

General Information / Policies & Procedures



A DIVISION OF
University of the Virgin Islands



UVI Online Catalog

Effective January 1, 2024 - December 31, 2024

UVI Holiday Schedule 2024

New Year's Day	January 1
Three King's Day	January 5
Martin Luther King Day	January 15
Good Friday	March 29
Carnival Friday	May 3
Memorial Day	May 27
Juneteenth	June 19
V.I. Emancipation Day	July 3
Independence Day	July 4
Labor Day	September 2
Liberty Day (D. Hamilton Jackson Day)	November 1
Veterans Day	November 11
Thanksgiving Day	November 28
Fortsberg/Discovery Day	November 29
Christmas Day	December 25

2024 Academic Calendar

Term	Admission	Registration	Start Date	End Date	Final Grades
Jan-24	12/12/2023	01/02/2024	01/10/2024	03/05/2024	03/08/2024
Mar-24	02/13/2024	02/27/2024	03/06/2024	04/30/2024	05/03/2024
May-24	04/23/2024	05/07/2024	05/15/2024	07/09/2024	07/12/2024
Aug-24	07/16/2023	07/30/2024	08/07/2024	10/01/2024	10/04/2024
Oct-24	09/17/2024	10/01/2024	10/09/2024	12/03/2024	12/06/2024

Accreditation, Memberships and Certification

The University of the Virgin Islands is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street Philadelphia, PA, 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. The University is also an active member of the American Association for Higher Education, the American Association of State Colleges and Universities, the American Council on Education, the Association of Caribbean Information Systems, the Association of Caribbean Universities and Research Institutes, the Association of Governing Boards, the National Association for Equal Opportunity, and the National Association of State Universities and Land Grant Colleges.

In accordance with the U.S. Department of Education's regulation (34 C.F.R. §600.9) regarding legal authorization to provide postsecondary education through distance or correspondence education in a state in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, University of Virgin Islands makes every effort to receive authorization from each state in which its distance/online students reside.

The National Council for State Authorization Reciprocity Agreements (NC-SARA, nc-sara.org) is a voluntary, regional approach to state oversight of postsecondary distance education. The initiative is administered by the country's four regional higher education compacts: the Midwestern Higher Education Compact (MHEC), the New England Board of Higher Education (NEBHE), the Southern Regional Education Board (SREB), and the Western Interstate Commission for Higher Education (WICHE) and overseen by NC-SARA. States and institutions that choose to participate agree to operate under common standards and procedures, providing a more uniform and less costly regulatory environment for institutions, more focused oversight responsibility for states and better resolution of student complaints.

The United States Virgin Islands was approved as a SARA state on June 7, 2017.

Admissions Policies

The University of the Virgin Islands is a four-year, liberal arts, coeducational, multi-cultural, equal opportunity and affirmative action institution that welcomes applicants to participate in a sound educational experience.

To be a matriculated undergraduate student at the University of the Virgin Islands, a candidate must have graduated from high school or have achieved the equivalent of the high school diploma. Official high school transcripts or equivalent (GED) must be on file with the University. A minimum cumulative grade point average of 2.00 is required for admission.

To be a matriculated graduate student at the University of the Virgin Islands, a candidate should have a minimum undergraduate grade point average of 2.50 on a 4.00 scale and a Bachelor's degree from an accredited institution. Official transcripts must be on file with the University. 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.

Cost

Undergraduate Online Tuition Rates

In Territory (USVI) Rate*	\$225/credit hour
Out of Territory Rate*	\$463/credit hour
Military/Veteran Rate**	\$225/credit hour**
Caribbean Rate***	1.75*In Territory Rate

Graduate Online Tuition Rates

In Territory Rate (USVI)*	\$450/credit hour
Out of Territory Rate*	\$735/credit hour
Military/Veteran Rate**	\$450/credit hour**
Caribbean Rate***	1.75*In Territory Rate

**Individual courses may have course fees associated with them, e.g. proctor fees. Additionally, effective July 2021 the Board of Trustees approved new fee charges for UVI Online. Each 8-week term, registering students will incur a \$15.00 registration fee and a \$45.00 technology fee. All fees are non-refundable after the first day of classes.*

