

COURSE INFORMATION

All courses in this catalog are subject to change. The University reserves the right, in its sole discretion, to change course content, instructor, day/time, location 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.

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/>) 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 clearly 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.

No grades or credit hours are given for audited courses.

Campus Processes - 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.

The Office of the University Registrar requires training for class scheduling before granting access to any departmental staff approved by a department for scheduling classes.

Academic Integrity Policy

TITLE I. GENERAL PROVISIONS

A. Purpose

The University of Miami community recognizes integrity as a core institutional value. The Undergraduate Honor Code is based upon the Academic Integrity Policy which was approved by the Faculty Senate, the President of the University, and the UM Board of Trustees in 2019.

A full copy of the Academic Integrity Policy may be accessed through the link Academic Integrity Policy (https://fs.miami.edu/_assets/pdf/facultysenate/Documents/academic-integrity-policy-final-changes-accepted-2018-41.pdf). The Honor Code is designed to ensure academic integrity at the University of Miami; encourage consistent ethical behavior among undergraduate students; and foster a climate of fair competition. While a student's commitment to honesty and personal integrity is assumed and expected, the Honor Code is intended to provide an added measure of assurance that, in fulfilling the University's requirements, a student's work will never involve falsification, plagiarism, or other deception regarding the true nature of the materials presented. Each student is responsible for completing the academic requirements of each course in the manner indicated by the faculty.

B. The Honor Creed

As a student of the University of Miami, I commit myself to upholding the Honor Code and promoting the values of Honesty, Responsibility, and Integrity.

C. Responsibility of the University Community

All undergraduate students are responsible for reading, understanding, and upholding the Academic Integrity Policy (AIP) and the Honor Code which derives from it. Students are expected to warn fellow students who do not appear to be observing proper ethical standards and to report violations of the policy. The absence of a signed pledge does not free a student from the ethical standards set by the Honor Code. To fulfill the responsibilities of membership in the University Community, violations of academic integrity should be reported by faculty and by all other members of the Community.

D. Jurisdiction

All undergraduate students, full and part-time, attending the University of Miami shall be subject to the Academic Integrity Policy and the Honor Code which derives from this policy. No action under the Academic Integrity Policy or the Honor Code shall be brought against any student who has graduated from, or officially severed all relations with, the University. To the extent of a conflict between the Academic Integrity Policy and the Honor Code, the terms of the Academic Integrity Policy shall control.

TITLE II. VIOLATIONS OF ACADEMIC INTEGRITY

A. Policy Statement

All forms of scholastic dishonesty are prohibited, whether related to a written or oral examination, a thesis, term paper, mode of creative expression, computer-based work, or other academic undertaking. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the falsification or misrepresentation of experimental data, and violating the professional ethics that obtain in clinical activities, research projects, and internships. In determining what constitutes academic dishonesty, a student should be guided by the purposes of this code, common sense, and information provided by the instructor.

The Honor Council is not modeled after a court of law. Its hearings are not adversarial proceedings. Neither prosecuting nor defense attorneys shall be present at hearings.

B. Violations

1. Cheating - implies the intent to deceive. It includes all actions, devices and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam, and using a cheat sheet or crib notes in an exam.

2. Plagiarism - is representing the words or ideas of someone else as your own. Examples include, but are not limited to, failing to properly cite direct quotes and failing to give credit for someone else's ideas. Plagiarism also includes copying your own work from another class or prior assignment without proper citation.
3. Collusion - is the act of working together on an academic undertaking for which a student is individually responsible. Examples include, but are not limited to, sharing information in labs that are to be done individually.
4. Academic Dishonesty - includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the university community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of, any scholastic dishonesty violation, failing to appear or testify without good cause when requested by the Honor Council, failing to keep information about cases confidential, supplying false information to the Honor Council and accusing a student of a violation of this Code in bad faith.

TITLE III. THE HONORS COUNCIL AND APPEALS BOARD

1. General

1. The Honor Council's purpose is to review documents provided by individual school Academic Integrity Committees (AIC), ascertain the facts in a given case and, upon finding a violation of academic integrity, suggest appropriate penalties. It should be noted that while penalties regarding grades may be recommended by the AIC, Honor Council and/or Appeals Board, allocation of grades rests solely with the instructor. Students may appeal grades through the Faculty Senate Student Affairs Committee. The Honor Council may, however, determine disciplinary actions which could include suspension or expulsion.
2. The University of Miami Undergraduate Honor Council is a standing committee deriving its authority from the University.
3. The Honor Council shall consist of up to 31 representatives from the undergraduate schools or colleges selected each year for a one-year term by the Appeals Board in addition to 18 faculty appointed by the respective undergraduate School Councils for a term of 2 years.
4. The Appeals Board shall attempt to include at least one representative from each undergraduate school or college on the council.
5. Each Honor Council Hearing Panel shall consist of 2 faculty and 2 students. The Dean of Students will resolve any ties (refer to the Academic Integrity Policy for more information).

