ATTENDANCE

Military Withdrawal

Tuition refunds of 100% are granted to students who withdraw due to military service, provided they do not receive credit hour for the course (see below). A student should contact their Academic Advisor if they need to request a military withdrawal.

If a student receives federal financial aid and withdraws before they complete 60% of the term, a pro rated calculation will determine the amount of financial aid the student has earned. It is based on the amount of time the student was enrolled. This calculation is independent of any charges incurred at the University.

1. On recommendation of the Dean of the school, students who withdraw after the 5th week of the session because of official orders to active duty with the Armed Forces of the United States may be awarded credit hour in any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
2. Credit hour granted for a course under this policy should count toward graduation.
3. There should be no refund of tuition for courses for which credit hour has been granted. Refunds of courses not awarded credit hour should be on the same basis as complete withdrawals for military service.
4. The above recommendations are procedures for determining the awarding of credit hour and do not release the student from the usual withdrawal procedures.

Attendance and Participation, 1st Week (new and continuing students)

Online courses are not independent study courses. They involve a mixture of independent work outside the online course environment and presence within the course room. Authentic student engagement includes activities such as doing assigned readings, preparing and presenting quality assignments and participating substantively in online discussion. Logging into the online course alone does not demonstrate adequate engagement or participation.

Attendance during the first week of each course ensures you are on the right path to successfully completing your course and helps ensure that all students are assigned to groups with active participants to support quality group work. Participation in an online course is defined as the submission of a gradable assignment and/or discussion post about academic matters.

Students are required to attend, engage and participate in each of their online course(s) in an active and timely fashion. For each course, a student must participate by submitting their Week 1 assignments/discussion(s) during the first 7 calendar days from the course start date. This policy is the same for both New and Continuing students. If a new or continuing student logs in, but does not participate in any Week 1 activities by the end of day 7 (Eastern Standard Time) of a course, they will be administratively withdrawn from the program and must contact their Enrollment Advisor or Academic Advisor regarding steps for readmission.

Attendance by Day 7

By the end of the Day 7 (Eastern Standard Time) of each Course, a student must log into the Blackboard classroom to actively indicate his/her intention to participate in and complete that course. If by Day 7 the student has logged in and submitted an assignment and has not formally rescheduled his/her start date or withdrawn from the program the student will:

• Be considered as attending the course.
• Be obligated to pay for the course in full or make all payments in accordance with the monthly payment plan.
• Be responsible for adhering to all University policies and course policies.

No Attendance by Day 7

Starting on the first day of each course the Enrollment Advisor or Academic Advisor will contact the student if the student has not yet logged in to the Blackboard classroom, and remind the student to do so. If the student does not log into the Blackboard classroom the end of Day 7 (Eastern Standard Time), the student will be removed from the current course and will no longer be able to attend class. The student will be administratively withdrawn from the term and will need to contact their Enrollment Advisor or Academic Advisor to discuss their options for returning the following term.

If a student is a new student and his/her Enrollment Advisor has been able to contact the student, the student will be encouraged to reschedule his/her start date so that the student is able to continue in the program. A student who chooses to remain in the course will be subject to all applicable deadlines as stated in the course syllabus.

If a student is a continuing student and the Academic Advisor has been able to contact the student, the student will be encouraged to submit a withdrawal request with a return date to ensure he/she is not withdrawn from the program. A student who chooses to remain in the program will be subject to all applicable deadlines as stated in the course syllabus.

The Enrollment Deposit will remain on the student’s account and remains non-refundable. If the student has a tuition balance, it will be voided and reissued on the 1st day of the next course for which the student is registered should the student choose to change their start date.

Removed from Course Erroneously

If a student believes he/she has been removed from the course erroneously, the student should contact his/her Academic Advisor to discuss options.

No Contact or Response by Day 7

A student will be designated as a non-starter, if a student has not logged into the Blackboard classroom by Day 7 and the Enrollment Advisor or Academic Advising Team has not been able to contact the student.

