



# Academic Information and Regulations

## Categories of Students

The University of the Virgin Islands divides its students into two categories, matriculated and non-matriculated, according to the students' goals and progress. The academic standards described later in this catalog apply to all students, regardless of category.

**Matriculated Student:** A student who has been formally accepted into a degree program of the University and has subsequently registered for courses. A matriculated student must meet the criteria for admission to a degree program and must maintain academic standards as described in the chart specifying minimum cumulative grade point average per credits attempted in the section on Academic Standards.

**Non-Matriculated Student:** A student who has not been accepted into a degree program but has been permitted to register for courses with the goal of pursuing a limited program of study or of achieving matriculation. A non-matriculated student must meet the standard for matriculation and must apply for matriculation in order to take more than 30 credits at the University. These students are restricted to 11.5 credits per semester.

## Re-matriculated Student

Students who have been awarded one degree from the University and who wish to pursue a second degree must apply for re-matriculation. Such students must complete the catalog degree requirements in effect at the time of re-matriculation. Applications for re-matriculation should be sent to the Office for Undergraduate Recruitment and Admissions on the campus the student plans to attend with the accompanying re-matriculation fee.

## Readmission to the University

Matriculated students (admitted applicants who enrolled and began attendance at the University) who are not in attendance during two or more consecutive semesters (excluding summer session) must apply to be readmitted to the University. To seek readmission, students must submit the application for readmission and the non-refundable \$15.00 (USD) readmission application fee to the Office of the Registrar, along with official final transcripts from all institutions attended subsequent to enrollment at the University of the Virgin Islands. The readmission application deadlines are August 1 for fall semester enrollment and December 1 for spring semester enrollment. A minimum 2.0 cumulative GPA is required to be granted readmission as a full-time student. Students who have a cumulative GPA below 2.0 are limited to only part-time study.

**Full-Time Student:** A student carrying at least 12 credits, or the equivalent in non-credit remedial courses, each semester.

**Part-Time Student:** A student carrying fewer than 12 credits each semester.

**Special Student:** A non-matriculated student who has been admitted to courses on a full-time basis to undertake a special program of study.

**Student Classification by Class:** The number of credits required for each class is as follows:

**1 - Freshman**

**0 - 23.5**

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**2 - Sophomore**  
**3 - Junior**  
**4 - Senior**

**24 - 59.5**  
**60 - 89.5**  
**90 and above**

## Freshman-Year Program

The freshman-year curriculum offers a comprehensive program of educational experiences for first-year students. Designed to encourage intellectual growth and personal empowerment, students participate in common learning experiences, inter-disciplinary study, and career planning activities while developing skills necessary for academic success. The program incorporates two semesters of full-time study consisting of basic skills and general education courses, academic advisement and academic support services.

### Basic Skills Courses

The following basic skills courses are required only of students who demonstrate academic need in reading, writing or mathematics, based upon information from SAT/ACT scores, placement test scores and/or transcript evaluations:

<b>WAC 011/ENG 100</b>	<b>Writing Across the Curriculum*</b>
<b>RCA 021/ENG 101</b>	<b>Reading in the Content Area*</b>
<b>MAT 023</b>	<b>Introductory Algebra Concepts and Skills with Applications: Course A</b>
<b>MAT 024</b>	<b>Introductory Algebra Concepts and Skills with Applications: Course B</b>

*\*Writing Across the Curriculum and Reading in the Content Area should be taken with their linked general education science (SCI 100) and/or social science (SSC 100) courses.*

Recognizing that students may need to enhance basic skills prior to pursuing degree-level work in one or more subjects, the University offers developmental-level courses, numbered 011 to 099, which are designed to help students strengthen their preparation for learning at the college level. Credit for such courses cannot be used to meet degree requirements. Placement in preparatory courses depends upon SAT/ACT performance, or by class examination. A grade of "P" must be received in preparatory courses, indicating readiness for college level work. Developmental courses are offered fall, spring and summer semesters.

1. Full-time students are allowed a maximum of three semesters plus one summer from the date of entrance to complete all basic skills requirements.
2. Failure to earn a passing score for each basic skills course within this time frame will result in the student being placed on part-time status.
3. A student may petition the provost for an exception to this regulation. The student placed on part-time status due to failure to complete basic skills requirements within the allowed time may reapply for full-time status.
4. Full-time status can be reinstated if the student has maintained a minimum cumulative grade point average of 2.00 ("C") for all courses taken at the University, and has successfully completed the skills courses.

### General Education Courses

All freshman studies courses must be completed by the time a student has amassed 24 credit hours at UVI. The three general education courses required by all students matriculating at UVI with fewer than 24 degree-credit hours are:

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**FDS 100** Freshman Development Seminar

**SCI 100** The Natural World: The Caribbean

**SSC 100** An Introduction to the Social Sciences: A Caribbean Focus

**Academic Advisement:** Students are encouraged to establish a major of interest upon matriculation. Matriculated students are assigned a faculty advisor in their respective college or school of interest. Faculty advisors will recommend courses as needed in fulfillment of general education and degree requirements. Students should meet with their advisors regularly.

