COURSE INFORMATION

Academic Calendar
The University of Miami adheres to a reasonable approximation of the Carnegie unit for contact time. In addition, students are expected to spend two hours outside of class in preparation for every classroom hour. The Academic Calendar ([http://www.miami.edu/index.php/registrar/calendar/](http://www.miami.edu/index.php/registrar/calendar/)) is maintained by the University Registrar and is the official record of academic instruction.

The calculation for summer sessions and other abbreviated terms follows this same standard which means longer class meeting times over the duration of the shortened term.

Miami Herbert Business School
In the Miami Herbert Business School, graduate programs include terms of varying length. The School follows federal and SACSCOC guidelines for the credit hour. All graduate business programs have a minimum of 750 minutes of instructional contact time per credit hour, including the final examination. Students are expected to dedicate at least two hours of course-related work for each hour of instruction.

School of Law
The School of Law is accredited by the American Bar Association and follows federal and SACSCOC guidelines for the credit hour. Ordinarily, full-time students must enroll for a minimum of 11 credit hours and a maximum of 16 credit hours (please consult the Student Handbook and Honor Code). For one credit hour, a student receives 700 minutes of instruction, exclusive of examination time. For a three-credit hour course, this equates to 2,100 minutes of classroom instruction. An additional 180 minutes of instruction is allotted for the final exam session in a three-credit hour course. The faculty expects students to spend at least two hours outside the classroom in preparation for each hour of instruction.

Miller School of Medicine
The Miller School of Medicine is accredited by the Liaison Committee on Medical Education (LCME). The School’s Department of Physical Therapy is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The length of all educational programs is appropriate for each degree, based on national standards and accreditation criteria. The school follows federal and SACSCOC guidelines for the credit hour. Completion of the M.D. program ordinarily takes four years. Although credit hours are not specified by the LCME, the medical education program leading to the M.D. must include at least 130 weeks of instruction.

Academic Credit
The University of Miami adopted the following Federal Definition of the Credit Hour at the Faculty Senate meeting on April 17, 2013, that appears in the Credit Hours policy statement of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Federal Definition of the Credit Hour
For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester credit hour, or ten to twelve weeks for one quarter credit hour, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Application of Credit Hour Policy
This credit hour policy applies to all undergraduate and graduate programs that award academic credit (i.e., any course that appears on an official transcript issued by the University) regardless of the delivery method including, but not limited to, self-paced, online, hybrid, lecture, seminar, and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course whether it be online, a hybrid of face-to-face contact with some content delivered electronically, or one delivered in lecture or seminar format. The University operates on the semester system and, for its measure of academic course work, uses academic credits (referred to as semester credits, semester hours, credit hours, hours, or credits).

Courses that have less structured classroom schedules, such as research seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should state learning objectives and expected outcomes and workload expectations that meet the standards set forth above.

Two or three laboratory hours each week throughout a semester are considered the equivalent of one lecture hour in counting credit hours earned in an undergraduate laboratory or studio course.
Course Information

No grades or credit hours are given for audited courses.

Curriculum Review
Each College or School within the University of Miami is charged with following the policy on credit hours in its review and approval of all undergraduate and graduate courses and for certifying that the expected student learning for the course meets the credit hour standard. The determination of credit hours is made when a new course or a revision to an existing course is proposed. The submitted syllabus is examined for contact time as well as for assignments and evaluation mechanisms.

Course Information

Course Numbering System
The following course-numbering system is used:

• Courses in the 100 series are primarily for freshmen.
• Courses in the 200 series are primarily for sophomores.
• Courses in the 300 series are primarily for juniors.
• Courses in the 400 series are primarily for seniors.
• Courses in the 500 series are open only to seniors or other qualified undergraduates.
• Courses in the 600 through 800 are open only to graduate students.

Courses in some departments, with the specific numbers 100, 200, 300, 400 are offered, in most instances, on an experimental or trial basis. When listed in CaneLink's Course Offerings, a more descriptive title will normally be attached.

