

# THE ACADEMIC PROCEDURES DIRECTORY

December 2018

## *Preface*

The *Academic Procedures Directory* serves as a companion guide to a variety of processes that are mentioned in other academic policy documents (such as the [Academic Catalog](#)) where the details about how to accomplish particular actions are not fully spelled out. The [Academic Calendar](#) specifies deadlines for many academic processes and should be viewed as a companion to this Directory.

This directory also serves as a record of other important policies affecting the shape of academic programs at UMW, such as the requirements for a major or a minor program. The *Directory* is intended as a companion guide to a variety of compilations of academic policy, such as the online *University Policy Manual* (section D), the *Academic Catalogs*, and the *Faculty Handbook* (section 5).

The Directory is maintained by the Office of the Provost and updated as needed.

**ACADEMIC BANKRUPTCY**

An undergraduate student who is seeking readmission to the University may choose to have all University of Mary Washington coursework, which is at least seven academic years old, not factored into the calculation of the GPA. A student who chooses this option receives credit for courses in which a grade of at least C was earned and loses credit for courses with grades below a C. The grades for such courses, however, are not included in the computation of the GPA. The decision to declare Academic Bankruptcy must be made at the time of re-enrollment, prior to registering for classes and can be claimed no more than once in a student's career at the University. Students seeking to declare academic bankruptcy should contact the Office of Academic and Career Services for additional details. This step is taken during the readmission process.

Students initiate the readmission process through the Office of Admissions. For student's whose last cumulative GPA was less than 2.00, readmission is subject to review by the Committee on Academic Standing which is administered through the Office of Academic Services. Students seeking readmission requiring such review must first complete the application for readmission with the Office of Admissions and then schedule a readmission advising appointment with the Office of Academic Services.

Students submit transcripts of any academic work completed while not in attendance at the University of Mary Washington for evaluation and consideration of transfer credit. Previously earned UMW credits will also be reviewed for possible application to the current curriculum. Students who are readmitted must follow the graduation requirements and major requirements of the Catalog in force at the time of their readmission. The Office of Academic and Career Services provides [additional information regarding the readmission process](#).

**ACCELERATED DEGREE PROGRAMS, PROCEDURE FOR DEVELOPING**

Colleges with graduate degree programs may elect to develop accelerated degree programs, in which undergraduate students take both undergraduate and graduate courses at the same time. While completing the undergraduate degree, the student begins work on the graduate degree.

All proposals to establish accelerated degree programs must go through the UMW curriculum approval process, following all steps for a "program change." The undergraduate and graduate degrees involved may have a maximum of four common 3-credit classes (12 hours). These hours are offered at the graduate level, and may be taken by students who apply for and are conditionally admitted to the graduate program during their undergraduate studies. The hours may count toward both the undergraduate and graduate degrees if formal admission to the graduate degree program is received within five years of the award of the undergraduate degree.

Students must satisfy all admission and continuation requirements of the specific accelerated programs in order to enroll in the graduate level courses. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, appear on the undergraduate transcript, and be used to determine graduation with honors. Students in an accelerated degree program will be formally admitted to the graduate program following attainment of the baccalaureate degree.

## **AUDITING A COURSE**

A degree-seeking student may audit a class (sit-in for no credit) by completing the Auditor's Registration Form in the Office of the Registrar the day after the end of the Add Period. Auditing is permitted, by written permission of the instructor, in non-restricted courses in which space is available. Non-degree students may also audit a course, provided that the instructor approves, space is available in the class, and the course is non-restricted. A student cannot retake a course for credit after they have audited it. To audit a course, the student must complete the [Audit Application and Registration](#) form and pay the Audit Fee of \$30 per credit hour. Citizens over 60 are exempt from the fee and instead must complete the [Senior Citizen Tuition Waiver](#). *Au paires* should bring their visa to the Registrar's Office when registering to audit a class.

Auditing policies. Undergraduate students may not audit graduate courses. Students may not audit any individual study or research class, typically course numbers from 481 to 499 for any discipline. Students may not audit any courses with labs in Biology (BIOL), Chemistry (CHEM), Geology (GEOL), Physics (PHYS) and Psychology (PSYC). Finally, certain classes are restricted and do not allow auditors under any circumstances; the Office of the Registrar maintains the list of restricted courses. Departments wishing to add or delete a course from the restricted list do so by contacting the Registrar.

## **COMMENCEMENT**

The date for the degree awarded is the conclusion of the summer, fall or spring terms in which all the degree requirements were completed. The student is cleared for the degree award and the degree is posted on the official transcript at the conclusion of the summer, fall or spring terms in which all degree requirements were completed and all other obligations to the university have been met. Students submit degree applications during the second semester of the junior year. In extraordinary situations, a student who requires no more than one course for graduation and plans to complete the degree requirement following commencement may petition the Office of the Registrar for special consideration to participate in the commencement ceremony.

## **CLASS RANK**

The Office of the Registrar calculates class rank once a year for the graduating undergraduate class. These calculations are run at the end of the spring grading period on the day that degrees are conferred. Once degrees have been conferred, class rank cannot be changed.

## **COMMITTEE ON ACADEMIC STANDING**

The Committee on Academic Standing is charged with evaluating student appeals of suspension and determining the terms for reinstatement. They consider requests by students with a cumulative GPA below 2.00 to return to UMW after a withdrawal or an absence from the university of at least one fall or spring semester. It meets twice a year in January and May.

The committee consists of seven members of the full-time faculty appointed by the Provost. The Director of Academic and Career Services convenes the committee and serves as an ex officio member along with the Registrar and the Dean of Student Life. Other administrative personnel

from a variety of academic support offices participate when their involvement benefits committee review and evaluation.

The Office of Academic and Career Services is responsible for managing the appeals process and providing appropriate information to students.