**Academic Support:** A program of academic support is provided for all freshman students at UVI. These services are available through the offices of the Center for Student Success (CSS). Individual tutoring sessions, academic advisement, video-assisted learning, use of the CSS computer lab, support texts and other services are available free of charge to freshmen.

## Prerequisites, Credits, Grades and Quality Points

Many courses require the fulfillment of prerequisites prior to enrollment. Prerequisites refer to courses, examinations, or other conditions students must meet and receive passing grades before registering for additional courses. In general, satisfactory completion of a prerequisite means that students receive a grade of at least "D" or "P." However, all nursing courses and courses in majors for all colleges and schools require a minimum of "C" for passing. For program planning purposes, students should familiarize themselves with course prerequisites which are listed in the Course Description section of this catalog.

When requirements for each course are completed satisfactorily, credit is assigned on the basis of a combination of time spent in class and time spent in study. One unit of credit is usually assigned for 50 minutes of class lecture-discussion plus two hours of study, or for three hours of laboratory activity, each week during a university term.

The quality of performance in a course is indicated by a grade given at the close of each term. Grade points are granted on the basis of grades earned. The following grades may be assigned:

Grade	Standard	Grade Points
A	Superior	4.00
A-	Excellent	3.67
B+	Very High	3.33
B	High	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D+	Passing	1.33
D	Low passing	1.00
F	Failure	0.00
IW	Instructor Withdrawal	0.00
W	Withdrawn	0.00
WP	Withdrawn passing	0.00
WF	Withdrawn failing	0.00
AW	Administrative Withdrawal	0.00
I	Incomplete	0.00
AUD	Audit	0.00
MGG	Missing Grade	0.00

In the skills courses, which carry non-degree credit and are numbered 001 to 099 in this catalog, the following evaluations are given:

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**P** indicates that the student is promoted to a credit course.

**NP** indicates that the student must continue in the skills course.

A failing grade in a course and/or a course that must be repeated does not count toward graduation. Also, many colleges do not honor “D” grades for transfer purposes.

**Auditors** receive no grades, credits or quality points. Auditing a course requires regular attendance in class and completion of all required work except that which is graded. An audit will be entered upon a student’s transcript only if these requirements are fulfilled. In the event requirements are not fulfilled, a grade of “W” will be entered. Tuition and fees will be charged at the same rate as for credit.

The deadline for a student to change from regular status to audit and vice-versa coincides with the deadline for student withdrawal from a course without prejudice to grade. A matriculated student may normally audit one course per semester without permission from the provost.

A student planning to withdraw from a course should first refer to the section on Withdrawal. Administrative withdrawals may be approved by the provost due to illness or other serious documented circumstances.

The University maintains a transcript record of all courses taken by each student. A grade report is provided to all students at the end of each semester and summer session. Copies of the complete transcript may be obtained upon written request to the Office of Access and Enrollment Services on either campus and payment of the requisite fee.

**Incomplete:** Grades of “I” are expected to be used only 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 grade of “I” must be removed by mid-term of the semester following the one in which the grade of “I” was earned. Failure to remove the grade of “I” by this time will result in a conversion of the “I” to an “F.” The instructor must file a “Change of Grade” slip with the final grade, at the Office of Access and Enrollment Services on either campus.

**Change of Grade:** Changes of grades other than incomplete are normally allowed for computational errors only and must be approved by the dean. A request to change a grade after official grades have been deposited in the Office of Access and Enrollment Services on either campus may be made by an instructor by filing a “Change of Grade” slip with the dean. Requests must be made by mid-term of the semester after the grade was submitted.

**Repetition of Courses:** Undergraduate students may repeat credit courses for which grades of “C-,” “D+,” “D” or “F” were earned. If a student wishes to repeat a credit course for which he/she earned a grade of “C” or better, the approval of the appropriate Dean is required before the course is repeated. In general, no course may be repeated more than once and no more than four courses may be repeated. Students who fail the EPE twice must register for ENG 051. ENG 051 shall be an exception to the policy that students are allowed to repeat a course only once. Only the highest grade earned will be used in computing the grade point average; all grades will be shown on the transcript. Any exception to this policy requires approval by the provost.

**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 grade point average (GPA) for a semester, divide the total quality points earned that semester by the number of credits attempted that semester. To compute the cumulative grade point average, divide the total quality points earned at UVI by the number of credits attempted at UVI. Twice the number of quality

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points as registered credits (equivalent to a “C” grade average) is required for graduation.

Reports on work of less than degree-standard (“C”) quality are issued to students at mid-term. Final grades are issued at the end of the term. Only final grades are recorded on the student’s permanent record.

**Banking Credits:** Part-time students who do not wish to pursue studies toward a degree may enroll as non-matriculated students. Any credits earned will be “banked” until the students have been formally matriculated. Upon matriculation, any credits earned by the students, which are applicable to their degree program, will be counted.

It is recommended that part-time students who intend to eventually matriculate receive advisement on course selection from the chair and/or faculty of the academic college or school in which they plan to pursue a degree.

Individuals may be admitted formally as matriculated students to the University’s degree programs for part-time study if they meet admission requirements. Non-matriculated students may register for non-degree credit courses, or they may take credit courses to earn a maximum of thirty credits as part-time students before being required to matriculate. For admission procedures, see pages 21-28 of this catalog.