2. Appointment of the Council

1. Faculty are appointed by each respective School Council for a 2-year term.
2. Full time undergraduate students in good standing (as defined in the University of Miami Bulletin) with a cumulative grade point average of 2.5 or better are eligible for membership on the Council. (High school grade point average will be used for first semester students).
3. Each Spring semester students may apply for initial appointment or re-appointment to the Honor Council by submitting a written application to the Dean of their school or college or to the office of the Dean of Students at a time designated by the Appeals Board. Each Dean may recommend to the Secretary at least five applicants in addition to the members currently serving from that school or college.
4. The Appeals Board shall interview the students and shall appoint 31 students to serve on the Honor Council.

3. Officers of the Honor Council

- a. The Honor Council shall elect from its members a President and a Vice President.
- b. The President must have served at least one year as a member of the Honor Council.
- c. The Vice President shall assume the responsibilities of the President when the President is unavailable.
- d. The President shall preside over meetings of the Honor Council.

4. Meetings

- a. Bi-Weekly Meetings shall be called by the President.
- b. A quorum of the Council for the purpose of transacting affairs is a majority of the active members.

TITLE IV. THE APPEALS BOARD AND SECRETARY

A. The Appeals Board

The Appeals Board consists of: the Vice President for Student Affairs, or designee, the President of the Undergraduate Student Body Government, and a tenured academic dean from the school or college where the violation occurred. The student speaker from the Honor Council hearing panel serves as a non-voting member.

B. The Secretary

1. The Vice President for Student Affairs shall appoint a Secretary to the Honor Council
2. The Secretary, who shall be the Dean of Students or their designee, shall keep orderly records of all Honor Council and Appeal Board proceedings, provide such advice as may be sought by the Honor Council, and perform the other duties as necessary based on the University's Academic Integrity Policy.

TITLE V. PROCEDURES: REPORTING VIOLATIONS

1. Any member of the University can confidentially report academic dishonesty to the instructor teaching the course or directly to the Dean of Students when there is strong evidence that an academic integrity violation has occurred.
2. If no evidence is present or when suspicion is not strong, the instructor may give the student a warning and close the matter.
3. When instructors have a strong suspicion, or when evidence is present, instructors shall report the violation through the process described herein and have the authority to recommend a sanction.
4. Instructors must also report all cases of academic integrity violations in which they have taken an adverse action affecting a student's grade but have not invoked the adjudication process described herein.
5. Based on the class of violation, the appropriate adjudicating body will be assigned to adjudicate the case.

TITLE VI: CLASSIFICATION OF VIOLATIONS AND SANCTION GUIDELINES

1. The University distinguishes between a) first-time violations that are of low severity, b) first-time violations that are more severe, and c) repeat violations of any type and highly egregious offenses.
2. For greater consistency of sanctions for the same violation across the University, instructors are encouraged to consult the examples of violation classes and guidelines for potential sanctions suggested by the University. These guidelines may be used to set course specific policies and/or for recommending sanctions when course specific expectations are not clearly outlined in the syllabus.
3. **When instructors have clearly outlined expectations and grade sanctions in their syllabus, those grade sanctions will supersede the grade sanctions recommended by the AIC, Honor Council, and/or Appeals Board.**
4. The suggested violation classes and corresponding recommended sanctions are only examples and do not provide an exhaustive list. The determination of the severity of a violation and the corresponding sanction will often fall on instructors and the hearing boards.
5. If a student is ultimately found not responsible for a violation of this Honor Code, no sanctions can be imposed even if sanctions were recommended by the faculty member and/or provided for in the faculty member's syllabus.

1. Examples of Class I Violations and Sanction Guidelines

Alleged violation*

- a. Studying from another student's notes, when prohibited by the instructor.
- b. Utilizing a tutor or the writing center in violation of the rules and guidelines set by the instructor.
- c. Providing false or misleading information to be excused from class or to delay taking a quiz, exam, or extending a deadline.
- d. Plagiarism: Submitting an assignment where up to 25% of the assignment is not the work of the student and/or properly cited.
- e. Copying homework or providing homework to another student to copy.
- f. Signing in for another student for attendance purposes.
- g. Working with a group (collusion) on an assignment, exam, or paper that should be done individually.
- h. Submitting the same work for more than one course.
- i. Any use of digital technologies prohibited by the instructor.

3. Recommended Sanctions for Responsible Finding or Admission of a Class I Violation

- Minimum "F" on the assignment.
- Maximum "F" in the course.
- Educational sanction related to academic integrity.
- Not a reportable disciplinary concern to graduate or professional schools, etc.
- For an expedited process, student can accept faculty recommended sanction or the minimum sanction ("F" on the assignment) when faculty recommendation is not available.
- If a student wishes a hearing with the AIC, and is found responsible, the committee may recommend increasing or decreasing the sanction suggested by the instructor.
- The parties can appeal to the Honor Council as the final adjudicator.

