

**THE ACADEMIC
PROCEDURES
DIRECTORY
&
UNIVERSITY ACADEMIC
POLICIES & PROCEDURE
CATALOG
2025-2026**

THE ACADEMIC PROCEDURES DIRECTORY (D)

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.

UNIVERSITY ACADEMIC POLICIES AND PROCEDURES Catalog (C)

The policies and procedures presented in this Catalog are provided for the convenience of students, faculty, and staff and should not be interpreted as an irrevocable contract. Each student is responsible for familiarizing him/herself with and noting changes in policy or procedures affecting his or her program and adjusting the program accordingly. Final responsibility for enrolling in appropriate courses in the right sequence and for meeting all degree requirements rests with the student. The remainder of this section of the Catalog provides information organized alphabetically on a number of general academic policies and procedures applying to all undergraduate students.

Additional academic policies pertaining to degree requirements and programs of study are provided in the “Courses of Study” section of the Academic Catalog. The Academic Procedures Directory, found at the UMW Provost’s website, provides additional guidance on the steps one should take when seeking to execute a particular policy outlined in this section of the Catalog (how to go about submitting a Leave of Absence request, for example).

The Student Handbook, issued by the Office of Student Affairs, covers non-academic policies.

ACADEMIC BANKRUPTCY (D)

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 Services for additional details. This step is taken during the readmission process.

Students initiate the readmission process through the Office of Admissions. For students 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 Services provides additional information regarding the readmission process.

ACADEMIC HONORS (C)

Recognition of Student Academic Achievement. Student achievement is recognized by the University of Mary Washington in several ways. At the end of each semester, the University publishes The President's List and The Dean's List of Honor Students. Outstanding student achievement is also acknowledged at Commencement with a variety of honors and awards, and other recognitions are presented at annual Convocation ceremonies. In addition, most academic departments sponsor University chapters of national honor societies which recognize student achievement in specific disciplines. These academic discipline honor societies and their criteria for election to membership are published annually in the *Student Handbook*.

Dean's List and President's List. At the close of a semester's grading period, each degree-seeking student who has completed at least twelve credits of course work on which grade points can be computed and attained a grade-point average of 3.50 to 3.99 on that work earns a place on the Dean's List of Honor Students for the semester.

At the close of a semester's grading period, each degree-seeking student who has completed at least twelve credits of course work on which grade points can be computed and attained a grade-point average of 4.00 on that work earns a place on the President's List of Honor Students for the semester.

Academic Distinction. The University recognizes the academic achievement of graduating bachelor's degree students who have earned at least 60 resident credits through the awards of Cum Laude (3.25-3.49 cumulative grade-point average), Magna Cum Laude (3.50-3.74 grade-point average), and Summa Cum Laude (3.75-4.00 grade-point average). The University recognizes the academic achievement of all graduating bachelor's degree students who have earned at least 30 but fewer than 60 resident credits through the awards of With Distinction (3.30-3.74 grade-point average) and With Highest Distinction

(3.75-4.00 grade-point average). Students eligible for one set of awards are ineligible for the other set. These awards are based solely on the student's grade-point average at the University of Mary Washington, and the requisite hours include only those UMW credits for which grade points can be computed.

Department Honors. Students may earn graduation with honors in their major subjects. Each department establishes its own requirements for honors projects or theses. All departments require that a student intending to undertake an honors project have a specified minimum grade-point average in the major subject and a minimum grade-point average for all work taken at the University of Mary Washington.

University Honors. Students fulfilling all of the requirements for the University Honors Program (complete a minimum of 6 credits per year of honors work, maintain a cumulative GPA of 3.2, complete the required seminar and service project, and participate in required co-curricular events) will earn University Honors.

Colgate W. Darden, Jr. Award. Established in 1960, this award honors Colgate W. Darden, Jr., President of the University of Virginia from 1947 to 1959. It consists of a medal designed by Gaetano Cecere, formerly of the Department of Art, and a cash award. It is presented to the senior having the highest University of Mary Washington grade-point average. To be eligible, a student must have earned at least 94 UMW credits on which grade points can be computed.

Mortar Board. Mortar Board is the national senior honorary recognizing those students who combine outstanding records of scholarship, leadership, and service. Founded as a women's honorary in 1918, it has been open to both men and women since 1976.

Phi Beta Kappa. The oldest and most prestigious of national academic honor societies, Phi Beta Kappa recognizes the superior achievement of juniors and seniors in the pursuit of a liberal education. With only some 300 approved Phi Beta Kappa chapters nationwide, the installation of the University of Mary Washington's Kappa of Virginia chapter in 1971 attests to the quality of the University as well as of its students, elected to membership by the Phi Beta Kappa members who constitute the present Kappa of Virginia chapter.

ACADEMIC RECORDS POLICIES (C)

The University maintains an official academic record in the Office of the Registrar for each student. This record contains all completed course work, grades, grade-point averages, and notes on the student's academic status. Access to academic records is allowed in accordance with the Family Educational Rights and Privacy Act as amended in 1974. Procedures for student access to the academic record are published annually in the Student Handbook.

Directory Information. The University may release "Directory Information" as defined by the University of Mary Washington under the authority of FERPA, unless the student informs the University's Office of the Registrar that all such information should not be released without the student's prior consent. A form is available for this purpose from the Office of the Registrar. If this form is not received in the Office of the Registrar by May 1 preceding the academic year, selected "Directory Information" will appear in the University's directory.

"Directory Information" includes a student's name, class level, major fields of study, awards, honors (including Dean's List and President's List), degree(s) conferred (including dates), dates of attendance, past and present participation in officially recognized sports and activities, physical factors (e.g., height,

weight of athletes). A request to withhold “Directory Information” must be made on a form available in the Office of the Registrar.

The request to restrict the release of “Directory Information” remains in effect until the student notifies the Office of the Registrar, in writing, to remove the restriction. A restriction on the release of “Directory Information” will remain in effect even if the individual is no longer a student, unless the restriction is removed by written request made to the Office of the Registrar.

Medical and Psychological Services Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student’s choice.

Confidential records maintained by the Director of Disability Resources are open to inspection with limitations. Students may request a copy of disability documentation which is generated by the office, but may not request access to the Director’s personal notes or test protocols or to information released by private practitioners or by other agencies. Disclosure related to the student’s disability is released neither to any faculty member nor to another office on campus without the student’s permission. With the student’s written permission, disability documentation generated by the Office of Disability Resources may be released to any specified persons and agencies.

Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

“Directory Information” may not be provided to any individual, company or entity for commercial purposes unless the release of this information is specifically authorized by the student or approved in writing by the Office of the Registrar.

Education Records. Educational records are those records directly related to a student and maintained by the institution or by a party acting for the institution.

The permanent academic record, which is maintained by the Registrar, contains all completed course work, grades, grade-point average, and notes on the student’s academic status. The student’s application file, which contains the student’s application and accompanying transcripts, is maintained for five years following the student’s last date of enrollment.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Online learning creates a record of student activity; therefore, it is subject to FERPA privacy rights unlike verbal exchanges in a physical classroom. Distance education courses are covered by FERPA in the same manner as any other courses.

Students have the right to inspect and review education records within 45 days of the day the University receives a request for access. Students do not have the right to copies of those records. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar or appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

Students have the right to request the amendment of the student’s education records that the student

believes are inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The University will not permit access to, or the release of, educational records without the consent of the student or eligible parent or legal guardian to anyone other than the following:

1. University officials who, in order to perform their duties properly, must have access to official records;
2. Officials pursuant to their statutory responsibilities (the Comptroller General of the United States, the Secretary of Education, the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education, and/or state educational authorities);
3. Any party legitimately connected with a student's application for, or receipt of, financial aid;
4. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
5. Accrediting organizations, for the purpose of carrying out their accrediting functions;
6. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954.
7. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
8. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

ACCELERATED DEGREE PROGRAMS, PROCEDURE FOR DEVELOPING (D)

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.

ACCELERATED DEGREE PROGRAMS GMU LAW SCHOOL

The University of Mary Washington and the George Mason University Antonin Scalia Law School have an accelerated dual degree arrangement allowing students to earn a baccalaureate degree through UMW and the *Juris Doctor* from George Mason University in six years rather than the usual seven. Students apply in the junior year and admission to Mason’s Scalia Law School is not guaranteed. The Scalia Law School shall make a holistic review of UMW’s applicants. In order to participate, the UMW student must be able to complete all general education and major field requirements for a four year baccalaureate degree by the end of the spring semester of their junior year of undergraduate study (or equivalent) and take the LSAT no later than December of the junior undergraduate year.

Students admitted shall receive the baccalaureate degree from UMW upon successful completion of the first year of the program and in accordance with UMW’s normal graduation procedures. Students shall receive the *Juris Doctor* (JD) from Mason’s Scalia Law School upon completion of those requirements, in accordance with normal law school graduation procedures.

For additional information and details about the application process, contact the Dean of the College of Arts and Sciences.

