

Undergraduate | Enrollment & Registration

Scope: Who is Covered by this Policy?

Undergraduate Students

Policy

Credit Hour Loads

A full-time undergraduate student must be actively enrolled in a semester or term for at least 12 credit hours of academic work and shall be subject to all the rules, regulations, and fees governing regular Miami University students. A full-time graduate student must be actively enrolled in a semester or term for at least 9 credit hours of academic work in a semester. Students are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage before taking an action that will change their enrollment status to less than full time.

A part-time undergraduate student, i.e., carrying fewer than 12 credit hours in any semester or term, must be a resident of Oxford or must commute from his or her home.

The maximum credit-hour limit for an undergraduate student is based upon courses taken at all locations of Miami University and is limited to 20 credit hours in a fall or spring semester. The credit-hour limit for summer term is 16 credit hours, for the six-week summer sprints 8 credit hours, and 1.3 credit hours per week for overlapping sprints. The credit-hour limit for the winter term is 6 credit hours. A student who wishes to exceed the maximum credit-hour limits must obtain permission from the academic dean of the student's academic division.

Advisors

Full-time enrollment at the John E. Dolibois European Center during fall or spring semester is 16 credit hours; specific program rules apply for winter or summer term. In some cases and after a process of appeal a student may be permitted to drop below 16 credit hours, though not below 12, with the exception of winter or summer term.

Academic Advising

Assignment to Advisors

Advisor assignments can be viewed on MyMiami under the student tab. Advisors are assigned based upon a student's campus, class and major.

Function of the Academic Advisor

Divisional, and faculty advisors are responsible for providing individual consultation and advice to students assigned to them. Advisors are expected to be familiar with academic regulations and programs, but each individual student is responsible for meeting University, division, and department requirements.

Advising Documents

Each student has access to publications and documents through University websites in which are listed the requirements in the Miami Plan and in the curriculum in which the student is enrolled. A degree audit report is available to each student to assist the student in advising and monitoring his or her progress toward the completion of requirements for a particular program of study and/or a final graduation check.

Regional Campuses

Each first-year student upon admission to a regional campus is assigned an academic advisor who is available for information and counsel concerning any academic problem a student may encounter. It is also recommended that students who have completed their first and second years at the regional campuses and intend to relocate to the Oxford campus should plan the completion of their programs with advisors on the Oxford campus in conjunction with their advisors at the regional campus.

Registration Procedures

After conferring with an advisor on the selection of courses, the student completes registration through BannerWeb and by payment of fees. If a student's registration is

cancelled for nonpayment, and the student subsequently clears all required tuition and fees during the term, the student may re-register by submitting appropriately signed change of schedule forms at the One Stop. All registration activity follows percentage-based deadlines. Deadline dates are therefore dependent upon the length of the course within a full semester or term or sprint part of semester or term. Students should refer to the Academic Calendar on the [OneStop](#) website for specific academic deadline dates. Refunds follow University policy, also on the OneStop website.

Students are responsible for class registration, payment, and attendance. No student shall be admitted to or receive credit for a course in which he or she is not properly registered and paid. Registration must be completed following the policies listed here. Authority to extend this deadline is vested in the Office of the University Registrar.

Changes of Registration

Course registration may only be changed in the prescribed time stated in a student's registration time ticket and the University academic calendar. No change is official until the registration transaction is reflected in the student registration system.

Adding a Course

Students may add full semester/term courses via Bannerweb through the third day of the semester/term (including weekends/holidays). After Bannerweb closes, students may be added by department/instructor authorization through the close of business on the fifth day of the semester/term (including weekends/holidays).

Students may add sprint courses via Bannerweb, or be added by department/instructor authorization, through the second day of the sprint part of term.

Independent work permits must be submitted prior to or during the first week of the semester to be assigned a full semester, summer or winter term course. Those permits submitted after the first week will be assigned the next available sprint part of term in which the work is to be completed.

During the add period, A department/instructor may refuse to accept a student if, in the instructor's judgment, too much subject matter has already been covered. Departments or programs may choose to approve the student action in addition to or in place of the course instructor.

Dropping a Course

Dropping a course is a formal administrative procedure; merely ceasing to attend class is not the same as dropping a course and does not void academic or financial responsibility. Students may drop a course during the first three full-term days of each semester or term (including weekends and holidays) or the first two days of any sprint part of semester or term (including weekends and holidays) without the instructor being notified that the student dropped the course.

