

## Graduate Education

The graduate programs at the University of the Virgin Islands were developed to meet specific needs in the Territory and beyond. While each school or college has its own mission, the overall aim of all the areas of graduate study is to provide a high-quality education for students to meet their professional, technical, and training needs. In some of the programs, research training includes activities directed toward the acquisition of new knowledge.

- I. Ph.D. in Creative Leadership for Innovation and Change (CLIC)
  - A. Creativity and Leadership for Change (CLC)
  - B. Educational/Academic Leadership for Change (ELC)
  - C. Organizational Development and Leadership (ODL)
  
- II.
  1. School of Education
    - A. Master of Arts in Educational Leadership (MAE)
    - B. Master of Arts in School Counseling (MAE)
    - C. Specialist in School Psychology (EDSU)
  
  2. School of Business
    - A. Executive Master of Business Administration (EMBA)
    - B. Master of Accounting (MAA)
    - C. Master of Business Administration (MBA)
  
  3. College of Liberal Arts and Social Sciences
    - A. Master of Public Administration (MPA)
    - B. Master of Arts in Psychology (MAPSY)
    - C. Master of Social Work (MSW)
  
  4. College of Science and Mathematics
    - A. Master of Arts in Mathematics for Secondary Education Teachers (MMAT)
    - B. Master of Marine and Environmental Sciences (MMES)

Programs of study leading to the acquisition of these graduate degrees are described in this bulletin. Graduate programs are overseen by the School of Graduate Studies.

A graduate degree attests to the completion of a coherent program of specialized study beyond the baccalaureate degree. The graduate programs provide for the acquisition of in-depth knowledge in a specific area of study through a combination of lectures, directed or independent research and projects, assessments, and thesis work. Minimal entry requirement to a graduate degree is a relevant bachelor's degree or an approved equivalent. The graduate programs at UVI also serve as stepping stones to doctoral degrees.

It is important to note that while this bulletin serves to provide students with information about the graduate program requirements at UVI, each student is responsible for keeping informed about changes or specific program requirements through close interactions with the appropriate school or college from which a degree is being sought. The various schools or colleges reserve the right to modify the graduate programs to better enhance the offerings and serve the student. Furthermore, the availability of degree programs and the scheduling of courses are subject to change as required by enrollment and funding constraints. All changes will be published in the subsequent printing of the bulletin, the University's website at [www.uvi.edu](http://www.uvi.edu), and through other appropriate media.

## General Admission Requirements

1. An application for admission must be submitted to the University. To be accepted, applicants must meet the program prerequisites for the degree sought.
2. Applicants for matriculation to master's level programs should normally have a minimum undergraduate grade point average of 2.50 on a 4.00 scale and a bachelor's degree from an accredited institution. Applicants who do not satisfy the minimum undergraduate average may be admitted to matriculated status if they have substantial relevant professional experience, as determined by the appropriate graduate program. Only students with matriculated status will be considered for the award of a graduate degree.
3. Students who have not yet received an acceptance to matriculate in a graduate program will be allowed to register for not more than six credits in the semester that their application is pending. Non-matriculated students may take up to nine credit hours but may register for no more than six in one semester.
4. A maximum of six graduate credits earned at another university or college may be accepted towards the fulfillment of the requirements for a graduate degree. Only credits earned within the last five years at a grade no lower than B will qualify for acceptance under this regulation. Students should request that an official copy of their graduate transcript be sent to the admissions office for consideration of courses to be transferred.
5. Students who have earned credits in fulfillment of the requirements of one master's degree at the University of the Virgin Islands may apply for a total of not more than 12 such credits to be applied to the fulfillment of the requirements of another master's degree. Applications under this regulation will only be granted where credits applied for have been earned at a grade no lower than B on courses judged to be equivalent to those of the degree for which the student is currently registered. The internal transfer of credits for courses taken at UVI will be applied to the student's GPA.
6. Students will have a maximum of five years to complete the master's programs. This period may be extended only if special circumstances exist. Persons seeking an extension of this five-year period must make application in writing to the provost through the dean, stating the reason for the delay, providing evidence of ability to progress toward the completion of the degree and a plan and proposed date for completion. In no case will a candidate be permitted an extension beyond seven years.
7. Students who do not complete the graduate program in the maximum five years, or in the event of an extension, in the maximum seven years, will be notified they are discontinued from matriculation in their program. Students who wish to be readmitted to the program in which they were formerly enrolled must apply to re-matriculate. To qualify for re-matriculation, students must have a 3.0 grade point average from the courses within the program for re-matriculation and must complete an application for readmission to qualify for re-matriculation. Course transference decisions will be made by the school or college which manages the specific graduate program.

## Admission Procedures

All applicants must:

1. Submit an application to the Office of Admission requesting admission to the graduate program by April 30th for fall and October 30th for spring semesters. However, the application deadline for the Master of Marine and Environmental Science program is March 1 of every year, or the next business day if the date falls on a weekend or holiday. The application deadline for the Master of Arts in School Leadership and Master of Arts in

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School Counseling programs is April 30 of every year, or the next business day if the date falls on a weekend or holiday, for a fall admission only.

