ENROLLMENT POLICIES AND PROCEDURES

HEALTH RECORD

The university requires that F-1 Visa students file an immunization record with the Center for Health and Wellbeing at the time of first enrollment. Appropriate forms are emailed directly to newly enrolled students through the Office of International Education and/or the Center for Health and Wellbeing.

REGISTRATION

Consult the UVM Academic Calendar (http://www.uvm.edu/~rgweb/?Page=importantdates/i_ac1314.html&SM=i_menu.html) and the Registration Schedule (http://www.uvm.edu/~rgweb/) for registration dates. Students register for courses at the time and in the manner designated by the university registrar. Early registration is encouraged for both new and presently enrolled graduate students. Students may not register for courses unless tuition and fees for any current and prior semesters have been paid.

Students should consult with their program advisor before using web registration. All charges for the ensuing semester must be paid, or otherwise provided for, before registration is complete.

GRADUATE COURSE LEVELS

Courses which may apply towards a graduate program are numbered 200 and above. Not all 200-level courses are for graduate credit; check the Courses Approved for Graduate Credit in this catalogue. Courses numbered 400 or above are limited to candidates for doctoral degrees; courses numbered 300 to 399 are limited to graduate students unless permission to enroll is given by the appropriate instructor, department or program.

COURSE LOADS

Generally, full-time graduate students enroll for nine to twelve credit hours per semester, with normal maximum enrollment being fifteen credits per semester and nine hours summer. Enrollment in excess of the normal full-time course load requires written approval from the student’s advisor and the Dean of the Graduate College.

AUDITING CLASSES

Courses may be taken for audit; however, tuition for the credit hours is charged as for courses for credit. Under no circumstances will graduate credit or a grade be allowed for audited courses. A student wishing to audit a course must meet minimum levels of performance set by the instructor at the time of registration in order to receive an audit grade on a transcript. Tuition scholarships funded by the Graduate College do not cover tuition for audited courses.

PHYSICAL EDUCATION CLASSES

Students may not enroll in physical education classes without prior approval by the Dean of the Graduate College. Graduate College tuition scholarships do not cover tuition or any fees for physical education activities.

ADD/DROP

Courses may be added through the first five instructional days of the semester without instructor permission, unless indicated. Adding a course between the sixth and tenth instructional day will be at the discretion of the faculty member and will occur by means of a faculty override. Courses may be dropped through the first ten instructional days of the semester. During summer and winter sessions, the Add/Drop period varies from course to course depending on when the class begins and how long it runs.

Drops will only be allowed after the tenth day of instruction if a student did not attend the class. The disposition of such cases is handled by the registrar’s office.

WITHDRAWAL FROM COURSES

From the end of the tenth day of instruction until the second business day after the 60% point in the semester, students may withdraw from courses. Students who wish to withdraw must first consult with their advisor, and submit the form to the instructor for signature. The student is then responsible for delivering the form to the registrar’s office no later than 4 p.m. on the second business day after the 60% point in the semester. Students give a copy to their dean for information purposes. The instructor also records the withdrawal grade (W) on the final grade sheet which is submitted to the registrar.

After the second business day after the 60% point in the semester and until the last day of classes, students may withdraw only if they are unable to continue in the course due to circumstances beyond their control. They must petition the Dean of the Graduate College and provide in that petition conclusive evidence, properly documented, of the situation which prevents completion of the course. Acceptable reasons do not include dissatisfaction with performance in a course or with an expected grade, with the course or the instructor, or the desire to change a major or program. If the petition is approved, the withdrawal procedure follows the process described above. The withdrawal window for summer courses is determined by course length and start date.

UNDERGRADUATE COURSE ENROLLMENT FOR GRADUATE CREDIT (NON-ACCELERATED MASTER’S STUDENTS)

During their final semester, UVM senior undergraduates may enroll for graduate credit at UVM under the following circumstances: the course must be available for graduate credit; the course must not be computed as part of the bachelor’s degree; permission to seek such graduate credit must be requested of the Dean of the Graduate College in writing by the dean of the undergraduate college or school prior to enrollment for such credit. Such graduate credit is limited to six credits. It can be used only at UVM if and when the student is admitted to a UVM graduate program and only if the course is judged appropriate by the student’s advisor for the graduate program.
Generally, other institutions will not accept such credit, earned before award of the bachelor’s degree, in transfer to their graduate programs.

DISTANCE EDUCATION STUDENT STATUS

A distance education student is a student whose primary affiliation with UVM is as a student matriculated in a distance education degree or academic certificate program where the majority of content is delivered at a distance. There may be a minimal residency component of the program that is exclusively available to the matriculated distance education students. A distance student may not register for an on campus course, however a residential student may register for courses offered through a distance program.

Students are billed according to their primary affiliation with UVM. These categories are residential or distance. When tuition differs between these categories, tuition is billed according to the primary affiliation of the student for any courses taken.

DISMISSAL

Students whose academic progress is deemed unsatisfactory at any time may be dismissed from the Graduate College by the dean upon consultation with the student’s department or program. In addition, students may be dismissed if they receive two grades or more below a B (3.00), or they receive a U (Unsatisfactory) or UP (Unsatisfactory Progress) in Thesis or Dissertation Research or Seminar.