*This is not an exhaustive or strict list. These examples are provided only as a guideline to determine severity of the violations and commensurate sanction(s). Note: When the instructor has clearly outlined expectations and grade sanctions in their syllabus, those grade sanctions will supersede the grade sanctions outlined above and/or recommended by the AIC, Honor Council, and/or the Appeals Board.

2. Examples of Class II Violations and Sanction Guidelines

1. Class II violations are first-time violations that are considered more egregious than Class I violations with higher penalties but allow for an expedited process at the School/College level.

Alleged Violations*

- a. Possession of or use of any materials prohibited by instructor.
- b. Unauthorized use of term paper or exam (e.g., past exams or other source).

- c. Giving exam to students in a later section.
- d. Plagiarism: Submitting an assignment where 25% to 50% of the assignment is not the work of the student and/or properly cited.
- e. Bringing a cheat sheet or unauthorized notes or formulas into the exam.
- f. Facilitating the academic dishonesty of another student (e.g., texting or emailing exam answers to another student, helping another student write a paper).

3. Recommended Sanctions for Responsible Finding or Admission of a Class II Violation

- At minimum, "F" in the course.
- At maximum, dismissal from the University.
- Educational sanction related to academic integrity.
- The parties can appeal to the Appeals Board as the final adjudicator.

* This is not an exhaustive or strict list. These examples are provided only as a guideline to determine severity of the violations and commensurate sanction(s). Note: When the instructor has clearly outlined expectations and grade sanctions in their syllabus, those grade sanctions will supersede the grade sanctions recommended by the AIC, Honor Council, and/or the Appeals Board.

3. Examples of Class III Violations and Sanction Guidelines

1. Class III violations are repeated offenses of any kind, or a violation so egregious it requires an Honor Council Hearing, with more severe sanction guidelines than Class II

2. Alleged Violations*

- a. Any repeat alleged violation that the student has been found responsible for previously.
- b. Falsifying or forging academic credentials or University documents including internship documentation and letters of recommendation.
- c. Submission or use of falsified data.
- d. Sabotage of someone else's work.
- e. Taking a test or writing a paper for someone else.
- f. Plagiarism: Submitting an assignment where 50% or more of the assignment is not the work of the student and/or properly cited.
- g. Obtaining/purchasing exam answers or term papers from someone else.
- h. Unauthorized distribution of a quiz or exam.
- i. Any other type of academic fraud.

3. Recommended Sanctions for Responsible Finding or Admission of a Class III Violation

- a. At minimum, "XF" in the course.
- b. At maximum, expulsion from the University.
- c. Educational sanction related to academic integrity.
- 4. The parties involved can appeal to the Appeals Board as the final adjudicator.

* This is not an exhaustive or strict list. These examples are provided only as a guideline to determine severity of the violations and commensurate sanction(s). Note: When the instructor has clearly outlined expectations and grade sanctions in their syllabus, those grade sanctions will supersede the grade sanctions recommended by the AIC, Honor Council, and/or the Appeals Board.

MEMBERSHIP AND HEARING PANEL STRUCTURES

SCHOOL/COLLEGE ACADEMIC INTEGRITY COMMITTEE

ADJUDICATES

Alleged Class I and Class II violations

HEARING PANEL STRUCTURE

3 Faculty

MEMBERSHIP

6 Faculty

Dean of Undergraduate Studies/Education (DoUG, non-voting)

*At the school's discretion, committee membership may be altered to compose more than two hearing panels, or decreased to constitute one panel as long as the cases are adjudicated in a timely manner.

SELECTION

Faculty appointed by the school council of the school/college for a 2-year term.

HONOR COUNCIL

ADJUDICATES

Alleged Class III violations and appeals for Class I and II violations

HEARING PANEL STRUCTURE

2 Faculty,

2 Students (Dean of Students will resolve any ties)

In exceptional cases when the Dean of Students is unable to find 2 students to serve on a hearing panel within 7 days, the parties** may agree to one of the following options for an expedited hearing:

- 1) A panel deviating from the regular number and structure of members.
- 2) An administrative hearing with the Dean of Students (or designee) and an Academic Dean (or faculty designee).

**Parties in the policy are defined as the student(s) suspected of academic dishonesty, and the faculty reporting the suspected behavior.

MEMBERSHIP

18 Faculty

Up to 31 students

Dean of Students (non-voting)

*At the school's discretion, committee membership may be altered to compose more than two hearing panels, or decreased to constitute one panel as long as the cases are adjudicated in a timely manner.