## Registration Procedures

All students are required to register on the dates announced.

A student is regularly registered for a course only when in registering, the student has conformed to all applicable university regulations and requirements.

Students not properly registered in a course may be deleted and will not receive credit for the course.

All students registering for courses in the fall or spring semester shall submit their programs of study to their advisors for approval before officially registering in the courses.

All prerequisites to courses listed in the catalog must be met by students prior to registering in those courses. Students must document that they have completed the prerequisites. Questions concerning prerequisites should be addressed to faculty advisors, or the Access and Enrollment Services Office on either campus prior to registration. Substitution of a program course requirement can be made only if approved by the provost. Students seeking such approval must make their request to the dean who will submit a written recommendation to the provost for consideration.

**Changes of Registration:** Students may adjust their schedules with or without penalty during the semester, depending on the timing of the change. The deadlines for the different actions are advertised in the academic calendar or the current semester’s Significant Dates document published by the Office of Access and Enrollment Services, and available from the registrar’s link on the UVI Web site. The Change of Registration form is to be completed at the Office of Access and Enrollment Services on either campus, in order to add, drop, withdraw from, or change a course from credit to audit, or vice versa.

Students are allowed to add or drop individual courses without financial or academic penalty during the first week of classes. In order to effect an add/drop, a completed Change of Registration form (available at the registrar’s link on the UVI website) must be submitted to the Office of Access and Enrollment Services on either campus, by the deadline indicated in the academic calendar.

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**Change of Major:** Students who wish to change their major must obtain a Request for Change/Addition of Program form from the Office of Access and Enrollment Services on either campus. The form must be signed by the student, faculty advisors, and deans. The new major will become effective at the start of the following fall or spring semester.

## Withdrawal

**Withdrawal from Courses:** Students may withdraw from a course without penalty up to about six weeks after the course begins. They must, however, secure a course withdrawal form from the Office of Access and Enrollment Services on either campus and obtain the signatures of the instructor and advisor. This form, containing the proper signatures, must be returned to the Office of Access and Enrollment Services. The students will then receive a grade of W on their permanent record. The last date to receive WP or WF is specified on the academic calendar.

WP means that the student is doing passing work at the time of withdrawal. WF means that the student is doing failing work at the time of withdrawal. A course not dropped by any other means will result in the student automatically receiving an "F" for the course.

After mid-semester and in case of unusual circumstances, such as extended illness, the dean 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 documentary evidence in support of requests for administrative withdrawal. Applications will not be accepted after the last day of instruction within that semester.***

The policy for withdrawing from courses which are given out of the normal academic calendar sequence is as follows:

1. The last day to withdraw from a course will be at the conclusion of 40 percent of the total instructional period, or at the end of three weeks for an eight-week course and two weeks for a six-week course.
2. The last day to withdraw from a course without special permission from the dean will be at the conclusion of 50 percent of the instructional period, or at the end of four weeks for an eight-week course and three weeks for a six-week course.
3. Students who withdraw between the end of the third or fourth weeks for an eight-week course, or between the end of the second and third weeks for a six-week course (or another analogous period for courses of duration other than six or eight weeks) will receive either a WP or WF.
4. Students seeking to withdraw after 50 percent of the instructional period can do so only by means of an administrative withdrawal (AW) which will be governed by the same policy as stated above.

**Withdrawal from the University:** A student who withdraws from the University either during the term or between terms must initiate the process with a withdrawal form in the Office of Access and Enrollment Services on either campus, and the completion of the process outlined thereon. In addition, to protect her/his academic standing, the student must complete specific course withdrawal procedures above. Failure to comply with these requirements may adversely affect the student's grades and academic standing. A student not attending full-time for two consecutive semesters who desires readmission to full-time status at the University must apply to the Office for Undergraduate Recruitment and Admissions for con-

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sideration. Applications must be received by April 30 for the fall semester and by October 30 for the spring semester, with the appropriate readmission fee.

## Transcripts

Official transcripts of academic records at the University of the Virgin Islands are issued only upon the authorization of the student. 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 the transcript.

The charge for each copy of a student's transcript is \$10.00. All checks and money orders should be made payable to the University of the Virgin Islands.

## Courses Taken at Other Institutions

Matriculated students who expect to take courses at another institution (including UVI Online) for transfer to the University of the Virgin Islands must obtain a permit to attend another institution (including UVI Online) from the Office of Access and Enrollment Services on either campus.

The appropriate college or school must certify that the course will fulfill the University of the Virgin Islands degree requirements and the permit must be signed by the registrar on the St. Thomas Campus or the associate registrar on the Albert A. Sheen Campus before the student enrolls. Students are responsible for ensuring that an official transcript will be sent to the Office of Access and Enrollment Services after the completion of the off-campus course work. No credit will be evaluated until an official transcript has been received.

## 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 insures every student is afforded certain rights with respect to his/her education records.

Amongst these rights 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 his/her 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 Access and Enrollment Services on either campus.

## Directory Information

Directory Information will be treated as public information and generally will be available on all students and former students at the discretion of the University. Directory information may

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include the student's name, address, official university e-mail address, date of birth, major field of study, height, weight, age, hometown, hobbies, participation in officially recognized activities and sports, general interest items of membership of athletic teams, dates of attendance, degree applied for or received, honors and awards received and previous educational institutions attended.

