral Sciences, Communications, and Cultural Studies. These tasks are not to be construed as goals in and of themselves, and the courses in which they are addressed are by no means limited in their breadth and scope to the accomplishment of the specified tasks. Rather, the completion of the tasks may be regarded as milestones for students to pass as they approach the goal of a Bachelor's Degree in light of Upper Iowa University's mission as a liberal arts institution.

Students may expect to complete thirty-nine semester hours of General Education coursework as they accomplish the tasks. Some course requirements may be waived for students who are

able to demonstrate prior achievement of course outcomes either by transfer credit or by scoring at the 85th percentile on the appropriate section of the Accuplacer examination. Requirements may vary for students enrolled in the Teacher Education Program.

The University faculty determines which specific courses will include the completion and assessment of the various tasks. The Division of Science and Mathematics will recommend to the faculty whether a course offered anywhere within the University is suitable for housing of the natural science and mathematics tasks; the Division of Liberal Arts and Humanities makes similar recommendations regarding the history, humanities, cultures, social science and communications tasks. The Division of Business recommends those courses which are suitable for the MIS task. In addition, faculty in each of these divisions is responsible for review and assessment of artifacts submitted anywhere in the University as evidence of task completion.

Accreditation

The University is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncahigherlearningcommission.org) and is approved by the Louisiana Higher Education Board, the Wisconsin Educational Approval Board, and the Iowa Department of Education (for teacher education in Iowa only). The programs offered are approved by the states of Iowa, Kansas (restricted), Louisiana, Texas, and Wisconsin for veterans' benefits. The MBA and undergraduate business degree programs conferred by the Extended University also hold accreditation by the International Assembly for Collegiate Business Education (IACBE).

Upper Iowa University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Upper Iowa University has been granted authority to operate and grant degrees in the Fox Valley Region by the Illinois Board of Higher Education.

Upper Iowa University has memberships in the National Association of Schools of Public Affairs and Administration (NASPAA) and Council for Standards in Human Service Education (CSHSE).

Upper Iowa University is a nonprofit organization founded in 1857. It has no shareholders or private ownership but is controlled by a board of trustees.

* NOTICE: This Catalog contains information regarding fees, curricula, and related policies and procedures. Every effort has been made to make the catalog accurate as of the day of publication. However, Upper Iowa University reserves the right to change policies or revise the information contained in this catalog. All such changes will be effective at the time deemed appropriate by the proper institutional authorities and may apply to enrolled as well as prospective learners.

Applying for Admission

UIU's Extended University offers classes through three delivery methods: in the classroom for Center Programs, paper/email-based distance learning for the External Degree Program and online for the Online Program.

Requirements for Admission

To apply for admission, the minimum requirement is graduation from an accredited public or private high school, or completion of a GED equivalent. Upper Iowa University reserves the right to refuse admission to anyone who does not meet its standards for admission.

The Extended University accepts learners on a continuous enrollment basis, which means you can be admitted to the program at any time during the year.

Online Program applicants are expected to have at least a 2.0 (4 point scale) Grade Point Average (GPA) for prior college course work.

Admission Procedures

Make arrangements to have the following documents sent **directly to the Center, External Degree or Online Program** you are planning to attend:

1. Your completed Application for Admission and application fee. (All U.S. Programs are \$50.)
2. Official transcripts from each college and university you previously attended. Official transcripts documenting experiential learning (for example, CLEP or DSST score reports) may also be submitted. Official transcripts must be sent directly from the granting institution. They must not pass through your hands.
3. A copy of your high school diploma or transcript (or GED Equivalent) if you have earned college credit, or an official high school transcript if you have not previously earned college credit.
4. Veterans – an application for veterans' benefits or change of place of training form and a copy of the DD214.
5. Active duty military and reservists – an official copy of DD295, AARTS, CCAF, or SMART transcript.
6. Teachers seeking additional endorsements - copy of your current teaching license (for Iowa only).