Appeals of decisions by the Committee on Academic Standing may be addressed to the Provost through the Associate Provost for Academic Engagement and Student Success. The opportunity to appeal the committee's decision is designed to permit consideration of new or additional information that was unavailable to the Committee on Academic Standing.

### **CONTINUING EDUCATION UNITS (CEUs)**

All CEU courses and sections will be approved by the university for the appropriate amount of continuing education units and are expected generate revenue in excess of expenses. The appropriate university official will assume responsibility for planning, promoting and conducting the program. The only CEU courses that will be offered by the university are those that are approved and overseen by the university.

#### Procedures regarding establishing CEU courses:

1. The department/program desiring to establish a CEU course will complete the CE (continuing education) Action Form and give it to the Registrar in a timely manner.
2. The offering department/program will work with the Registrar to schedule the course.
3. The offering department/program determines the faculty member for the CEU course. Faculty will be coded on the Banner SIAINST form with a faculty attribute of CE. For reporting, it will be very important to keep this field and all the other faculty status accurate and up-to-date.
4. Once students have been recruited for the CEU course, the offering department/program submits accurate registration numbers to the Registrar and ensures that all students complete student biographic forms, which are to be forwarded to the Registrar. Full, complete names are required. SSN is encouraged. It is imperative that students are registered for the section that corresponds to the fees that they must pay.
5. Grading – The Registrar's Office will provide grade forms for the course before it is over. Once the grades are turned in, the Registrar's Office will roll grades to history. Banner SSB cannot be used for grading CEU courses; grades must be manually. Students may view grades on the web via the academic transcript in Banner.

### **COURSE OUT OF SEQUENCE**

In rare instances, and in the event of compelling reasons, a student may need to take a course out of sequence or take the course as a co-requisite (e.g., take a course that is a higher numbered course before taking the lower-numbered prerequisite course or take both at the same time). Students seeking permission to take either of these actions **MUST** obtain permission of the course instructor(s) and the department chair. A signed [Out of Sequence Request form](#) must be submitted to the Office of the Registrar's during registration.

### **CREDIT BY EXAMINATION**

An enrolled, degree-seeking student may request, from a department, a special examination in any course offered by that department. The department will determine if an examination is appropriate in the requested course. If the student passes the examination, the course and a grade of CR will be recorded on the permanent record to indicate credits earned. Quality points, however, will not be awarded. If a student fails the examination, a grade of CI will be recorded. Should the latter occur, the student must enroll in the course in the next semester in which the course is offered. The student's earned grade, with attendant quality points, will replace the grade of CI. Should the student not so enroll, the CI will be converted to a grade of F. There is a charge for each examination.

Credits earned through credit-by-examination may count toward Major Program requirements, General Education requirements, or can be scored as elective credits.

Credit-by-examination is not available for seminar, individual study, studio, or laboratory courses. Credit-by-examination is not available for any course in which the student has been enrolled or has been in attendance. Also, credit-by-examination is available only for courses normally taught at the University of Mary Washington; it is not available or appropriate for any course not listed in the current Academic Catalog.

The \$45 fee for credit by examination must be paid prior to submitting the necessary [Credit by Examination Form](#) to the Registrar's Office. This form initiates the process and must be signed by the department chair in order to authorize the credit by examination attempt. A designated faculty member administers the examination, evaluates it, and reports the result on the form, which is returned to the Office of the Registrar for final processing.

### **EXCEPTIONS TO MAJORS AND MINORS**

Exceptions to the University's academic programs are rare and only offered in truly exceptional cases on a case-by-case basis (e.g. when courses are not offered due to unforeseen circumstances). Exceptions are not to be requested because of poor planning on the part of the student. The procedure for requesting a change to a major or minor program is initiated by the academic advisor and must be reviewed and approved by the academic program director, which is typically the department chair. Requests for exceptions are then forwarded to the Registrar for final review and adjustment on the student's degree evaluation. The Office of the Registrar shall record all exceptions and provide the University Curriculum Committee (UCC) with a report on all exceptions to majors and minors granted during the Academic Year. The purpose of this report is to provide the UCC with information relevant to its duties outlined in 2.6.2 of the University Faculty Handbook.

### **GRADE DELAYED**

This grade may be awarded in one of three cases: (1) if the student's off-campus work (such as on an internship) is not received in time to be evaluated before final grades are due; (2) if the faculty member fails to submit a grade for a student by the time final grades for the term must be processed and posted; or (3) extenuating circumstances (approved by the Registrar) prevent the faculty member from assigning a final grade by the required deadline and the student is not eligible for an incomplete grade. The Registrar assigns the G grade. In all cases when a grade is delayed, the G grade must be removed as soon as it is possible for the final grade to be

calculated. The G grade must be removed no later than the last day of class in the semester following the one in which the G grade was assigned. To remove the G grade, the faculty member submits a Grade Correction form to the Office of the Registrar. Grade corrections must be processed as soon as possible in order to avoid complications for the student (for example, loss of financial aid or delayed inclusion on the Dean's List). Failure to submit a grade for a course with a G will result in the grade of F. No student can graduate with a "G" grade remaining on his or her record.

### **GRADUATE COURSES, ENROLLMENT IN BY UNDERGRADUATES**

An undergraduate student at the University of Mary Washington with 18 or fewer hours of coursework remaining for degree completion may take up to six hours of graduate credit beyond the undergraduate degree requirements. Such graduate credit may be counted toward a master's degree at the University, but will not be used to fulfill undergraduate degree requirements. The student must have a minimum 3.0 cumulative grade point average and must receive permission from his/her academic advisor and the Dean of the College offering the graduate course. The Registrar and student will be notified of this approval.

If there are financial aid considerations, the student is encouraged to review all policies related to taking graduate courses prior to completion of the undergraduate program.