Students, or parents of students who are under 18, may refuse to permit the release of any or all of the categories of directory information until the end of the spring semester by submitting a written request to the Office of Access and Enrollment Services on either campus within 10 days of the beginning of any academic semester during which the students are enrolled.

## Academic Standards

The following dispositions are important for success in the academic programs of the University:

- ***A willingness to go beyond the minimum required in an assigned task, and dissatisfaction with superficial work.***
- ***Intellectual curiosity, integrity and responsibility. In university studies, students are expected to contribute as well as to receive, to cooperate fully with what is asked of them in courses, and to take an interested and active part. Instructors are expected to make clear the specific requirements and expectations of their courses.***
- ***A critical spirit that recognizes the relationship among the different fields of knowledge and their relevance to the needs and problems of our time.***

Students are expected to maintain an academic record which will qualify them for graduation. It is the responsibility of the students to complete all assigned work, to strive for the best performance of which they are capable, to meet graduation requirements, and in many other ways to take charge of their own academic welfare. Instructors, faculty advisors, the University counselors, the registrar and the vice provost, are available for consultation and assistance, but this in no way diminishes the responsibility of students for familiarizing themselves with the contents of the University catalog, satisfying the requirements of the degree they are pursuing, and adhering to those rules and regulations which pertain to them.

Most students are able to judge their own progress through periodic grades and reports from instructors. At the end of each semester, the vice provost for access and enrollment services will review the academic records of all students whose performance did not meet the established standards.

**Credit Load:** A full load is considered to be from 12 to 16.5 credits. A load of 15.5 credits ordinarily is sufficient to complete the associate degree in two years and the baccalaureate degree in four. Any student proposing to take more than 16.5 credits must have the approval of the faculty advisor and dean. In general, overloads are granted only to students with cumulative grade point averages of 3.00 or higher in accordance with the following guidelines for overload approvals.

GPA:	3.00 - 3.49	3.50 - 3.74	3.75 - 4.00
FR	up to 17.0 crs	up to 17.5 crs	up to 18.0 crs
SO	up to 18.0	up to 18.5	up to 19.0
JR	up to 19.0	up to 19.5	up to 20.0
SR	up to 20.0	up to 20.5	up to 21.0

**The Right of a Student to Appeal a Grade Assignment:** If a student feels that a grade he or she has received was incorrectly calculated according to the standards set forth in the course



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syllabus, that it was assigned in an arbitrary, capricious, or unprofessional manner, or that it was unduly influenced by race, sex, age, personal animosity or other factor extraneous to the merit of the student's performance, the student may appeal the decision of the instructor of record.

## **Procedures for Appeal by a Student:**

1. A student who wishes to question a grade should discuss the matter first with the instructor of record for the course, doing so as soon as possible after receiving the grade.
2. The instructor of record should be willing to listen, to provide explanation, in writing if so requested, and to be receptive to changing the grade if the student provides compelling arguments for doing so.
3. If, after discussion with the instructor of record, the student's concern remains unresolved, the student may approach the instructor of record's dean, and/or the member of the faculty who is the instructor of record's immediate academic supervisor. The dean and the instructor of record's immediate academic supervisor will jointly review the student's case, and if they believe the student's case has merit, shall discuss the case with the instructor of record and attempt to resolve the dispute. If the matter still remains unresolved, the dean shall refer it to the college or school grievance committee.
4. The college or school grievance committee shall examine any written information on the dispute, shall make itself available to meet with the student and the instructor of record, and will carry out any other activities it deems necessary to investigate the dispute. If the student declines or fails to meet with the college or school grievance committee within a reasonable time frame as determined by the committee, the case may be dismissed. If the committee determines that compelling reasons exist to change the grade, it will first request, in writing, that the instructor of record change the grade, providing the instructor with a written explanation of its findings. The college or school grievance committee, after considering the instructor of record's explanation and upon concluding that it would be unjust to allow the original grade to stand, may request in writing that the provost order the registrar to change the grade over the objections of the instructor of record, providing copies of the request to both the student and the instructor of record. Only the provost, and only on the written recommendation of the college or school grievance committee, has the authority to change a grade over the objection of the instructor of record who assigned the original grade.

**Academic Grievance:** There is, in each academic college and school, a grievance committee to which a student has recourse. The committee consists of a faculty member and a student. All grievances must be submitted in writing. The student has the right to appeal the decisions of the grievance committee, to the dean and through him/her, to the provost.

## **Academic Probation, Suspension, Dismissal**

Students are expected to remain in good academic standing. For those who do not, there is a three-step procedure which may lead to dismissal from the University if the student's academic performance does not improve. All full-time and part-time enrolled students are subject to these standards and procedures. Once a student has attempted 12 degree credits, these procedures become applicable.

**Academic Probation:** Academic probation is essentially a warning to the student to show scholastic improvement in order to remain at the University. A student on probation status is not considered in "good standing" at the University and eligibility to continue under scholarship or other financial aid programs, to participate in extracurricular activities, or to run for certain offices may be affected. A student placed on academic probation will be limited to taking 12.5 hours of course work and will remain on probation until the cumulative GPA equals or exceeds the standards set forth in the chart below.