New Students

If an Enrollment Advisor cannot reach the student, or does not receive response from the student by Day 7 of the term, the student will be
administratively withdrawn from the term. If the Offer of Admission expires, the student will be required to reapply to the program.

**Continuing Students**

If the Academic Advising Team cannot reach or does not receive response from the student by Day 7 of the term, the student will be administratively withdrawn from the program. The student should contact the Academic Advising Team if they intend to return in the future and should review the Academic Calendar for all applicable deadlines regarding readmission.

**On-going Attendance**

Students should continue to login and attend class every week. Students who do not participate in their courses as indicated by course requirements, or fail to notify the University that they are no longer attending will be administratively withdrawn. This may result in the requirement for the return of previously awarded federal financial aid. If the University is required to return federal student aid funds, the student will be required to pay any outstanding balance owed the University.

If a student receives federal financial aid and withdraws before they complete 60% of the term, a pro rated calculation will determine the amount of financial aid the student has earned. It is based on the amount of time the student was enrolled. This calculation is independent of any charges incurred at the University. This Federal Financial Aid calculation is separate and in addition to the Refund Policy and Schedule. If a student has questions pertaining to either policy, they should contact their Academic Advisor.

**Student Change Requests**

**Reschedule Start Date, Student Initiated**

A new student may reschedule his/her start date before or by the end of Day 7 (Eastern Standard Time) of the 1st Course. The student may reschedule the start date provided the Offer of Admission has not expired.

Students must submit their request in writing to their Enrollment Advisors and discuss the options and any financial and academic consequences no later than the end of Day 7 to ensure they do not incur further costs, because all students are subject at all times to the Refund Policy and Schedule. In extra ordinary circumstances, such as a serious illness or accident, students may request to appeal their withdrawal date by contacting their Academic Advisor for more information regarding the UOnline Student Appeal process.

**Choosing to Remain in the Course**

If after discussing with their Enrollment Advisor students decide to remain in the course, students’ Enrollment Advisors will confirm this verbal decision with the students formally, in writing via email, reiterating the financial and academic obligations. Students should reply to the email and confirm their wish to remain in the course. Otherwise, the original written request to reschedule will be honored.

**Choosing to Reschedule**

If after discussing with their Enrollment Advisors students decide to reschedule their start date, the Enrollment Advisors will process the formal request and:

- Students will be enrolled into the courses for the term of the requested start date.
- Students may lose any associated tuition reductions (please see tuition reduction’s terms and conditions).

The Enrollment Advisor should confirm formally within 1-2 business days that the start date change has been completed. The student may also view their start date change in Canelink.

The Enrollment Deposit will remain on the student’s account. If a student has received the 1st tuition balance, it will be voided and reissued before the 1st day of the new start date.

**Financial Obligations After Day 7**

If a student does not contact his/her Enrollment Advisor and formally submit in writing his/her request to reschedule the start date by the end of Day 7, after Day 7 the student will be obligated to pay for the course in accordance with the refund policy and schedule and is not eligible for a credit of tuition towards the rescheduled terms.

**Offer of Admission Expired**

If a student’s Offer of Admissions has expired, he/she will not be able to reschedule the start date and must reapply to the Program.

**Add a Course**

Each active student will be registered at least 14 days before each term start into the appropriate course(s) according to the sequence and rules of the program. Any student requested changes will be implemented by 1 day before the course start to ensure proper section and group assignments. New students must contact their Enrollment Advisor to discuss any changes or concerns about course registration. Continuing students should contact their Academic Advisor to discuss any changes or concerns about course registration.

**Drop a Course**

A student may drop a course only before or by the end of Day 7 (Eastern Standard Time) in order to avoid financial or academic (grading) consequences as per the refund policy and course syllabus.

If a student is a new student, he/she must contact the Enrollment Advisor to discuss the need to drop a course and potentially reschedule the start date. Due to the scheduling and sequence of courses, new students may need to be dropped from all courses in the term and may need to wait to be rescheduled at the beginning of the next available term for their program.