Until a learner submits all required admissions documentation they are considered a non-degree seeking learner. A non-degree seeking learner is not eligible for financial aid, is limited to no more than 30 credits at UIU and may not have a degree conferred.

7. To be considered for admission, international students and non-English speaking students must validate they have met Upper Iowa University's proficiency in English requirement in one of the following ways:
 - Submit official result for one of the following exams: Test of English as a Foreign Language (TOEFL) <http://www.toefl.com> (minimum TOEFL score: paper-based 533, computer-based 200 or TOEFL-iBT score of at least 72), or Michigan English Language Assessment

Battery (MELAB) <http://www.lsa.umich.edu/eli/melab.htm> (base score: 72) or International English Language Testing System (IELTS) <http://www.ielts.org/> (minimum IELTS 6.0).

- Provide an official transcript showing 24 or more successfully completed college-level semester credits from a regionally accredited college or university within the United States with a cumulative GPA of at least 2.0. Credits from an English as a Second Language Program (ESL) will not be considered to meet this requirement.
- Provide an official transcript from a U.S. high school or GED equivalent.
- Upper Iowa University reserves the right to exempt specific groups of learners based on evaluation and articulation with specific educational institutions as approved by the Senior Vice President for the Extended University.

The learner will be notified in writing of the approval or denial of admission. Application materials and transcripts will be kept on file for one year. If you do not complete the admission process and enroll within that year, you may be required to resubmit materials.

Experiential Learning documentation should be submitted only after an initial evaluation is completed, upon registering for at least one course through UIU, and after discussion of your individual degree plan with your academic advisor.

Name and Address Change

It is your responsibility to notify your program in writing of a change in address or name.

International Student Admission

International Students – U.S. Center Programs

Upper Iowa University is authorized under federal law to enroll nonimmigrant alien learners at our U.S. center locations. For additional information contact your advisor. International F-1 applicants must submit the following documents directly to the center in order to complete the application for admission:

1. Your completed Application for Admission and application fee (\$50).
2. Official transcripts must be evaluated by a certified evaluator at the learner's expense. This evaluation must be sent directly to Upper Iowa University. Due to the upper division credit requirement, contact your academic advisor to discuss the type of evaluation most useful to you.
3. A copy of your high school diploma or transcript if you have earned college credit, or an official high school transcript if you have not previously earned college credit.
4. A notarized statement from a financial institution that states that you have adequate resources to meet all required expenses such as the first year's tuition and living expenses. The required amount that must be in the learner's name on the financial statement is \$20,000. Prior to the issuance of an I-20, a deposit covering three terms (\$4410) of the first year's tuition must be made to the University. Financial

statements of sponsors other than parents will not be accepted as initial evidence of adequate resources.

5. A copy of your valid passport, visa, any previous I-20, and I-94 documents must be presented when you are already in the United States.
6. To be considered for admission, international students and non-English speaking students must validate they have met Upper Iowa University's proficiency in English requirement in one of the following ways:
 - Submit official result for one of the following exams: Test of English as a Foreign Language (TOEFL) <http://www.toefl.com> (minimum TOEFL score: paper-based 533, computer-based 200 or TOEFL-iBT score of at least 72), or Michigan English Language Assessment Battery (MELAB) <http://www.lsa.umich.edu/eli/melab.htm> (base score: 72) or International English Language Testing System (IELTS) <http://www.ielts.org/> (minimum IELTS 6.0).
 - Provide an official transcript showing 24 or more successfully completed college-level semester credits from a regionally accredited college or university within the United States with a cumulative GPA of at least 2.0. Credits from an English as a Second Language Program (ESL) will not be considered to meet this requirement.
 - Provide an official transcript from a U.S. high school or GED equivalent.
 - Upper Iowa University reserves the right to exempt specific groups of learners based on evaluation and articulation with specific educational institutions as approved by the Senior Vice President for the Extended University.

International Students – External Degree, International Center, and Online Programs

International applicants must submit the following documents directly to the External Degree or Online Programs in order to complete the International Student Admission Application.