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A student who does not achieve the minimum cumulative grade point average for the corresponding number of degree credits attempted is placed on academic probation. Also, a student is placed on academic probation for failing to achieve a semester grade point average corresponding to the cumulative grade point average required for degree credits attempted, as set forth in the chart below.

A student placed on academic probation will be limited to taking 12.5 credits. If a student achieves a semester GPA of at least 2.0 but the cumulative GPA remains below the standard, the student will remain on probation.

## Minimum GPA needed to avoid Academic Probation by Number of Credits Attempted

Degree Credits Attempted	1-29	30-44	45 and above
Minimum Cumulative Grade Point Average	1.70	1.80	2.00

*Academic colleges and schools may set higher standards for courses related to majors.*

**Academic Suspensions:** A student on academic probation will be suspended if, at the end of the probation semester, the cumulative GPA is below the standard in the above chart and the most recent semester's GPA is less than 2.0. A student on suspension may take no more than two courses and up to 7 credits hours during one semester with the intention of improving his/her grade point average. The names of students on suspension within a school or college must be forwarded to the student's faculty advisor and to the dean of that academic unit during the first four weeks of the fall and spring semesters each year. Each school or college will impanel an academic suspension committee of at least three full-time faculty members who will review an academic plan for progression and success prepared by the student and presented in person before the committee. The academic plan will be prepared by the student during the semester in which suspension status commences. The student's faculty advisor must indicate approval by signing the plan. During that semester, the student may register for no more than 7 credits hours but cannot continue beyond that semester without appearing before the committee with an acceptable academic plan. Students who fail to appear before the committee will not be permitted to register for courses for the subsequent semester until this obligation is fulfilled. In response to the academic plan prepared and presented in person by the student, a determination will be made by the committee. The decision made by the committee will be either a) the student will be allowed to register for the subsequent term and be monitored as determined by the committee; or b) the student will be academically suspended. The committee may also allow the student to register for more than 7 credit hours if deemed appropriate. A copy of the committee's decision will be sent to the student, the student's faculty advisor, the dean, and the registrar's office.

**Academic Dismissal:** A student who has appeared before the academic suspension committee must maintain a grade point average of 2.0 for the semester of reinstatement and all subsequent semesters of study. Failure to do so will result in academic dismissal. A student who appeals this status must reappear before the academic suspension committee which will review the academic history of the student, prevailing circumstances and justification for appeal presented in person and in writing by the dismissed student. The committee shall then determine, a) that the status of academic dismissal stands; or b) that the dismissed student will receive a one-semester reprieve to attempt a 2.0 GPA. If the dismissed student fails to achieve this academic benchmark for the semester of reinstatement or any subsequent semester, academic dismissal will be immediate and final.

**Student Conduct (Disciplinary Warning, Probation, Suspension and Dismissal):** The Student Handbook includes a statement adopted by the Board of Trustees of the University entitled "Rules and Regulations for the Maintenance of Public Order at the University of the Virgin Islands" and a statement entitled "Channels of Communication Available to Students at the University of the Virgin Islands for the Consideration of Problems, Proposals and Grievances."

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Disciplinary actions which may be used in response to violations of the University's standards of conduct include: disciplinary warning, disciplinary probation, suspension or disciplinary dismissal. Disciplinary warning is issued when behavior is unacceptable or when repetition will most likely result in more serious action. The student is officially warned that further unacceptable behavior could result in more serious action. Disciplinary probation is a warning that a student's conduct must be improved over a stated period if the student wishes to remain at the University. It means that the student is not considered in "good standing" at the University with resulting restrictions as described for academic probation.

Suspension is a disciplinary action which results in the separation of the student from the University, normally for a stated period of time. Disciplinary dismissal normally means permanent separation from the University and is used only in the most serious cases of misconduct. No student who is suspended from the University or who is dismissed for disciplinary reasons for student misconduct may register for any courses at the University.

In addition to the above, and with reference to student misconduct as well as failure to maintain academic standards, the University of the Virgin Islands assumes that a student who cannot handle important responsibilities in any part of the University program will consider voluntary withdrawal. Following due process procedure, the University may suspend or dismiss students, at any time, when their academic standing, conduct, financial responsibility, or any combination of these, is not in compliance with standards set forth by the University catalog and the student handbook.

It is the responsibility of every new student to obtain a student handbook upon admittance to the University. Each student is responsible for compliance with the rules and regulations contained therein. The student handbook can be obtained from the dean of students on either campus.

## Academic Renewal Policy

Academic renewal is to allow degree seeking undergraduate students at the University of the Virgin Islands who have experienced severe academic difficulty (those who are no longer in good academic standing) to have one more opportunity to make a fresh start after an absence of three or more consecutive calendar years.

This policy is primarily for undergraduate students who have acquired maturity, through extended experience, outside course enrollment in higher education institutions. All previously attempted course work will continue to be recorded on the official transcript.

Students who qualify for academic renewal must:

- Not have enrolled for credit in any courses offered by academic/postsecondary institutions (accredited by one of the organization recognized by Council on Postsecondary Education Association) for at least three years after the enrollment period at UVI subject to academic renewal;
- Be undergraduates who have not been awarded an associate or bachelor's degree; and
- Request academic renewal status within two academic semesters of re-enrollment or within one calendar year, whichever comes first.