3+4 ACCELERATED PROGRAM TO SHENANDOAH UNIVERSITY’S SCHOOL OF PHARMACY

Undergraduates at the University of Mary Washington now have an accelerated path to a pharmacy career, thanks to an articulation agreement with Shenandoah University in Winchester, Virginia. This program provides qualified UMW students the opportunity to earn a bachelor’s degree through Mary Washington and a Doctor of Pharmacy degree from Shenandoah University’s Bernard J. Dunn School of Pharmacy in seven rather than the usual eight years.

Among the prerequisites to apply for admission to the program, students must complete at least 90 academic credits, maintain no less than a cumulative 2.0-grade point average, and score in the 50th

percentile on the Pharmacy College Admission Test (PCAT). Students may apply through the Pharmacy College Application Service during their third year.

For students selecting this path, the first year of pharmacy school will transfer to meet final graduation requirements for the UMW bachelor's degree.

For additional questions, contact Dr. Deborah A. O'Dell, Professor in the Department of Biological Sciences at 540/654-1417 or dodell@umw.edu, or visit the [PharmD program page](#) at Shenandoah. You can also visit the [career and professional development](#) site for more information on how the program works.

VOLGENAU SCHOOL OF ENGINEERING

UMW students have an accelerated pathway to a Master of Science degree from the Volgenau School of Engineering (VSE) at George Mason University. Students express interest through an interest form available from the Assistant Dean of Arts and Sciences at UMW.

Approved students enroll as non-degree students in VSE during their senior year at UMW and may take up to 9-credits of graduate-level coursework in one of several programs, including Applied Information Technology, Computer Science, Data Analytics Engineering, Operations Research, Statistics, and Systems Engineering. Upon completion of their senior year at UMW, students in the program can use their earned credits from GMU as electives at UMW and can then matriculate to GMU's Volgenau School of Engineering, having already completed nine credits toward a Master of Science degree program. In most cases, students will be able to earn their MS in only one year after graduation from UMW.

Additional details about the application process can be obtained from the [Dean's Office](#).

ATTENDANCE AND CLASS ABSENCES (C)

Class Attendance. A primary responsibility of students is class attendance. Learning is an experience which requires active participation, and the University expects participation of students in all their scheduled classes be they lectures, online collaborations, laboratories, seminars, studios, field trips or other types of activities. It is understood that occasional absences are unavoidable, but the student is responsible for his or her decision to miss a particular class meeting. In deciding to miss a class, a student must be aware that he or she is accountable, nonetheless, for any test or quiz and all assignments, material covered, and announcements made in that class. Faculty are entirely at their discretion about whether or not to allow a student to make up missed assignments. Furthermore, class participation itself is an appropriate criterion for grading and a student's failure to participate can be expected to affect his or her grade in the course. Failure to drop or withdraw from a course that the student is not attending may result in a final grade of F.

Requests by students whose religious observance precludes class participation on specific days to reschedule graded work will be honored. Graded work includes final examinations, scheduled tests, graded written assignments, graded laboratory projects, and graded oral assignments. Alternative dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with the Office of Academic Services. It is the student's responsibility to make alternative arrangements as early as possible.

Jury duty. UMW students may be summoned to serve as trial jurors. Jury duty is a legal obligation and those who fail to respond to a summons are subject to criminal prosecution. The University supports jury service as an important civic duty and community responsibility. Students who will need to miss class in order to fulfill their jury service obligation should promptly notify all instructors, provide a copy of the summons as documentation of the absence (if requested by the instructor), and make arrangements to complete any missed work. Absences from class because of jury duty service will not be penalized. Students should contact the Office of Academic Services if they have any questions or if they need assistance in making arrangements for missed class time due to jury duty service.

Military Service. UMW recognizes and appreciates the important contributions made in service to our country by Active Duty, Reserve, and National Guard members. Requests to reschedule graded work due to short term military absence will be honored. Short term military absence will be recognized 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). Details on the procedure for Military Service absence can be found in the Directory of Academic Procedures. (Note: military obligation requiring withdrawal from the University for the remainder of a term is covered elsewhere.)

Students who expect to be absent for more than a full week of classes may contact Academic Services to report the absence. Academic Services will contact the instructors as a courtesy. There are no excused absences at the University of Mary Washington. Make-up work is entirely at the discretion of each instructor and may require documentation.

AUDITING A COURSE (D)

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.

B.A./B.S. Degree

The choice of major program determines which degree one receives.

Bachelor of Arts (B.A.) degrees are offered in Anthropology, Art History, Classics (majors in Classical Archaeology, Classical Civilization, and Latin), Communication and Digital Studies, English (major in English and English: Creative Writing Concentration), General Liberal Arts and Studies (majors in American Studies, Women, Gender and Sexuality Studies, or approved interdisciplinary special major; Modern Foreign Languages (majors in French, German, and Spanish), Geography, Historic Preservation,

History, International Affairs, Music, Performing Arts (major in Theatre), Philosophy and Religion (majors in Philosophy, Philosophy: Pre-Law, and Religion), Political Science, Sociology, and Studio Art.

Bachelor of Science (B.S.) degrees are offered in Biology (majors in Biology, Biomedical, Conservation Biology, and Kinesiology), Business Administration (majors in Accounting, Business Administration, International Business, and Marketing), Chemistry (majors in Chemistry and Biochemistry), Computer Science (majors in Computer Science and Cybersecurity), Economics, Environmental Science and Geology (majors in Environmental Geology, Geology, Environmental Science: Natural Science Concentrations, and Environmental Science: Social Science Concentration), Mathematics, Physics, and Psychology.

BSEd Degree

Bachelor of Education (BS.Ed) degree has one major in Elementary Education. The program prepares students to serve as elementary teachers in Pre-K-6 grades. Graduates will be prepared to work in public and private elementary schools. Graduates will be capable of working with diverse learners and adapting instruction based on the needs of their students. The program affords students the opportunity to be licensed as elementary teachers in four years. For additional details, review the program requirements on the Elementary Education major page.

All degrees require 120 credits for completion. Both degrees also require an overall cumulative grade-point average of at least 2.00 (equivalent to a “C” average) on Mary Washington course work, as well as a cumulative grade-point average of at least 2.00 in each major program on Mary Washington course work. The residence requirement is as follows: To be considered a degree candidate, a student must earn at least 30 academic credits at the University of Mary Washington, including at least half the credits required for the major program unless more are required by the major department. Students must also earn at least 15 of the last 21 credits at Mary Washington. Active duty military students may request a waiver to the residency requirement that 15 of the last 21 credits be earned at UMW. (Students should contact the Office of Academic Services to request the waiver; a copy of the student’s orders is required as documentation.)

CLASS STANDING AND ACADEMIC PROGRESS (C)

An undergraduate degree-seeking student intends to graduate in eight semesters, normal progress toward a degree is a minimum of 28 credits completed by the end of the second semester of the freshman year and 15 to 18 credits completed during each of the remaining six semesters for a total of 120 credits. Under this definition of normal progress, students are classified as follows:

Freshmen	1 to 29 credits
Sophomores	30 to 59 credits
Juniors	60 to 89 credits
Seniors	90 or more credits

Students who wish to accelerate their progress and graduate in fewer than eight semesters must consistently take 17 or 18 credits each semester and attend summer sessions. In this way, a student can graduate in three calendar years.

COMMENCEMENT (C)

UMW holds commencement annually in May. 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. A student who requires no more than one course (up to a maximum of 4 credits) for graduation or faces extraordinary circumstances 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 no later than the close of business on the Tuesday immediately preceding commencement for special consideration to participate in the commencement ceremony.

COMMITTEE ON ACADEMIC STANDING (D)

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 Dean of Academic Services and Integrity 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 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 Dean of Academic Services and Integrity. 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 AT THE UNIVERSITY (C)

Non-attendance does not cancel registration and may result in failing grades and financial obligations to the University. Registration must be cancelled prior to the first day of class in order to avoid these consequences. Students planning to discontinue attendance at the University should follow the procedures outlined under the "Leave of Absence" or "Withdrawing from the University" policies, as appropriate.

CONTINUING EDUCATION UNITS (CEUs) (D)

All CEU courses and sections will be approved by the university for the appropriate amount of continuing education units and are expected to 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. Continuing and Professional Studies (CPS) will provide CEU course information to the Registrar's Office in a timely manner for creation and scheduling of courses in Banner.
2. CPS 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 other faculty status accurate and up-to-date.

3. CPS advertises and promotes CEU courses and registration and payment is collected via DestinyOne. Student must provide contact information including address, date of birth, and email address(es).
4. Students are registered for courses in Banner by the Registrar's Office once enrollment information collected through DestinyOne is obtained.
5. CPS provides students with student login/netID information for Canvas access approximately one week before the class begins, along with class information, instructor contact information, coursework, and the UMW Help Desk phone number.
6. The Registrar's Office will provide course rosters to faculty at the beginning of the course. The signed grade roster is due back to the Registrar's Office once the class concludes. The Registrar's Office enters final grades in Banner and students may view grades on the web via the academic transcript in Banner.
7. 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.
8. 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 manual. Students may view grades on the web via the academic transcript in Banner.