### **GRADUATE COURSES IN ACCELERATED DEGREE PROGRAMS, ENROLLMENT IN BY UNDERGRADUATES**

Students at the University of Mary Washington may choose to enter accelerated degree programs offered by the university, in which undergraduate and graduate degrees have a maximum of four common 3-credit classes (12 hours). These hours are offered at the graduate level, and may be taken by students who apply for and are conditionally admitted to the graduate program during their undergraduate studies. The hours may count toward both the undergraduate and graduate degrees if formal admission to the graduate degree program is received within five years of the award of the undergraduate degree.

Students must satisfy all admission and continuation requirements of the specific accelerated programs in order to enroll in the graduate level courses. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, appear on the undergraduate transcript, and be used to determine graduation with honors. Students in an accelerated degree program will be formally admitted to the graduate program following attainment of the baccalaureate degree.

### **INTERNSHIPS**

No more than six internship credits may count toward the minimum number of credits required in a major. No more than twelve credits in academic internship experiences may be credited toward the credits required for graduation. To be approved for academic credit, the internship experience must be structured, supervised, and an Internship Contract must be submitted to and

approved by the Office of Academic and Career Services following the requirements outlined on their [Internship Policies web page](#).

To be eligible for internship credit, the student must:

- Be a degree-seeking student at the University of Mary Washington
- Have at least 12 hours of credit earned at UMW
- Have a G.P.A. of 2.0 or better at the start of the semester in which the internship occurs.

Internship credit is based on the work assignment and time commitment. The time commitment alone does not determine the number of credit hours awarded. Each credit hour of internship requires 3 hours of work at the internship site per week.

In certain circumstances, internships may be done at an administrative office on campus (but not in an academic department). On-campus internships require explicit approval. Students desiring to do an internship with an administrative office on-campus must submit (with the internship contract) a letter explaining why the experience cannot be obtained off campus. The on-campus internship supervisor must submit a letter explaining the internship duties and why an on campus internship is appropriate. Additional details are provided at the [Internship Policies web page](#).

### **LEAVE OF ABSENCE PROCEDURES**

An approved Leave of Absence is required for undergraduate students who wish to continue their original degree program, following original requirements (major program and all other requirements). Discontinuing enrollment for a semester or more without prior approval is not leave of absence. A maximum of two consecutive semesters of leave is awarded; after return from leave and completion of a semester or term, additional leave may be granted.

To qualify for a leave of absence, the student must have a cumulative GPA of 2.00 or above on all institutional coursework completed. The three types of leave of absence are:

1. Personal Leave of Absence -- For students who do not plan to take courses for one or two semesters for any reason (health, finances, etc.); submit Request for Leave of Absence form to the Office of the Registrar.
2. Study Leave of Absence -- For students who plan to take courses (with prior written approval) at another college or university in the United States for one or two semesters; submit to the Office of the Registrar a Request for Leave of Absence form and a [Permit to Study at another U.S. Institution](#) form.
3. Study Abroad Leave of Absence -- For students who plan to take courses in another country in a fully approved program; submit Request for Study Abroad Leave of Absence form to the Director of International Academic Services.

Student seeking a leave of absence must:

1. Submit a Request for Leave of Absence prior to the beginning of the first semester of absence or at the time of withdrawal during a semester.
2. Settle any outstanding debts or other obligations to the University.
3. Inform the Office of the Registrar of changes in address and changes in plans.

4. Students out for three semesters or less can participate in Advance Registration after meeting with their advisor. Students out more than three semesters must contact the Office of Admissions to re-enroll.

The University's obligations regarding leaves of absence include:

1. Allowing a student returning from a period of approved Leave of Absence to complete the degree program as originally begun if he/she re-enrolls at UMW within one semester after conclusion of two semesters of leave.
2. Permitting a student returning from a period of approved Leave of Absence to register for classes during Advance Registration
3. Providing information about registration for the semester of planned re-enrollment.

The [Leave of Absence form](#) must be submitted to request any leave of absence. The completed form can be faxed to the Office of the Registrar at 540-654-2145 or emailed to [rstill@umw.edu](mailto:rstill@umw.edu). It must be received prior to the first day of class. Students on the Stafford campus should fax their forms to 540-286-8005 or send the form by email to [esanders@umw.edu](mailto:esanders@umw.edu).

Financial Aid. Students receiving any type of financial assistance for their attendance should clarify their status with the Office of Financial Aid before taking a Leave of Absence. Please call 540-654-2468 or visit <http://adminfinance.umw.edu/financialaid/>.

## **MAJOR PROGRAM – DEFINING REQUIREMENTS AND CONSTRAINTS**

Courses "in" the major are of four types (fifth type is not "in" the major):

1. TYPE I Courses -- Courses actually required as such, whether they are within the actual discipline of the major or not (no choice among options, no substitutions except by specific individual exception approved by the department chairperson and the Office of the Registrar).
2. TYPE II Courses -- Required electives within the major (courses selected from among two or more options but nonetheless part of the requirements of the major). Like Type I courses, these may be either within or outside the major discipline.
3. TYPE III Courses -- Free electives within the major (courses in the discipline of the major, taken beyond the requirements of the major).
4. TYPE IV Courses -- Specified prerequisites (courses outside the requirements of the major, per se, but required de facto because they are stated prerequisites for courses in categories I or II). Included are not only direct prerequisites (e.g., MATH 122 for CHEM 383), but prerequisites once (or more) removed (e.g., MATH 121 as well for CHEM 383). There are also, among the course offerings of a given academic department, courses either designed specifically for students who are not majoring in the discipline or are otherwise excluded from being counted as part of the major program. These need to be identified as such in the University Catalog. In the context of these Constraints upon the Major, these are courses of Type V.
5. TYPE V Courses -- Courses identified in the University Catalog as being intended for non-majors or otherwise excluded from the major program.