Credit/No Credit
To be eligible to enroll for courses under the CR/NC option, undergraduate student must:

1. Hold the standing of Sophomore or above, and, if a transfer, must have completed one semester of residency at the University of Miami;
2. At the time of registration have a minimum cumulative grade point average of at least 3.00;
3. Elect the CR/NC option within two weeks following the last day of registration for Fall and Spring semesters. Election of CR/NC options for Summer Sessions must occur no later than the last day to drop without a W. No changes except withdrawals from the course are permitted after this time.

Regulations and Restrictions
1. Eligible undergraduate students may take one course per semester for credit only, for a maximum of 9 credit hours.
2. Only free electives may be taken under this option. Free electives are defined as courses not taken to fulfill the requirements for the major, minor, or general education requirements (including prerequisite course work) of the University and the individual schools.
3. WRS 105, WRS 106, ENG 106 and WRS 107 cannot be taken for credit only.
4. Grading standards for the credit-only option are the same as for students who register for the course under the regular grading system. Letter grades will be submitted by instructors to the Office of the University Registrar. The Office of the University Registrar will change all grades A through C (including "C-") to CR (Credit Received) for those enrolled under the CR/NC option.
5. A grade of NC (No Credit) will be recorded by the Office of the University Registrar for all grades of D and F. The student will not receive credit hours or quality points for the grade of NC.
6. Should a student subsequently change his/her major, free electives taken for credit only prior to the declaration of this major may be counted toward fulfilling major, minor, or general education requirements at the discretion of the department chairman and the academic dean.

Please note that graduate and professional programs have different requirements and options for courses taken for credit only. Please see visit those programs for more detailed information.

Modification of Courses
All courses in this catalog are subject to change. The University reserves the right, in its sole discretion, to change course content, instructor, location, day/time, and instructional format. The University cannot guarantee an in-person format even where noted as such in the catalog and reserves the right to present any courses in a virtual/remote or hybrid format.

Credit for Service Experience
Veterans of the military services may make application for academic credit for schooling received while in the armed forces. Credit hour may be awarded for work that the American Council on Education (ACE) Guide regards as college level. Students must have credit hours approved by their departmental chairperson in consultation with the relevant academic department.

Credit hour for military service and experience is usually in the elective area and may not take the place of subjects required for graduation. Such work is not assigned quality points and is not included in quality point computations.
Course Enrollment

Each fall and spring semester will have an early enrollment period where continuing students will have the opportunity to enroll in courses for the following semesters (i.e., Spring enrollment each Fall semester and Summer and Fall each Spring semester). Enrollment for the respective semesters will continue until the enrollment deadlines (i.e., Last Day to Add and Last Day to Drop without a W). Continuing students will have the opportunity to receive academic advising before these early enrollment periods. During the enrollment period, continuing students may utilize CaneLink to enroll and add/drop until the respective semester deadlines. Students may also utilize the services of Canes Central if assistance is needed.

The University provides online resources to assist students in planning, selecting, and enrolling in the correct courses:

- **Degree Progress Report**—every student will have a Degree Progress Report (DPR) in their CaneLink account. The DPR outlines all the courses and other requirements to earn your declared degree (major, minor, etc.). Students who make changes to their degree plan (e.g. change of major, add a minor) will see the requirements once the changes are approved and updated in CaneLink.
- **Degree Planner**—every student has access to Degree Planner through their CaneLink account. The Degree Planner allows you to see the recommended order (by semester) of courses to take. Utilizing information such as when courses are offered, and prerequisite courses, the planner allows students to see suggested enrollments for each semester. It also allows you to see how taking more or fewer credits each semester can facilitate your time to degree. This is a dynamic program that allows students to make changes, and even see ‘what if’ scenarios to determine different paths for enrollment.
- **Schedule Builder**—the Schedule Builder allows students to see different options for course enrollment for a specific semester. With the ability to block out times for work, sports, etc., students can simply list what courses they want to take, and the schedule builder will provide multiple options based on section offerings that work around blocked-out times or other parameters. Students can access the Schedule Builder through their CaneLink account.

Registration

Registration dates are shown on the University Academic Calendar (http://www.miami.edu/index.php/registrar/calendar/), and all students are expected to register on these days. If a student is permitted to register late, a fee may be charged.