1. Your completed Application for Admission and application fee (External Degree Program and Online Program \$50). Program application fees vary by country. Check the local center for the current fee schedule.
2. Official transcripts must be evaluated by a certified evaluator at the learner's expense. This evaluation must be sent directly to your Upper Iowa University Program office. Due to the upper division credit requirement, contact your academic advisor to discuss the type of evaluation most useful to you.
3. A copy of your high school diploma or transcript if you have earned college credit, or an official high school transcript if you have not previously earned college credit.
4. To be considered for admission, international students and non-English speaking students must validate they have met Upper Iowa University's proficiency in English requirement in one of the following ways:
 - Submit official result for one of the following exams: Test of English as a Foreign Language (TOEFL) <http://www.toefl.com> (minimum TOEFL score: paper-based 533, computer-based 200 or TOEFL-iBT score of at least 72), or Michigan English Language Assessment Battery (MELAB) <http://www.lsa.umich.edu/eli/melab.htm> (base score: 72) or International English Language Testing System (IELTS) <http://www.ielts.org/> (minimum IELTS 6.0). International Center Program learners should check their local center for test availability and requirements.
 - Provide an official transcript showing 24 or more successfully completed college-level semester credits from a regionally accredited college or university within the United States of America with a cumulative GPA of at least 2.0. Credits from an English as a Second Language Program (ESL) will not be considered to meet this requirement.
 - Provide an official transcript from a U.S. high school or GED equivalent.
 - Upper Iowa University reserves the right to exempt specific groups of learners based on evaluation and articulation with specific educational institutions as approved by the Senior Vice President for the Extended University.

Enrollment in External Degree or Online Programs does not qualify foreign learners for an F-1 visa because these programs can be completed from anywhere in the world.

Non-Degree Seeking Learner

A learner working toward a degree at another college or a high school student in good standing may enroll for courses at Upper Iowa University as a non-degree seeking learner by indicating "transient status" on the Application for Admission. Learners planning to transfer credits out of Upper Iowa University will want to contact the admission office of the receiving school to determine transferability. The maximum number of credits a transient learner may earn from Upper Iowa University is 30. The application fee applies to non-degree seeking applicants. **Learners classified as non-degree seeking are not eligible for federal financial aid**, unless they are seeking additional teaching endorsements.

Transferring Credits to UIU

Transfer Credit

If you are a transfer student, you may expect to receive full credit for college-level courses completed at other collegiate institutions accredited by any of the following regional accrediting associations:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- Higher Learning Commission of the 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

Upper Iowa University will also consider acceptance of course work in transfer from:

- Institutions with specialty accreditation as reviewed and approved by Upper Iowa University.
- International institutions that are approved/registered by their country's Ministry of Education or other national educational governing body as reviewed and approved by Upper Iowa University.
- International institutions where transcripts for individual learners are reviewed and evaluated by an approved foreign credential evaluators service and approved by Upper Iowa University.

Course work completed at all other institutions will not be accepted in transfer to Upper Iowa University.

Grades earned in courses accepted for transfer will appear on your Upper Iowa University transcript, and the credits earned will count toward your total number required for graduation. However, grade points earned at another institution are not transferred and are not figured into your cumulative grade point average (GPA) maintained at Upper Iowa University, but are included in calculating the major/endorsement GPA.

Upper Iowa University may transfer up to 78 lower division college semester credits from accredited institutions.

These 78 semester credits may include:

1. No more than nine semester credits from Health, Physical Education and Recreation (HPER) activity courses, including transcripted intercollegiate athletics.
2. No credits from courses identified by Upper Iowa University as at the remedial or developmental level (except for articulated ESL credits from partner institutions).
3. No more than 30 semester credits from one year occupational diploma programs.

Upper Iowa University may transfer an additional 12 semester credits, identified by the transfer institution as upper division credit, to a transfer maximum of 90 semester credits.