Policies defining and constraining the major:

1. Credits required within the major, that is, the sum of hours in Type I and Type II courses, must be at least 30, but may be no more than 48. All must be graded credits.
2. Type III courses are free electives, and as such may be taken pass/fail.
3. At least a 2.00 grade-point average in the major is required for graduation. It is computed using all graded credits in Type I, Type II, and Type III (but not Type IV or Type V) courses.
4. No major may require of any student more than four (4) Type IV courses, beyond the Type I and Type II courses that are an integral part of the major.
5. In the case of DOUBLE MAJORS, the maximum degree of overlap permitted between the majors is 9 credits (sum of Type I and Type II credits).
6. No more than 60 credits in any one discipline will be counted as part of the 120 credits required for a baccalaureate degree.
7. Exceptions to any of rules 1 through 5 for specific programs may be approved by the general faculty, upon the recommendation of the University Curriculum Committee, in response to a request from an academic department.
8. Students who interrupt their attendance for three or more consecutive semesters will be required to complete the Major Program requirements in effect at the time of re-enrollment at UMW.

See also the procedure/policy on the **Residency Requirement**.

### **MAJOR DECLARATION**

A first time, first year B.A./B.S. student is eligible to declare a major by submitting the Major/Minor Declaration Form to the chairperson of the chosen department at the end of their first year or upon the completion of 28 credits. Students are expected to have declared their major at the end of their second year. The [Major/Minor Declaration Form](#) is available in the Office of the Registrar, online or the chosen department. After the department has accepted the student as a major, the department chairperson assigns a major advisor to the student and signs the Major/Minor Declaration Form. The department chair sends the approved form to the Office of the Registrar. The major is not considered official until the Major/Minor Declaration Form is on file in the Office of the Registrar. Each semester, the Office of the Registrar sets a major declaration deadline for the semester. This deadline ensures that there is adequate time for assignment of a major advisor before the next scheduled advising period.

To change or drop a major, the student completes the [Major/Minor Declaration Form](#).

In most situations, a B.L.S. student should declare a major only after he or she has completed two semesters of enrollment in UMW classes in good standing; however, students who transfer in a high credit total and whose remaining course work will be mainly or exclusively in the major are encouraged to declare a major immediately.

### **MAJOR PROGRAM GRADUATION REQUIREMENTS**

Each student is required to complete a major program. He or she may select a major (or majors) from the University's offerings or may elect to plan a special major. The requirements for each major are printed in the Academic Catalog and may be revised when a new edition is printed.

For graduation, the minimum grade-point average required in the major program on UMW courses is 2.00 (C average). A minimum of one-half (1/2) of the credits required for the B.A./B.S. major program must be earned at UMW. A minimum of 15 credits required for the B.L.S. major program must be earned at UMW. A maximum of 60 credits in a single discipline can be counted toward the credits required for graduation.

If a student is completing two majors (double major), the two majors may have a maximum of 9 credits in common. Overlapping in excess of 9 credits will be deemed to constitute one special major program that must be approved by the college curriculum committee (see MAJOR, SPECIAL PROGRAM.).

### **MILITARY SERVICE/ACTIVATION POLICIES**

Military Service and Deferred Admission. In cases involving military deployment, mobilization, or change in duty assignment, accepted applicants may request to extend the enrollment deferment for longer than two consecutive semesters. Any such requests will be considered on an individual basis. A copy of the person's military orders must be provided to the Office of Admissions to support such a request. Any accepted applicant who is eventually unable to matriculate to the University of Mary Washington because of military service will have any deposits fully refunded. Those who are granted deferred enrollment are subject to rules, regulations, and financial charges in effect when they actually matriculate. Students who enroll at another institution before enrolling at the University of Mary Washington may not defer and must reapply for admission.

Military Service – Refund Policy. Students who are in military service (active duty, reserves, or National Guard) and withdraw from all courses in a given term as a result of a military deployment, mobilization, or change in duty assignment will receive a full refund of all tuition and fees and pro-rated refunds for dining or housing contracts. Military change orders must be provided to the Office of Student Accounts. Any deposits paid by students who discontinue enrollment as a result of a military service obligation will be fully refunded. Textbooks purchased from the UMW Bookstore may be returned to the University Store for credit in accordance with the UMW textbook return policy. For withdrawals occurring beyond return policy end date, students should bring books to the Bookstore for the best available buyback prices.

Military Deployment and Financial Aid. Students receiving financial aid who withdraw from UMW due to military deployment should contact the Office of Financial Aid and the Office of Student Accounts prior to their withdrawal.

Short term Military Deployment. The policy outlined below provides guidance for students, University faculty and staff in dealing with short term military absence either as a result of regularly scheduled drill/training, unexpected training/drill or short term activation/deployment (e.g., National Guard activation in response to a natural disaster or civil unrest). (Note: military obligation requiring withdrawal from the University for the remainder of a term is covered below.)

For any training/drill, activation/deployment, or annual training:

- a. Where possible service members will provide instructors with advance notice of absences, providing the Registrar copies of military orders from the appropriate authorities. When it is not possible to provide advanced notice (ex. National Guard activation), students will contact the instructor and provide documentation as soon as time and their military duties permit.
- b. For 16 and 10 week terms, instructors will propose alternative arrangements for the completion of work missed for absences of up to two weeks in duration; for 8 and 5 week terms, instructors will propose alternative arrangements for absences up to one week.
- c. In circumstances where instructors are required to propose alternatives, students will work with their instructors to maintain and/or make up classwork as needed. If the student is unable to make up the required work due to their military obligation in the final three weeks of the semester, an incomplete grade may be assigned. Registration for those courses in which instructors and students are able to accommodate the absence will remain intact and tuition and mandatory fees will be assessed in full for those courses.
- d. If a student is unable to satisfy the arrangements proposed by the instructor (to include incomplete grades as necessary), the student may elect to withdraw from such courses regardless of whether or not the deadline for withdrawal has passed.
- e. For circumstances due to unexpected orders requiring longer than a two-week absence, the student may elect to have his or her entire registration cancelled and 100% of the tuition and mandatory fees will be refunded.