Following the first three full-term days of each semester or term or the first two days of any sprint part of semester or term, the student must contact the instructor about dropping the course. The instructor shall drop the student from the course using the on-line course-drop process, and the student and instructor will be notified via email once the drop is processed. A student may drop a course up to the first 20 percent of the course with no grade or other designation appearing on the student's official record. Students should refer to the Academic Calendar ([Academic Calendar](#)) for specific academic deadline dates.

Before dropping a course, a student is encouraged to consult with the instructor. Students are also strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage before taking an action that will change their enrollment status to less than full-time or to a lesser increment of part-time.

A student may drop a course after the first 20 percent of the course and, ordinarily, before the end of 60 percent of the course. A grade of W will appear on the student's official record. A grade of W is not calculated in the student's grade point average and credit hours graded with W do not count in enrollment status. Refunds follow University policy, available via the [OneStop](#) website. Students should refer to the Academic Calendar on the One Stop website ([Academic Calendar](#)) for specific academic deadline dates. Students are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage before taking an action that will change their enrollment status to less than full time.

1. After the first 20 percent of a course through the end of the first 60 percent, a student may drop a course with a signature of acknowledgement from the instructor.
2. After 60 percent of the course is complete, a student may no longer drop a course, unless a petition is approved by the Interdivisional Committee of Advisors. The petition must include the signatures of the course instructor and the student's academic or divisional advisor. The petition must also describe and

document the extenuating circumstances (extraordinary circumstances usually beyond the student's control) that form the grounds of the petition. If the petition to drop the course is approved, the student will be dropped from the course with a grade of W. If the petition is not approved, the student will be expected to remain in the course (see policy "Grades and Scholarship" section "Exceptions for Scholastic Regulations"). The drop deadline is 5:00 p.m. on the last Friday of the term's classes preceding final exam week, or if a sprint or accelerated class, 5:00 p.m. on the last meeting date of that class.

3. Only in rare circumstances will a petition to drop from a course after 60 percent of the course is complete be approved for reasons of academic performance alone.
4. When possible, a student should continue to attend class until the Interdivisional Committee of Advisors has acted on his or her petition. Non-attendance does not void academic or financial responsibility or a grade of F.

If a student is found responsible for academic dishonesty in a class and drops the class, the student will receive the grade of F for the class, and a notation of academic dishonesty will be posted directly beneath the class on the academic record.

~~Workshop Refund Policy (applies to all campuses for all semesters and/or terms)~~

~~In order to receive a refund of tuition for a workshop that is held during the fall, spring, and summer terms, a student must drop the workshop no later than 12:00 noon the last business day before the workshop begins. For winter term, a student must cancel by 12:00 noon on the Monday following the fall semester final exam week. Cancel by contacting Global Initiatives at global@miamioh.edu.~~

~~John E. Dolibois European Center~~

~~Full-time enrollment during fall or spring semester is 16 credit hours; specific program rules apply for winter or summer term. In some cases and after a process of appeal a student may be permitted to drop below 16 credit hours, though not below 12, with the exception of winter or summer term.~~

~~Undergraduate Course Repeat Policy~~

~~A student may repeat any course taken at Miami University for which no credit has been previously earned. In an effort to encourage academic exploration, the University permits students to repeat a maximum of two for-credit, standard letter-grade courses taken at Miami University for the first time during the Fall Semester 2012 or thereafter for which credit has been earned. Students are strongly encouraged to consult with an academic advisor to determine whether repeating a course is advisable. Repeating a course may have an impact on financial aid, insurance, entrance to professional schools, participation in athletics, immigration status, and other matters.~~

~~A student may, with the instructor's permission, audit a course in which credit has previously been granted (see the section of this policy titled "Auditing Courses").~~

~~Repeating For Credit, Graded Courses~~

- ~~1. A grade of C or lower has been earned in the original course.~~
- ~~2. The original and repeated course remain on the academic transcript. The higher of the two grades for the repeated course will be included in the g.p.a.; the lower grade will be excluded from the g.p.a.~~
- ~~3. Hours earned in repeated courses count only once toward degree requirements, unless the course has been designated by the department as repeatable.~~
- ~~4. If the student earns the same or a lower grade in the repeated course, the grade from the original course will remain in the calculation of the student's g.p.a.; and the repeated course grade will not be included in the student's g.p.a.~~
- ~~5. No course substitution is permitted after the first undergraduate degree has been awarded by Miami University.~~
- ~~6. Once approved, the student's decision to apply the policy is irrevocable.~~