2. Submit official transcript(s) of all previous college course work. (Transcript(s) must be forwarded by the institution(s) attended.)
3. Submit Graduate Management Aptitude Test (GMAT) or Graduate Record Examination (GRE) scores in accordance with the specific requirements for the respective program for the business administration, public administration, psychology, and marine and environmental science programs. GMAT and GRE scores are retained for five testing years from the date scores are earned.
4. Submit supporting documents to complete the application process by October 30 for the spring semester and April 30 for the fall semester.
5. See the University academic calendar for registration dates. See the student classification section for registration restrictions.
6. Contact the program director with questions concerning eligibility, prerequisites, and the application process.

## Student Classifications

Students in the graduate programs may fall in any of the following categories:

**Matriculated Status:** Applicants who have satisfied all requirements for admission and have been formally notified of admission and approval to pursue a degree at UVI are considered to be matriculated once they have registered.

### Non-Matriculated Status

1. A regular non-matriculated student is one whose application for admission is pending, or who is not pursuing a graduate degree, but who has met the prerequisites for courses listed in the bulletin. Such individuals may take up to nine (9) credit hours but may not register for more than six (6) credits per semester.
2. A special non-matriculated student is an individual who is enrolled in a graduate program at another accredited institution of higher learning or a student with a graduate degree from an accredited institution. Such students will be permitted to take up to 15 credits in the graduate program. The provost may grant permission to enroll in courses beyond this limit, on the recommendation of the appropriate dean.

**Full-Time and Part-Time Status:** Students will be considered full-time if they are enrolled in nine or more credits of graduate level courses in a semester. Students who have accumulated 18 or more credits of graduate level courses and are enrolled in two or more credits of thesis or internship courses will be full-time. Students who have accumulated 36 or more credits of graduate level courses and are enrolled in one or more credits of thesis or internship will be full-time. Students not meeting these criteria will be considered part-time.

## Residency Regulations for Tuition Purposes

General questions regarding residency status upon initial application to the University of the Virgin Islands should be directed to the Office of Admission. For a change in residency status after enrollment, the Office of the Registrar should be contacted.

Residency for tuition purposes is established by providing evidence of fulfilling several conditions, including: 1) United States citizenship, status as a permanent resident alien, or a legal alien who has been granted indefinite stay by the United States Citizenship and Immigration

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Services (USCIS); and 2) continuous residency in the United States Virgin Islands for 12 consecutive months immediately preceding registration and/or application for admission.

Living or attending school in the United States Virgin Islands is not equated to establishing legal United States Virgin Islands residency. Students are required to provide documentation to support a request for United States Virgin Islands residency status, which shows their presence in the United States Virgin Islands is for purposes other than to attend school. Full-time students working part-time jobs may have difficulty in establishing residency. Please note that documentation must reflect maintenance of 12 months of continuous residency in the United States Virgin Islands. No single document will be sufficient to provide conclusive evidence of establishing United States Virgin Islands residence. The burden of proof of permanent residence lies with the student.

## **Reclassification of Residency Status**

A student requesting reclassification as a United States Virgin Islands resident for tuition purposes must demonstrate by clear and convincing evidence that his/her domicile is in the United States Virgin Islands. The burden of proof lies with the applicant to establish, beyond a doubt, his or her permanent and fixed legal ties to the United States Virgin Islands and separation of ties to any other state. An approved change in residency will take effect the next (fall or spring) semester. All requests for a change in residency should be submitted to the Office of the Registrar at least one month prior to registration for the semester in which the reclassification is sought.

## **A. Resident for Tuition Purposes**

A United States Virgin Islands “resident for tuition purposes” is a person who (or a dependent person whose parent or legal guardian) has established and maintained legal residence in the United States Virgin Islands for at least 12 months prior to the semester in which there is the intent to register. Residence in the United States Virgin Islands must be as a bona fide domiciliary, rather than for the purpose of maintaining a residency merely for enrollment at an institution of higher education.

To qualify as a United States Virgin Islands resident for tuition purposes, the student must meet the criteria indicated:

- Be a citizen of the United States, a permanent resident alien, or a legal alien who has been granted indefinite stay by the United States Citizenship and Immigration Services (USCIS).
- Students who depend on out-of-state parents for their support are presumed to be the legal residents of the same state as their parents.
- Non-resident students who marry a bona-fide resident of the United States Virgin Islands may be reclassified to residency status for tuition payment purposes not sooner than 12 months after the date of marriage. Official documents to verify marriage should be submitted to support the request.
- A United States Virgin Island resident who has left the territory to attend school, or for military service or other temporary purposes, and has permanent residence in the United States Virgin Islands, will be considered an in-territory student.

## **B. Independent Students**

An independent student who provides more than 50% of his or her own support and who is able to substantiate a claim of independence by producing documents to establish United States Virgin Islands domicile, may be eligible for reclassification.