SELECTION

Faculty: Appointed by the school council of each school/college for a 2-year term

Students: Multi-layered interview process

APPEALS BOARD

ADJUDICATES

Appeals for Class II and III violations

HEARING PANEL STRUCTURE

VP for Student Affairs

Dean of Undergraduate Affairs of the school where the violation occurred

U/G Student Government President

Speaker of the Honor Council hearing panel (non-voting)

Note: The Appeals Board – the only grounds for appeal to the Appeals Board are: the failure to follow the procedures established for adjudication of an academic integrity violation constituted an error; and the sanction(s) imposed was (were) not commensurate with the offense.

TITLE VII. ADJUDICATION PROCESS

Any member of the University may confidentially report academic dishonesty to the instructor teaching the course or directly to the Dean of Students when there is strong evidence that an academic integrity violation has occurred.

If no evidence is present or when suspicion is not strong, instructors may give the student a warning and close the matter.

When instructors have a strong suspicion, or when evidence is present, instructors shall report the violation through the process described herein and have the authority to recommend a sanction.

Instructors must also report all cases of academic integrity violations in which they have taken an adverse action affecting a student's grade but have not invoked the adjudication process described herein.

Based on the class of violation, the appropriate hearing board will adjudicate the case.

A. Process for Class I Violations

1. Instructors must immediately report the suspected violation to the Department Chair (or relevant administrator in the non-departmentalized schools) and complete the online Academic Integrity Reporting Form. The Department Chair will immediately inform the DoUG of the school.
2. The instructor may or may not recommend a sanction depending on the specific expectations and policies outlined in their syllabus. However, if an instructor has clearly outlined expectations and grade sanctions in their syllabus, those grade sanctions will supersede the grade sanctions recommended by the AIC, and/or the Honor Council.
3. The DoUG will determine the violation class and meet with the student within 5 academic days of receiving a report to present the charges (and potential sanctions) and go over the student's options as follows:
 - a. Admit responsibility and take the instructor's suggested sanction or the sanction set forth in the syllabus (Expedited Process).
 - b. Admit responsibility and take the minimum sanction when the instructor's recommendation is not available and the syllabus is silent as to the sanction (Expedited Process).
 - c. Request a hearing with the AIC.
4. The student will get 3 academic days to make a decision. If the student does not respond within the allowed time, the sanction set forth in the syllabus, the sanction recommended by the instructor, or the minimum sanction, if neither of the foregoing two instances apply, will hold and the student will waive the right to any further hearing.

5. If the student accepts responsibility and agrees with the sanction set forth in the syllabus, the instructor's recommended sanction, or the minimum sanction, the DoUG will administer the Academic Integrity Resolution Form. No further action will be needed. The DoUG will report the case to the Dean of Students for record-keeping within 3 academic days of the resolution.
6. If the student does not admit responsibility or does not agree with the sanction, the DoUG will refer the case to the AIC within 3 academic days of the student's decision. The AIC will meet within 2 weeks of receiving the DoUG's notice. The AIC will listen to both parties and make a recommendation within 3 academic days of the hearing. The AIC's recommendation may be more or less stringent than the faculty's recommended sanction. If the student is found responsible and the instructor has clearly outlined expectations and sanctions in their syllabus concerning a grade sanction, this grade sanction will supersede the AIC's recommendation on grading but will not impact other disciplinary measures imposed by the AIC.
7. The parties will have 3 academic days to consider the AIC's recommendation and make a decision. If the student fails to respond within the allotted time, the sanction set forth in the syllabus, the sanction recommended by the instructor, or the minimum sanction, if neither of the foregoing two instances apply, will hold and the student will waive the right to appeal. If the parties agree with the AIC's recommended action, the DoUG will administer the Academic Integrity Resolution Form and will report the matter to the Dean of Students within 3 academic days, during the fall and spring semesters, for record-keeping.
8. If either party does not agree with the AIC, an appeal can be made to the Honor Council. Such requests must be made in writing to the Office of Dean of Students within 3 academic days of communication of AIC's determination.
9. The Dean of Students within 7 academic days of receiving the appeal will establish the Honor Council hearing panel and will inform the parties. The procedures for a hearing before the Honor Council, as set forth in Title VII(C), will apply, but for a Class I violation, there will no right to appeal to the Appeals Board.
10. The Honor Council's decision will be binding for both parties. If the student is found responsible and the instructor has clearly outlined expectations and sanctions in their syllabus concerning a grade sanction, this grade sanction will supersede the Honor Council's recommendation on grading but will not impact other disciplinary measures imposed by the Honor Council.
11. The adjudication process will continue as outlined herein even if the student withdraws from the course. If the student is found responsible, the course where the violation occurred will reflect on the student's transcript with a failing grade (in addition to any other sanctions determined by the hearing panel).
12. When there is a prior record of violations that a student has been found responsible for, the DoUG will forward the case to the Dean of Students to be adjudicated by the Honor Council as a Class III violation, and will inform the parties.
13. A student who wants to contest a grade affected due to academic integrity violation may request a hearing with the AIC by reporting to the DoUG within 3 days of receiving the grade. The DoUG will report the violation to the Dean of Students and will refer the case to the AIC. However, if the instructor involved has clearly outlined expectations and grade sanctions in their syllabus, those grade sanctions will supersede any recommendations made by AIC, Honor Council, or the Appeals Board.