~~After the student exceeds the parameters of this policy, the following Repeat Policy is in effect:~~

~~*A student may repeat any course for which no credit has been granted. A student may repeat only once for credit a course in which credit has previously been earned. All grades are counted in the cumulative average, but the credit hours earned in the course will count only once toward graduation. This rule does not apply to those courses designated by a department as being repeatable, nor does it supersede the Auditing Courses section on repetition of credit/no-credit courses. A student may, with the instructor's permission, audit a course in which hours have previously been received toward graduation (see the section of this policy titled "Auditing Courses").*~~

~~The academic action status of a student in a prior semester will not change as a result of repeating a course (see the policy “Grades and Scholarship” section “Scholastic Regulations”).~~

Withdrawal from the University

Official Withdrawal

Officially withdrawing from the University is a formal administrative procedure; merely ceasing to attend classes will not be considered an official withdrawal from the University. A student withdrawing from the University is required to file ~~a withdrawal form in the Oxford Office of the University Registrar or Regional Records and Registration Office. The withdrawal form must be signed by the student’s divisional advisor or the proper University official as indicated on the withdrawal form. An international student on a non-immigrant student visa must also obtain the signature of the International Student Advisor on the withdrawal form.~~ the online Student Withdrawal and Cancellation Form. The withdrawal deadline for fall or spring semester is 5:00 p.m. on the last Friday of the semester preceding final exam week. The withdrawal deadline for summer or winter term is 5:00 p.m. of the last meeting day of the course. Official withdrawals are noted on a student’s academic record (transcript). Refunds follow University policy, available via the Office of the Bursar-website.

Students should refer to the Academic Calendar on the OneStop website for specific academic deadline dates (Academic Calendar). Students considering withdrawal from the University are strongly encouraged to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage.

1. If a student officially withdraws during the first 20 percent of any semester or term, no grades will be recorded, excluding sprint courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.
2. If a student officially withdraws from the University at any point after 20 percent and through the last class day of a semester or term, the Office of the University Registrar shall assign a grade of W in each course for which the student is registered, excluding sprint courses completed or not yet begun prior to the date of withdrawal from the University. Courses in which a final grade has been assigned remain on the academic record.

3. For information related to a medical withdrawal certified by the Medical Director of Student Health Service or Director of Student Counseling Service see the website regarding [Medical Leave of Absence](#). If a student obtains a military withdrawal, the provisions of the Policy for the Enrolled Students Who Are Called to Active Duty in the Armed Services section apply.

Unofficial Withdrawal

If a student leaves the University without formally withdrawing resulting in failing and/or non-completion grades recorded for all classes in the semester or term, registrations in subsequent semesters or terms may be cancelled. The student may petition the Interdivisional Committee of Advisors to request consideration of a change in his or her record if the petition is submitted during the federal financial aid compliance year.

~~Policy for Enrolled Students Who Are Called to Active Duty in the Armed Services~~

~~The following policies and procedures will assist enrolled students who may be called to active duty in the armed forces, including National Guard and Reserve, with little notice. The policy is provided in order to minimize disruptions or inconveniences for students fulfilling their unanticipated U.S. military responsibilities in the midst of an academic semester or term. Further inquiries may be made to the Oxford Veterans Services Coordinator in the One Stop for Student Success Services or Veterans Services Coordinator at the regional campuses.~~

~~Student or spouse as member of the Reserves or National Guard~~

~~A student who is called, or whose spouse is called, to active duty in his or her status as a member of the Reserves or the National Guard will be eligible for a refund of certain fees, provided:~~

- ~~1. The active duty begins during the semester of current enrollment;~~
- ~~2. The student officially withdraws from classes;~~

- ~~3. The student provides documentation to the Office of the University Registrar or Office of Regional Records and Registration that the withdrawal is due to a call to active military duty;~~
- ~~4. No academic credit has been granted for the current semester or term of enrollment, unless a sprint class has been completed.~~

~~Refund Policies~~

~~Tuition and Fees: If the withdrawal occurs during the semester or term and the fees have been paid, and a refund of fees is due per the University refund schedule, a refund will be sent to the student following any recalculation of financial assistance. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.~~

~~Housing, Residence Hall and Meal Plan Fees~~

~~If the withdrawal occurs during the semester or term and the fees have been paid, a prorated refund will be given. Proration is calculated on a daily basis for the period after the effective withdrawal date. If fees have not been paid or if other miscellaneous charges have not been paid, the amount of the refund will be reduced by the amount outstanding.~~