## **C. Residency Documentation**

The applicable documents listed below may be accepted and considered as evidence of establishing legal residence and permanent ties in United States Virgin Islands. Official docu-

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ments should be submitted in the original, wherever possible, or provide certified/ notarized copies, where applicable. Documents from Category I are considered permanent ties and must be dated 12 months prior to the first day of classes for the term for which residency reclassification is sought. Documents from Category II may be submitted to further substantiate a claim of United States Virgin Islands residency. No single document may be used to substantiate a request for a change of residency classification - documentation from Category I and Category II, together, provide appropriate documentation for consideration of residency reclassification.

## **Category I**

1. United States Virgin Islands voter's registration.
2. Proof of marriage to a United States Virgin Islands resident (marriage certificate) along with proof of the spouse's United States Virgin Islands resident status.
3. The most recent United States Virgin Islands Income Tax returns and W2 forms; parents' most recent tax returns (if student is under the age of 25), and a letter stating independent status from the Office of Financial Aid (if receiving financial aid and under the age of 24).

## **Category II**

1. United States Virgin Islands driver's license.
2. Official identification (ID) card issued by agencies within the United States Virgin Islands.
3. Full-time permanent employment, or part-time permanent employment, or acceptance thereof in the United States Virgin Islands (an official letter on company stationery and paycheck stubs are required.)
4. United States Virgin Islands vehicle registration and/or title.
5. Lease agreement, deed, rent receipts or canceled rent checks, proof of purchase of permanent home (deed, tax receipts, purchase of real property)
6. United States Virgin Islands business incorporation and/or license.
7. Professional or occupational license obtained in the United States Virgin Islands, (e.g. membership in the United States Virgin Islands Bar Association).
8. Accounts at a local financial institution (savings and/or checking), utility statements (e.g. power, telephone, cable television). The applicant's name must appear on the documents.

## **D. Dependent Students**

A student who does not meet the 12-month legal resident requirement may qualify for United States Virgin Islands residency for tuition purposes through one of the following categories:

1. Parents who are full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political division for the purpose of job-related law enforcement or corrections training.
2. Active duty members of the armed services stationed in the United States Virgin Islands (and spouse/dependent children), military personnel not stationed in the United States Virgin Islands, but whose home of record or state of legal residence recorded on the certificate DD Form 2058 is United States Virgin Islands. Present copy of parent's DD 2258 form, military orders, and proof of relationship as applicable.
3. Dependent children who reside in the United States Virgin Islands for at least 5 years may provide documentation of dependent status according to the Virgin Islands Income Tax code, or other legal documentation to demonstrate guardianship. The adult guardian must demonstrate they have resided in the United States Virgin Islands for the previous 12 months with the intent of establishing a permanent home (see documentation for Category I and II).

Requests for residency reclassification are reviewed on a case-by-case basis. Therefore, immediate responses are not always possible and requests for reclassification must be submitted by the stated deadline. Additional documents and explanation of documents submitted may be requested. Submission of fraudulent documents to obtain residency will result in

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expulsion from the University of the Virgin Islands. Additional information may be obtained by contacting the Office of the Registrar.

## **E. Veteran Tuition**

The following individuals shall be charged the in-territory rate, or otherwise considered a resident, for tuition and fees purposes:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal state of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

## **Undergraduate Students**

A student who is matriculated as an undergraduate at the University of the Virgin Islands or a visiting NSE student is eligible to register for courses in the University's graduate program if that student has:

1. Written approval of his/her advisor and the graduate director of the respective school or college by the end of the registration period.
2. Met all of the graduate course prerequisites.
3. Earned at least 90 credits at the undergraduate level.
4. A cumulative grade point average of 3.20 or higher.

Undergraduate students who are eligible to register for graduate courses are limited to a maximum of six (6) credits in the graduate program, with a maximum of three (3) credits in any given semester.

Graduate courses taken by undergraduate students do not substitute for required undergraduate courses. Undergraduates will be admitted to graduate courses on a space available basis. An undergraduate full-time matriculated student taking graduate courses as part of his or her full-time credit load will pay undergraduate tuition and fees.

**Auditors:** Holders of bachelor's, master's and doctoral degrees from accredited U.S. institutions and comparable foreign universities may audit graduate courses at the University.

Tuition will be charged at the same rate as for credit. Auditors receive no grades, credits or quality points. Auditing a course requires regular class attendance and completion of all

required work except graded work. A notation of AUD will be entered on a student's transcript only if these requirements are fulfilled. In the event the requirements are not fulfilled, a notation of W (Withdrawal) will be entered.

A matriculated student may normally audit not more than one course per semester without permission from the provost through a recommendation from the dean of the appropriate school or college.

**Senior Citizens:** The Virgin Islands Legislature by Act #5358 has provided that certain senior citizen residents of the United States Virgin Islands may enroll in regularly scheduled courses at the University of the Virgin Islands free of charge. Regularly scheduled courses are those that appear in the fall, spring or summer schedule of classes.