COURSE CHANGES (C)

Course changes Initiated by Students. Each student is responsible for his or her course schedule and any changes in it, such as adding, dropping, or withdrawing. Failure to drop or withdraw from a course that the student is not attending may result in a final grade of F. All actions must adhere to the deadlines. Each student should inspect a schedule of his or her classes after registration and each time a change (drop, add, etc.) is made. Any discrepancy should be addressed immediately by making the appropriate change and verifying it by contacting the Office of the Registrar. No credit is allowed for a course in which the student is not officially registered and which is not listed on the student's printed schedule.

Students may **add courses** to their schedule by enrolling through Banner. Banner displays all courses for which a student is enrolled. Credit can be awarded only for those courses in which the student is enrolled. The end of the first week of classes is the last day to add a full-semester course.

Students may **drop courses** from their schedule. Courses dropped from a student's schedule will not be displayed on the student's schedule or transcript, or on the instructor's course roster. The end of the third week of classes is the last day to drop a course.

After the third week of the semester, a student may withdraw from a course by completing the required course withdrawal form (available from the Office of the Registrar). Courses from which a student has withdrawn will be displayed on the student's record with a final grade of W. This has no effect on a student's GPA calculation and does not satisfy any graduation requirements. The last day to withdraw from a semester-long course is the Friday of the 9th week of the semester. The last day to withdraw from an eight-week session course offered with the fall or spring semester is indicated on the Academic Calendar, included in the Academic Catalog.

NOTE: Discontinuing attendance in a class does not constitute dropping the course. A Drop (or Add) is not official until the student successfully completes and verifies the action in Banner or completes

the appropriate form and delivers it, in person, to the Office of the Registrar. No student should assume that an instructor has dropped him/her from a course. Each student is responsible for seeing that his or her schedule is accurate in Banner.

During the Add/Drop Periods, students may make changes in their course schedules without written permission from their advisors. After the first three weeks of the semester, withdrawal from a course requires written approval of both the advisor and the course instructor (provided on the Course Withdrawal form). Students living in campus housing are expected to maintain a course load of at least 12 credits.

Course Changes Initiated by Instructors. An instructor may drop a student from a class roster if the student fails to come to the first class meeting of any class or does not attend the first class meeting after the students add the class. Students with a legitimate reason for missing the first class meeting should make prior arrangements with the instructor. **Since instructors are not required to drop students in this manner, no student should assume that he or she has been dropped from a class for non-attendance.** If a student does not plan to attend a class, he or she should follow regular drop procedures.

If a student has not logged into a majority online course during the first three days after the start of the semester or term, the instructor may drop this student from the course. Since instructors are not required to drop students in this manner, no student should assume that he or she has been dropped from a class for non-attendance. **If a student does not plan to attend a class, he or she should follow regular drop procedures.**

COURSE OUT OF SEQUENCE (D)

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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 an academic department, a special examination in any course offered by that department. The department must agree that the examination is appropriate in the requested. 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.

CREDIT THROUGH PLACEMENT AND EXAMINATION (C)

Advanced Placement (AP). Students entering from high school may apply for college credit by taking examinations given by the Advanced Placement Program of the College Entrance Examination Board.

Students who have taken any of these examinations should arrange to have the results forwarded to the University by the College Board. As determined by the University, credits will be awarded for AP scores of 3 or higher and awarded credits may count toward the major program or general education requirements. The University will determine satisfactory AP scores and how they will be applied to the degree. Credit awarded for particular tests is posted on the University website. Questions regarding credit equivalencies should be directed to the Office of the Registrar.

Cambridge Exams. Students may earn course credit for satisfactory scores (C or higher) on eligible Cambridge A-Level and A/S Level examinations as determined by the University. Credits awarded may count have taken these exams should forward their scores to the University. Credit awarded for particular tests is posted on the University website. Questions regarding credit equivalencies should be directed to the Office of the Registrar.

Credit Through Standardized Testing (CLEP and DANTES). Students may earn college credit through College Level Examination Placement (CLEP) or Defense Activity for Non-Tradition Education Support (DANTES). Examinations must have been taken before the student has been granted B.A./B.S./BSEd degree-seeking status at UMW. B.A./B.S./BSEd students cannot receive CLEP credit for exams taken after matriculation at UMW. BLS and BSN degree candidates are eligible for CLEP or DANTES credit any time before earning 30 credits in alternative credit testing and before earning 90 transfer credits toward the degree. CLEP and DANTES are designed for the student who has gained knowledge in a subject area through means other than formal academic course work. The University grants CLEP credit for selected Subject Examinations if predetermined satisfactory scores are achieved. B.A./B.S./BSEd credit is not granted for any of the General Examinations. The BLS and BSN programs award credit for all the General Examinations and appropriate Subject Examinations when the scores earned are in the 50th percentile or higher (the TOTAL score must be reflected as 50 or higher). A maximum of 30 credits can be earned by examination toward a BLS or BSN degree. Credits earned through CLEP or DANTES can count toward the major program or general education requirements, or can be scored as elective credits. Credit awarded for particular tests is posted on the University website. CLEP and DANTES credits do not fulfill Writing or Speaking Intensive requirements. Questions regarding credit equivalencies should be directed to the Office of the Registrar.

International Baccalaureate (IB). The University awards academic credit for test scores of four (4) or higher on individual higher-level IB courses and for scores of five (5) or higher on individual standard-level IB course. Credit is also provided for the completion of the IB Diploma. A minimum of 15 credits will be awarded for the completed IB Diploma. If the IB Diploma student's test scores results do not result in at least 15 credits, the difference will be awarded as elective credit (to add up to a minimum of 15 credits). Credit is awarded at the time of matriculation and is based on the scores earned on the IB examinations. All credit awarded will be recorded on the student's permanent record and will be included in the credit total toward degree requirements. Credit will be awarded for 100-and 200-level

course work (upper level credit can be awarded in some language areas). Credits awarded may count toward the major program or general education requirements. Credit awarded for particular tests is posted on the University website. Questions regarding credit equivalencies should be directed to the Office of the Registrar.

Guidelines Covering the Application and/or Deletion of Transfer Credits. The following provisions apply to all forms of examination-based transfer credit (AP, Cambridge, IB, CLEP, DANTES).

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 credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal.

A student may request the permanent deletion of transfer credits from his or her record at any time except after academic dismissal.

Credit By Examination at UMW. An enrolled, degree-seeking student may request a special examination in any course offered by an academic department other than a seminar, individual study, studio, or laboratory courses. The department must agree that 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 student's permanent record to indicate credits earned. No quality points are awarded. If a student fails the examination, a grade of CI will be recorded. The student must then enroll in the course in the next semester in which it is offered. The student's earned grade and attendant quality points will replace the grade of CI. Should the student not enroll, the CI is converted to a grade of F. There is a charge for each examination.

EXCEPTIONS TO MAJORS AND MINORS (D)

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.

FINAL EXAMINATIONS (C)

Final Examination Policy. All final examinations or alternative assessments given in lieu of final examinations must be given during the regularly scheduled examination period at the end of each semester or 8-week session at the time listed for the course in the officially announced schedule.

Examinations are scheduled for specific periods and should not interfere with subsequent examinations. Take-home examinations may be distributed as early as the last day of classes and cannot be due before the regularly scheduled examination period for that class. In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of the examination period. *A student who has not taken a required final examination has not completed the course requirements and therefore fails the course.*

Rescheduling Final Examinations. In instances of multiple sections of the same course taught by the same instructor (including lab periods), it is permissible, at the discretion of the instructor, to allow students to take final exams in either scheduled exam period. It is the student's responsibility to make him/herself aware of the final examination schedule and to make arrangements to be available to take the examination at the scheduled time. Any adjustments to a student's examination schedule **MUST be made by the FRIDAY PRECEDING THE LAST WEEK OF CLASSES.**

Students who have more than two examinations scheduled within a 24-hour period may reschedule until there are only two exams within that 24-hour period. The student shall decide which examination would best be moved and then should consult with the instructor who teaches that course. If the instructor deems it inappropriate because of the nature of the examination to reschedule the examination, the student should then approach the other two instructors. If none of the instructors is able to reschedule the examination given in the course, then the student will bring the dilemma to the attention of the Office of Academic Services who will then contact the instructors to work out a solution. **It is the responsibility of the student to start this process early enough in the semester so that it will be completed by the Friday preceding the last week of classes.**

Examination Make-up Dates. The make-up date will be decided by mutual agreement of the instructor and the student. Alternate examination dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with the Office of Academic Services. In cases where an examination conflicts with a student's religious observances, students should follow the procedures with respect to religious holiday observances as noted in the earlier section titled "Class Attendance."

FULL-TIME STUDENT (C)

To be considered full-time, an undergraduate student must be enrolled in 12 or more credits for the semester. The U.S. Department of Education and the Department of Veterans Affairs classifies a student enrolled in 9 to 11 credits as three-fourths time. Six to eight credits is considered half-time, and five credits or fewer is less than half-time.