Add a Course

Students can add courses during the early/open enrollment period after their initial enrollment. While most adds can be done by the student via CaneLink, some courses may require permission from a professor or department. Permission may be granted via PIN, which a student can use online in CaneLink or through the use of a Drop/Add form that is signed by the faculty/department and the student. Drop/Add forms should be taken to Canes Central for processing. Regardless of how an add is processed, students should always confirm that the add has been processed successfully and show in their semester enrollment in CaneLink. Failure to ensure that a course was added successfully will result in a student not having a seat in that course and may result in a student not being able to take the course that semester. Please note: Faculty cannot add/enroll a student into a course.

Drop a Course

Students can drop courses starting after their original enrollment and through the deadlines to drop/withdraw. While most drops can be done by the student via CaneLink, some courses may require permission from a professor or department. Permission may be granted via PIN, which a student can use online in CaneLink or through the use of a Drop/Add form that is signed by the faculty/department and the student. Dropping of any course for which the student has registered is official only when the drop has been fully processed by the student via CaneLink or by Canes Central (https://canescentral.miami.edu/). Failure to ensure that a course was dropped successfully may result in a student earning a poor grade in the course. Please note: Faculty cannot drop or withdraw a student from a course.

Last Day to Drop Without a W

Any courses dropped from a student's schedule during the original enrollment period and up to the Last Day to Drop without a W will not result in a grade, including W. Courses dropped before the start of classes will not show on a student's record. Courses dropped between the first day of class and the Last Day to Drop without a W will be recorded on the student's record but without a W for withdrawn.

Last Day to Drop/Withdraw

Any courses dropped after the Last Day to Drop without a W but by the Last Day to Drop/Withdraw will result in a W for withdrawn grade. The W signifies that you attended but has no impact on a student's GPA. Students may not withdraw from individual courses after this date.

Enrollment Confirmation

Students are responsible for ensuring they are enrolled in the correct courses and correct credits. Each semester all undergraduate, graduate, and law students are required to review and confirm their course schedule for the semester. You will have until the Last Day to Drop without a W to do so. This provides approximately two weeks each semester to confirm and/or correct any enrollment issues (e.g., wrong section, number of credits, missing course, etc.), before the deadline. Failure to complete this process or not correct enrollment may result in students not earning enough credits or not taking courses that count toward their degree. Retroactive change (drop, add, or change in credits) requests for failure to complete this process or ensure correct enrollment will not be considered.
Audit a Course

Students may choose to audit a course during their time at the university. A student who is auditing 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.

Students who enroll in audit status receive no credit, and do not prepare written assignments or take examinations. No entries are made on the permanent academic record for audited courses, including but not limited to a grade. The Fee for auditing a course is equivalent to the annual cost of one credit hour and is non-refundable. Please refer to the Tuition and Fees (https://bulletin.miami.edu/general-university-information/university-policies/financial-payment-policies/tuition-fees/) section of the Bulletin for the specific cost.

Cancellation of Courses

Students who select courses and fail to make payment and/or financial arrangements with Canes Central prior to the payment deadline may have their course schedules canceled. Reinstatement of classes can only occur after payment arrangements have been made with the Canes Central to cover all financial obligations including any reinstatement fees. Reinstatement to canceled classes will be on an “as available” basis after financial arrangements have been completed. The university may charge a fee for reinstatement of courses.

Class Attendance and Absences

Regular and punctual class attendance is vital for all students. Instructors will distribute course syllabi which include policies regarding class attendance and missed or late work. Any student may be dropped from a course or receive a lowered grade for unauthorized absences in excess of those permitted by the instructor. It is each student’s responsibility to know and understand the instructor’s policies. It is also the student’s responsibility to give the instructor notice one week prior to any anticipated absence and to contact the instructor within one week after any unanticipated absence.

All students are responsible for material covered during their absence. However, the instructor must allow each student who is absent for a University-approved reason either the opportunity to make up, or to be excused from, work missed, without any reduction in the student’s final course grade as a direct result of such absence. Verification that an absence was approved by the University shall be issued by the appropriate University official, as indicated below.