**Proof of Status:** To be eligible for waiver of tuition and fees a person must meet the following criteria:

1. Be at least 60 years of age, as verified by the senior citizen ID card issued by the V.I. Department of Human Services;
2. Be a resident of the United States Virgin Islands for at least one year, as verified by rent receipts, utility bills, date on ID card or other such proof of residence.

## Registration

All students are required to register on the dates announced. Late registrants are assessed an additional late registration fee.

Students are considered registered for a course only when in registering they have conformed to all applicable University regulations and requirements.

The University reserves the right to cancel a course or section of a course with fewer than 5 registered persons. Tuition refunds are made in full when a course or section of a course is cancelled by the University.

### Senior Citizen Registration

1. Senior citizens will register during the late registration period. They may enroll in courses for which they qualify and if space is available at that time. Priority will be given to those persons enrolled in programs administered by the Department of Human Services.
2. Senior citizens must present verifying documents to the Office of the Registrar. The Office of the Registrar will provide a form which eligible students will present to the business office for waiver of payment.
3. Prospective students will present proof of prerequisites for courses for which they wish to receive credit. Seniors who wish to audit a course need not present such evidence.

**Change of Registration:** In no case may a course be added or a change of section made after the deadline date. To make any change of registration, students must complete the Change of Registration form obtained from the Office of the Registrar. Students who wish to add or drop a course or to change a section must obtain the signature of the instructor of the course, and the written permission from their advisor and the dean of the appropriate school or college on their respective campus.

The deadline for a student to change from regular status to audit status coincides with the deadline for student withdrawal from a course without prejudice to the grade. See the University academic calendar for applicable dates.

**Graduate Students Wishing to Change Program:** An applicant may apply to more than one graduate program, but may enroll in only one program initially. The online application form allows a student to choose only one program of study. A student wishing to change programs must first withdraw from their current program by notifying the academic advisor, program

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director, and the dean. After withdrawal they may enroll in a new program. Students do not enroll in graduate programs concurrently, but may enroll sequentially after finishing a degree.

**Graduate Tuition and Fees:** A list of fees and tuition costs can be obtained from the access and enrollment services offices and on the UVI website. A partial list is provided below:

Registration Fee	Tuition (per Credit)	Transcript Fee
Late Registration Fee	Technology Fee	Property Fee
Graduation Fee	Student Activity Fee	

Students are expected to pay all bills at time of registration. U.S. currency is required for payment of all bills.

**Refunds:** When students completely withdraw, the University refunds only a portion of its charges. The schedule of tuition refunds during the fall and spring semesters is as follows:

- during the first week of classes 90%;
- during the second week of classes 70%;
- during the third week of classes 50%;
- during the fourth week of classes 25%;
- thereafter none.

**Graduation Fee:** A non-refundable fee is charged each candidate for a graduate degree. It is payable at the time of application for graduation. If the requirements for the degree are not completed, students must reapply for graduation at the appropriate time and pay another fee.

**Housing:** On-campus housing is not available for graduate students. Students from outside the territory are advised to make their own housing arrangements.

## **Satisfactory Academic Progress Policy for Federal Financial Aid**

Federal regulations require that all schools participating in any Federal Financial Aid program must adhere to a financial aid Satisfactory Academic Progress (SAP) policy. These are the standards by which a student's progress toward the completion of his/her program of study at the University of the Virgin Islands (UVI) will be measured to determine continued eligibility for financial aid.

At the end of each payment period/semester or prior to the actual receipt of financial aid funds, the records of all financial aid recipients will be reviewed to determine satisfactory academic progress. A student's financial aid SAP at UVI is classified in the following categories: "Good Standing", "Warning", and "Suspension".

Maximum time frame allowances and the limit on remedial courses will also be reviewed at the end of each semester. SAP determination is based on a student's complete academic history, including periods in which the student did not receive financial aid.

## **Satisfactory Academic Progress Standards for Federal Financial Aid Progression and Qualitative Standards**

Graduate/Professional students must maintain a cumulative GPA of 3.0 on a scale of 4.0.

Graduate students will be placed on academic financial aid warning if: (1) the cumulative GPA falls below 3.0, or (2) a grade of "F" is earned, or (3) two grades of "C" are earned in the program. Students must also complete at least 70% of all credits attempted.

If, at the end of the warning period, a student does not meet the minimum SAP requirements, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid.

## **Maximum Time Frame**

Graduate/Professional students: The maximum timeframe for financial aid eligibility is 54 attempted credits.



## **Financial Aid Eligibility**

### Financial Aid (FA) Warning

1. The cumulative grade point average (GPA) falls below 3.00
2. An F and/or;
3. Two C's can be earned in the program.

### Financial Aid (FA) Suspension /Dismissal

1. Two F's are earned
2. Minimum requirement is not met for two consecutive semesters.

## **Other Satisfactory Academic Progress Components**

Withdrawal, Incomplete and Repeated courses will be counted as hours attempted in the determination of maximum timeframe. A student may repeat a previously passed course only once. If the student repeats the course for a third time, he or she will not receive financial aid for the course.