If a student intends to graduate in eight semesters, normal progress towards a degree is as follows: A minimum of 28 credits completed in the first two semesters and 15 to 18 credits completed during each of the remaining six semesters, for a total of 120 credits for all degrees (see Class Standing and Academic Progress).

A student who starts with more than 12 credits in a semester may drop below a 12-credit course load; however, a residential student may not live in a residence hall while carrying fewer than 12 credits unless special written permission has been obtained. Students receiving financial aid should consult the Office of Financial Aid before dropping below a full course load. Students participating in NCAA intercollegiate sports must maintain a minimum 12- credit course load unless they have been granted a special written exemption from the Director of Athletics.

Also see the section on overload.

GRADE APPEALS(ACADEMIC DISPUTES) (C)

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student. Complaints that do not involve grade disputes are handled through the General Complaint procedure, which is outlined in the Student Handbook and in the UMW Online Policy Manual (policy number D.9.1).

The Academic Disputes policy described below applies to students enrolled in all UMW courses, including ones offered in fully online formats.

In Academic Dispute cases, the following procedure is to be followed:

The student will submit a written statement of the grade dispute, with any supporting material, to the chair of the department of the faculty member concerned, if the grade dispute is with a faculty member in the College of Arts and Sciences (CAS). For grade disputes in the College of Business (COB) or College of Education (COE), the written statement is sent to the associate dean in COB or COE. If the grade dispute is with the chair of a CAS department, or with the associate dean in COB or COE, the written statement is sent to the college dean. The student must also send a copy written statement of the grade dispute (with supporting materials) to the faculty member.

1. Written seven (7) days, the chairperson will review the dispute, consulting with the faculty member and student concerned, with other department members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
2. If either party does not accept the recommendation of the chairperson, the chairperson will forward all material including his or her recommendation to the college dean.
3. The college dean will review the material submitted and will determine whether or not further consideration of the matter would be fruitful. If the decision is that additional consideration would not be fruitful, the college dean will render a final decision.
4. If the college dean determines that further consideration is needed, the matter will be referred to an academic review board. The dean of the college in which the faculty member is housed will determine the makeup of the academic review board.
5. The academic review board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendation to the college dean with copies to the student, faculty member and chairperson involved.
6. The college dean will then render a decision, which will be final.
7. Either party may appeal the dean's decision on procedural grounds only by submitting, within seven (7) days, a written appeal to the Provost outlining the specific procedural irregularities being alleged to have occurred during the review of the academic dispute. The Provost will determine whether or not a procedural review is warranted, who should be requested to undertake that review, and the timeline for completing the procedural review and reporting to the Provost. The appeal process is completed with the Provost's decision.
8. If a student believes the faculty member has committed a breach of professional ethics, this concern should be conveyed in writing to the chairperson or to the college dean. If the concern involves the college dean, the matter should be conveyed in writing to the Provost.

NOTE: If a student has exhausted the avenues provided by the policy described above and the complaint has not been resolved, the student may submit a "Student Complaint Form" to the State Council of Higher Education for Virginia (SCHEV). Upon receiving a completed form, SCHEV will open an investigation if the matter being disputed falls within its authority. If preliminary findings indicate a violation of SCHEV regulations by UMW, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. UMW fully accepts SCHEV oversight in resolving complaints from students taking distance education courses under the aegis of the State Authorization Reciprocity Agreements (SARA).

GRADE DELAYED (D)

This grade may be awarded in one of four 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;

(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; or (4) student is accused of an academic violation of the Honor Code and it isn't appropriate to assign a grade since the grade is either potentially inaccurate or potentially prejudicial to the student.

The Registrar assigns the G grade. To assign a grade of G, you must email the Registrar and indicate (a) the course number, (b) the student's name, and (c) a brief explanation of why the grade must be delayed. 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.

GRADING AND GRADE REPORTS (C)

Grades. Academic performance in any course is rated according to the following system:

A	4.00 quality points – Excellent
A-	3.70 quality points
B+	3.30 quality points
B	3.00 quality points – Commendable
B-	2.70 quality points
C+	2.30 quality points
C	2.00 quality points – Acceptable
C-	1.70 quality points
D+	1.30 quality points
D	1.00 quality points – Marginal
F	0.00 quality points – Failure

The following grades carry 0.00 quality points:

PA	Pass in a Pass/Fail Class
FA	Failure in a Pass/Fail Class
SA	Satisfactory
UN	Unsatisfactory
W	Course Withdrawal
X	Incomplete
G	Delayed Grade
CI	Test Incomplete (Failed Credit-by-Examination)
CR	Credit-by-Examination
NG	Audit
NC	No Credit
ZC	Zero Credit

Also see the sections on incomplete grades, pass/fail grades, satisfactory/unsatisfactory grades, and repeating courses.

Grade-Point Average. Grade-point averages are computed only on courses taken at the University of Mary Washington. Each grade, “A” through “D” carries a numeric quality-point value which, when multiplied by the number of course credits, produces the number of quality points for the course. The overall cumulative grade-point average (GPA) is the product of the total number of quality points divided by the total number of completed UMW graded credits. For example, a three-credit course with a grade of “A” provides 12 quality points (3 credits times 4.0 quality points = 12 quality points); a four-credit course with a grade of “A-” would yield 14.8 quality points (4 credits times 3.7 quality points = 14.8 quality points). A student who completed 15 graded credits with a total of 45 quality points would have a grade-point average of 3.0. Transfer credits (including AP, IB, Cambridge, ACE, DANTES, and CLEP), credit-by-examination, physical education or 100-level dance credits, or courses taken for a pass/fail grade for which a pass grade (PA) was earned are not included in the computation of the grade-point average (GPA). However, a failing grade (FA) received in a course taken for a pass/fail grade will be included in this calculation.

Mid-Semester Grade Report. In the middle of each semester, students are notified by the Office of the Registrar if their performance in a course is reported to be unsatisfactory. Although the report is neither entered on a student’s permanent record nor sent to parents or guardians, mid-semester unsatisfactory reports are posted in Banner and sent to advisors. Because a “U” is a warning that significant improvement is needed, the student should consult instructors, advisors, or the Office of Academic Services, for assistance.

Final Grade Report. Final grade reports are made available to students at the end of each semester. According to the Family Educational Rights and Privacy Act of 1974 as amended, a federal law, a student’s educational record may not be disclosed to anyone outside the University, including parents, without the student’s written permission.

GRADUATE COURSES, ENROLLMENT IN BY UNDERGRADUATES (D)

An undergraduate student at the University of Mary Washington with 18 or fewer hours of coursework remaining for degree completion may take up to two graduate courses. As Such graduate credit may be counted as undergraduate electives or toward major program requirements (if applicable). The student must either be in an undergraduate program requiring a graduate course as part of the undergraduate degree requirement (such as BSN program) or have a minimum 3.0 cumulative grade point average and must receive permission from his/her academic advisor and chair of the department/program offering the course.

GRADUATE COURSES IN ACCELERATED DEGREE PROGRAMS, ENROLLMENT IN BY UNDERGRADUATES (D)

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 courses. These courses 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 courses 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.

INCOMPLETE GRADE (C)

Incomplete grades are issued on a case-by-case basis when students cannot complete the assigned work or final examination for a particular course due to unforeseen circumstances, e.g., illness, natural disaster, or family catastrophe. Supporting documentation may be required. A grade of I is issued in lieu of an actual grade for the course. To secure permission for an incomplete grade, the student and faculty member must communicate in writing (such as an email), clearly stating the reason for the incomplete, the work to be completed, and the due date. The faculty member is required to submit a copy of the terms to the Office of the Registrar. In cases where the course is taught by an adjunct or temporary instructor, the department chair's approval will be required before the incomplete grade is recorded. It is the responsibility of the faculty member to consult with his/her chair before awarding a grade of I. If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite.

Students must complete the course work by the specified contract date which will be no later than the last day of classes of the subsequent semester, whether enrolled in University course work or not. Should a specified contract date not have been explicitly agreed upon at the time of granting the incomplete, the deadline shall default to the last day of classes at the end of the following semester. A grade of F will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade.

Students who are in military service (active duty, reserves, or National Guard) may request an incomplete grade for military deployment, mobilizations, or duty changes occurring in the final three (3) weeks of the course. A copy of the military orders must be provided to the Office of Academic Services as documentation. The deadline for removing an incomplete given on the basis of military service is 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.

As soon as the emergency is over, the student should attempt to make up the Incomplete by working directly with the instructor. If the course instructor is not employed during the semester in which the work is to be completed, then the department chair will oversee the course work and assign the final grade. If the work for the course cannot be completed in this way, the Office of Academic Services will, by appointment, administer examinations and/or receive student papers so that the work can be completed as expeditiously as possible. Within two weeks after receiving the work or by the last day of classes for the semester, the instructor (or chair if the instructor is unavailable) must submit a grade change request and assign a permanent grade for the student's performance in the course. If these conditions are not met, the grade will be changed to an F.