If the student is a continuing student he/she must contact the Academic Advisor to discuss the need to drop a course and withdraw from the program. In some cases, due to course scheduling and sequence, a student may need to drop all courses from the term and wait to enroll in a future term. Continuing students should work closely with their Academic Advisor to discuss all rescheduling options and ensure they are meeting the required times-to-completion for their program.

If a student receives federal financial aid and withdraws before he/she completes 60% of the term, a pro rated calculation will determine the amount of financial aid the student has earned. It is based on the amount of time the student was enrolled. This calculation is independent of any charges incurred at the University. If a student plans to drop a course or to withdraw from their program, they should consult both the Financial...
Aid withdrawal policy as well as the Refund Policy for UOnline programs to determine their financial responsibilities.

Retaking the Entire Course
If a student is required to retake an entire failed course:

- The student will be re-registered for the failed course the next time it is offered or in the next session.
- If the student has already been registered into the next course in the program sequence, the registration will be adjusted.
- The student will be billed the full course tuition.
- The student can receive Financial Aid to pay for the second course retake, but if the student fails and takes the course a third time, Financial Aid will not be available and the student must pay for the course tuition out-of-pocket. A student may contact their Academic Advisor for more information on payment options.

Change of Program
Students may request to change from their current program to another online program. The student must apply to the new program and provide information necessary for admission into that program. The student's Enrollment Advisor will work with the student and the admissions staff to determine if the student is qualified to apply for a new program. Please note that program changes will be implemented as per the University's Online academic calendar.

If the student is still a new student (has not completed the 1st 7 days from the start date) the student should contact their Enrollment Advisor. If the student is a continuing student he/she should contact the Academic Advisor to discuss all of the options and the new program admissions requirements. Tuition and any applicable tuition discounts that were previously applied to a new or continuing student’s balance will be subject to change upon changing the program.

Non-Standard Change of Program
If a student is eligible to change into a new program, he/she will be registered into the appropriate course and start the new program in the next available term. Approved completed courses will be transferred into the new program. Students will not be charged another enrollment deposit.

If a student does not meet the admissions requirements, the student should continue to work with the Enrollment Advisor or Academic Advising on other options available.

Withdraw from Course but Not Program
If a student needs to withdraw from a course but does not wish to withdraw from the program, the student should contact their Academic Advisor to discuss the academic and financial implications. The student should also review the academic calendar for important dates regarding withdrawal from a course and how the withdrawal will be reflected on the transcript. In some cases, due to course scheduling and sequencing, a student may need to drop all courses from the term and may have to wait longer than one term to be rescheduled. Continuing student should work closely with their Academic Advisor to discuss all rescheduling options and ensure they meet time-to-completion requirements for their program.

If after discussions with the their Academic Advisor the student decides to withdraw from a course, the deadlines for withdrawal, as they appear on the academic calendar, will apply. Additionally, if students withdraw from the course after the “last day to drop without a W” as per the Academic Calendar, they will:

- Be required to pay for the course in accordance with the refund policy and schedule for online programs.
- Receive a Withdrawn (W) grade for that course and, for this reason, will remain registered in that course until the course end date so the final grade can be posted to the student’s official record.

Withdraw from Program
If students are withdrawn from the program this means they are permanently suspended from continuing with their studies. Therefore, students will not be registered for future courses or have access to the online student community, the academic environment or other related program privileges.

If a student is considering withdrawing from the program, he/she should be aware of the financial and academic consequences for doing so. There are different consequences for withdrawing before and after Day 7.

If a student receives federal financial aid and withdraws before he/she completes 60% of the term, a pro-rated calculation will determine the amount of financial aid the student has earned. It is based on the amount of time the student was enrolled. This calculation is independent of any charges incurred at the University as per the refund policy and schedule. Students should contact their Academic Advisor before withdrawing to fully understand their financial obligations upon withdrawal.