*Audit courses:* Courses taken for audit do not meet the eligibility requirements to receive financial aid.

*Transfer Credits:* All credits accepted for transfer students will be included in total earned and attempted credits for SAP determination.

*Change of Program/Additional Degree:* Allowances will be made in the maximum timeframe for financial aid eligibility, as outlined above, for students changing their major or program of study based on the credits applicable to the new major or program of study.

*Academic Suspension:* Students placed on academic suspension are not eligible for financial aid.

## **Appeal Process**

Appeals should be submitted within 15 days of notification of suspended financial aid.

All appeals must be substantiated by appropriate documentation and submitted to the Financial Aid Appeals Committee c/o Financial Aid Office for review.

Reviews will be conducted twice a semester but may be more frequent based on the number of appeals received.

The committee will render a decision of approved or disapproved.

Students who have appealed should seek alternative payment methods for their tuition and fees until the appeal committee convenes and a decision is determined. Alternative payment methods may include, but not limited to the Payment Plans through the University's Cashier's Office or obtain a Private Educational Student loan via web searches.

The appeal must include the following:

1. A student must provide sufficient evidence to support his/her assertion that unusual or extenuating circumstances prevented him/her from maintaining SAP.
  - a) An unusual or extenuating circumstance can include, but not limited to, serious medical illness or accident of student and or, immediate family member(s).
  - b) Unacceptable unusual or extenuating circumstance can include, but not limited to failing to attend classes on a regular basis and continuing to withdraw from courses.
2. An explanation of the reason(s) for failing to meet the standards for Academic Progress and what improvements will be made by the next evaluation period to regain good academic standing.
3. If insufficient evidence and/or no documents are provided, you will be notified of such and the appeal will be considered an automatic denial.

Approval of all appeals is determined on a case-by-case basis and is not guaranteed.

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## **Appeal Approved in Probationary Status**

A student who appeals his /her financial aid suspension status and meets approval for reinstatement by the Financial Aid Appeals Committee will regain eligibility during the approved probationary status period with an 'Approved-Probationary' status.

## **Recommendation**

Students who are not meeting the minimum SAP guidelines are encouraged to meet with their Advisors/Counselors for guidance in helping to correct their academic deficiencies

## **Federal Financial Aid Withdrawal Policy**

When a student withdraws from all courses during a semester for which Federal Financial Aid was received, the student may no longer be eligible for the full amount of the financial aid that was awarded (excluding Work-Study). In this case, a determination of the amount earned must be made and the unearned portion must be returned to the Federal Financial Aid programs from which the aid was paid. The earned amount is determined on a pro-rata basis. Once more than 60% of the enrollment/payment period is completed, the student will have earned all of the aid awarded and no financial aid repayment will be required.

The procedures and formula to determine the amount of Federal Financial Aid to be returned is mandated by federal statute and is available for review, on request, in the Office of Financial Aid.

The withdrawal date used in the calculation will be the date the student begins the withdrawal process or otherwise notifies the University of his/her intent to withdraw. If no notification is received, then the midpoint of the semester would be used as the withdrawal date. Unearned financial aid funds must be returned to the program(s) from which the student received aid for the payment period.

## **Assessment of Learning**

Assessment of program outcomes and student learning may vary among the programs. Each has its own methods for evaluating intellectual growth, professional growth, and cumulative achievement. Indicators of intellectual and professional growth may be direct or indirect measures. Indicators of cumulative achievement may include a comprehensive examination, a capstone course and/or a thesis/dissertation. Students are advised to obtain specific information on these evaluation methods from their academic advisors or from the graduate director for their specific program.

## **Grades, Standards and Points**

	Standard	Grade Point
A	Superior	4.00
A <sup>-</sup>	Excellent	3.67
B <sup>+</sup>	Very High	3.33
B	High	3.00
B <sup>-</sup>	Good	2.67
C <sup>+</sup>	Above Average	2.33
C	Average	2.00
F	Failure	0.00
I	Incomplete	0.00
Z	Thesis Incomplete	0.00
AUD	Audit	0.00

A pass/fail grade is awarded on completion of the thesis/dissertation course and on completion of Education 530, Independent Study. Pass/fail carries no grade point.

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Matriculated students in the masters' programs must maintain at least a B (3.00) cumulative average after earning 15 credits.

A grade of C is the lowest grade counted toward graduation in the graduate program. Matriculated graduate students are allowed a maximum of two C grades. No course may be taken for credit more than twice.

Note: Auditors receive no grades, credits or quality points.

**Incomplete:** Incomplete grades are expected to be used only when, in the opinion of the instructor, the student is passing the course at the time grades for the current semester are due, or when in the opinion of the instructor, there is likelihood that the student can satisfactorily complete the missing work which will substantially influence the final grade.

The instructor and student must define the terms under which the incomplete course work will be completed. The incomplete grade must be removed by mid-term of the semester following the one in which the grade of "I" was earned.

