

# STUDENT STATUS

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## Classification of Students

Students are classified in three ways:

1. By course load (full- or part-time)
2. By objective (degree sought, non-degree, transient, audit, etc.)
3. By year

### Course Load

A student is a full-time student if he/she carries not less than the minimum normal load. Undergraduate students must enroll in a minimum of 12 credit hours per semester in most schools, and Graduate students must enroll in a minimum of 9 credit hours per semester (please refer to the Graduate section for exceptions). Please note that a typical undergraduate full-time class schedule for fall and spring semesters consists of 15 credit hours. In some cases, students are recommended to enroll in fewer than 15 credit hours. Please refer to the university's full-time/half-time policy (<https://registrar.miami.edu/general-information/policies/full-time-half-time-policy/>). For the spring semester, Intercession courses can be included when evaluating full-time status. It is important to note that tuition charges for Intercession courses typically are separate from and in addition to charges for the spring semester.

### Objective

A degree student is one whose immediate educational objective consists wholly or principally of earning a University of Miami bachelor's or higher degree. To qualify for this status, a student must meet the standards for admission.

A non-degree student is not pursuing a degree program. Such students are those who, although eligible for degree candidacy, have requested permission to take a limited or special selection of credit hour courses without regard to requirements for a degree. This classification includes high school graduates and students with previous college credit hours

- who do not want degree status;
- whose applications for degree status are incomplete;
- who are taking work toward teacher certification;
- who are workshop applicants;
- who are visiting summer school students. (Students under 21 years of age who have not completed high school will not be admitted to this status.)

Non-degree students are sub-classified as transient, special, etc.

An undergraduate non-degree student may petition the Director of Admissions to have his/her status changed to that of a degree student. Up to 30 credit hours earned in non-degree status may be applied towards a degree, but only to the extent approved by the appropriate academic dean. It is therefore important that the degree student identify himself/herself as such, early in his/her program.

### Transient Student

A transient student is enrolled at the University of Miami with the sole intention of using credit hours earned toward graduation elsewhere.

### Audit Student

An audit student enrolls as an observer or listener only. Auditing is allowed only when there is space available in the class. Audit status may be restricted by the Dean in the case of laboratory, studio, or performance courses where audit status is not appropriate. Audit students receive no credit, do not prepare written assignments or take examinations, are not eligible for residence in campus residence halls, and do not receive student privileges except for the use of the library. No entries are made on the permanent academic record for audited courses.

Students wishing to change from audit status to credit hour status must obtain all necessary approvals prior to the Last Day to Drop without a W. See the Academic Calendar (<https://registrar.miami.edu/dates-and-deadlines/academic-calendars/>) for specific dates. No changes except withdrawals from the course are permitted after this time.

**Note: The fee for auditing a course is non-refundable. Please refer to the financial information section of the bulletin for specific costs.**

### Inactive Status

Inactive Status is for continuing, degree-seeking, undergraduate students who intend, and qualify, to re-enroll at the University of Miami after leaving the university for a designated period of time. A student may need a semester or two away from UM to take care of other matters (health, family, etc.).

While on Inactive Status students may take courses at a domestic institution.\* Students may not use Inactive Status to study abroad. Students who wish to study abroad must go through the University of Miami's Study Abroad program; OR apply for Non-UM International.

- Inactive Status is only available to students who attended the previous semester (Fall or Spring) at the University of Miami.
- Inactive Status is only available during the Fall and Spring semesters.
- Students in Inactive Status are not eligible for UM institutional funding or financial aid while away from the university.
- Students participating in Inactive Status **cannot** be enrolled at the University of Miami for the same term. If you are enrolled in classes for the term you are requesting Inactive Status, all your courses **will be dropped** as part of the Inactive Status process.
- **Inactive Status has a \$100 non-refundable fee.** Payment will be required during the application process.
- Should you wish to participate in a second semester of Inactive Status, a new form must be submitted, and the fee paid, for the subsequent request. Students may not utilize Inactive Status more than two semester total during their time at UM (whether continuous or not).