B. Process for Class II Violations

These are first time violations that are deemed more severe than the Class I violations.

The reporting and hearing process for Class II violations will be the same as Class I violations except:

1. The minimum recommended sanction for Class II violations is "F" on the course. This assumes that the instructor did not have clear grade sanctions and expectations for integrity violations on their syllabus. If they do, the grade sanctions set forth in the syllabus supersede any recommendations on grading by the Honor Council or the Appeals Board but do not impact any other disciplinary sanctions imposed by such adjudicatory bodies.
2. Parties will have the right to appeal to the Appeals Board after the Honor Council's determination in accordance with the grounds described below in Title VIII.
3. Except for a grade sanction that is clearly set forth in the faculty member's syllabus, the Appeals Board's decision on disciplinary action will be binding for both parties.

C. Process for Class III Violations

The Honor Council will hear repeated violations of any kind, or a violation so egregious that it requires an Honor Council hearing, with more severe sanction guidelines than Class II[A1] (p.).

1. The instructor reporting process will be the same as for Class I and II violations.
2. The DoUG will determine the violation class and meet with the student within 5 academic days of receiving a report to present the charges (and potential sanctions) and to inform the student about next steps. DoUG will forward the case to the Dean of Students for adjudication by the Honor Council.
3. The Dean of Students within 7 academic days of receiving the report of the alleged violation will establish the Honor Council hearing panel and will inform the parties.
4. **Investigation**
The Dean of Students shall assign Investigators from the Honor Council student membership to gather and examine all information for the complaint used by the school-level AICs and prepare findings for presentation to the Hearing Panel. They should interview the student charged, the complainant, the instructor, if any, responsible for the course or other activity to which the charges relate, and any other potential witnesses.

They should also review all documentary evidence available including any statement or syllabus of the instructor and shall make such inquiry as appropriate.

5. Hearing Panel Selection and Regulations 1.

- a. Upon receipt of the investigators' reports, the Dean of Students shall select a four member Hearing Panel ("Hearing Panel" or "Panel") from among the members of the Honor Council consisting of two faculty members and two students and designate one student panel member as the Panel Speaker. Hearing Panels shall be filled on a rotating and impartial basis, subject to review by the Appeals Board on its own motion, or upon request of the President of the Honor Council. The Dean of Students shall supply the members of the panel with the name of the student charged and the nature of the activity to which the charge relates.
- b. Upon receipt of the notice, Hearing Panel members shall recuse themselves if they are aware of any personal bias or conflict of interest that may improperly affect their judgment, or if they are enrolled in the course section or other academic activity to which the complaint relates. If a Hearing Panel member does not offer voluntary recusal, a majority of the Panel, excluding the challenged member, may remove that member for cause.
- c. Hearings that are scheduled within the last two weeks of the end of the academic year or during summer terms may be heard by an administrative panel consisting of the Dean of Students or their designee and an Academic Faculty Dean or their faculty designee.

6. Charge

1. Following receipt of the investigators' report and designation of the Hearing Panel, the Dean of Students shall prepare a charge that includes a brief description of the alleged violation. The Dean of Students shall then serve the student charged with a copy of the charge and the names of the Hearing Panel member². The Dean of Students shall provide a copy of the charge to the Complainant.³ Within one day of the receipt of the names of Hearing Panel members, the student charged may challenge any member by submitting to the Dean of Students a written statement specifying why the panel member should not serve. The Dean of Students shall determine if just cause exists to remove the Panel Member and shall notify the accused of new Panel Members. The accused then has the right to object to any new Member following the procedures in this section. If a student is charged with a violation of this Code within two weeks prior to the student's graduation, the Secretary shall make every reasonable effort to conclude the procedures under this Code prior to the student's graduation. If the procedures are not completed prior to graduation, the University reserves the right to delay the student's graduation until the case is fully adjudicated.

7. Plea

Upon receipt of the charge and at any time before the hearing, the accused may then admit or deny the charge, in whole or in part. Accused students must always speak for themselves and not through their chosen advisor.

- a. If the accused admits the charge, the Panel shall receive mitigating circumstances before retiring to deliberate on a sanction.
- b. If the accused student denies the charge, the student shall have the opportunity to question the complainant and witnesses and submit statements or evidence to prove their innocence.
- c. If the accused refuses to enter a plea or speak on his own behalf, the Panel shall enter a plea of not responsible for the accused and proceed with the hearing. No inference of responsibility may be drawn from the silence of the accused.