The incomplete grade that is filed by the instructor at the end of the current semester may include an alternate/default grade to which the incomplete grade defaults if the student does not try to resolve the incomplete course work within the specified time period and in accordance with the academic policy.

Examples of incomplete grades are

I	I / B <sup>+</sup>	I / C <sup>+</sup>	I / P
	I / B	I / C	I / NP
	I / B <sup>-</sup>		

Grades of incomplete will automatically be converted after the I/alternate grade is submitted by the instructor by mid-term of the next semester. If an instructor only issues a grade of "I" without a corresponding alternate/default grade, the Incomplete will automatically convert to an "F" at mid-term of the next semester.

Example, if a grade is a "C<sup>+</sup>" but the instructor and student opted to receive an incomplete the instructor can submit a grade of "I/C<sup>+</sup>". If the student does not complete the necessary assignments to complete the course within the specified time period the Office of the Registrar will subsequently convert the "I/C<sup>+</sup>" to a "C<sup>+</sup>". Similarly, if the grade is an "I", and the student does not complete the necessary assignments to complete the course within the specified time period, the Office of the Registrar will subsequently convert the "I" to a "F".

An instructor will only be required to file a "Change of Grade" form if, after the course is completed by the student within the specified time period, a new grade has been earned. This will remove the Incomplete and the awarding of the actual grade submitted by the instructor will be processed by the Office of the Registrar.

**Change of Grade:** Changes of grade are normally allowed for computational errors only. A request to change a grade after official grades have been recorded in the Office of the Registrar may be made by an instructor by filing a "Change of Grade" form.

**Quality Points:** To compute the quality points earned in a course, multiply the number of credits of that course by the grade points earned. To compute the quality point average for a semester, divide the total quality points earned by the number of credits attempted. Three times the number of quality points as registered credits (equivalent to a B (3.00) grade average) are required for graduation.

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Final grades are issued at the end of the semester. Only final grades are recorded on the student's permanent record in the registrar's office.

The University maintains a transcript record of all courses taken by each student. Students can access their grades through the MyCampus network, online Banweb system. Copies of student's official transcripts may be obtained upon electronic online request submitted to the Office of the Registrar, for a fee.

## **Academic Advisement**

The deans of the appropriate academic schools and colleges assign a faculty advisor to each student. New students, at the time of registration or before, should contact the appropriate dean to determine their advisors. Students are strongly encouraged to work closely with their advisors in planning their course of study, and in meeting degree requirements.

## **Academic Probation and Dismissal**

Students are expected to maintain an academic record which will qualify them for graduation. It is the responsibility of the student to complete all assigned work, and to strive for the best performance of which he/she is capable to meet graduation requirements. Instructors, faculty advisors, deans, the registrar and the provost are available for consultation and assistance. It is the responsibility of students to familiarize themselves with the contents of this bulletin in order to satisfy the requirements for the degree they are pursuing.

**Academic Probation:** A graduate student whose grade point average falls below 3.00 at the end of any semester will be notified that his or her continuance in the graduate program is in jeopardy. Academic probation is a warning issued to students that they must show scholastic improvement in order to remain in the graduate program.

Students will be placed on academic probation if:

1. The semester or cumulative grade point average (GPA) falls below 3.00, or;
2. A grade of F is earned, or;
3. Two grades of C are earned in the program.

A student on academic probation will be permitted to register for not more than six (6) credits per semester.

A student who is on academic probation does not qualify for graduation. Probation is removed at the end of an academic semester when:

1. The semester or cumulative GPA is at least 3.00, and
2. A course in which an F has been earned is re-taken and a grade of C or higher is earned, and,
3. At least one course with a grade of C is re-taken and a grade of B or better is earned.

**Academic Dismissal:** A student will be dismissed from the graduate program if:

1. Two grades of F are earned, or;
2. Probationary status is not removed by the end of two consecutive semesters, or;
3. The student does not make adequate academic progress, as defined by each individual program.

Academic advisors and program directors will be responsible for evaluating students' progress in their programs to ensure that they are making satisfactory progress toward a degree, as defined by the individual program. If a student is not making satisfactory progress, the student and the dean will be notified of the possibility of dismissal from the graduate program. The student will have 10 business days to schedule a meeting with a hearing committee consisting of the dean, academic advisor, and program director to discuss the situation and, if applicable, to provide documentation for any extenuating circumstances that may have led to the unsatisfactory progress. Subsequently the hearing committee will decide to either dismiss the student

immediately, or to provide a clear statement of what must be accomplished within a specified time period to avoid dismissal. An explanation and documentation must accompany any decision not to dismiss, and all documentation will become a part of the student's file. If the student does not achieve the necessary accomplishments within the specified time, the student will be dismissed from the degree program. In all cases, the dean will be responsible for issuing the dismissal letter and informing all appropriate university offices. A student dismissed from a graduate program may not register for further graduate courses for credit in that program.

Academic dismissal is reflected on the student's permanent record.