Up to 78 lower division semester credits and 12 upper division semester credits evaluated by the American Council on Education (ACE) and semester credits earned through CLEP, DSST, Excelsior College and ACT-PEP examinations will transfer to Upper Iowa University.

You may choose to transfer all your passing grades earned at other institutions or you may choose to transfer only those courses graded "C" or above. This choice must be made **before**

you enroll in your first course at Upper Iowa University. Courses graded below "C" will not affect your overall grade point average (GPA). However, if they are courses in your major, they will affect the GPA in your major.

Since ID 301, Critical Thinking and ID 498, Senior Project are components in the Upper Iowa University assessment strategy, transfer work will not be accepted to fulfill these requirements.

Experiential Learning Credit

Upper Iowa University recognizes that learners in higher education come with many experiences and from varied backgrounds. Learning experiences gained through training programs and academies may be reviewed and evaluated for academic credit.

ACE Approved Credit

Many training programs have been approved for credit by the American Council on Education (ACE). Check with your academic advisor to see if completed training has been evaluated by ACE. There is no charge for transcripting ACE recommended credit. Credits earned through ACE do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned through ACE do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

Credit by Examination

Learners may earn credit through CLEP/DSST/Excelsior College and/or ACT-PEP examinations. There is a minimal testing fee. Credit by examination is transcripted without charge when the learner's score is at the level recommended by ACE for credit. These exams are accepted to fulfill requirements in very specific ways. See your academic advisor before taking any credit-bearing exams to ascertain the appropriate exam for your degree plan.

Credits earned by examination do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned by examination do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

Experiential Learning Portfolio Credit

A portfolio process has been developed to determine learners' achievements and demonstrated learning outcomes. Learners can earn up to 30 semester credits for prior learning experience. **Contact your academic advisor for information on the guidelines and procedures.**

Experiential learning credit granted by another institution is accepted only if it is a part of a degree earned and transferred to UIU. Similarly, credit granted by UIU for experiential learning may not transfer to other institutions.

Because the documentation process required of you is extensive, and since the evaluation of this documentation by UIU staff demands considerable time, you must be accepted for admission

and registered for at least one course through Upper Iowa University before you may apply for experiential learning credit.

Experiential learning portfolio credits do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for a bachelor's degree. Experiential learning credits do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors. Experiential learning credit, awarded as upper division credit, may be used to satisfy the upper division credit requirement for graduation. Education course credits may not be earned through Experiential Learning.

Fees for experiential learning credit granted are assessed at \$60 per semester credit. See your academic advisor for more information. All fees are due within 90 days of assessment, and before credit will be recorded on your transcript. An official transcript will be issued only after you complete a course with Upper Iowa University.

Law Enforcement and Fire Science Credit

Learners who have successfully completed law enforcement or fire science training may submit documentation to Upper Iowa University for evaluation. There is a one time evaluation fee of \$200 paid at the time of submission. The documentation will be evaluated for credit and applied to the UIU transcript. Consult your academic advisor for further information. A maximum of 30 semester credits can be earned through a combination of portfolio and law enforcement/fire science credits.

Credits earned for law enforcement and/or fire science training do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for graduation. Credits earned through law enforcement or fire science do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.



Military Credit

Credit for military and other formal training with recommendations by the ACE guidelines will be transcribed at no charge. Training completed may be verified by DD214, DD295, an AARTS, CCAF, or SMART transcript or copies of certificates; a portfolio is not required. Up to 78 lower division semester credits and an additional 12 upper division semester ACE evaluated military credits may be transferred for a maximum of 90 semester credits toward the 120 semester credits required for graduation. ACE-recommended military credits do not reduce the minimum required 30 semester credits of course work through Upper Iowa University for a bachelor's degree.

Credits earned through military training do not apply to the 60 graded credits needed to graduate with *Magna* or *Summa Cum Laude* honors.