Student-Initiated Withdraw from Program BEFORE Day 7
Should a student wish to withdraw from the program before, or by the end of Day 7 (Eastern Standard Time) of their first course, new students must contact the Enrollment Advisor in writing (via email) to make the request and discuss alternatives. Continuing students who wish to withdraw from the program before of by the end of Day 7 (Eastern Standard Time) of their current course must contact their Academic Advisor in writing (via email) to make the request and discuss alternatives. If the student decides to withdraw from the program by end of Day 7 of the current course:

- The student will be removed from their course(s).
- The student will be refunded for the course(s) in accordance with the refund policy for online programs (minus the enrollment deposit).
- The course(s) will not appear on the student’s record.

A student’s Enrollment Advisor or Academic Advisor will submit the initial request as the effective program withdrawal date and should confirm formally within 1-2 business days that the student’s program withdrawal request has been completed.

The Enrollment Deposit remains non-refundable. If the student received a tuition invoice, it will be recalculated or cancelled in accordance with the refund policy and schedule and effective date of program withdrawal.

Student-Initiated Withdraw from Program AFTER Day 7
If the student would like to withdraw from the program after Day 7 (Eastern Standard Time) of the course start, he/she must contact the
Attendance

Academic Advisor in writing (via email) to make the request and discuss alternatives. If the student decides to withdraw from the program:

- The student will be removed from any course currently enrolled.
- The student will receive a Withdrawal (W) on the student’s record for their course.

The student’s Academic Advisor will submit the student’s initial request as the effective program withdrawal date, and the student should confirm formally within 1-2 business days that the program withdrawal request has been completed. The enrollment deposit remains non-refundable. Any tuition payments made by the student for the course through the time of withdrawal will not be applied or credited towards any future courses the student may enroll into. If a student is using Financial Aid, a recalculation of financial aid may be required to determine if any funds need to be returned to Title IV. In this case, the calculation may take up to 45 days from the effective date of withdrawal to appear on the student’s account. Students may check Canelink to review their account and balance.

Administration-Initiated Withdraw from Program

The student may be withdrawn from the program for academic progress issues, academic integrity, non-payment or other administrative issues. In this event, the student will receive formal notification that he/she will be withdrawn from the program.

The student will still be responsible for completing payment on any previously taken courses and will be subject to all billing, payment and collections policies.

Withdraw from Institution

If the student requested to withdraw from the program, he/she will be formally withdrawn from the Institution within 1-calendar year/365 days of the effective withdrawal date on record. Until this time, the student may still request to be reinstated to the program under certain circumstances. A student should contact Academic Advising for next steps on reinstatement if they choose to return after that time.

If the student is withdrawn from the program he/she will be withdrawn from the Institution immediately and may not be reinstated either to the program or Institution.

Withdrawal Appeal Process

In extraordinary circumstances, such as a serious illness or accident, students may request to appeal their withdrawal date by contacting their Academic Advisor for more information on the UOnline Withdrawal Appeal process. The appeal form must be submitted within 30 calendar days from the date of withdrawal from the University or if the appeal is being submitted for a semester that is completed, the form must be submitted within 30 calendar days of the last day of the end of the semester in question. Students must adhere to the specific documentation requirements as stated on the Appeal Form and submit all required documentation, along with the completed form to registrar@miami.edu. A decision will be sent electronically to the email address provided on the Appeal Form within a months time from the date it was received.

Reinstatement to Program

If a student has been withdrawn from the program, he/she may be reinstated to the program if:

- The student was not withdrawn from the program for academic progress or misconduct reasons.
- The student was not withdrawn from the Institution or is not in the process of being withdrawn from the Institution.
- The student has no unpaid tuition balance.
- The student has been withdrawn from the program for less than 1 calendar year (365 calendar days). If the student is withdrawn for more than 1 calendar year, he/she must reapply to the program.

Students may not credit any previously paid tuition to courses they register into once reinstated and should contact the Academic Advisor to discuss the reinstatement process and requirements.