8. Hearing Procedures

- a. The hearing shall be held in private. Witnesses may attend only to present their testimony. Panel members, witnesses, and others involved in the hearing shall not discuss the case with anyone outside the hearing.
- b. The student charged, the Dean of Students, the complainant and all witnesses must attend the hearing. In addition to those required by the Honor Council to attend, a University of Miami undergraduate student, faculty, or staff advisor may attend and assist the accused. Such an advisor may not speak on behalf of the accused.
- c. If a student enters a plea of "responsible" when charged by the Dean of Students, the Panel may elect to not hear witnesses or the complainant.
- d. It is not the function of the Panel to act as prosecutor of the case against the student charged, but to examine all evidence in order to ascertain the truth of the matter.
- e. If a question of policy or procedure not covered by this Code arises during the course of a hearing, the Panel shall determine the question by majority vote of the members present.
- f. The Hearing Panel may, at any time, conform the charge to the evidence received, provided the student charged is given an opportunity to respond. If the modification occurs during the Panel deliberations following a hearing, the hearing shall be reopened.

9. Presentation of Information

1. The speaker of the Panel shall commence the hearing by reading the charge and any statements received from the complainant. The Panel shall hear a report of the investigation. The Investigators shall remain in the hearing as resources for the Panel, but shall not participate in deliberations or vote with the Panel. The Panel and the accused student may then question the investigators.
2. The Hearing Panel may consider an affidavit or written statement against the student charged only if the person giving the affidavit or statement cannot appear in person to testify before the Panel. Before any such document is considered, the student charged must have been advised of its content and the name of the person making the affidavit or statement three working days before the hearing. The student must also be given an opportunity to rebut any fact or inference that might be drawn therefrom.

10. Witnesses

1. A witness may refuse to answer a question if the answer, if truthful, might incriminate the witness.
2. A student witness called by the Panel may be sanctioned by the Panel for refusing to appear without good cause. The Panel shall determine if the witness's reasons constitute good cause.

11. Deliberation

1. When the Panel is satisfied it has heard all evidence in a case it shall request summary statements before it retires to deliberate to determine responsibility based on clear and convincing evidence. A super-majority vote (3 out of 4) is required to find the accused responsible.
2. The Panel shall not consider prior Responsible findings under this Code in deciding responsibility.

12. Mitigation Hearing – Finding of Responsible

A student who enters a plea of responsible or is found responsible by the Panel shall be given an opportunity to present evidence relevant to the determination of the sanction(s)[A2] (p.).

13. Dismissal – No Finding of Responsible

1. If the complaint is dismissed or the student is found not responsible, no record of any Complaint against a student shall appear in the student's file, or other official University record. Additionally, no sanction can be imposed even if sanctions were recommended by the faculty member and/or provided for in the faculty member's syllabus.
2. If substantial time has elapsed between the occurrence of the alleged violation and the filing of the complaint, the panel shall dismiss the complaint if it determines, by majority vote of those present, that the passage of time has materially prejudiced its ability to reach a fair decision in the case.

14. Affirmative Rights of the Accused

1. The accused has the right to challenge the hearing date, time or location. The objection must be submitted in writing to the Secretary of the Honor Council within one (1) day of the receipt of the charge. The objection must fully explain the reasons for the request.
2. The accused has the right to choose a University of Miami undergraduate student, faculty, or staff member to attend the hearing and assist them. Such an advisor cannot speak on the accused's behalf.
3. The accused has the right to question the complainant and witnesses and submit statements or evidence to prove not responsible, if they deny the charge(s).
4. The accused has the right to remain silent and no inference may be drawn from this silence.
5. The accused has the right to call witnesses and present evidence in their defense. A student may offer a written request to the Panel that the Panel call specific witnesses for him/her if those witnesses have previously refused to appear and are shown in the request to be material to the accused student's defense. The Panel shall determine a witnesses' materiality based on the statement presented by the accused.
6. The accused has the right to present evidence of mitigating circumstances before the Panel retires to deliberate on a sanction, if the accused enters a plea of responsible, or is found responsible.
7. The accused, if found responsible, has the right to review a written summary upon which the finding of responsibility and sanction were based.

Parties will have the right to appeal to the Appeals Board after the Honor Council's decision is rendered. Appeals must be in writing, addressed to the Appeals Board and, be submitted within three (3) days of receipt of the hearing summary. The only grounds for an appeal, however, are: (i) the failure to follow the procedures established for adjudication of an academic integrity violation constituted an error; or (ii) the sanction(s) imposed was (were) not commensurate with the offense[A3] (p.).