## **Dismissal Appeals: Due Process**

A student who has received a letter of dismissal may appeal the dismissal decision to the provost following the procedures outlined below. The appeal must be submitted in writing to the provost within 10 business days of the date of the notice of dismissal. The letter appealing the dismissal must include a description of how the dismissal policies and procedures were either erroneously applied or violated. Failure to appeal in writing within the specified time will nullify the student's right to appeal the dismissal. The provost will make the final decision on the appeal and no other appeals will be available to the student.

## **Academic Integrity**

Philosophy: Among the purposes of colleges and universities are scholarly and personal growth for all members of the academic community, and open communication among members of this community. Such growth requires an atmosphere of honesty and trust. It is for this reason that the University of the Virgin Islands strives to maintain an environment of mutual trust among its students and faculty and will not tolerate academic dishonesty.

**Definitions:** Academic dishonesty includes, but is not limited to, the following examples of offenses, committed or attempted:

- Collaboration**    Allowing another student to see an examination paper.
- Copying**        Obtaining information by looking at the answers on another student's paper or in any source that has not been specifically approved for that purpose by the instructor.
- Cribbing**        Taking and/or using material, which has not been specifically approved, into an examination or using books, notes or other resources during an examination without the instructor's specific approval.
- Plagiarism**      Presenting, either intentionally or unintentionally, the ideas, works, words or artistry of another as one's own without appropriate acknowledgment of the source. Note that this includes sources on the Internet (World Wide Web, e-mail, etc.)
- Sabotage**        Destroying the work of another student, such as laboratory experiments or computer programs.
- Substitution**    Taking an examination or writing a paper for someone else or inducing another person to perform such acts.
- Theft**             Stealing an examination.

**Penalties:** For a first offense, the penalty will be an F in a credit course, or failure in any non-course exercise such as the comprehensive examination, or thesis research, plus disciplinary probation for the remainder of the student's graduate career. The provost will also notify all current instructors of the student. For a second offense, the penalty will be suspension from the

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University for an academic year, with notation of the suspension for academic dishonesty on the student's transcript and notification of the student's instructors by the provost. The penalty for a third offense will be dismissal from the University, with notation of dismissal for academic dishonesty on the student's transcript and notification to the student's instructors by the provost.

**Procedures:** In cases of suspected academic dishonesty, the faculty member making the charge will meet privately with the student suspected of the action to discuss the charge within five days of the detection of the incident. Within five days, the faculty member shall decide disciplinary action to be taken and if so, shall notify the student, appropriate dean and the provost in writing of:

1. The name of the student.
2. The course or activity where the infraction is alleged to have occurred.
3. The date and time of the alleged infraction.
4. The circumstances of the stated infraction with supportive information.
5. The action taken against the student.

Within 10 days of the meeting with the instructor, the student may appeal, in writing, to the appropriate school or college which will hold a hearing within 10 days of receiving the written appeal. The instructor making the charge of academic dishonesty and the student will be present at the hearing and may be represented by third parties of their own choosing. The committee will send its finding to the student, the faculty member, the program director, the dean of the school or college and the provost within 10 days of the hearing.

Within 10 days of being informed of the decision of the Divisional Grievance Committee for the school or college, the student may appeal the decision to the Faculty Review Committee (FRC).

The FRC shall be composed of one member from each school or college elected by the faculties of each school or college.

Each member shall have one vote. The FRC shall be convened and choose its own chairperson at the beginning of each academic year. The FRC will meet within 15 days of being informed in writing of the appeal. In this administrative hearing, the student and the faculty member involved in the incident shall be present and have the right to be represented by third parties of their own choosing. The FRC will inform the student, the faculty member, the program director, dean of the school or college and the provost of its decision within 10 days of the meeting.

The provost shall implement the decision of the FRC.

## Academic Withdrawal

**Withdrawal from Courses:** Students may withdraw from a course up to the date published in the academic calendar for a given academic semester, typically mid-October in the fall term and mid-March in the spring term. The academic calendar is available online on the UVI web site – [www.uvi.edu](http://www.uvi.edu) - to identify specific enrollment and deadline dates. Students can withdraw from courses online using BanWeb through [mycampus.uvi.edu](http://mycampus.uvi.edu), or submit an electronic form available online and in the Office of the Registrar. Students will then receive a grade of W on their permanent record.

After mid-semester and in case of unusual circumstances, such as extended illness, the dean

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may give a student special permission for a late withdrawal. This is designated AW (administrative withdrawal). In situations where an administrative withdrawal from a class is necessary, students are required to apply for the withdrawal when it becomes evident that they cannot complete the course. Students are required to provide documented evidence in support of the request for administrative withdrawal. Applications will not be accepted after the last day of instruction within that semester. Students will then receive a grade of AW on their permanent record.