Upper Iowa University is a member of Servicemembers Opportunity Colleges (SOC) (<http://www.soc.aascu.org/>), a consortium of over 1,800 institutions pledged to be reasonable in working with servicemembers trying to earn degrees while pursuing demanding, transient careers. As a SOC member we help servicemembers avoid duplication of credit, are reasonable in accepting transfer courses, limit academic residency to not more than 25 percent, require no final year or semester, and fairly judge credit from nontraditional sources like testing and military training and experience. Additionally, as one of more than 100 SOC colleges, we prepare a SOC Student Agreement degree plan after six semester credits are completed. We participate in the course transfer guarantees of the network system.

Each summer students have the opportunity to attend one week long IEXL classes on the Fayette Campus.



Fort Riley Center Building

Undergraduate Program – Cost to Attend

Tuition per undergraduate semester credit for U.S. on-site courses, due in full the first night of class	\$282*
Tuition per undergraduate semester credit for U.S. Online Program courses, due in full the first day of term	\$299
Tuition per undergraduate semester credit for External Degree Program courses, due in full upon registration	\$254
Tuition per undergraduate semester credit course for International Center Program courses	Varies by Center
Tuition per undergraduate semester credit course for the Institute for Experiential Learning (IEXL)**, due in full upon registration	\$265
U.S. Graduate level tuition per semester credit is due in full the first night of class	\$369
Application fee for the U.S. Center, External Degree, and U.S. Online Programs (nonrefundable)	\$50
Application fee for the International Center Programs (nonrefundable)	Varies by Center
Audit fee, per semester credit not available in the U.S. Online Program or International Programs	\$80
Technology use fee, per semester credit enrolled	Varies by Center
Experiential Learning Portfolio assessment fee (nonrefundable), applicable toward semester credit charge if credit for experiential learning is awarded	\$60
Experiential learning credit, per semester credit, payable within 90 days of the granting of this credit (nonrefundable)	\$60
Extra-institutional Evaluation (per evaluation) for Law Enforcement, Fire Science, Cosmetology, Massage Therapy, Emergency and Disaster Management, Health Services Administration, and Corporate Training	\$200
Internship liability insurance, one time fee for PSY 403 only	\$20
Transcribing credit as recommended by ACE guidelines, including PEP, DSST and CLEP	No Charge
CLEP/UIU essay fee for learners transferring Freshman College Composition CLEP scores	\$15
DSST administrative fee (plus the cost of exam)	\$20
Student teaching fee (education majors only), per week of student teaching	\$10
Transcripts, per paper copy	\$3
Transcripts, per copy faxed	\$5
Transcripts, per copy faxed and mailed (written request must be made to Registrar's Office)	\$8
Certificate Claim fee payable at time of application for certificate	\$30
Graduation fee (Domestic), payable at time of application for graduation Graduation fee for International Centers vary. See local fee schedule.	\$65
External Degree Program extension fee, one six-month extension	\$50
External Degree Program administrative withdrawal fee	\$75

All fees listed in catalog are in United States American Dollars.

*Learners at military installations should contact their center coordinator for tuition rates.

**IEXL courses are one week in length and held at various locations and times.

Learners receiving financial aid will be required to pay, at the time of registration (all programs) or the first day of the term (Center and Online Programs), any difference between total expenses and the aid. Expenses may be charged to VISA or MasterCard, or may be paid by personal check or money order.

Budgeting

Book and supply costs are estimated at \$100-\$150 per course. Each learner is responsible for purchasing required textbooks for each course. Learners using financial aid need to purchase textbooks before the initial disbursement of financial aid. In subsequent terms, financial aid disbursed in the current term needs to be budgeted to cover book costs in the following term.

Release of Transcript and Diploma

A learner's diploma, transcript, or letter of recommendation will not be released until all financial obligations are satisfied in full. A learner with outstanding fees will not be allowed to enroll in a subsequent course until all outstanding fees are paid.