Faculty members in undergraduate programs must allow students absent for University-approved reasons the opportunity either to make up or be excused from the work missed, without penalty. Approved absences and the means of verification are:

1. Participation in an activity approved by the Academic Deans Policy Council, such as musical and debate activity, R.O.T.C. function, or varsity athletic trip; participation in a special academic activity such as a field trip or other special event connected with academic coursework.
   Verification of a student’s participation shall be issued by the sponsor when authorized by the Office of the Executive Vice President and Provost.
2. Observance of a religious holy day as described in the Religious Holy Day Policy, below.
3. A student has a verifiable medical excuse which consists of written documentation from a medical provider such as the Student Health Center or a physician confirming the absence was due to illness or hospitalization.

Religious Holy Day Policy

The University of Miami, although a secular institution, is determined to accommodate those students who wish to observe religious holy days. It seeks to reflect its awareness of and sensitivity to religious holy days whenever possible when scheduling University activities. The following provisions are meant to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

1. Except as specifically provided to the contrary, this policy is binding on all students in undergraduate programs. Schools offering graduate or professional programs, including undergraduate professional programs, are strongly encouraged to adhere to these policies to the maximum extent practicable.

2. Any student absent from class in observance of a religious holy day shall not be penalized in any way for an examination or assignment missed during the period of absence. Absence in observance of a religious holy day does not relieve students from responsibility for any part of the course work required during the period of absence. Students who are absent on days of examinations or class assignments shall be offered a reasonable opportunity to make up the work without penalty, if the student previously arranged to be absent. Nothing in this policy shall preclude faculty members from limiting the number of student absences to a reasonable number of absences for any reason. The faculty member has discretion to determine how the make-up obligation will be fulfilled. A faculty member who penalizes a student contrary to these provisions may have committed unprofessional conduct, and thus may be subject to a complaint to the Committee on Professional Conduct under the provisions of Section B4.9 of the Faculty Manual.

3. It is the student’s obligation to provide faculty members with notice of the dates they will be absent due to observance of religious holy days, preferably before the beginning of classes but no later than the end of the first three class days. For religious holy days that fall within the first three class days, students must provide faculty members with notice no later than two class days before the absence. Missing a class due to travel plans associated with a particular religious holy day does not constitute an excused absence. Absences due to observance of religious holy days that are not pre-arranged with the relevant faculty member within the first three class days may be considered unexcused, and the faculty member may therefore prevent the student from making up examinations or assignments missed during the period of absence.
4. Faculty members are encouraged to anticipate days when a substantial number of students will be absent for observance of religious holy days and should avoid scheduling examinations and assignment deadlines on those days. Faculty members are expected to reasonably assist students in obtaining class information the student missed during the period of absence in observance of a religious holy day. In that regard, faculty members are urged to allow taping or recording of the class session, with the reproduction limited to the student’s personal use, when a student misses a class due to observance of a religious holy day. To assist in identifying religious observance days, faculty members are encouraged to consult the illustrative list provided in the Interfaith Calendar. ([http://www.interfaith-calendar.org/](http://www.interfaith-calendar.org/)) Faculty members are urged to remind students of their obligation to inform faculty members within the first three class days of any anticipated absences due to observance of religious holy days and should include that information in the syllabus or course requirements document for that course.

**Final Examination Policy**

- Final Examinations may not be given during a regularly scheduled class period.
- No examinations, including final examinations, shall be permitted during the reading period.
- Final Examinations may be rescheduled only with the permission of the school/college dean.
- No student shall be required to take more than two final examinations in a twenty-four-hour period. A student having three or more final examinations scheduled during a twenty-four-hour period may request the instructor of the course most easily rescheduled (normally the course with the smallest enrollment) to reschedule the examination for that individual. The request shall be made no later than two weeks before the last class day.
- A student who has a conflict between a final examination and a religious observation may request that the instructor reschedule that student’s examination. The request shall be made no later than two weeks before the last class day.
- For the resolution of any problem pertaining to the scheduling of final examinations, a student should consult with the following entities or persons in this order:
  - the relevant instructor;
  - the department chair;
  - the Dean or designee.

*If the matter cannot be resolved at the school or college, the student should contact the Office of the Provost.*

**Repeat Rules**

A student may repeat a course, but the repetition will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the chair of the department in which the course is offered or, in the case of an un-departmentalized school, by the dean.