The option the student chooses obviously depends on the point in the term when the student is called to active duty. Financial aid is refunded in accordance with existing University and Federal policies for each of the above situations.

Military Service and Incomplete Grades. Students who are in military service (active duty, reserves, or National Guard) may request an incomplete grade for military deployment, mobilizations, or duty changes. A copy of the military orders must be provided to the faculty member as documentation. The deadline for removing an incomplete given on the basis of military service is the last day of the semester following the one in which the incomplete was given. Every effort will be made to work with the student and the faculty member to facilitate completion of the incomplete. Should military service commitments prevent the student from fulfilling the requirements for removal of the incomplete, a grade of W will replace the incomplete.

Military Activation and Withdrawal from a Term. Students who are in military service (active duty, reserves, or National Guard) and will be unable to complete the courses in which they are enrolled because of a military deployment, mobilization, or change in duty assignment may withdraw from all courses as of the effective date on their military orders. Students should contact the Office of the Registrar in order to process the course withdrawals, and a copy of the military orders must be provided as documentation. Students withdrawing in this manner will receive a full refund of all tuition and fees and pro-rated refunds for dining or housing contracts. Textbooks purchased from the UMW Bookstore may be returned for credit in accordance with

the UMW textbook return policy. For withdrawals occurring beyond return policy end date, students should bring books to the Bookstore for the best available buyback prices.

Priority Registration for Military Students. Priority registration status is granted to students who are active duty military, reservists, veterans (as defined by Virginia Code § 23-7.4), and members of the Virginia National Guard. Eligible students will need to provide the necessary documentation to the Office of the Registrar. The following policy guidelines apply:

1. Priority registration will be granted after the first semester of enrollment
2. Student must self-identify to the Office of Academic and Career Services
3. Veterans must provide a copy of DD 214, retired military identification card or the DMV issued veteran card
4. Reservists and Active Duty members must be present a copy of their current Military ID card
5. In order to ensure priority registration, students who are required to self-identify must do so before the following dates:
  - a. Fall – March 1
  - b. Spring – October 1

Additional information is available from the [Office of the Registrar](#).

Reinstatement of Students Returning from Military Service. Students who withdrew from the University as a result of military deployment, mobilizations, or duty changes are entitled to return without having to re-qualify for admission so long as the student (a) returns after a cumulative absence of no more than five years, and (b) notifies the Office of Admissions of the intent to return to the University not later than three (3) years after the completion of the military service obligation. The student must provide the Office of Admissions with a copy of the military orders to substantiate the end of duty date.

Questions regarding any of these procedures should be directed to the Veteran Liaison/Certifying Official.

### **MINOR PROGRAM -- REQUIREMENTS AND CONSTRAINTS**

To allow students to gain expertise in an area beyond their major field of study, a student may elect to pursue programs of studies designated as minors. Minors are offered by departments and consist of no fewer than 15 and no more than 28 credits. At least three minor courses must be at the 300 - 400 level.

Individual courses may count for both a minor and General Education requirements. In the case of a major and a minor, the maximum degree of overlap permitted between the major and minor is two courses. In the case of two minors, the maximum degree of overlap permitted between the minors is two courses. No minor courses may be taken on a Pass/Fail basis. A student must earn at least a 2.0 grade point average in any minor. Information about specific minors can be obtained from the appropriate department. Students must take at least 9 credits in the minor at UMW. A student who intends to complete a minor must officially declare it by submitting a Minor Declaration Form. Students may not declare a minor until they have declared a major.

See also the procedure/policy on the **Residency Requirement**.

### **MINOR DECLARATION**

The minor may be declared by the student at any time, up to the last day to add a course in the semester of graduation. The student alone is responsible for declaration of a minor. A student must have declared a major in order to declare to complete a minor. To declare a minor, the student completes the [Major/Minor Declaration Form](#), which is available in the Office of the Registrar, online or the chosen department. A post-baccalaureate student may ALSO declare a minor, but cannot ONLY take a minor.

### **MODERN LANGUAGE COURSE SEQUENCE ELIGIBILITY**

The Department of Modern Languages and Literatures had determined, and the *Academic Catalog* states, that students who have taken a 101/201 Spanish or French language course are not eligible to take the intensive course associated with that level (105 or 205). For the purposes of this procedure, “taken” is interpreted to mean earned credit from the course (i.e. a grade of D or higher). Because it is not possible to preclude students from registering for these courses, the Office of the Registrar will notify students of the conflict and drop them from the ineligible course.

### **NON-DEGREE STUDENT ENROLLMENT**

Any student who has not been officially admitted into one of the University's degree programs is a non-degree student. Such students are eligible to register on the dates indicated on the Academic Calendar for courses on a space-available basis. Non-degree students are governed by the same academic regulations as degree-seeking students. Thus, academic credit may be denied for coursework when regulations such as prerequisites, overlaps, repeats, pass/fail, and course-sequencing are not followed. Non-degree students must be aware that, should they become degree-seeking students, only courses that have been taken for graded credit can be used to fulfill General Education and Major Program requirements. Non-degree students may not register for individual study, research, or internship courses.

An abbreviated application form is required for non-degree enrollment. Admission decisions are made by the Registrar at the time of course registration. For a non-degree student to convert to degree-seeking status, the student must apply formally for admission to the University.

Non-degree-seeking students may register for as many as 11 credits per semester and pay tuition according to the number of enrolled credits. Under certain conditions, a non-degree-seeking student may seek permission from the Provost to exceed the 11-credit limit or for an exception to the restriction against registering for individual study, research, or internship courses. Non-degree students wishing to apply for admission to a UMW degree program must do so before completing 30 credits in residence.

### **PRIORITY REGISTRATION**

Priority registration is available to the following student groups only: students in the Honors Program, students receiving a priority registration accommodation from the Office of Disability Resources, active duty military students (including those in the reserves or Virginia National Guard), veterans, and any other groups mandated by federal policy or state law.