Method of Payment

Upper Iowa University has no provision for delayed or time payment except through purchase order arrangements by employers for their own employees. Payment for all courses must be made in U.S. dollars in advance and in full by check or money order drawn from a U.S. bank (payable to Upper Iowa University) or may be charged to your MasterCard or VISA. Include your account number, expiration date and signature on the registration form. Options for International Center Program students vary by country. Check with local center staff.

Financial Aid

Financial assistance comes in two forms:

1. **Grants** do not have to be repaid.
2. **Loans** must be repaid, generally after you complete your education.

Federal Pell Grants

Funded by the federal government, Federal Pell Grants range from \$400 to \$4,310 per year for U.S. citizens or eligible noncitizens who are enrolled at least half time. To apply for the Federal Pell Grant, learners must complete the Free Application for Federal Student Aid (FAFSA).

External Degree Program Learners: All coursework must be completed by August 15 of the academic year in which the Federal Pell Grant is awarded for full disbursement.

Iowa Tuition Grants

Funded by the State of Iowa, these grants are available only for Iowa residents who qualify based on financial need. The amount of the grant is the difference between Upper Iowa University tuition and the average tuition at the Regent universities. The filing deadline for these grants is July 1 for the following academic year. The per credit award differs for full-time and part-time learners and changes every year.

Federal Stafford Loans

Federal Stafford Loans are financed through participating local banks and other lenders to U.S. citizens or permanent residents. Subsidized Federal Stafford Loans are awarded to those who show financial need. The interest is paid by the federal govern-

ment while the recipient is enrolled at least half time. Unsubsidized Federal Stafford Loans are awarded to those who show less financial need. The interest is paid by the recipient while enrolled at least half time. The annual combination of both subsidized and unsubsidized Federal Stafford Loans may not exceed \$3,500 (dependent) or \$7,500 (independent) for the freshman year, \$4,500 (dependent) or \$8,500 (independent) for the sophomore year, and \$5,500 (dependent) or \$10,500 (independent) for junior or senior years. The aggregate lifetime maximum for both loans may not exceed \$23,000 (dependent) or \$46,000 (independent) for undergraduate study. Repayment begins six months after withdrawal or when your enrollment status is less than half-time. Current interest rates are available from your lender. Disbursement of loan proceeds is equally distributed among the number of terms in the loan period. Loan applications must be submitted before the learner's last date of attendance.

Applying for Financial Aid

Follow these steps at least **ten weeks** before the start of your first enrollment:

1. Complete and submit the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov>.
2. You will receive a Student Aid Report (SAR) within approximately two weeks. Or, if you provide them with a valid email address, you will receive an email with a link to your SAR information within five days. The SAR summarizes the information you provided on your application.

Review your SAR carefully to ensure all the information is correct and no changes are necessary. If you need to change any information on the SAR, return to www.fafsa.ed.gov and correct any errors. Then resubmit the corrected data to the processing center.

Even if your SAR indicates that you are not eligible for a Federal Pell Grant, it will be used to determine whether you are eligible for other financial assistance.

3. The Department of Education or UIU's Financial Aid Office may select you for "verification." If selected, you will be sent a verification work sheet, which must be completed and returned to either your program or the Financial Aid Office with a copy of your previous year's **signed** U. S. income tax return. If you are married and your spouse filed separately, your spouse's return must also be included. If you filed as a dependent student, a copy of your parents' **signed** tax return must also be included.
4. If you have attended another institution in the past 30 days, we must have a financial aid transcript from that institution.
5. If the Financial Aid Office is unable to determine which program you will be attending, you will be sent a Center Enrollment Form, which you must complete and return to the Financial Aid Office. (External Degree Program learners may receive an Additional Funding worksheet in place of the Center Enrollment Form.)
6. In order to be eligible for any aid programs, all required documentation for your acceptance to Upper Iowa University must be received by your program.