**General Repeat Rule**

- If the initial grade is D+ or lower (or a C- in cases where an academic unit requires a C or higher), both the initial grade and the repeat grade are included in the computation of the student’s cumulative grade-point average (CGPA).
- If the initial grade is a D or D+ (or a C- in cases where an academic unit requires a C or higher) and the repeat grade is passing, the number of credit hours required for graduation will be increased by the number of credit hours repeated.
- Registrations that involve repeating a course in which a grade of C or higher (or C- in cases where an academic unit does not require a C or higher) has already been earned do not earn quality points or credit hours, nor count as credit hours attempted.
- Courses repeated after graduation will be posted to the transcript showing the grade received; however, the CGPA and credits earned will not be modified based on the grade received for the repeated course.

**Undergraduate Repeat Rule**

- A student may elect to repeat up to two courses that were taken at the University of Miami in which the student earned a grade of D (including D+) or F. Each repeated course must be taken at the University of Miami, must be the same course as the course initially taken, and must be completed within two regular semesters enrolled following the initial course.
- No course may be repeated more than once under this rule. A course repeated more than once under the University’s General Repeat Rule will not qualify under the Undergraduate Repeat Rule.
- Enrollment for a second time in a course constitutes a repeat of that course for the purposes of this rule, unless the student withdraws from the course on or before the University’s published Last Day to Drop a Course date.
- For each repeated course, only the second grade (whether higher, or lower, or the same as the first grade) will be used in the computation of the student’s CGPA. The initial course will not count as credit hours attempted or earned, although the initial course grade will remain on the student's permanent record.
- Students who plan to apply to graduate and/or professional school should be aware that such institutions may recalculate the CGPA to include the initial grade earned before the repeat.
This does not include courses that are eligible to be repeated for credit (e.g. Special Topic courses, Music lessons, etc.). Courses that are eligible to be repeated are designated in the student information system, CaneLink. Courses may have limits on the number of times they may be repeated. The General Repeat Rule is only for undergraduate courses that are required to meet a degree requirement. This refers to courses or a course with a particular grade required for entry into a different degree program. Students who fail a course due to a violation of the University’s Academic Integrity policy may not use the Undergraduate Repeat Rule when retaking the course.

### Graduate Repeat Rule

A student may repeat a course in which a failing grade was earned, but the repetition of the course will not eliminate the previous grade from the record. A course may be repeated only once unless written authorization is provided by the Dean of the Graduate School. All grades are included in the computation of the quality point average. If a course in which an unsatisfactory grade (as determined by the program advisor) was earned is repeated and the repeat grade is a “C-” or higher, the number of credit hours required for graduation will be increased by the number of credit hours repeated.

### Miami Herbert Business School Graduate Repeat Rule

Graduate students in the Miami Herbert Business School who fall below the 3.0 GPA may be placed on academic probation. Within one semester after their GPA falling below 3.0, Master’s students wishing to repeat a course may petition their program director to do so. If the petition is approved by the Graduate Program Director, the grade obtained in their second attempt will replace the original grade for purposes of calculating their GPA for clearance for graduation only. Authorization to repeat a course is limited to courses in which an unsatisfactory grade was earned (as determined by the Graduate Program Director). Additionally, a course may be repeated only once and students may not repeat more than two courses. The student’s transcripts will continue to show all attempts and the GPA computation will include all grades earned for purposes other than computing the GPA for clearance for graduation. If a course in which an unsatisfactory grade of lower than a B- was earned is repeated and the repeat grade is “C-” or higher, the number of credits required for graduation will be increased by the number of credits repeated. Registrations which involve repeating a course in which a grade of “A” or “B” has already been earned may not earn quality points or credit hours, nor count as credits attempted.

### Temporary/Permanent Withdrawal from the University

If a student decides to withdraw from the University of Miami, there are procedures in place to facilitate this process. In order to withdraw officially from the University, a student must follow the procedures outlined in this bulletin and on the University of Miami website (https://success.miami.edu/student-withdrawal/important-information/).

Failure to follow the outlined withdrawal process may result in monies owed to the university (e.g., tuition, fees, etc.), failing grades on a student’s academic record, and/or other negative consequences.

Please note that dropping courses in a summer session, thereby reducing a student credit-hour load to zero is not construed as a formal withdrawal from the University.