15. Sanctions

Penalties shall be based on the severity of the violation and shall consist of one or more of the following:

1. a. Disciplinary Warning
 - b. Strict Disciplinary Probation
 - c. Final Disciplinary Probation
 - d. Suspension from the University
 - e. Expulsion from the University
 - f. University service
 - g. Minimum "F" on the assignment (grade penalties may only be 'suggested' to the instructor of record. Students who wish to appeal grades assigned by the instructor may do so by appealing to the Faculty Senate Student Affairs Committee)
 - h. Maximum "XF" in the Class
 - i. Other appropriate action as approved by the Academic Integrity Committee or the Honor Council
2. Failure to comply with any of the above penalties may result in additional sanctions.
3. The Panel may consider prior discipline in assessing sanctions.

- When instructors have clearly outlined expectations and grade sanctions in their syllabus, such grade sanctions will supersede the grade sanctions recommended by the AIC, Honor Council, and/or Appeals Board but they will not impact any other disciplinary sanctions imposed by these adjudicatory bodies.

16. Panel's Decision

- The Panel's decision shall be made promptly after the Hearing. However, when considering complaints involving more than one accused student, the Panel may postpone judgment until the completion of the hearings for all students under the given complaint.
- Notice thereof shall be given to the Student and Complainant. The student charged may elect to hear the decision of the Panel in person at the conclusion of the Panel's deliberations or elect to be notified of the decision at a later time by the Secretary.
- In reporting its decision to the student charged, the Panel shall provide a written summary of its reasons for the decision.
- Parties will have the right to appeal to the Appeals Board after Honor Council's determination. The only grounds for an appeal are: **(i) the failure to follow the procedures established for adjudication of an academic integrity violation constituted an error; or (ii) the sanction(s) imposed was (were) not commensurate with the offense.**
- When instructors have clearly outlined expectations and grade sanctions in their syllabus, such grade sanctions will supersede the grade sanctions recommended by the Honor Council but they will not impact any other disciplinary sanctions imposed by the Honor Council.

The adjudication process will continue as outlined herein even if the student withdraws from the course. If the student is found responsible, the course where the violation occurred will reflect on the student's transcript with a failing grade (in addition to any

B. Effective Date

This version of the University of Miami Undergraduate Honor Code is effective as of the beginning of the Fall 2021 semester.

C. AMENDMENT OF THIS CODE

- The Honor Code, itself, may be amended solely by formal action of the President of the University following consultation with the students and approval of the Faculty Senate.
- The provisions of this Honor Code document as written are subject to change. Please contact the Dean of Students for information regarding any changes.

The full policy (Faculty Senate Legislation #2014-41(B) can be found here (https://doso.studentaffairs.miami.edu/_assets/pdf/honor-council/academic-integrity-policy-final-changes-accepted-2018-411.pdf).

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, 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 cancelled. 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 cancelled classes will be on an "as available" basis after financial arrangements have been completed.

Change or Drop of Course

- Dropping of any course for which the student has registered is official only when the drop has been fully processed by the student successfully dropping the course via Canelink or by Canes Central (<https://canescentral.miami.edu/>).
- Please note: Failure to attend classes or merely giving notice to instructors of one's absence will not be considered as an official withdrawal and may result in failure in the course.**
- The last day to drop a course or make a change in credit-only option is noted on the Academic Calendar (<http://www.miami.edu/index.php/registrar/calendar/>).

- Students enrolled in a course after the withdrawal date must receive a final grade in the course.
- Requests for course changes (adding or dropping) past the deadlines for each semester's add and drop period must be approved by the University Registrar and Director of Financial Assistance. These requests will only be considered for extraordinary circumstances.

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.

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/>) 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.

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, a 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 students may take one course per semester for credit only, to 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.

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 Guide regards as college level. Students must have credit hours approved by their departmental chairperson.

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.

Final Examination Policy

- Final Examinations may not be given during a regularly-scheduled class period.
- No examination 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.

Military Withdrawal

- Students who need to withdraw from a semester due to official orders to active duty with the Armed Forces of the United State 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 had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than C should be entered on the permanent record as a withdrawal without prejudice (W).
- Credit hour granted for courses under this policy should count toward graduation.
- There should be no refund of tuition for courses for which credit hour has been awarded. Refunds for courses not awarded credit hour should be on the same basis as complete withdrawals for military service.
- The above recommendations are procedures for determining the awarding of credit hour and do not release the student from the usual withdrawal procedures.

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.

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 once¹ 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 graduation² 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 Rule³

- 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.

¹ 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.

² This refers to courses or a course with a particular grade required for entry into a different degree program.

³ 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 in a timely manner, 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 calendar¹ year, and you have continued to meet the requirements of your scholarship, then your merit scholarship² 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.

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 bills 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 prior to 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 prior to 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.

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.