7. Once the Financial Aid Office has received all required correct information in your file, you will receive an email notification that your Financial Aid Award eligibility is available online. You must go into the online award letter and accept the funds. To access the award letter, you will need to provide your Student ID#, your social security # and your birthdate.
 8. If you have been awarded Federal Stafford Loan eligibility and wish to borrow these funds, you must accept the amounts on the online award letter.
 9. If you are a first time borrower with Upper Iowa University, you will be required to fill out a Master Promissory Note. Upper Iowa University utilizes the Master Promissory Note (MPN) for all Federal Stafford Loans. The MPN eliminates the need to complete a new promissory note for loans each year. By completing the MPN, you are authorizing Upper Iowa University to certify Federal Stafford Loans requested by you on the loan request form.
 10. If you are a first time borrower of Federal Loan funds, federal regulations require that you complete Loan Entrance Counseling. You may do this by either visiting www.mapping-your-future.org or contacting your program. Federal Regulations also require that the first disbursement for all first time borrowers be delayed for 30 days after the start of your first term.
 11. If you are not degree-seeking, you are not eligible for financial aid, unless you are seeking additional teaching endorsements.
2. Upon verification of enrollment and attendance, funds from the lender will be credited to your University account electronically. Subsequent disbursements will follow this same procedure for each term of enrollment. If your lender does not participate in the EFT process, your loan disbursement checks will be mailed to the Financial Aid Office, then forwarded to the Business Office. Upon verification of enrollment and attendance, the Business Office will forward the check to your program. You will be contacted when the check arrives and asked to endorse the check to UIU. The loan funds will then be applied to your University account.

Cash Overpayment Disbursements for loan funds exceeding tuition and fees will be processed upon verification of enrollment. For center program learners this means actual attendance at the time the funds arrive at the center. For Online Program learners this means verified participation in the online environment. For External Degree Program learners this means until appropriate coursework is completed and graded.

How Your Financial Aid Will Be Applied

Your total grants will be divided among five or six terms, based on full-time enrollment. Once the program verifies your attendance, your grant(s), after being adjusted for part-time enrollment if necessary, will be credited to your account.

Upper Iowa University's Summer Term (Term 6) is considered the end of the academic year. Any Federal Stafford Loan eligibility or Federal Pell Grant monies remaining can be applied to Term 6. If all Federal Stafford Loan eligibility and Federal Pell Grant funds have been used for the year, you may have eligibility for an alternative loan.

Information for Veterans

U.S. Center, Online and External Degree Programs are approved by the Department of Education of the State of Iowa to certify qualifying learners to receive veterans' benefits. For additional information on applying for veterans' benefits, changing your place of training or how courses are certified, contact the Veterans' Administration certifying official at your program office. It is extremely important that you indicate on your registration for each class that you want the course certified for veterans' benefits. Upper Iowa University will also notify the Veterans Administration of any change in status including administrative withdrawal or withdrawal from a course. With a change in status, the learner may be required to refund benefits. Student reimbursement will be calculated by the VA and is determined separately than any eligible refund under Upper Iowa University's policy.

Questions/Concerns

If you have any questions regarding financial aid, please contact your program or the Financial Aid Office, 1-800-553-4150, Extension 3, or write to: Financial Aid Office, Upper Iowa University, PO Box 1859, Fayette, IA 52142 or email: financialaid@uiu.edu. Any questions about billing should be directed to your program office.

PLEASE NOTE: If your program has not received your admission application, high school information and official academic transcripts from all previously attended schools, your financial aid will be delayed. You must be officially accepted for admission to the University to be eligible for financial aid.

External Degree Program Learners: To be eligible for federal financial aid funds through the External Degree Program, you must be enrolled at half-time status. To qualify for half-time status, you must be enrolled in a minimum of six semester credits within the same enrollment period.

International Center Students: U.S. federal financial aid funds are not available. Check with local center staff for other types of aid available by country.

Those Eligible for a Federal Stafford Loan should follow these steps:

1. UIU will process your loan based on the the accepted amount from the online award letter. If you have not previously borrowed, you will be required to complete a Master Promissory Note (MPN). No funds will be released to Upper Iowa University until the MPN has been received by the Guarantor.