Students interested in this option may obtain further information here (<https://registrar.miami.edu/general-information/policies/inactive-status/>) or by visiting Canes Central.

- \* Students considering taking courses while on Inactive Status are strongly encourage to go through the MATES (<https://mates.miami.edu/>) process to ensure their credits will be accepted by the University as transfer credit.

### Non-UM International Programs

The Non-UM International Program is for continuing, degree-seeking, undergraduate students who would like to attend an international accredited institution during one or two semesters during their time at the University of Miami.

- The Non-UM International Program status is only available to students who have attended the previous semester (Fall or Spring) at the University of Miami.
- The Non-UM International Program is only available during the Fall and Spring semesters.
- The University of Miami invests considerable time, effort, and resources in the creation of UM study abroad programs consistent with the needs of its students, with university standards, and educational objectives. **Therefore, students intending to study for a semester in a city where UM offers a study abroad program will be expected to enroll in the UM program unless they have a compelling academic reason to attend a different program, and their petition is approved.** Students can see a list of UM programs by clicking [www.studyabroad.miami.edu](http://www.studyabroad.miami.edu). (<http://bulletin.miami.edu/general-university-information/undergraduate-policies-and-procedures/student-status/www.studyabroad.miami.edu.html>)
- Students approved to study on the non-UM program are not eligible for UM institutional funding or financial aid while participating in this program.
- Students participating in the Non-UM program **cannot** be enrolled at the University of Miami for the same term. If you are enrolled in classes for the same term you are requesting Non-UM, all your courses must be dropped before processing this form.
- **Make sure to research the proposed program thoroughly. There are many study abroad programs available to college students. The University of Miami and its agents cannot guarantee the academic integrity or cultural aspects of non-UM study abroad programs. Find out about the quality of a program by contacting the organization directly and ask for references from past participants.**
- Students must submit a written petition in which they provide the academic rationale as to why they are choosing an outside program.
- **The Non-UM International Program has a \$1000 non-refundable fee.** Payment will be required when the application is approved. Once your request has been processed, and payment confirmed you will remain in Non-UM Program – Active Status while abroad.
- Should you wish to attend a second semester in Non-UM Status, a new form must be submitted, and fee paid, for the subsequent request.

### Year

- A freshman is a degree-seeking student who has earned 0 to 29 credit hours.
- A sophomore is a degree-seeking student who has earned 30 to 59 credit hours.
- A junior is a degree-seeking student who has earned 60 to 89 credit hours.
- A senior is a degree-seeking student who has earned 90 credit hours or more.

## Transfers Between Schools and Colleges

Undergraduate students who have compiled fewer than sixty (60) credit hours may transfer between schools and colleges provided that such students:

1. Demonstrate their academic admissibility to the new program (as defined by class rank and SAT scores) at the time of their original matriculation at the University;

2. Satisfy any special criteria required for admission by a particular program (e.g., auditions in the arts, portfolios in architecture, etc.); and
3. Obtain the approval of the Dean of the receiving school or college.

It is a general policy of the University that students admitted to degree-seeking status may not transfer to an unclassified status.

Students who have compiled 60 or more credit hours with an average of 2.0 or higher and who have satisfied all of the above three conditions may be eligible to transfer between schools and colleges pending space availability and additional program requirements.

## Readmission

An undergraduate, degree-seeking student is subject to readmission if they meet any one of the following criteria:

- *Students who were previously enrolled in courses at UM and withdrew after the first day of class but prior to grades (including Ws) posting\*.*
- *Students who previously completed at least one semester at UM but have not attended the University for at least one major semester (Fall or Spring).*

*\*New incoming students who canceled their admission BEFORE the start of their 1<sup>st</sup> term at UM, would submit a new admission application through the Office of Admission.*

Readmission to the University is contingent upon approval of the Dean of the school/college the student is applying to and clearance from the Office of Student Account Services.