Transfer Credit Policy for Undergraduate Students

Currently enrolled UM students interested in taking courses at other institutions must complete the **Transfer Credit Evaluation Process** for transfer credit to be awarded by the University of Miami.*

- This process will:
 - ensure that a uniform process is followed for awarding outside work credit toward a UM degree.
 - ensure that the student is aware of and following all residency rules.
 - confirm that courses taken at the outside institution will transfer back to UM correctly. *The Transfer Credit Evaluation Form must be submitted before taking the course. Courses taken outside of UM without preapproval are at risk of not being accepted for transfer credit.*
 - ensure that decisions to award credit for transfer work are made only by qualified faculty.

Transfer credits fall into two categories: those which serve as equivalents for a numbered course at UM ("equivalencies"), and those which do not ("elective credit"). Both sorts of approved transfer courses count toward completion of the credits required for graduation. Equivalencies may also count toward completion of specific courses in majors, minors, and cognates, or which serve to fulfill other degree or General Education proficiency requirements. All courses that have been accepted from another institution as either an equivalency or for elective credit are considered transfer credits.

- Equivalencies must be approved by the appropriate UM department.
- Only credit bearing courses from Regionally Accredited Institutions will be awarded transfer credits.
- All transfer credits must be earned in academic terms that are **at least 6 weeks in length**.
- Transfer credit will not be granted for coursework taken at another institution during the same term the student is enrolled at UM. Summer intersessions and sessions A, B, and C constitute a single term. Therefore, for example, a student enrolled at UM in any summer term will not receive transfer credit from another institution completed during the same summer.
- International credits and/or half or quarter semester credits from any institution, including domestic universities and colleges, may not be awarded full units of UM transfer credit. For example, a course earning 5 European Credit Transfer System (ECTS) credits, if approved, is awarded 2.5 transfer credits at UM. Similarly, a four-credit course taken at a domestic institution on a "quarter" system may only be approved for 2.67 hours of UM transfer credit.

Specific Department Rules

- Calculus courses and Physics courses must have prior approval from the respective department to receive equivalencies.
- After being admitted to UM, students must complete all business coursework in residence, including coursework required by the Business Core and specific coursework for the business major and minor areas of specialization. This policy applies equally to non-business students. No business coursework outside Miami Herbert Business School will be approved for equivalency or elective credit at UM. Any appeal for an exception to this policy must be submitted in writing to the Office of Undergraduate Business Education, prior to completion of the course.
- Math, English, and history courses completed **online** will not be accepted without prior approval from the respective department chairperson.

GPA Calculations for Students with Transfer Credit

- Grades associated with transfer credit are not calculated into UM grade point average (GPA).
- The transfer credit GPA will be combined with the UM GPA for purposes of determining eligibility to graduate with certain degrees, majors, or minors, and for University and other honors.
- Transfer credits count toward the total required credits for graduation.

Academic coursework taken at four-year accredited colleges and universities will be awarded transfer credit, subject to pre-approval requirements, provided a grade of "C" or higher is achieved. Transfer credit will not be awarded for courses in physical education, technical and vocational courses, and remedial or college preparatory work.

The following coursework from 2-year colleges will not be awarded transfer credit.

- ACCOUNTING LABS
- BASIC CHEMISTRY INSTRUMENT
- BUSINESS STATISTICS LAB
- COLLEGE PREPARTORY
- CO-OP CLASSES
- CRIMINAL LAW, PROCEDURES
- ELEMENTARY MATH
- FOOD SERVICE OR HOSPITALITY
- HEALTH i.e. FIRST AID, CPR, FITNESS FOR LIFE
- INTENSIVE ENGLISH
- INTERNSHIPS AND WORK EXPERIENCE
- NURSING
- PARALEGAL
- PHYSICAL EDUCATION
- PRACTICUM
- PRE-APPLIED MUSIC
- REMEDIAL COURSES
- SECRETARIAL /OFFICE SYSTEMS CLASSES
- SEMINARS and WORKSHOPS
- SKILLS COURSES
- STUDENT SUCCESS, SUPPORT COURSES
- STUDY ABROAD courses study abroad on transcript
- TECHNICAL CLASSES e.g. NETWORKING COMPUTER CLASSES (CET PREFIX), RESPIRATORY THERAPY (most classes that lead to an Associate degree in technical and vocational areas are not awarded transfer credit)
- VOCATIONAL COURSES

Continuing UM students and Transfer Credit from Institutions Abroad

All transcripts from institutions outside of the United States must be evaluated by a National Association of Credential Evaluation Services (NACES) accredited evaluation service for a course-by-course evaluation and grade point average that is sent directly to the University of Miami. Documents received from students or their proxies will not be considered for transfer credit.

Courses taken for transfer credit at study abroad programs, or other non-U.S. colleges or universities, which have an accredited U.S. institution as their "institution of record" are treated as U.S. institutions, assuming the transcript is issued by the domestic U.S. "institution of record" and are evaluated accordingly.

Undergraduate Schedules

Fifteen or sixteen credit hours constitutes 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.