**Academic Renewal Procedures and Implementation Issues:** A student requesting academic renewal must submit a written request to the provost's office within the required period as directed by the policy.

Academic credit for previously completed course work, including transfer course work, will be retained only for courses in which a grade above a C or P has been earned. Retained

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grades are not calculated in the academic renewal GPA. The course credit hours will count in the academic renewal hours earned.

Course work and grades earned prior to a three-year (or longer) separation period will remain on the transcript. All courses will be considered for the determination of financial aid and/or veterans' benefits.

Past scholastic suspensions shall remain recorded on permanent records.

In consideration of any course work completed after the period of separation, only the University of the Virgin Islands' course work and subsequent transfer work will be used in the calculation of the overall GPA. This GPA (overall GPA) will be used for admission to programs/majors requiring a minimum grade point average. The academic renewal GPA will be used for determining academic standing and eligibility for graduation. All courses will be considered for the determination of financial aid and/or veterans' benefits.

Students who transfer from the University of the Virgin Islands should recognize that the receiving institution is under no obligation to acknowledge the adjusted GPA. The receiving institution is expected to recognize only the cumulative GPA.

Academic renewal is approved only once during the student's enrollment. Once academic renewal is requested and approved, it cannot be reversed. Any exceptions or appeals to this policy should be directed to the provost's office.

Any student with a past outstanding balance will not be considered until his/her obligation is satisfied.

**Drug-Free Workplace Policy:** It is the policy of the University of the Virgin Islands that the unlawful manufacture, distribution, dispensation, possession or use of a controlled or illegal substance is prohibited in and on the University of the Virgin Islands' owned or controlled property. Additionally, the misuse or abuse of legal drugs, including alcohol, is prohibited. Any university employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination or expulsion. No employee or student is to report to work or class while under the influence of illegal drugs or influenced by the abuse of legal drugs. Violation of these policies by any employee or student will be reason for evaluation or treatment for a drug use disorder or for disciplinary action up to and including termination or expulsion in accordance with University policies and procedures.

In order to comply with the federal law, the University requires that an employee or student notify the University of any criminal drug statute conviction for a violation occurring in the workplace or classroom no later than five days after such conviction. The University must notify any federal contracting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace or classroom. The University will discipline any employee or student who is so convicted or require the employee's or student's satisfactory participation in a drug abuse assistance or rehabilitation program in accordance with university policies and procedures.

**Sexual Harassment:** Sexual harassment is a form of sex discrimination and is prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972.

University students and employees have the right to enjoy a workplace free from all forms of harassment, including sexual harassment. Sexual harassment in the workplace is unaccept-

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able and will not be tolerated in any form.

Accordingly, the University is committed to uncompromised integrity and to doing all within its power to ensure a working environment that is inclusive and respectful of diversity and which promotes intellectual growth and development, and support the academic pursuits of faculty, students and staff. It is critically important that the University creates a safe and supportive environment for all students, employees and visitors. The University is strongly opposed to sexual harassment and will take whatever action is necessary to prevent, correct, and, if necessary, discipline behavior that violates its Sexual Harassment Policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting. Students who believe that they have been sexually harassed in violation of the University's Sexual Harassment Policy should notify the dean of students or the Title IX Coordinator on the St. Thomas Campus or the dean of students or the Title IX coordinator on the Albert A. Sheen Campus.

**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 levied will be at the discretion of the professor and can include, for example, the options of:

- 1) Giving a student a zero on the assignment or portion of the assignment in which the event occurred.

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- 2) Giving the student a reduced grade for the assignment and requiring the student to redo the work correctly.
- 3) Giving the student an “F” in the course. **If** the infraction occurs after midterm, and **if** the student decides to appeal, an Incomplete (“I”) will be recorded and subsequently changed to an “F” if the appeal is denied.

For a second offense, the penalty will be a grade of “F” in a credit course, or an “NP” in a skills course. **If** the infraction occurs after midterm, and **if** the student decides to appeal, an Incomplete (“I”) will be recorded and subsequently changed to an “F” if the appeal is denied.

For any third offense reported to the Office of the Provost, the penalty will be a grade of “F” in the course and suspension from the University for an academic year. The Office of the Provost will notify the registrar of the suspension.

The penalty for a fourth offense will be dismissal from the University. The Office of the Provost will notify the registrar of the dismissal, which will then be noted on the student’s academic record.

No credit will be granted for non-course exercises such as the English Proficiency Examination, CLEP tests, etc. The Office of the Provost will be notified when such examples of academic dishonesty have occurred.

**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 10 business days of the detection of the incident and provide the student with any supportive information pertinent to the charge. Within five business days, the faculty member shall decide if disciplinary action is to be taken and, if so, shall notify the student, the appropriate dean and the Office of 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.*

Penalties for repeated offenses will be dealt with by the provost.

Once the instructor decides to bring charges against the student, the dean will have five days to give the student notice in writing of the charge(s) and of his/her opportunity to be heard. In this case, notice will be defined as a registered returned receipt mailing with the United States Postal Service addressed to the student at the address the student has identified as his or her home address. It is the student’s responsibility to maintain a current address with the Office of Access and Enrollment Services.