International undergraduate students who have been readmitted to the University must follow the Instructions for Undergraduate Students to Obtain a UM Form I-20 ([https://isss.miami.edu/\\_assets/pdf/161-instructions-for-undergraduate-students-to-obtain-a-um-form-i-20-after-withdrawal-or-inactive-status/](https://isss.miami.edu/_assets/pdf/161-instructions-for-undergraduate-students-to-obtain-a-um-form-i-20-after-withdrawal-or-inactive-status/)) in order to return to the U.S. to continue their studies.

Specific details on the readmission process can be found here (<https://registrar.miami.edu/general-information/policies/readmission/>).

***Students who have attended another college or university since they were last enrolled at the University of Miami, will be required to provide a transcript of their work. Failure to disclose all prior institutions attended may result in disciplinary action.***

An undergraduate student who has applied to graduate for a given semester will not be eligible to register for any subsequent semester until the student applies for readmission or admission to a new program. A candidate for graduation may wish to continue his/her studies in one of the following situations:

1. If the student fails to graduate and further registration is needed, they must delete their application for graduation in CaneLink, and within twenty-four hours, registration for subsequent semesters or sessions should be available. Students should contact Canes Central for assistance.
2. If the student graduates and wishes to pursue a second bachelor's degree, the student must apply for readmission, stating his/her new degree objective.
3. If the student graduates and wishes to take additional coursework without a degree objective, the student must apply for unclassified status.

Please note:

- Proof of immunization must be provided to the Student Health Service before readmission to the University of Miami. Failure to do so may prevent you from registering for classes.
- The deadline for readmission is two weeks before the beginning of classes of the semester they wish to re-enroll. Please refer to the "Deadline for Readmission" date on the Academic Calendar (<https://registrar.miami.edu/dates-and-deadlines/academic-calendars/>) of the semester applying for.

**The fee for Readmission is \$300 and must be paid during the application submission.**

## Academic Bankruptcy

Students entering college sometimes perform at an unacceptable academic level. They either drop out or are dismissed. Some individuals with this experience re-evaluate their educational goals and desire to return to college. Their academic record, however, may present an insurmountable obstacle. Undergraduate students in this category who want the opportunity for a fresh start at the University without this handicap may apply for admission or readmission with the request that their prior academic record be disregarded.

In order to be considered for academic bankruptcy, a student's combined college grade point average must be below 2.00 as calculated by the Office of Undergraduate Admission.

### Application for Initial Admission to the University with Academic Bankruptcy

The applicant must apply to the Office of Undergraduate Admission and:

1. Must have been admissible to the University as a senior in high school,
2. Must have attended an accredited institution for at least one year and must not have attended any college or university for the preceding six months, and,
3. Must not be admissible to the University based on his or her college-level work.

## Application for Readmission to the University with Academic Bankruptcy

A University of Miami student who has dropped out or who has been dismissed may request Academic Bankruptcy on meeting these conditions:

1. The student must apply to the Office of the University Registrar.
2. At least six months must have elapsed since the end of the semester in which the student was last in attendance at the University of Miami.
3. Detailed written evidence must be provided with the readmission application, showing that the conditions or factors that caused the poor performance have changed sufficiently so that there is a reasonable expectation of future satisfactory performance.

### Conditions of Approval

1. If Academic Bankruptcy is approved<sup>1</sup>, no course credit hours earned previously will be displayed on the transcript for credit hours attempted, credit hours earned, or quality points earned; however, all grades<sup>2</sup> earned previously will remain on the transcript.
2. Readmission applicants with approval from the dean of the accepting school, may have Academic Bankruptcy apply only to those credit hours taken by the student when last in attendance at the University of Miami so that credit hours earned at another institution after the date the student last attended the University are not affected.

<sup>1</sup> If you receive any federal or state financial assistance, please be aware that your time limit for some forms of assistance may run out before you graduate. It is strongly recommended you schedule an appointment with Canes Central to understand any issues that may arise between your return to school and time of graduation.