### Undergraduate Students

In order to officially withdraw from the University, Undergraduate students are required to speak with an Advisor in the ‘Cane Success Center. The ‘Cane Success Center is located on the 2nd Floor of the University Center, Suite 2275. Walk-in hours are available from 9:00 AM – 2:00 PM Monday thru Friday. You may also reach a ‘Cane Success Center Advisor by calling 305-284-4500 or via email (success@miami.edu) to initiate the withdrawal process.

For more details about the withdrawal process and for helpful hints on making a smooth transition out of the University, visit the Undergraduate Withdrawing Student Checklist (https://success.miami.edu/student-withdrawal/important-information/).

For students who are no longer on campus – If you have already left the University but did not complete the withdrawal process before your departure, please call or email (success@miami.edu) the ‘Cane Success Center at (305) 284-4500 to begin the withdrawal process. Your withdrawal will not be finalized until an Exit Interview is completed with a ‘Cane Success Center Advisor.

### Undergraduate Appeal Process

**Withdrawal Date Appeal Form** – If you were unable to attend classes due to a serious accident or illness, and this prevented you from notifying the University of your withdrawal promptly, a Withdrawal Date Appeal Form (https://success.miami.edu/student-withdrawal/important-information/) can be submitted for consideration by an appeals committee. Appeals are submitted AFTER completing the official withdrawal process above and must include supporting documentation as to what prevented a timely notification. All appeals must be submitted within 30 calendar days of the official withdrawal date established with the ‘Cane Success Center or if the appeal is being submitted for a semester that has already completed, it must be submitted within 30 calendar days of the last day of the end of the semester in question. Appeals should be submitted via email (univregistrar@miami.edu) or by mail to:

University of Miami
Office of the University Registrar - Withdrawal Date Appeal
P.O. Box 248026
Coral Gables, FL 33124-6914

Merit-based Scholarship Status upon Return – If you withdraw from the University but choose to return within one calendar year, and you have continued to meet the requirements of your scholarship, then your merit scholarship will be waiting for you. Contact the ‘Cane Success Center to begin the process of readmission.

1 Frost School of Music students will need to re-audition after one semester away from the University.
2 Merit Scholarships are awarded as consecutive semesters. If you spent a semester or two away from the University, these would be terms counted as part of your total scholarship. Please refer to your scholarship agreement for details.

Graduate Students
To officially withdraw from the University graduate students must go through the office of the Dean of the School/College of the student’s program. Students who wish to officially withdraw from joint or dual degree programs should consult the office of the Dean of the School/College for both disciplines. The date of withdrawal is that on which the student notifies the office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the University is official until the student has consulted with the Dean of their school/college and has completed the necessary forms.

The graduate program will then provide the Office of the University Registrar official notification via a written notification (email is fine) or by submitting a Drop/Add form. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by their school/college for withdrawing from courses. This process often requires that a signature from a dean or the dean's representative be obtained on a Drop/Add form. The Drop/Add form must be submitted to the Office of the University Registrar for final processing/review.

To officially withdraw from the MBA Program or Master of Science in Professional Management program, students must inform the Office of Graduate Business Programs in writing before the beginning of a course/term. Tuition will be refunded on a prorated basis based on the number of class meetings attended. No tuition refund will be granted when class attendance has exceeded 50% of class meetings. For further information contact the Office of Graduate Business Programs, 305-284-2510 or at mba@miami.edu.

Graduate Appeal Process
If you were unable to attend classes during a semester due to a serious accident or illness, and this prevented you from notifying the University of your withdrawal in a timely manner, a Graduate Withdrawal Date Appeal Form (https://umiami.qualtrics.com/jfe/form/SV_eLDGqTxyHBraW2O/) can be submitted for consideration by the appeals committee. This is for a complete withdrawal from all courses for a semester, not for individual course withdrawals. Appeals are submitted AFTER you complete the official withdrawal process for a semester with your graduate program and the Office of the University Registrar (If you have questions about the withdrawal process, contact your graduate program director (https://www.grad.miami.edu/graduate-education/graduate-program-directors/)). Appeals must be submitted to the Office of the University Registrar within 30 calendar days from the date of withdrawal from the University. If the appeal is being submitted for a prior semester, it must be submitted within 30 calendar days of the last day of the end of the semester in question. Only one term may be appealed for a particular incident.