**Withdrawal from University:** A student who intends to withdraw from the University either during the term or between terms must notify the Office of the Registrar. Students can withdraw from their courses online using BanWeb through [mycampus.uvi.edu](http://mycampus.uvi.edu), or submit an electronic form available online and in the Office of the Registrar. Failure to comply with this regulation may prejudice the student's standing. A student who has withdrawn from the University and who subsequently desires re-admission must petition to the provost through the dean of the school or college.

## Transcripts

Transcripts of academic records at the University of the Virgin Islands are issued only upon the authorization of the student or an appropriate education agency. Other requests for transcripts will not be filled until written authorization has been secured from the individual student. When these requests can be anticipated, the student should send authorization in advance to avoid delay in the issuing of this transcript. Official transcripts should be requested online via the [www.uvi.edu](http://www.uvi.edu) website, Office of the Registrar.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The disclosure or publication of student information is protected by FERPA and assures every student is afforded certain rights with respect to their education records.

Amongst these are:

1. The right to inspect and review the student's education record;
2. The right to request the amendment of the education records that the student believes are inaccurate or misleading by writing the University official responsible for the record to clearly identify their concern for review;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Schools may disclose, without consent, "directory" information, unless otherwise notified by students not to disclose information about them. Disclosure is permitted without consent to school officials with legitimate educational interests. Parents or legal guardians have access to students' records only if the student is financially dependent on them, as defined by Internal Revenue Code and tax statements.

The University is required to establish guidelines for implementing FERPA and a list of records maintained by various University offices are available in the access and enrollment services office. For additional information about student privacy, filing complaints and right-to-know concerns, contact the Office of the Registrar.

## Thesis

Students may opt to write a thesis in partial fulfillment of their program requirements. Academic requirements, in lieu of a thesis, are detailed in the description of the majors. An exception to this rule is the Master of Arts in Mathematics for Secondary Teachers. For that program, a

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major paper based on classroom “action research” is required of all candidates for the degree. Requirements for this paper are detailed with that program. A thesis must be completed by every student in the Master of Marine and Environmental Science program.

Matriculated students who meet the requirements for a thesis in their program (see specific school or college program guidelines) are eligible to enroll in the appropriate thesis course of the respective school or college. Students are not permitted a thesis advisor and/or a thesis committee until they are registered in the thesis course.

Initial registration in Thesis 600 is for 6 credits. Students must re-register for Thesis 600 for one credit each semester following their first thesis course registration until such time as the thesis is completed, and the thesis document is submitted and accepted in its final, corrected form. A grade of Z will be assigned each semester until the thesis is accepted in its final form.

Copies of the procedural guidelines for thesis development are available in the office of the appropriate dean. The original of the thesis plus three original-quality copies are required to be submitted.

In order for a student with a thesis to be a candidate for graduation at the end of the fall term, the student must submit three copies of the thesis to his or her thesis advisor by mid-term (of fall semester), pass the oral defense, and complete all necessary revisions by the last day of the fall final exam period. For a student with a thesis to be a candidate for graduation at the end of the spring term, the student must submit the thesis by mid-term (of spring semester), pass the oral defense, and complete all necessary revisions by the last day of the spring final exam period.

## **Dissertation**

The scholastic doctoral dissertation is a culminating experience for Ph.D. candidates and demonstrates completion of quality research that contributes to the theoretical/research knowledge base of the scholar's field of study.

Registration in the dissertation course CLIC 809 is required every semester until degree completion. A minimum of 15 graduate credits are required in CLIC 809. It is the student's responsibility to register and confirm enrollment in CLIC 809 every semester. A grade of Z will be assigned each semester until the dissertation is accepted in its final form.

The dissertation process involves dedicated faculty engagement and intense guidance of graduate students in their research efforts to earn the coveted and prestigious terminal degree. Subsequently, dissertation itself constitutes the most demanding research experience in a student's academic career and serves as the ultimate manifestation of dedication, commitment, and competence of a scholar/researcher.

At the University of the Virgin Islands, Ph.D. students are awarded 15 course credit hours for completion of their doctoral dissertation work. Ph.D. scholars actively participate in research seminars at UVI Residency Sessions, various research-related activities and cluster meetings. The rigorous schedule helps establish an intellectual foundation to begin formation of a dissertation proposal, which requires a serious commitment of several years.

UVI does not espouse any particular brand of research design or methodology. Students, together with their committees, develop the designs and select the methodologies that are most appropriate to the students' research questions.

The UVI Ph.D. program contrasts, in many ways, to structured student trajectories in other institutions and may differ substantially from that of traditional programs. While scholarship may



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be encompassed within the same paradigms of traditional scholarship, UVI Ph.D. students focus on research that is interdisciplinary, collaborative, application-oriented and/or problem-driven. Thereby, the program outcomes are of equal value in the academy and ensure vitality, worth, and relevance to student graduate scholarship.

The doctoral degree is granted in recognition of scholarly proficiency and distinctive achievement. The dissertation is a permanent record of original research and should make an original contribution to understanding in the student's field. The content and style of the dissertation will reflect on the student as a researcher, on the faculty members of the doctoral committee who approved the final document, and on University of the Virgin Islands itself.