## PROBATION/SUSPENSION REVIEWS

A student is placed on probation whenever the student's overall cumulative UMW GPA falls below 2.00. Students on probation who achieve an overall cumulative UMW GPA of 2.00 or higher *at the conclusion of either the fall or spring semester* will be removed from probation. The academic records of all students on probation are subject to review for academic suspension/dismissal *at the conclusion of the fall and spring semesters*. All students on probation must have met the appropriate minimum overall cumulative UMW GPA, based upon their number of credits (including AP, IB, CLEP, Cambridge, and transfer credits as well as all UMW attempted GPA hours).

All students on probation who have not achieved the requisite minimum overall cumulative GPA at the conclusion of each fall or spring semester will be suspended/dismissed, according to the terms below:

Number of Attempted Credits	Minimum Overall Cumulative GPA
12-30	1.25
31-45	1.50
46-60	1.75
61-90+	1.85
91-122+	2.00

## READMISSION PROCEDURES

B.A./B.S. or BLS students who discontinue attendance for three consecutive semesters or more are no longer considered to be in a degree program at the University. Students who wish to return to study must reapply for admission if their last cumulative GPA was a 2.0 or better and if they were not on an approved Leave of Absence. Students who do not return to study within one semester after the conclusion of their approved Leave of Absence are also no longer considered to be in a degree program at the University.

Students may begin the readmission process through the Office of Admissions. For student's whose last cumulative GPA was less than 2.00, readmission is subject to review by the Committee on Academic Standing which is administered through the Office of Academic Services. Students seeking readmission requiring such review must first complete the application for readmission with the Office of Admissions and then schedule a readmission advising appointment with the Office of Academic Services.

Students seeking such readmission must submit transcripts of any academic work completed while not in attendance at the University of Mary Washington for evaluation and consideration of transfer credit. Previously earned UMW credits will also be reviewed for possible application to the current curriculum. Further, students who are readmitted must follow the graduation requirements and major requirements of the Catalog in force at the time of their readmission.

An undergraduate student who is seeking readmission to the University may choose to have all University of Mary Washington course work that is at least seven academic years old not

counted in the calculation of the GPA by declaring Academic Bankruptcy. A student who chooses this option receives credit for courses in which a grade of at least “C” was earned; the grades for such courses, however, are not included in the computation of the GPA. The decision to declare Academic Bankruptcy must be made at the time of re-enrollment and can be claimed no more than once in a student’s career at the University.

Students who have completed a B.A., B.S., or BLS degree who are continuing their enrollment to complete a second major or to complete requirements for teacher licensure do not need to reapply for admission. However, students who are resuming attendance after completing one degree to complete a second degree must seek admission to the second degree program through the Office of Admissions. The Office of Academic and Career Services provides [additional information regarding the readmission process](#).

### **RESIDENCY REQUIREMENT**

A student who is a candidate for the B.A. or B.S. degree must earn at least 30 academic credits at the University of Mary Washington as a degree-seeking student. At least one-half of the B.A./B.S. major program requirements must be earned at UMW, unless more are required by the major department. Students must take at least 9 credits in the minor at UMW. In addition, at least 15 of the last 21 credits of the B.A./B.S. degree program must be completed at UMW. (In other words, a B.A./B.S. student may take at another institution a maximum of 6 of the last 21 credits required for the Degree Program.)

A student who is a candidate for the B.L.S. degree must earn at least 30 academic credits at the University of Mary Washington. At least 15 credits in the B.L.S. major program must be earned at UMW.

### **SECOND DEGREE or POST-BACCALAUREATE MAJOR**

A student who has earned a bachelor’s degree from the University of Mary Washington and wishes to pursue further undergraduate work may either complete a post-baccalaureate major and have it noted on the permanent record (with the date of completion) or earn a second degree if it is different from the first degree (for example, a subsequent B.A. or BLS, if the first degree was a B.S.).

To earn a **second degree**, the student must apply for admission to the new degree program through the Office of Admissions and must earn at least 30 additional credits at Mary Washington after completion of the first degree. No more than 14 of these credits can be completed prior to matriculation for the second degree. The most appropriate 90 credits will be selected to count toward the second degree. The student must complete the major program and general education requirements in the Academic Catalog in effect at the time of matriculation into the second degree. A student who earned his or her first degree from another institution must enter Mary Washington as a transfer student, then complete the major program and general education requirements of the second degree as defined in the Academic Catalog in effect at the time of matriculation into the second degree.

A student who has earned a degree at UMW who is completing only an **additional major** must complete the Major Program requirements printed in the Academic Catalog at the time of major

declaration if the student has not discontinued enrollment at UMW for more than two semesters. A student returning after an absence of more than two semesters will be required to complete the major program requirements listed in the Academic Catalog in effect at the time of re-enrollment. Any B.A./B.S. student wishing to pursue a post-baccalaureate major must apply in the Office of the Registrar. A BLS student must apply in the BLS Office.

### **SENIOR CHECK SHEET**

All B.A./B.S. students who have submitted a degree application and are intending to graduate meet with their major advisor in September to review the senior check sheet, which is a planning document designed to enable the student to determine how remaining degree requirements will be met. The Office of the Registrar prepares the check sheet, the student and the advisor review it for accuracy and provide the requested information about how the student plans to satisfy the outstanding requirements. The completed check sheet is signed and returned to the Office of the Registrar. Check sheets are typically due in mid-September. The BLS Office provides the Senior Check Sheet for students in the bachelor of Liberal Studies program. The review process and deadline for completing the check sheet for BLS students is similar to that expected of B.A./B.S. students.