<sup>2</sup> All grades, good or bad, are invalidated during this process and will not be reinstated at any future time.

**Academic Bankruptcy will be granted only once for any student.**

## Certification of Enrollment

Students who require certification of enrollment for insurance or education loan purposes may obtain an enrollment letter via their CaneLink (<https://canelink.miami.edu>)<sup>1</sup> account or by submitting a request to Canes Central. Enrollment verification via CaneLink is available after the last day to drop without a "W". Please refer to the University's academic calendar for specific dates.

Enrollment Verification letters will include only information maintained in the university's official academic record system. The University will not alter, amend or add anything to the standard letter. Notarization is available upon request.

Students will be certified as currently enrolled once they have met their financial obligations. If a student is delinquent in paying his/her tuition and fees statement balance and/or Monthly Payment Plan, the University will not process transcript and/or diploma requests. Course selection/modification will not be permitted for any previous, current or future semesters. The student is not considered enrolled during the term in question, which means that certification of enrollment cannot be provided for insurance, student loan deferment, or repayment purposes. Non-payment also means the student is ineligible for financial assistance awarded for the term in question. A late payment fee may be assessed on delinquent accounts.

Students who require enrollment certification for scholarship purposes only will be conditionally certified until financial obligations are met.

<sup>1</sup> For students who do not have a Social Security number, verification letters are generated by the Office of the University Registrar. Letters are typically generated in seven (7) business days but may take longer during our registration period and the first two weeks of classes.

## Undergraduates Taking Graduate Coursework

University of Miami undergraduates within 30 credit hours of meeting the requirements for the Baccalaureate Degree may be allowed to take up to twelve (12) graduate-level credits (no more than 6 credit hours may be taken in one semester) in non-degree graduate status while completing the requirements for the baccalaureate.

The Graduate School's Application for Undergraduates to Take a Graduate Course form is available on the Graduate School website under Forms (<https://www.grad.miami.edu/policies-and-forms/forms/>).

1. Must have a minimum of 3.00 G.P.A.
2. The submission of an Application for Undergraduates to Take a Graduate Course form (<https://www.grad.miami.edu/policies-and-forms/forms/>), which will not require the application fee.

3. The written approval of the Chairman of the Department, the Dean of the Undergraduate School or College, and the Graduate School Representative **prior to registration**.

Approval to take graduate-level courses does not automatically admit the student, upon graduation, to status as an applicant for a graduate degree at the University of Miami.

The graduate credit hours earned may NOT be used to meet undergraduate graduation requirements or be used to meet the 120 credit hour requirements at the University of Miami.

No more than 6 credit hours may be taken in one semester, and no more than a total of 12 credit hours may be taken while in graduate status. Students may take no more than 15 credit hours of combined undergraduate and graduate courses per semester.<sup>1</sup>

<sup>1</sup> If the total combined undergraduate plus graduate credits exceeds 15 credits, the Graduate School will require the undergraduate advisor and undergraduate dean to provide approval. Please note that the application form requires the student and a financial aid representative to sign and date the form acknowledging that the student understands the financial implications of this registration.

## University Extracurricular Activities

Full participation in University-sanctioned extracurricular activities and organizations is open to all full-time students who are not on academic probation and who have been assessed the Student Activity Fee. Extracurricular activities include, but are not limited to the following: academic, athletic, dramatic, or musical organizations or teams; student organizations registered with the Committee on Student Organizations (COSO); fraternities and sororities; student publications; program boards; and University committees.

Students on probation may participate in any activity required as partial fulfillment of their degree program; may attend meetings of organizations; and may play intramural sports. They may not otherwise compete, perform, or hold a leadership position. At the beginning of each fall semester, the activity's faculty or staff advisor or appropriate committee chairperson shall determine with the Office of the Provost the eligibility of each participating student. Some activities apply stricter standards, and may monitor academic progress and review eligibility during the academic year. Students should consult with the individual activity for specific requirements.