INTERNSHIPS (C)

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 counted toward the credits required for graduation. Internship credit is based on the work assignment, time commitment and academic component. The time commitment alone does not determine the number of credit hours awarded. Each credit hour of internship requires at least 3 hours of work at the internship site per week as outlined on the following chart:

Credit Hours	On-Site Hours
1	42

2	84
3	126
4	168
5	210
6	252

To be approved for academic credit, the internship experience must be (1) structured, (2) supervised, (3) approved in advance by the department awarding credit, and (4) evaluated by a University of Mary Washington faculty member. A completed internship contract following the requirements outlined on the Internship Policies web page maintained by the Center for Career and Professional Development must be submitted to the Office of the Registrar before a student is enrolled for internship credit.

To be eligible for internship credit, a student must (a) be a degree-seeking student at UMW, (b) have at least 12 hours of credit earned at UMW or a completed Associates Degree, and (c) have a cumulative GPA of 2.0 or better at the start of the semester in which the internship occurs.

International students should seek prior approval from the Center for International Education before completing the internship contract.

In certain circumstances, internships may be done at an administrative office on campus. In all cases, internship sites and the site supervisor must be approved by the faculty member evaluating the internship. Students may receive academic credit for a paid internship.

LEAVE OF ABSENCE PROCEDURES (C)

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. Education 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 Center for International Education.

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 emailed to registrar@umw.edu. It must be received prior to the first day of class.

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 (D)

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.

Note: all curricula leading to a degree must include a *common core* comprising at least **25% of the total credit hours required for the degree (excluding the general education core)**. All new majors must include **at least 17 common core credit requirements** prior to receiving approval from the Curriculum Committee.

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 (D)

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 accessible online through the Office of the Registrar website. After the department has accepted the student as a major, the department chairperson assigns a major advisor to the student and forwards the Major/Minor Declaration Form to the Registrar's Office for processing. 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 AND MINOR REQUIREMENTS

BA/BSEd/BS Major Program Requirements

A major program within a single discipline requires at least 30, but no more than 48, credits. All must be graded credits. Students must take at least one-half of the major program at Mary Washington, earning a grade-point average of 2.00 in the courses. Many students complete two major programs to satisfy diverse personal or career interests. Students who intend to "double major" should read the section titled "Second Degree or Post-Baccalaureate Major."

In addition to majors in the traditional arts and sciences disciplines, the University offers a **B.A./B.S. Special Major Program**. A student and faculty advisor may design a special major program by selecting, from two or more departments, courses that define a coherent field of concentration. Examples of recently approved special majors include programs in Creative Non-Fiction Writing, Italian Studies, Linguistics, Medieval Studies, Public Affairs, Journalism, and Rhetoric and Communication. Any student interested in developing a special major program must apply to the College of Arts and Sciences or College of Business Curriculum Committee prior to completing 15 credits in the proposed special major program. The approval of the Committee is required before a special major program can be undertaken. Additional details about special majors can be found on the college website.

To see the requirements for a particular major, use the selection box available at the Catalog home page.

BACHELOR OF LIBERAL STUDIES (BLS) MAJOR PROGRAM REQUIREMENTS

A BLS student may select from many liberal arts majors offered by the University or may choose the Leadership and Management major, which is available only to BLS students. A BLS student may also create an approved, coherent interdisciplinary BLS Special Major from the offerings of at least two departments. Additional details about the BLS Special Major are available here. At least fifteen credits in the major must be earned at the University of Mary Washington. Students must also earn a grade-point average (GPA) of at least a 2.0 in the major/concentration area. BLS students who intend to “double major” should read the section titled “Second Degree or Post-Baccalaureate Major.”

MINOR PROGRAM REQUIREMENTS

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. Students must take at least 9 credits in the minor at UMW.

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.

To see the requirements for a particular minor, use the selection box available at the Catalog home page.

MAJOR/MINOR 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 completion of 28 credits. To declare a major go to the appropriate academic department. The academic department will assign a major advisor. You can also declare a minor by visiting the academic department of interest. If you change your mind about the major and/or minor you originally select, it is possible to change to a different major simply by visiting the academic department of interest.

MAJOR PROGRAM GRADUATION REQUIREMENTS (D)

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./BSEd 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 (D)

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:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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 the Registrar
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:
 Fall—March 1
 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 (D)

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 (D)

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 online Major/Minor Declaration Form available in the Office of the Registrar. A post-baccalaureate student may ALSO declare a minor, but cannot ONLY take a minor.

MODERN LANGUAGE COURSE SEQUENCE ELIGIBILITY (D)

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 (D)

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.

OVERLOAD (C)

Without special permission, a continuing student in good standing may take no more than 18 credits. Permission for an **overload** is given only on the basis of academic performance, never simply to provide for acceleration toward the degree. Students with a GPA of 3.00 for the most recent semester at UMW are eligible for an overload to 19 credits. Students with a GPA below a 3.00 or who wish to attempt 20 or more hours will be considered on a case-by-case basis. Students may request an overload by completing a request form in the Office of Academic Services in Lee Hall, on the Fredericksburg campus or the Office of the Registrar on the Stafford campus.

PASS/FAIL GRADE (C)

A student may take one course each semester, or during a complete summer session, on a pass/fail basis, **up to a maximum of eight pass/ fail courses**. BLS students may take a maximum of 20% of courses (electives only) on a pass/fail basis. For such courses a grade of PA (pass) or FA (failure) is recorded; a grade of PA does not affect the grade-point average, but a grade of FA counts the same as an F in a graded course and will lower the grade-point average. Performance required to “pass” in a pass/fail course is the same as the performance required to “pass” in a graded course – i.e., D or better. Courses taken pass/fail can be used only for elective credits; they cannot be used to fulfill Major Program or General Education Goal requirements (with the exception of the Experiential Learning requirement) or General Education Across-the-Curriculum requirements. Students should be careful about using the pass/fail option before choosing a major. A student may take up to **one pass/fail and two satisfactory/unsatisfactory courses in the same semester**.

The decision to take a course pass/fail must be made no later than the deadline to withdraw from individual courses. If the decision is not made at registration, the student must go to the Office of the Registrar by the deadline to withdraw from individual courses to change a course from graded to pass/fail or from pass/fail to graded credit. Before electing to use the pass/fail option, a student should consider its effect on the opportunity to earn academic awards, honors, and distinctions, for these are determined, in part, on the basis of a specified minimum number of graded credits earned, excluding pass/fail and satisfactory/unsatisfactory credits.

PREREQUISITE AND COREQUISITE (C)

Prerequisite Courses. Prerequisite courses must be taken in the appropriate sequence to count toward graduation. A prerequisite for a course is the required preparation for that course. If course 101 is specified as a prerequisite for course 102, then course 101 must be successfully completed (passed) before the student takes course 102. Course prerequisites are listed in the course descriptions published in this *Catalog*, and are also available in the online *Schedule of Courses*. Students are responsible for checking their courses before registering.

As a general rule, no course may be taken for credit that is a prerequisite for, or introductory to, a course

already completed successfully. In rare instances, and in the event of compelling reasons, a student may need to take before or concurrently taking the lower-numbered, prerequisite course). Students seeking permission to take a course out of sequence MUST obtain the permission of the course instructor and the department chair prior to registration. Permission is noted on the Office of Academic Services General Request Form available in Lee Hall, Room 206. For additional details, contact the Office of Academic Services.

Co-requisite Courses. A corequisite is a course to be taken at the same time as another specified course, or courses, as designated by the department. A corequisite course may also be completed before taking the course or courses with which it is paired. If one course in the corequisite pair is completed before the other, the student should call the Office of the Registrar during the registration time to be registered in the remaining corequisite course.

PRIORITY REGISTRATION (D)

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, AND DISMISSAL, ACADEMIC (D)

Students in Bachelor of Arts, Bachelor of Science, Bachelor of Education, and Bachelor of Liberal Studies degree programs are expected to make satisfactory academic progress by maintaining a 2.00 overall cumulative UMW GPA, the standard required for graduation. Students who fall below a 2.00 overall cumulative UMW GPA are in academic jeopardy and are subject to these probation, suspension and dismissal policies.

The purpose of probation, suspension, and dismissal is to warn students that they are not doing satisfactory work, to stimulate them to improve their performance, or, finally, to serve notice that the institution does not choose to allow them to continue because there is little or no likelihood of their finishing successfully.

Evaluation of academic standing is based on two factors: the number of attempted credits and the minimum overall cumulative GPA. For both full-time and part-time students, the number of attempted credits is calculated by adding the UMW attempted hours (including UMW graded credits, PA, SA, UN, W and repeated credits) to the AP credit, IB credit, CLEP credit, Cambridge credit, and transfer credit hours. The minimum overall GPA is calculated on UMW GPA credits (Grades of PA, SA, UN, and W are not considered in calculating the UMW GPA.)

Warning. A student is placed on academic warning the first time the student's overall cumulative UMW GPA fails below 2.00. Students on academic warning 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 warning. Any student previously on warning whose overall cumulative UMW GPA fails again below a 2.00 at the conclusion of either the fall or spring semester will be placed on academic probation.