### **SPECIAL MAJOR REQUIREMENTS**

This option allows a B.A./B.S. student in the College of Arts and Sciences, in conjunction with his or her advisor, in lieu of a regular major program, to develop a Special Major if the existing programs do not meet academic interests. Students interested in developing a Special Major must adhere to the following guidelines:

1. Students must work with a **faculty advisor who is a member of the continuing faculty and who has expertise in the field of study** the student wishes to pursue. The role of the faculty advisor in the special major is as instrumental as that of an advisor in an ordinary major, and both the faculty advisor and the student should bear this in mind when committing to the proposed special major.
2. The advisor and student should meet and thoroughly discuss all aspects of the proposal, verifying the completeness of the proposal as well as the feasibility of its timely completion. The advisor and student should work together carefully to consider, among other things, the frequency of course offerings, appropriateness of chosen courses, prerequisite requirements, and the design of the required capstone course. The faculty advisor must sign the cover sheet of the special major outline. **Special major applications submitted without a faculty advisor's signature will not be considered by the college curriculum committee.**
3. Students must have completed 28 credits in order to request a Special Major. Students must apply as sophomores or juniors (i.e. before completing 90 credits)
4. The number of credits in the Special Major must be at least 30 credits but may be no more than 48. All of these must be graded credits. **No more than five courses in the proposed special major may have been completed at the time of the application.**

5. The proposed Special Major must have a clear title that is (a) no more than 24 characters long and (b) uses only reasonable abbreviations. (This is a restriction based on the limits of the size of the data field for “major” in the computer system).
6. Students must conduct an exhaustive survey of UMW’s course offerings to determine whether UMW can viably support the proposed Special Major program and to ensure that the strongest possible complement of courses has been included in the proposal.
7. Complete information about the courses to be included in the Special Major must be provided on the Special Major Course Outline. Specifically, the course number, course title, and the number of credits for each course must be listed in the appropriate spaces on the Special Major Course Outline.
8. Students must include courses in the Special Major from at least two disciplines (e.g. 25% of courses must be from a second and/or third discipline).
9. Within the major, at least two-thirds of courses must be at upper division (300-400 level).
10. The major should be designed with a core of required courses and elective courses. Students should list several options for the elective courses. The design of the major with required courses and elective courses, as other majors at Mary Washington, would provide flexibility in scheduling. **Students are required to contact department chairs to ensure that the proposed courses will be offered before the expected graduation date. The student must obtain the signature of the chair of each relevant department on the Course Outline.**
11. The Special Major must include a seminar or a suitable capstone course alternative. **On the “Special Major Course Outline” sheet, the student should the symbol (#) next to the course number that serves as the seminar or capstone course.**
12. In the case of double majors, the maximum degree of overlap between the majors is nine credits.
13. One-half of the Special Major program required credits must be earned at the University of Mary Washington.
14. **All courses that are prerequisites** for the courses that are included in the Special Major must be listed in the appropriate space on the Special Major Course Outline.
15. At least a 2.00 grade-point average in the major is required for graduation.
16. No more than 60 credits in any one discipline will counted toward the credits required for a baccalaureate degree.
17. Once the Special Major has been approved, the Office of the Registrar will complete the Major Declaration Card for the student.

For additional details, see the [Guidelines for Special Majors](#). The application form to propose a special major is available there as well as other requirements and procedures.

### **STUDY ABROAD COURSE APPROVAL PROCEDURES (FOR STUDENTS)**

The Center for International Education (CIE) facilitates the development, support, and implementation of study abroad programs. Students wishing to pursue a study abroad program for a semester, year, summer, winter, or spring break, either faculty-led, UMW or non-UMW program, must follow all CIE procedures and work with CIE to plan their program. In addition, students must also meet the eligibility requirements of UMW:

1. Students must complete 12 credits at UMW and declare a major before studying abroad. Students must have a minimum 2.0 GPA (most programs require a higher GPA).
2. Transfer students must spend at least one semester in residence before studying abroad.
3. Students on academic probation are not eligible to study abroad.
4. Students who are on a first suspension at the time of departure may depart only after being advised by the Office of Academic and Career Services; students on a second suspension are not eligible to study abroad.
5. Students must complete at least 15 of the last 21 credits at UMW. If you are abroad during the first semester of the senior year, the student must take 15 or more credits in your final semester at UMW to meet the residency requirement.
6. Students may not study abroad the last semester of their senior year.

Prior to departure, students must submit a Course Approval Form to ensure transfer of credit. The student works with CIE, their advisor, and departmental chairs to determine the most appropriate selection of courses. Coursework taken without prior approval will not be guaranteed transfer credit upon the completion of study abroad. Students are responsible for having the transcript from their study abroad program sent to CIE. Upon successful completion of their program, students work with CIE to integrate the experience abroad into the UMW academic community. Students should consult the Office of Financial Aid to determine how aid might apply to study abroad. All students studying abroad pay a \$300 study abroad fee per semester and a \$20 fee (per week) for summer, winter, or spring break programs.

### **STUDY ABROAD COURSE DEVELOPMENT PROCEDURES (FOR FACULTY)**

Faculty interested in proposing to lead a study abroad course must work with the Center for International Education to plan the course, establish its cost and travel requirements, and secure approval for offering it. Interested faculty should consult the [faculty resources page](#) on the Center for International Education web site. Early planning is essential; the Center recommends that development of new study abroad program proposals commence at least 18 months prior to the intended departure date.

### **TRANSFER CREDIT REEVALUATION**

A student who has received transfer credit may request to have it re-evaluated in order to see if the course, upon closer examination, might receive a different course equivalent or to see if the course will qualify to satisfy certain General Education requirements. Courses that were denied transfer credit upon initial review may also be reevaluated, assuming that there is additional

information that might demonstrate why the course should receive credit. Credit reevaluation requests are made on the [Request for Re-Evaluation of Transfer Credit](#) and submitted to the Office of the Registrar. Transfer credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).