Law Students
To officially withdraw from a Law program students must notify the Dean of Student’s office. The date of withdrawal is that on which the student notifies the office of the Dean or the date of receipt of a letter requesting withdrawal. No withdrawal from the School of Law is official until the student has consulted with the Dean of Students.

At any time after completing the first semester, a student in good academic standing may apply for a leave of absence of up to two semesters. Students who wish to take a Leave of Absence from the School of Law must contact and meet with the Dean of Students. The leave must be requested in writing, stating the reasons for the request and providing documentation as appropriate. The request must be approved by the Dean of Students in consultation with the Vice Dean. Students returning from a leave of absence must submit written notice to the Dean of Students.

This section does not apply to students who have been approved for a visit away or are participating in an exchange program.

Medical (MD) Students
Medical (MD) Students may request a voluntary Withdrawal with Intention to Return (WWITR) from the UMMSM for educational, health-related, or other reasons. A request for WWITR must be submitted in writing to the Office of Student Affairs using the Change of Status/WWITR form. Approval for a voluntary leave of absence must be granted by the Deans for Student Affairs, in consultation with the Director for Student Services. In certain cases, the Professionalism and Promotions Committee (PPC) may grant a voluntary leave of absence for academic or personal reasons. Approval for the WWITR will be provided in writing to the student and will include the start date, anticipated date of return, and deadline by which a student should notify the medical education administration of his/her intent to resume their medical education. More details on the WWITR and Leave of Absence can be found in the MD Student Rights & Responsibilities Handbook (https://med.miami.edu/medical-education/curriculum/important-documents-for-students/medical-student-rights-and-responsibilities-handbook-2023-2024/).
Student Groups with Special Concerns Regarding Withdrawing from the University

- **Veterans** and children of deceased or totally disabled veterans attending the University as students under the government's educational benefit programs must also be cleared by the Veterans Affairs Certifying Official.

- **Varsity athletes or any athlete** registered with the Department of Athletics must obtain approval and be cleared by the Athletic Department before any change in their registration status, including withdrawal from the university.

- Per U.S. Department of Homeland Security (DHS) regulations, international students in F-1 or J-1 visa status must notify their ISSS advisor before temporarily or permanently withdrawing from the University and must leave the U.S. within 15 days of withdrawing. Failure to comply with DHS regulations may result in the loss of your future eligibility to enter the U.S.

Military Withdrawal

- Students who need to withdraw from a semester due to official orders to active duty with the Armed Forces of the United States must provide a copy of their official written orders when submitting the request to withdraw.

- Students who withdraw **after the 12th week of the semester** because of these official orders may either be awarded credit hour (CR) or an academic grade for any course in which they have achieved a C or better up to the time of withdrawal. Instructors must certify that the student has achieved satisfactory accomplishment based on 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).

- Credit hours granted for courses under this policy should count toward graduation.

- There should be no refund of tuition for courses for which credit hours have been awarded. Refunds for courses not awarded credit hours should be on the same basis as complete withdrawals for military service.

- The above recommendations are procedures for determining the awarding of credit hours and do not release the student from the usual withdrawal procedures.

Refunds

During the academic year, tuition will be refunded on a prorated basis depending on the date that is noted as the 'Total Withdrawal Date'. Tuition will be refunded on a prorated basis through 60 days of the semester. Please see the Refund Policy (http://bulletin.miami.edu/general-university-information/university-policies/financial-payment-policies/) under the Financial Payment Policies section.

Title IV financial aid and tuition will be refunded on a pro-rated daily basis through 60 percent of the semester. This date is determined based on the student notifying the Cane Success Center (Undergraduate)/ Office of the University Registrar (Graduate) of his/her intent to withdraw. If the student fails to notify the appropriate office, federal guidelines for determining refunds will be followed.

Undergraduate Schedule

Fifteen or sixteen credit hours constitute a normal schedule at the University. Academic deans and advisors will determine the appropriate credit hour load for their students. (A schedule of charges for credit hours is found in the Financial Payment Policies section of this Bulletin.) The schedule of any student whose outside interests cause unsatisfactory scholastic attainment may be reduced by the dean.