~~If a registered student is called to active duty during the course of a semester or term (defined as the first day of classes through the last day of classes), the student has options available.~~

~~Class Completion:~~

~~If the majority of the term or semester has elapsed, the student may ask the instructor(s) for permission to receive a standard letter grade or grade of Incomplete in the class in which he or she is enrolled.~~

~~An instructor may assign an earned letter grade, if requested by the student and if the instructor deems it to be academically justified. Grades will be recorded in accordance with the current academic policy and deadlines (W grades).~~

~~Alternatively, the instructor may assign an Incomplete grade if deemed academically appropriate and feasible. In the spirit of this policy, faculty should make every effort to accommodate students' needs by making and documenting alternate and reasonable arrangements for the students to make up exams and other assessments that may be~~

~~missed. The duration of the Incomplete(s) will follow the normal policy of Incomplete(s) (see policy "Grades and Scholarship" section "Change of Grade and Removal of Grade of Incomplete") which is the last day of classes of the next semester in which the student is enrolled, excluding summer or winter term for undergraduate students and winter term for graduate students.~~

~~Documentation of the arrangement should be kept on file in the department office of each enrolled class.~~

Withdrawal

~~If a registered student is called to active duty during the course of a semester or term (defined as the first day of classes through the last day of classes), the student has the option of withdrawing from the University following the normal policy for withdrawal (see the section of this policy titled "Registration Procedures"). It is the student's responsibility to initiate the withdrawal at the Office of the University Registrar or Office of Regional Records and Registration and to provide documentation of the call to active duty in the armed services. The effective date of withdrawal will be the date the student submits the withdrawal form to the Office of the University Registrar. The official transcript will indicate the courses from which he or she has withdrawn and the date of withdrawal. A notation of official withdrawal for active military service will be recorded on the student's academic record.~~

~~If timing does not permit the student from making all necessary arrangements for withdrawals, the student may ask the Veterans Services Coordinator at the One Stop for Student Success Services or Veterans Services Coordinator at the regional campuses to assist with the process for withdrawal or for arranging the terms for Incomplete grades on behalf of the student.~~

~~The University may be required to provide any refunds to a funding agent other than the student, such as student financial aid programs.~~

-

Change of Major

A student may initiate a transfer from one academic division of the University to another by obtaining a divisional transfer form signed by the dean of the student's present division and by the dean of the accepting division. The form will then be forwarded to the Office of the University Registrar by the accepting division.

A student may change his or her major at any time during the semester. The student should contact the divisional advising office of the major in which he or she wishes to declare to identify the process and confirm signatures needed. A regional campus student should initiate this process with the advising office of his or her respective campus.

Proficiency Examinations

Successful completion of the proficiency examination results in academic credit earned at Miami University. Students may obtain credit by examination in subject areas in which they have had adequate preparation. Students may take proficiency examinations during any semester or term in which they are enrolled for coursework or provided they have been accepted for enrollment in the University and will be registered. To be approved for such an examination, the student must satisfy the department that he or she has a reasonable chance of passing it. Proficiency examinations are given with approval of the department chair and the dean of the division in which the course is offered. Final approval to take any proficiency examination is given by the academic department in which the subject is taught. Each academic department determines whether or not proficiency examinations may be taken in its courses and is responsible for preparing, administering, scoring, and reporting the results of these examinations.

Credit in the amount normally allowed in a course is granted for successfully completed examinations. Proficiency examinations may not be used to determine an equivalency for or validate accepted transfer credit. Proficiency examinations may not be used to validate otherwise unacceptable credit, except that credit from unaccredited institutions may be so validated. The proficiency examination shall not be used as a means of circumventing any academic regulation. Fees are charged for the examination and include the first credit hour if passed, additional fees are charged for each additional credit hour. Credit earned by taking proficiency examinations administered by an academic department is traditional credit and will not be counted in the admissible hours of nontraditional credit and will not be calculated in the grade point average. Posted proficiency examination credit will not be removed.

Credit/No-Credit Courses

Credit/No-Credit Courses

Warning: Nationwide studies have shown that credit/no-credit grades on your academic record may be a negative factor in evaluation of your application for admission or

employment by most professional schools (law, medicine, etc.), by many graduate schools, and by some employers and undergraduate schools. Before enrolling for courses on a credit/no-credit basis consider what effect it may have upon your career goals.