### **TRANSFER CREDIT PERMISSION**

Students who plan to take courses at another college or university must obtain prior [written approval](#) from the Office of the Registrar for each course to be taken. To secure the necessary prior approval, the student must complete the online [Transfer Credit Permission form](#). In order for credit to be awarded in a timely fashion, transcripts must be received by the University's published deadlines – November 15 for courses taken the previous summer or spring, April 15 for course taken the previous fall.

### **TUITION CREDIT SURCHARGE**

The Virginia General Assembly passed a law requiring that an undergraduate student entitled to in-state tuition must pay a surcharge on all satisfactorily completed credit hours that are in excess of 125% of the credit hours required for an undergraduate degree. The surcharge applies to all in-state undergraduate students who are taking courses at a public, baccalaureate degree-granting institution of higher education in Virginia after August 1, 2006. This provision is not applicable to graduate or non-credit classes.

Any in-state undergraduate student who satisfactorily completes more than 150 undergraduate credits will have to pay the surcharge in addition to all other required tuition and fee charges. The amount of the surcharge will be based on the difference in the rate paid for tuition by an in-state student and the actual cost of providing instruction. The surcharge amount is posted on the [In-State Tuition Surcharge web page](#), maintained by the Office of Student Accounts.

Some credits on a student's record, such as Advanced Placement (AP) and International Baccalaureate (IB) credits, do not count toward the surcharge total. However, all UMW courses taken will apply to the surcharge threshold, and so will any transfer courses taken that are used to satisfy either general education or major requirements.

Students with questions about the total number of credits on their academic record that would apply toward the surcharge threshold should contact the Registrar. Questions about the surcharge amount or the procedures for paying it should be directed to the Office of Student Accounts.

### **VIRGINIA MILITARY SURVIVORS AND DEPENDENTS EDUCATION PROGRAM**

The Virginia Military Survivors and Dependents Education Program (VMSDEP) provides education benefits to spouses and children of military members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. VMSDEP provides educational benefits for children of certain Virginians who served in the Armed Forces of the United States. Eligible children attending public colleges and universities in Virginia are admitted free of tuition and all required fees. (See the Code of Virginia, Section 23-7.4:1.)

In addition, VMSDEP students are also eligible for a full-time or part-time student stipend that is processed through the State Council of Higher Education of Virginia (SCHEV). SCHEV

provides a roster of eligible students who have identified their intention to attend UMW to the Office of Financial Aid who in turn certifies that the students are attending and are eligible to receive the stipend payment. Because there may not be sufficient funding to make full VMSDEP stipends to all eligible students, a priority funding system is used by SCHEV to determine the order and amount of stipends. Students in a higher Priority category must receive their full projected annual stipend, as determined by SCHEV based on student enrollment level, before subsequent categories are considered for funding.

Only students appearing on the verification rosters released by SCHEV to the institutions will be funded for the terms specified as authorized, regardless of certification/verification from any other source. For more information on the priority dates, visit [www.schev.edu](http://www.schev.edu).

### Stipend Process

1. The student submits their VMSDEP application and a Virginia public college or university acceptance letter to DVS. Applications are available on-line at: <http://www.dvs.virginia.gov/veterans-benefits.shtml>; contact information:

#### **VMSDEP Coordinator**

**Phone:**(804) 225-2083

**Hours:** Monday through Friday, 8:00 a.m. to 4:30 p.m.

2. DVS reviews the application and determines eligibility.
3. DVS provides an authorization letter to the student as well as the institution and then provides the authorization information to SCHEV.

Additional information is available through the Office of Student Accounts (540/654-1250) or the Office of Financial Aid (540-654-2468).

### **WITHDRAW FOR THE SEMESTER**

Regardless of the date, students who wish to drop or withdraw from all of their courses are voluntarily withdrawing from study for that term. Ceasing to attend classes does not constitute a withdrawal and may result in failing grades as well as additional charges. Such withdrawals must be completed by the last day of class for the session or term. If students have received grades in a completed session of the term, they are not eligible to withdraw. In this case, students may drop courses registered for in the upcoming session; however, they are subject to drop policies for the courses, and grades received for courses in completed sessions will be recorded as part of the student's permanent academic record for the term.

Students assume financial and academic responsibility for each course for which they register. Students are allowed to *cancel* enrollment prior to the first day of the semester or session. After classes begin a student must *withdraw* from the University and must adhere to the refund schedule set forth by the Office of Business and Finance. Students are also responsible for properly registering for the courses they intend to take. Attending class and completing the required work does not constitute an official registration. The appropriate forms for these actions

must be submitted to the Office of the Registrar. The date on which the Office of the Registrar receives the student's completed drop or withdrawal form is the effective date on which academic action, refunds, and cancellation of charges are based. Discontinuing attendance in class, notifying an instructor of a status change, vacating a residence hall or non-payment of fees and tuition does not constitute an official withdrawal or course change.

#### Cancellation Procedures for all Students

Once a student has registered for a future semester and decides *before the first day of the semester or session* that he/she will not be able to attend, he/she must contact the Office of the Registrar to cancel registration. Cancelling prior to the first day of the semester or session insures minimal financial obligation. The student's signature is required to process a cancellation.

Written notice must be provided to the Office of Student Accounts to indicate that the student will not be attending for the semester and to request a refund of any tuition paid. Please note that there is a mandatory processing fee due at the time of cancellation. Students may submit an appeal to the University of Mary Washington Tuition Appeal Committee for the removal of tuition and comp fees or late fee charges on their student account for extenuating circumstances. Students must file an appeal within 30 days of the original bill date for the charges or within 30 days of the student's withdrawal from the University. [Details about the appeals process](#) are maintained by the Office of Student Accounts.

#### **WITHDRAWAL FROM THE UNIVERSITY**

Students who discontinue attendance for three consecutive semesters or more (including a term in which the student withdrew from the University) are no longer considered to be in a degree program at the University and are withdrawn from the University. Students who wish to return to study must reapply for admission following the process described in the section on Readmission/Reinstatement.