Probation. 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. Any student previously on probation whose overall cumulative UMW GPA falls again below a 2.00 at the conclusion of either the fall or spring semester will be returned to probation. As appropriate, a notation of the student's probation status is entered on the student's permanent record. **A student placed on academic**

probation is expected to consult with his or her faculty advisor and the Office of Academic Services no later than the first week of the ensuing semester. A student placed on “academic probation” may continue to participate in any extracurricular opportunities offered by the institution except those activities that require a specific GPA threshold.

Suspension/Dismissal. Students who do not make satisfactory progress (please see the following chart) while on probation will be suspended/ dismissed. No student can be suspended after only one semester at the University; a period of probation of at least one semester duration will always precede suspension/ dismissal action. As appropriate, a notation of the student’s suspension/dismissal status is entered on the student’s permanent record. A suspended student may not register for any classes at UMW (fall or spring semester) until his or her term of suspension expires. However, a student under first suspension may enroll in UMW’s summer school after consultation with the Office of Academic Services. A student under first suspension may take up to two courses at another college or university for transfer to UMW but must obtain written approval from Academic Services and the Registrar before registering for classes during the semester of suspension. A dismissed student is ineligible to obtain a degree from UMW or to continue enrollment in courses offered by the University.

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 on the following chart:

NUMBER OF ATTEMPTED CREDITS	MINIMUM OVERALL CUMULATIVE GPA
12-30	1.25
31-45	1.50
46-60	1.75
61-90	1.85
91-120+	2.00

FIRST SUSPENSION - One-semester suspension. The student will be ineligible to attend the subsequent semester, but he or she would be eligible to return for the *semester following the semester away from the University*. However, a suspended student would be eligible to attend UMW’s summer school after consultation with the Office of Academic Services. If a suspended student’s GPA meets the minimum overall cumulative GPA at the end of the summer session, that student will be automatically reinstated. Students who are on a first suspension at the time of departure may depart on a study abroad course only after being advised by the Office of Academic Services.

SECOND SUSPENSION - Two-semester suspension. The student will be ineligible to attend the subsequent summer session, fall semester and spring semester; but he or she would be eligible to return for the following summer term and/or fall semester. Students on a second suspension are not eligible to study abroad. Any student placed on suspension may appeal his or her suspension to the Committee on Academic Standing. Students cannot be evaluated for a second suspension until they return from a first suspension as either a full-time or part-time student during the fall or spring semester following the guidelines but not the deadlines in the following section: Reinstatement after suspension.

DISMISSAL – Permanent Suspension. A dismissed student is ineligible to obtain a degree from UMW or to continue enrollment in courses offered by the University.

NOTE: Courses taken at other institutions while a student is on disciplinary or honor suspension from UMW are NOT ACCEPTED by UMW for transfer credit and will not fulfill ANY degree requirement. Prior permission for future transfer course work is automatically revoked when a student is suspended/dismissed for disciplinary or honor reasons.

Reinstatement after Suspension. A student returning from suspension after the end of the spring semester is eligible to take courses during the subsequent summer term. (See READMISSION/REINSTATEMENT, next section.)

READMISSION/REINSTATEMENT (C)

An undergraduate degree-seeking student who remains enrolled each semester, without interruption, is considered a continuing student. The student maintains this status by completing Advance Registration each semester through the Office of the Registrar. Students with cumulative UMW GPA's of at least 2.0 who interrupt their enrollment for only one or two consecutive semesters are still considered degree-seeking students.

Readmission. An undergraduate degree-seeking student 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 by applying for readmission. 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 an undergraduate degree at UMW and 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.

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.

REPEATING A COURSE (C)

Students may repeat certain courses in which their original grades were C-, D+, D, F or FA. Although both the old grade and the new grade will be shown on the permanent record, the grade in the repeated course is the grade that determines the student's grade-point average and the amount of credit earned for the course. No additional credits will be earned for repeating courses for which credits have already been earned (courses in which a grade of C-, D+, or D was recorded).

Note: The University of Mary Washington does not guarantee that courses will be available in future semesters. When a course is no longer offered, another course will not replace the repeated course.

Before registering to repeat a course, the student should verify that he or she is eligible to do so according to the restrictions listed below. Registration software may not block students from registering for courses when not eligible, but it is the student's responsibility to adhere to these guidelines regardless of the technical ability to register. Only courses repeated at UMW can improve the student's grade-point average. If a student repeats and passes (with a grade of C or better) a pre-approved transfer course at another institution that he or she failed at UMW, he or she will receive transfer credits, but the UMW record will still include the credits attempted (and therefore the grade-point average penalty) for the failed UMW course.

Restrictions on Repeating Courses

1. No course may be repeated more than once.
2. No more than three courses may be repeated in a single semester, with the entire summer session considered a single semester.
3. No more than seven courses altogether may be repeated.
4. No course may be repeated that is prerequisite or introductory to an already successfully completed, higher-level course.

RESIDENCY REQUIREMENT (D)

A student who is a candidate for an undergraduate 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./BSEd 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 undergraduate degree program must be completed at UMW. (In other words, an undergraduate 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.

RETROACTIVE GRADE CHANGE

In rare cases after an academic term ends, students may request a retroactive grade change through the Office of Academic Services. Upon receipt of the request, the Dean of Academic Success and Integrity will review the nature of request along with supporting documentation from the student and/or instructor in order to render a decision. In the event a grade change is approved, the Dean will communicate the change to the Office of the Registrar who will update the student's transcript.

SATISFACTORY/UNSATISFACTORY GRADE (C)

With the exception of **PHYD 130** Introduction to Sports Management, **PHYD 230** Introduction to Coaching, **PHYD 330** Events and Facility Management, and **PHYD 499** Sports Management Internship, all other Physical Education courses and 100-level Dance (DANC) courses are graded as either satisfactory (SA) or unsatisfactory (UN). With the exception of **PHYD 130** Introduction to Sports Management, **PHYD 230** Introduction to Coaching, **PHYD 330** Events and Facility Management, and **PHYD 499** Sports Management Internship, no more than two credits of physical education (PHYD) courses may be taken in a single semester (or complete summer session).

Excluding **PHYD 130** Introduction to Sports Management, **PHYD 230** Introduction to Coaching, **PHYD 330** Events and Facility Management and **PHYD 499** Sports Management Internship, a maximum of 8 credits in other physical education (PHYD) courses may be included in the credits required for graduation. With the exception of **PHYD 130** Introduction to Sports Management, **PHYD 230** Introduction to Coaching **PHYD 330** Events and Facility Management, and **PHYD 499** Sports Management Internship, a BLS student may take a maximum of 6 other PHYD credits toward the degree. A student may not take two sections of the same PHYD or DANC course in a semester, regardless of level. **A student may take up to one pass/fail and two satisfactory/unsatisfactory courses in the same semester.**

SECOND DEGREE or POST-BACCALAUREATE MAJOR (D)

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.S or BLS , if the first degree was a B.S).

Additional details and application procedures may be found at: <http://cas.umw.edu/about-the-college/majors-minors-and-courses-of-study/special-majors/>

STUDY ABROAD COURSE APPROVAL PROCEDURES (FOR STUDENTS) (D)

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:

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 undergraduate degree-seeking 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 (D)

Any undergraduate degree-seeking 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 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 all other undergraduate degree-seeking students.

SPECIAL MAJOR REQUIREMENTS (D)

This option allows a B.A./B.S. student in the College of Arts and Sciences and the College of Business, 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 courses. **No more than five courses in the proposed special major may have been completed at the time of 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.

Additional details and application procedures may be found at: <http://cas.umw.edu/about-the-college/majors-minors-and-courses-of-study/special-majors/>

STUDY ABROAD COURSE APPROVAL PROCEDURES (FOR STUDENTS) (D)

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 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) (D)

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.

TAKING GRADUATE COURSES AS AN UNDERGRDUATE (D)

An undergraduate student with 18 or fewer hours of course work remaining for degree completion may take up to two graduate courses. Such graduate credit may count as undergraduate electives or toward major program requirements (if applicable). The student must either be in an undergraduate program requiring a graduate course as part of the undergraduate degree requirements (such as the BSN program) or have a minimum 3.0 cumulative grade-point average and must receive permission from his/her academic advisor and the chair of the department/program offering the course. The University also offers **Accelerated Degree Programs** in which undergraduate and graduate degrees have a maximum of four common courses. These credits 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. Accelerated degree programs are noted in both the Undergraduate and the Graduate *Academic Catalogs*. The courses 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. All graduate courses applied to the undergraduate degree will count in the undergraduate grade-point average.

TRANSFER CREDIT (C)

Transfer Credit from Other Institutions. The University considers awarding transfer credits from other regionally-accredited institutions on two conditions: (1) the institution's accreditation is recognized in the directory *Accredited Institutions of Postsecondary Education* published by the American Council on Education (credits from international institutions will be considered on a case-by-case basis), and (2) the credits are for graded courses which are deemed appropriate for a liberal arts and sciences degree at the University of Mary Washington. Regulations governing the consideration of courses for transfer credit vary according to whether the credits are transferred **BEFORE** or **AFTER** matriculation.