In each stage of this process where there is an allowable time period for an action to occur, if the academic semester comes to an end before the allotted time frame has been met, the count will stop on the last day of the semester in question and resume on the first day of the subsequent semester.

Within 10 business days of the meeting with the instructor, the student may appeal, in writing, to the appropriate college or school Grievance Committee—composed of two students appointed by the campus Student Government Association president, one professional staff appointed by the Staff Council chair, and two faculty appointed by the college or school dean—which will hold a hearing within 10 business days of receiving the student’s written appeal. The instructor making the charge of academic dishonesty and the student will be

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present at the hearing. The committee will make its recommendations to the provost within 10 business days of the hearing. The provost's decision will be final.

Students who are involved in an academic integrity grievance process will receive a grade of "Incomplete" until they have completed all steps in the grievance process they choose to pursue.

## **English Proficiency Examination Requirement**

The purpose of the English Proficiency requirement is to ensure that all UVI graduates have demonstrated a required level of proficiency in using English as an effective means of written communication.

Students must satisfy the English Proficiency Examination (EPE) requirement before graduating from the University of the Virgin Islands (with the exception of persons who are holders of a bachelor's degree or higher). The successful completion of the requirement applies to all matriculated students in the associate of arts, associate of science, bachelor of arts, bachelor of business administration and bachelor of science programs. All students must take the EPE upon successful completion of ENG 201 or its equivalent. If a student is not required to take ENG 201 or its equivalent, he/she must consult with his/her advisor, who will submit written notification of approval to the Office of Access and Enrollment Services on either campus.

Students should satisfy the EPE requirement no later than their junior year in order to avoid a delay in graduation. It is ultimately the student's responsibility to begin the process of satisfying this requirement in adequate time to do so before his/her projected graduation date.

Students may meet this requirement in one of two alternate ways. They may opt to either:

- Take and pass the English Proficiency Examination
- or*
- Successfully complete English 051, Functional Writing, a course designed to meet English proficiency goals and objectives

Students who opt to take the examination alternative, and who fail the EPE twice, must register for ENG 051 the semester following the examination, and each semester following until they have passed ENG 051. ENG 051 shall be an exception to the policy that students are allowed to repeat a course only once.

The English Proficiency Examination is administered on both campuses in November and in April of each academic year, and again during the summer session. Dates can be obtained from the registrar's office.

## **Computer Literacy Requirement**

The University believes that all students must be familiar with computer concepts and the use of computers in order to work effectively in today's high-technology world. Therefore, all matriculating students must fulfill the computer literacy requirement during the freshman year. Transfer students may complete up to 24 credit hours before fulfilling the computer literacy requirement. Students who have a bachelor degree or higher are exempt from the computer literacy requirement. All other exceptions to this requirement must be approved by the School of Business dean.

To fulfill the computer literacy requirement, students must pass the Computer Literacy Examination, which is administered on both the Albert A. Sheen Campus and the St. Thomas

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Campus. Incoming students will take the examination as part of their orientation schedule. All other students should contact the School of Business to obtain additional dates and register for the examination. Students may choose to enroll in CSC 111 or CIS 021 to prepare for the examination; however, enrollment in these courses is not required to take the examination and completion of these courses does not fulfill the computer literacy requirement.

Students to whom this requirement applies and who fail to meet the requirement must register in CIS 051 concurrently with their required courses. CIS 051 includes preparation for and the administration of the Computer Literacy Examination. Students who fail to pass CIS 051 must continue to register in the course every semester until they successfully pass the Computer Literacy Examination. Only the successful passing of the Computer Literacy Examination will fulfill the computer literacy requirement.

## Awards and Honors

**Dean's List:** Superior student achievement is recognized in a number of ways during each academic year. The vice provost for Access and Enrollment Services issues a Dean's List composed of full-time students who were registered for at least 12 degree credits, maintained a semester grade point average of 3.20 or higher for the previous semester, and earned no grade lower than C. Such students will be appropriately recognized at the annual Dean's List awards ceremony.

Students who receive awards and honors are also recognized at the annual Student Academic Awards Ceremony held in April of each year.

The University of the Virgin Islands is a chapter member of Golden Key International Honour Society. Full-time and part-time matriculated students who have earned at least 60 credits at UVI and a minimum cumulative grade point average of 3.30 may be invited to join.

Full-time and part-time students receiving a baccalaureate degree who have earned at least 60 credits at the University are eligible for commencement honors. For the purpose of computing averages for honors, only grades earned at UVI will be considered. Honors are based on the following cumulative grade point averages: Cum Laude, 3.25 to 3.49; Magna Cum Laude, 3.50 to 3.74; Summa Cum Laude, 3.75 to 4.00.

The academic colleges and schools and the Albert A. Sheen Campus of the University may award annually a Trustee Graduate Fellowship/Loan which seeks to highlight academic achievement, encourage post-graduate study, honor outstanding students and help increase the number of highly trained University of the Virgin Islands alumni. Each recipient receives \$1,000, with half of that amount to be returned to the University when the student is no longer in graduate school.

