

Undergraduate | Enrollment & Registration

Jul 14, 2018

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.

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.

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 seeking to withdraw from the University must submit a formal request to the University through the submission of an online form available on the [One Stop website](#). An international student in a nonimmigrant status should also obtain permission from [International Student & Scholar Services](#).

Students must submit their official withdrawal form for the requested term prior to the published withdrawal deadline for that term. Students may refer to the [Academic Calendar](#) on the [OneStop](#) website for guidance on the important academic dates,

including withdrawal deadlines. In addition, students who receive financial aid are advised to contact their lenders and insurance agents to determine continued eligibility for loan deferments and insurance coverage.

1. If a student officially withdraws before the deadline to drop a class without a grade of a semester or term as published in the Academic Calendar, 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 the deadline to drop a class without a grade through the official withdrawal deadline of a semester or term as stated on the Academic Calendar, 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. After the official withdrawal deadline as passed, a student may submit a petition to the Interdivisional Committee of Advisors to request withdrawal from the University. Petitions should be based on documented, extenuating, nonacademic reasons and must be submitted during the federal financial aid compliance year.

Official withdrawals are noted on a student's academic record (transcript). Refunds follow University policy, available via the [One Stop](#) website.

Medical Withdrawal

For information related to a medical withdrawal, information is available on [the Division of Student Life](#) website.

Military Withdrawal

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.

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~~ The grade "CR1" designates credit earned for passing grades of D-C or better; "no-credit" (Y) will be granted quality coursework. The grade "CR2" designates credit earned for C- through D- quality coursework. The grade "NCR" designates no credit earned for a failing grade of F.-

The instructor will ~~record~~report the ~~normal~~standard letter grade, which ~~the Office of the University Registrar will convert~~converts to the respective credit/no-credit ~~symbol~~grade and is recorded on the academic record. 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](#))

Pathways Program Students

First-year students in the Miami University Pathways Program are admitted to the Regionals but will live on the Oxford campus in the Pathways Living and Learning Community for fall semester while enrolled full-time in Miami courses, with a majority of the credits at the Regionals. Pathways students must fully relocate to the Oxford campus upon completion of their first semester. Relocation will be granted to students 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). Winter

term courses do not count toward relocation criteria for the following spring since grades are not posted until after the start of the semester.

Relocation for Pathways students follows the same process already established and outlined in the university policy library under “ [Permission To Take a Class at Another Miami University Campus](#) .”

Students who do not meet the minimum criteria for relocation may petition for an exception, based on documentable extenuating circumstances.

Related Form(s)

[Adding/Dropping Courses](#)

Additional Resources and Procedures Websites

- [Miami Forms](#)
 - [Academic Calendar](#)
 - [Bursar](#)
 - [OneStop](#)
 - [Medical Leave of Absence](#)
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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; Amended July 2020; [Amended July 2022](#)

Reference ID

Student Handbook 1.2

Reviewing Bodies

- Administrative
- Miami University Senate