BEFORE Matriculation. As a rule, transfer credit is given for courses of the same type, on the same level, and under the same guidelines as University of Mary Washington courses. Courses for which transfer credit is awarded must neither overlap nor repeat those that the student takes at the University,

and a grade of C (2.00) or better must be earned. Previously awarded transfer credits will be forfeited and removed from the UMW record if the equivalent course work is later completed at UMW or another university. This does not apply to students receiving GI Bill® benefits; the VA will not pay for courses/ credits that have not been successfully completed and transferred to UMW. For more information, please see the school Certifying Official in the Office of the Registrar. Approved transfer credits can count toward the major program or general education requirements, or can be used as elective credits.

After an official transcript has been received and evaluated by UMW, a student will be notified of the transfer credit that can be counted toward a University of Mary Washington Bachelor of Arts, Bachelor of Science degree, Bachelor of Nursing degree, or a Bachelor of Liberal Studies degree. B.A./B.S./BSEd/BSN students who wish to have their transfer credit award re-evaluated should contact the Office of the Registrar to make a specific re-evaluation request. BLS students should contact the BLS Office.

AFTER Matriculation. All students at the University of Mary Washington who wish to earn transfer credit at another university (e.g., during summer school) must secure written permission from the Office of the Registrar **before registering for the course**. Students seeking transfer credit from a foreign university as part of an education abroad program must work with the Center of International Education in order to secure all the necessary transfer credit approvals prior to the beginning of their abroad program.

Transfer credit will only be awarded for courses completed within the semester for which approval has been granted by the Office of the Registrar. Approved transfer credits can count toward the major program or general education requirements, or can be used as elective credits. A student wishing to apply for transfer credits for courses for the academic major must submit a pre-approval form, signed by the department chair, to the Office of the Registrar. This form is available in the Registrar's Office or online via the Registrar's web page.

The student seeking transfer credit is responsible for seeing that an official transcript, complete with the final grades for requested course work, is received by UMW.

Transfer Credit Deadlines. No UMW credit will be awarded for any transfer work (including all pre-approved transfer work) for which UMW has not received official transcripts by the following deadlines:

- For continuing undergraduate degree-seeking students, official transcripts for pre- approved transfer credit **MUST** be received by UMW **by November 15** for spring and summer courses taken in the same calendar year
- For continuing undergraduate degree-seeking students, official transcripts for approved transfer credit **MUST** be received by UMW **by April 15** for fall courses taken in the previous calendar year.

If the official transcript from the other institution is received by UMW by the appropriate deadline, the pre-approved credits on which the student has earned a grade of C (2.00) or better, will be recorded on the student's permanent record at the University of Mary Washington.

Transfer credit is not awarded for duplicate courses (courses already taken, either at UMW another institution). The one exception to this policy is English 101, Composition. Three hours of transfer credit will be considered Writing Intensive elective credit if two transfer courses are considered equivalent to English 101 or if a student earns a grade in English 101 at UMW after

receiving transfer credit for one course equivalent to English 101. There is a limit of six, 100-level English composition credits that can be applied to the graduation requirement of 120 credits.

Guidelines Covering the Application and/or Deletion of Transfer Credits. The following provisions apply to transfer courses taken at other institutions.

1. 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).
2. Transfer credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and dismissal.
3. A student may request the permanent deletion of transfer credits from his or her record at any time except when he or she is on disciplinary or honor suspension or after academic dismissal.

TRANSFER CREDIT REEVALUATION (D)

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 (D)

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 (D)

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 (D)

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 stipend 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.

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 (D)

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.

WITHDRAWING FROM THE UNIVERSITY (C)

Withdrawal for a term, voluntary. 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 must complete a withdrawal form and obtain the required approvals. A student who fails to withdraw properly may incur additional charges and may receive failing grades. Students are fully responsible for all outstanding charges on their accounts. Students will not be permitted to return to the University or register for courses until their account is cleared. Students living in the residence halls must vacate their rooms if they withdraw for the term.

Military Activation and Withdrawal from the 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.

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.

Administrative Withdrawal (non-academic). After the last day to withdraw from the term has passed, a student may petition the University for a retroactive administrative withdrawal from all courses in a given term for substantiated nonacademic reasons. Nonacademic reasons include matters such as hospitalization, debilitating mental illness, incarceration, or a family crisis. Administrative withdrawals of this nature are extremely rare and require appropriate and detailed documentation including a rationale explaining why the student was unable to withdraw by the last day of classes.

Petitions for Non-Academic Administrative withdrawals are initiated by the student through the Office of Academic Services on the “General Request Form.” All petitions for retroactive withdrawals must be made prior to the last day of classes in the subsequent semester. Partial retroactive withdrawals (i.e. from only some courses) are not offered and all grades for the semester in question will be indicated as a W if the petition is approved.

Following receipt of the appeal, the Director of Academic Services will initiate a formal review of the request. If the retroactive withdrawal is approved, the faculty members of the courses in which the student was withdrawn will be notified by the Director of Academic Services. The explanation provided will indicate simply that the withdrawal was done for substantiated non-academic reasons and was approved following careful review of documentation submitted. The nature of the reasons behind the withdrawal action will not be disclosed.

UMW’s standard refund schedules apply to retroactive administrative withdrawals and no special refunds or financial considerations will be offered.

APPENDIX A

B.A. /B.S./BSEd GRADUATION REQUIREMENTS (D)

Reminder List for Students Seeking a Bachelor of Arts, Bachelor of Science or Bachelor of Science in Education Degree Who Matriculated in Fall 2008 or later.

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list.

REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar during the second semester of the junior year by the announced deadline.
2. An officially declared and successfully completed Major Program.
3. Departmental approval of the Major Program, evidenced by a Senior Checksheet/Degree Verification completed and signed by the student and the major advisor, on file in the Office of the Registrar by announced deadlines for summer, fall, or spring completion.
4. At least 120 valid credits earned.
5. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
6. Successful completion of all General Education Course Requirements, including Speaking Intensive (two courses) and Writing Intensive (four courses).
7. No more than two physical education (PHYD) credits in any single semester or entire summer session (all terms), and no more than 8 PHYD credits in all.
8. Completion of outcomes assessment testing, as required.
9. No more than one pass/fail course per semester or entire summer session, and no more than 8 pass/fail courses in all. No more than two satisfactory/unsatisfactory courses per semester.
10. No more than 7 repeated courses (repeats are permitted only in courses in which the original grade was C-, D+, D, F, or FA).
11. Pass/fail courses used only as general electives.
12. At least 30 credits earned at UMW as a degree-seeking student (not including physical education credits or credits earned as a special non-degree student).
13. Fifteen of the last 21 credits for the degree earned at UMW (or a maximum of 6 transfer credits in the last 21 credits taken).
14. At least one-half of the Major Program required credits earned at UMW.
15. No more than 60 credits in any one discipline counted in the required 120 credits.
16. No more than 8 credits in theatre practicum (THEA 390).
17. No more than 6 credits in URES 197 may be counted toward graduation.
18. No more than 3 courses or 9 credits can be shared between two majors.
19. No more than 2 courses can be shared between the major and the minor.
20. No more than 2 courses can be shared between two minors.
21. No more than 8 credits in debate and/or communication consulting practicum (COMM 481, 482, 483, SPCH 470).
22. No more than 8 credits in ENGL 380.
23. No more than 4 credits in ENGL 480.
24. No more than 12 credits of individual instruction in music counted in the required 120 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble).

25. No more than 12 credits (combined total) in internship and supervised teaching.
Call the Office of Academic Services, 540-654-1010, should you have any questions about the academic policies of the University.

APPENDIX B

Reminder List for Students Seeking a Bachelor of Arts or Bachelor of Science Degree Who Matriculated after Fall 1997 and before Fall 2008.

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list. For details and other requirements, consult the *Dictionary of Academic Regulations*, the official online list of courses in Banner for the semester in which the course is taken, the *Guide to Registration*, and the *UMW Undergraduate Academic Catalog*.

REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar during the second semester of the junior year by the announced deadline.
2. An officially declared and successfully completed Major Program.
3. Departmental approval of the Major Program, evidenced by a Senior Checksheet/Degree Verification completed and signed by the student and the major advisor, on file in the Office of the Registrar by announced deadlines for summer, fall, or spring completion.
4. At least 122 valid credits earned.
5. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
6. Successful completion of all eight General Education Goals.
7. Successful completion of the Across-the-Curriculum Requirements. Speaking Intensive: Two courses Writing Intensive: Four courses beyond ENGL 101 (or five courses if exempt from ENGL 101)
8. No more than two physical education (PHYD) credits in any single semester or entire summer session (all terms), and no more than 8 PHYD credits in all.
9. Completion of outcomes assessment testing, as required.
10. No more than one pass/fail course per semester or entire summer session, and no more than 8 pass/fail courses in all. No more than two satisfactory/unsatisfactory courses per semester.
11. No more than 7 repeated courses. (Repeats are permitted only in courses in which the original grade was C-, D+, D, F, or FA).
12. Pass/fail courses used only as general electives.
13. At least 30 credits earned at UMW as a degree-seeking student (not including physical education credits or credits earned as a special non-degree student).
14. Fifteen of the last 21 credits for the degree earned at UMW (or a maximum of 6 transfer credits in the last 21 credits taken).
15. At least one-half of the Major Program required credits earned at UMW.
16. No more than 60 credits in any one discipline counted in the required 122 credits.
17. No more than 8 credits in theatre practicum (THEA 390).
18. No more than 8 credits in debate practicum (SPCH 470, COMM 481, COMM 482, COMM 483).
19. No more than 12 credits of individual instruction in music counted in the required 122 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble).
20. No more than 12 credits (combined total) in internship and supervised teaching.
21. No more than 12 credits in education (EDUC) courses counted for students not accepted into a specific teacher licensure program.
22. Only the specific education courses required for one approved teacher licensure program can be counted in the required 122 credits. Students pursuing elementary licensure may not count any

secondary education courses. Students pursuing secondary licensure may not count any elementary education courses. A student pursuing teacher licensure must apply and be accepted into a specific licensure program offered by the UMW Department of Education.

23. All new B.A./B.S. degree-seeking students must demonstrate proficiency with information technology prior to graduation. Students who matriculate during or after fall 2007 are no longer required to meet this requirement.

Call the Office of Academic Services, 654-1010, should you have any questions about the academic policies of the University.

APPENDIX C

B.L.S GRADUATION REQUIREMENTS

Reminder List for Students Seeking a Bachelor of Liberal Studies Degree for Students Matriculating Fall 2008 and Beyond

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list. For details and other requirements, consult the Dictionary of Academic Regulations, the official online list of courses in Banner for the semester in which the course is taken, the Guide to Registration, and the UMW Undergraduate Academic Catalog.

REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar one year prior to the anticipated graduation date.
2. Senior graduation check completed the semester before the planned semester of graduation.
3. An officially declared and successfully completed Major Program.
4. B.L.S. Committee approval of a special major (and any later changes in the major) as evidenced by an approved degree plan and appropriate follow-up paperwork.
5. At least 120 valid credits earned.
6. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
7. Successful completion of all General Education Distribution Area requirements: Quantitative Reasoning: 3 credits Natural Science: 4 credits Quantitative Reasoning or Natural Science: 3 credits Human Experience and Society: 6 credits Global Inquiry: 3 credits Arts, Literature & Performance: 6 credits
8. Successful completion of the Across-the-Curriculum Requirements: Writing Intensive: 9 credits Speaking Intensive: 3 credits
9. No more than 20% pass/fail courses in all, provided the courses are not transfer courses or general education/major courses.
10. Pass/fail courses used only as electives.
11. No more than 6 credits in PHYD.
12. No more than 8 credits in theater practicum (THEA 390).
13. No more than 8 credits in debate practicum (SPCH 470).
14. No more than 7 repeated courses (for courses in which the original grade was C-, D+, D, F, or FA). Only 2 repeats per semester.
15. At least 30 resident credits at UMW.
16. At least 15 major credits at UMW.
17. Minimum 30 semester credits earned through traditional classroom experience.
18. No more than 30 credits for a Life/Work Portfolio submitted within one year of successfully completing BLST 101 and before the maximum of 90 transfer credits reached.
19. No more than 30 credits total in alternative credit testing (i.e., DAN TES, CLEP, etc.).
20. No more than 30 military-based credits.
21. No more than 12 credits (combined total) in internship and supervised teaching.
22. No more than 12 credits of individual instruction in music counted in the required 120 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble)

APPENDIX D

Reminder List for Students Seeking a Bachelor of Liberal Studies Degree for Students Matriculating Fall 2003 and before Fall 2008

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list. For details and other requirements, consult the Dictionary of Academic Regulations, the official online list of courses in Banner for the semester in which the course is taken, the Guide to Registration, and the UMW Undergraduate Academic Catalog.

REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar one year prior to the anticipated graduation date.
2. Senior graduation check completed the semester before the planned semester of graduation.
3. An officially declared and successfully completed Major Program.
4. B.L.S. Committee approval of a special major (and any later changes in the major) as evidenced by an approved degree plan and appropriate follow-up paperwork.
5. At least 120 valid credits earned.
6. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
7. Technology competence. Students who matriculate during or after fall 2007 are no longer required to meet this requirement.
8. Successful completion of all General Education Distribution Area requirements: English Competence: 3 credits Humanities: 3 credits Social Sciences: 3 credits Natural Science and Mathematics: 10 credits (at least 3 credits of math and 4 credits of lab science) Literature: 3 credits Western Civilization: 3 credits
9. Successful completion of all Across-the-Curriculum requirements: Writing Intensive: 6 credits (not including English Competence) Speaking Intensive: 3 credits Cultural Difference: 3 credits
10. No more than 20% pass/fail courses in all, provided the courses are not transfer courses or general education/major courses.
11. Pass/fail courses used only as electives.
12. No more than 6 credits in PHYD.
13. No more than 8 credits in theater practicum (THEA 390).
14. No more than 8 credits in debate practicum (SPCH 470).
15. No more than 7 repeated courses (for courses in which the original grade was C-, D+, D, F, or FA).
Only 2 repeats per semester.
16. At least 30 resident credits at UMW.
17. At least 15 major credits at UMW.
18. Minimum 30 semester credits earned through traditional classroom experience.
19. No more than 30 credits for a Life/Work Portfolio submitted within one year of successfully completing BLST 101 and before the maximum of 90 transfer credits reached.
20. No more than 30 credits total in alternative credit testing (i.e., DANTES, CLEP, etc.).
21. No more than 30 military-based credits.
22. No more than 12 credits (combined total) in internship and supervised teaching.
23. No more than 12 credits of individual instruction in music counted in the required 120 credits, and no more than 10 credits in music ensemble courses (orchestra, chorus, ensemble).

Call the Office of Bachelor of Liberal Studies, 654-1120, should you have any questions about the academic policies of the B.L.S. program.

APPENDIX E

Reminder List for Students Seeking a Bachelor of Liberal Studies Degree for Students Matriculating Prior to Fall 2003

The final responsibility for meeting specific requirements for a degree rests entirely with the student. The following is a brief reminder list. For details and other requirements, consult the Dictionary of Academic Regulations, the official online list of courses in Banner for the semester in which the course is taken, the Guide to Registration, and the UMW Undergraduate Academic Catalog.

REQUIREMENTS

1. A Degree Application (with correct completion and diploma dates) filed in the Office of the Registrar one year prior to the anticipated graduation date.
2. A Senior graduation check sheet is required the semester before the planned semester of graduation.
3. An officially declared and successfully completed Major Program with 39 credits earned with at least 20 upper-level credits.
4. At least 120 valid credits earned.
5. At least a 2.00 grade-point average in the Major Program (UMW coursework) and at least a 2.00 cumulative grade-point average for all UMW coursework.
6. Successful completion at least two Writing Intensive courses.*
7. English Composition competence (3 credits).
8. Technology competence for all B.L.S. students admitted as of Fall 2001.
9. Successful completion of all General Education Distribution Area requirements (English Competence, Humanities, Social Sciences, Natural Sciences and Mathematics, and Communication Arts) 30-credit minimum.
10. No more than 20% pass/fail courses in all, provided the courses are not transfer courses or general education/major courses.
11. No more than 7 repeated courses (Repeats are permitted only in courses in which the original grade was C-, D+, D, F, or FA). Only 2 repeats per semester.
12. At least 30 resident credits at UMW to include UMW courses completed the summer and semester immediately prior to entering B.L.S. program
13. Minimum 30 semester credits earned through traditional classroom experience.
14. Departmental approval of the Major Program evidenced by an approved curriculum plan.
15. Curriculum plan completed and approved by B.L.S. Faculty Committee upon earning 70 semester hours of credit.
16. Curriculum plan submitted in approved format.
17. No more than 30 credits are awarded for a Life/Work Portfolio submitted within one year of successfully completing the Portfolio class and before the maximum of 90 transfer hours are reached.
18. No more than 30 credits total in alternative credit testing (i.e., DANTES, CLEP, etc.)
19. No more than 30 military based credits.
20. Transfer coursework must be approved by B.L.S. Office prior to enrollment (failure to obtain permission may result in non-credit).

*Starting with those students entering the B.L.S. program in the Fall of 1993, students entering with 60 or fewer transfer credits will have completed, prior to matriculation, two approved writing intensive courses or must complete two writing intensive courses at UMW. Students entering with more than 60 transfer credits will need to have completed, prior to matriculation, one writing intensive course or complete one at UMW. This applies only to B.L.S. students with confirmed admission dates of August 1993 or later, provided there has not been a five-year interruption in enrollment at UMW.