Students should consult with the chief departmental adviser of their department of major with regard to questions pertaining to courses that may be taken on a credit/no-credit basis.

All students not on academic probation may register for courses on a credit/no-credit basis, except as noted below. Eligible students may enroll in any course on a credit/no-credit basis excepting courses used to meet department field of concentration and major requirements and the core courses at the Miami University Dolibois European Center. However, departments may specify field of concentration and major requirements that can be met with “credit” in a specified course. Registration in a course on a credit/no-credit basis requires the permission of the instructor except in Miami Plan courses.

No more than 10 percent of the total credit hours earned at Miami University may be earned in courses taken on a credit/no-credit basis. Freshmen may register for courses on a credit/no-credit basis providing they are concurrently enrolled for 12 hours for grades. During the summer term, freshmen may register for courses on a credit/no-credit basis providing they are concurrently enrolled for four semester hours for grades. If at any time during the semester, a student drops below 12 hours for grades (four hours for the summer term), the credit/no-credit status will be removed. Courses offered only on a credit/no-credit basis are not factored in. Sophomores, juniors, and seniors may register for one or more courses per semester on a credit/no-credit basis. Students may not enroll on a credit/no-credit basis in any course in which they have previously earned credit. A student may not enroll for grade in any course for which they have received “credit” on a credit/no-credit basis. “Credit” (X) will be granted for passing grades of D- or better; “no-credit” (Y) will be granted for failing grade of F. The instructor will record the normal letter grade, which the Office of the University Registrar will convert to the respective credit/no-credit symbol. Courses taken on a credit/no-credit basis are disregarded in the computation of grade point averages. A course can be changed from credit/no-credit to letter grade or from letter grade to credit/no-credit during the first 20 percent of the course (see the academic calendar).

Auditing Courses

Courses may be audited without credit with the consent of the instructor and will not be counted under any rules establishing maximum registration or enrollment status. The requirements for auditing a course are established by the instructor and may include active participation by the student. An instructor may drop an auditing student at any time during the semester if the student is not fulfilling the audit requirements. Full fees are assessed for auditing a course. A course can be changed from credit to audit or audit to credit during the first 60 percent of the course (see the academic calendar).

Registering for Classes at Other Miami Campuses

Registering for Classes at Other Miami Campuses

Regional campus students may take classes at any regional campus. In order to register for class(es) on the Oxford campus, regional campus students must obtain special permission from their regional campus advising office.

Oxford campus students may take classes at Hamilton, Middletown, and Voice of America Learning Center generally without special permission.

Permission To Take a Class at Another Miami University Campus

Students admitted to Miami University Regionals may apply to either fully relocate, or to be permitted to register for an Oxford course with at least a 2.00 cumulative grade point average, an acceptable conduct record, and after earning at least 16 hours of graded Miami University college-level course work (not including developmental 00 classes, CLEP, AP and College Credit Plus credit). At least one fall or spring semester must be completed on a regional campus.

Winter term grades are not posted until after spring semester begins. Therefore, winter term does not count towards spring relocation or permission to register at Oxford. Likewise, spring semester grades are not posted until after the summer term begins, prohibiting Regional campus students from taking Oxford full term or sprint classes which start the first day of Summer Term.

In addition to meeting the minimum qualifications, Regional campus students must complete the steps for the required relocation or the permission to register in order to have access to register for Oxford classes. These requirements will be verified by the start of the approved term by the Regional Director of Enrollment Operations and the Regional Director of Advising. Students wishing to relocate or take an Oxford class with exceptions to these requirements must contact the Oxford campus divisional office in consultation with the student's regionals campus advising office.

Oxford students wishing to change their campus to the Regionals, must submit the CHANGE OF CAMPUS FORM. (see Your Records to Locate Appropriate Form, Change of Campus Form for Fall Semester)

-

Related Form(s)

~~Change of Schedule~~Adding/Dropping Courses

Additional Resources and Procedures

Websites

- [Miami Forms](#)
- [Academic Calendar](#)
- [Bursar](#)
- [OneStop](#)
- [Medical Leave of Absence](#)

FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officer

- Senior Associate Registrar
- General Counsel

Legal Authority

Not Applicable.

Compliance Policy

Yes

Revision History

Amended July 2018; Edited July 2019

Reference ID

Student Handbook 1.2

Reviewing Bodies

- Administrative
- Miami University Senate