To be eligible for the Trustee Graduate Fellowship/Loan, a student must normally be a graduating senior who has been accepted into a graduate school for a master's or doctoral program and who has earned at least 60 credits at the University of the Virgin Islands. Students are eligible to receive the fellowship/loan only in the college or school which advised them while at the University.

The following criteria will be used in selecting recipients of the Trustee Graduate Fellowship/Loan: cumulative grade point average, potential for scholarly or professional achievement, full-time attendance in a graduate program, financial need and the likelihood of return to the U.S. Virgin Islands.

A number of awards are made on both campuses at annual Awards Day ceremonies. Information on these awards is available from the Office of the Provost.



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## The Honors Program

**Mission:** The UVI Honors Program seeks to produce exceptional scholars and citizens by providing participants with enriched intellectual, leadership and outreach experiences designed to cultivate thoughtful, deliberative, articulate, ethically grounded, globally connected and actively contributing members of society.

**Admission:** Students will be admitted to the Honors Program by invitation only. Upon admission to the University, those students whose previous academic record, GPA (above 3.30), or who have sufficiently high SAT/ACT scores will receive an invitation. Students may also be admitted to the Honors Program after completion of up to two years of university-level course work at UVI or other institutions. Students applying for such late admission to the program must have a GPA of 3.30 or its equivalent in their university level courses and must still complete all program requirements.

**Program Requirements:** In order to remain in the program and graduate with Honors, student participants must:

- Attend Honors Program student forums.
- Maintain a GPA of 3.30.
- Accept a leadership role in ensuring adherence to the UVI Student Code of Conduct and demonstrate their personal adherence to that code.
- Receive a grade of B or better in each of five required honors courses:
  - HON 101 (or ENG 191 which substitutes for ENG 120 in the General Education requirements)
  - HON 201 (or ENG 192 which substitutes for ENG 201 in the General Education requirements)
  - HON 301 substitutes for any PHI course as a general education requirement.
  - HON 401 and 402 (or Honors by Contract program specific capstone experience)
- Complete and report on a structured educational experience, planning for which must be developed with their Honors advisor/mentor and approved by Director of Honors Program or his/her designee in collaboration with Honors Council by the end of their junior year.
- Complete and report on a professional outreach experience, planning for which must be developed with their Honors advisor/mentor and approved Director of Honors Program or his/her designee in collaboration with Honors Council by the end of their junior year.
- Complete and satisfactorily defend a thesis or project in their senior year via Honors by Contract, a program-specific capstone experience.

Honors by Contract: Each school or college may create a program specific capstone experience. At the suggestion of a student or faculty member, a course may be developed to replace HON 401/402. These program specific capstone experiences are to include XXX 495 Directed Independent Study or YYY 496 Internship/Field Studies or Practicum or ZZZ 499 Independent Study in the satisfaction of HON401 or HON 402, where XXX would include BIO, CHE, CSC, MBI and PHY; YYY would include BIO, CHE, CSC, ECO, MBI, MAT, PHY, POL and PSY; and ZZZ would include BUS, COM, EDU, ENG, MAT, SSC, SPA and THE.

Honors by Contract courses are expected to have the same rigor and requirements as HON 401/402. The advantage to the student is that the project will be discipline specific.

Honors students may be granted probationary status for only one semester by the Director of Honors Program or his/her designee in collaboration with Honors Council if their overall grade point average falls below 3.30.

**Recognition:** Participation in the Honors Program and successful completion of its requirements will be included in student transcripts and acknowledged on degrees.

## Multiple Majors and Second Degrees

The University of the Virgin Islands grants the following undergraduate degrees: B.A., B.B.A., B.F.A., B.S., B.S.N., A.A., A.S., and A.A.S. The preceding undergraduate degrees are the available options for a second degree. A major is a discipline within a given degree (e.g. business administration or education within the B.A. degree).

**Multiple Majors:** Students may pursue up to three majors within the same degree. Students seeking to pursue more than three majors must receive the approval of the provost. The prospective student must apply through the Office of Enrollment Management, register the intention of pursuing an additional major(s) and fulfill all the requirement of the additional major(s). The pursuit of a second or third major in the same degree area will not result in the conferring of a second or third degree. The completion of the coursework for the additional major(s) will be noted on the student's official transcript.

**Second Degree:** Students may pursue two different degrees concurrently. However, UVI will not award a second degree in the same major. Courses from one degree may be used to satisfy requirements of the other degree; however, a minimum of 30 additional credits must be completed in order for both degrees to be awarded. All college/school and university requirements for the two degrees must be satisfied. There will be one transcript with both degree areas recorded.

Any student who has previously earned a degree from a regionally accredited institution (including UVI) may pursue a second degree. Transfer credits that have not expired (see policy on Expiration of Credits) from other institutions and prior credits from UVI may be used to satisfy requirements for the second degree; however, a minimum of 30 resident credits must be accumulated beyond the number of credits completed at the time the first degree was awarded. All college or school and university requirements for the two degrees must be satisfied. All courses completed will be recorded on a separate transcript. Students seeking a second degree must apply for admission through the Office of Access and Enrollment Services on either campus.

UVI will not concurrently or subsequently award an associate degree to a student who holds a baccalaureate degree in the same discipline. A student may, however, be awarded an associate degree in a discipline and subsequently receive a baccalaureate degree in the same major.