**All UVI Online courses utilize e-books and e-materials and do not require outside purchases of books. A \$40.00 course fee is assessed for every UVI Online course which covers the cost of all e-books and e-materials required.*

***Rate shown is the per credit hour rate for a 3-credit course after applicable military scholarship, if eligible. 1 and 4 credit courses have a different course scholarship amount. Please inquire with Enrollment Services.*

****Caribbean tuition rates apply to Anguilla, Antigua and Barbuda, British Virgin Islands (BVI), Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia, St. Maarten, and St. Vincent and the Grenadines.*

Academic Information and Regulations

Transfer Credit

UVI will review unofficial transcripts to evaluate prospective students in order to facilitate the enrollment process. A Transfer Credit Evaluation (TCE) will be completed in order to advise students on the number of courses and credits that will transfer into UVI Online, and how many courses and credits will be needed for degree completion.

Transfer credits remain as “pending” until such time that the official transcript is received. Students must submit official transcripts no later than 30 days from the first day of classes for the first term a student enrolls in UVI Online.

Transfer Credit Policy

Transfer credits will only be accepted for matriculated students.

- For prior undergraduate academic credit to be eligible for transfer, grades earned must be a “C” or higher and completed within the last ten (10) years.
- For prior academic credit to be eligible for transfer at the master’s degree level, grades earned must be a “B” or higher and completed within the last five (5) years.
- Full credit may be assigned for degree courses taken at institutions accredited by institutional accrediting groups recognized by the Council for Higher Education Accreditation (CHEA). Students will not receive transfer credit from US Institutions that are not accredited by institutional accrediting groups recognized by CHEA.
- Full credit may be assigned to students who have completed degree courses and/or examinations at international institutions that are not accredited by accrediting groups recognized by CHEA. Students who have completed courses at international institutions will be advised if they should have their transcripts evaluated by a foreign credential evaluation service.
- Undergraduate transfer students must meet the general education requirements and the major requirements of University programs. The applicability of any transferred major courses or electives to the major requirements must be approved by the appropriate academic dean.
- For undergraduate students, thirty (30) of the last 36 credits toward a degree from the University of the Virgin Islands must be earned at the University. This requirement may be waived by the Provost only in cases where the student must complete the final year(s) of study at another institution recognized by the University of the Virgin Islands.
- For graduate students, A maximum of six credits earned at another university or college may be accepted

towards the fulfillment of the degree requirements.

- Credits earned by successful completion of certain CLEP exams are generally accepted.
- Credits from foreign institutions are accepted on a case-by-case basis. The student may be required to have courses evaluated by a credential evaluation agency acceptable to the University.

Appeal of any decision concerning the above policies must be made to the Provost.

New Student Course Placement

Based on research and the UVI Online adult-centered approach to education, UVI has adopted a no- placement test required policy for UVI Online undergraduate admission. Both internal and external research demonstrates that one's high school record combined with post-high school years of informal and formal learning experiences are important factors in understanding a student's readiness for courses.

All students will be placed in the introductory level of courses in their programs unless UVI accepts transfer credits demonstrating those courses have been satisfactorily satisfied at a previously attended institution of higher learning.

Substantive Interaction Policy

Establishing First-Week Minimum Participation and Substantive Interaction

During Week 1, students are required to establish participation* by logging into each course within seven (7) calendar days of the term start date and either submitting a Week 1 assignment or posting an initial** discussion post (substantively interacting) in the Week 1 Discussion Forum."

Students who have logged into the course(s) within the first seven (7) calendar days of the term start date but failed to substantively interact will be administratively canceled from the course(s). Appeals to be reinstated are not permitted unless a system error was made. Individual faculty wishes to work with an inactive student do not supersede the University policy.

** Minimum requirements to stay enrolled. The Week 1 course requirements may include more assignments than listed here for full award of weekly points. Please see course syllabus for all assignments and due dates.*

*** The initial post is typically not the only required post of the week for full credit. However, the initial post or submission of a Week 1 assignment will prevent an administrative drop at the conclusion of Week 1. Please see course syllabus for all assignments.*

Participation and Substantive Interaction Requirements throughout the Remainder of the Term

Beginning in Week 2 and throughout the remainder of the course, participation and substantive interaction will be tracked using the tools within the learning management system. Throughout the term, students must participate to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments and continue to substantively interact with other students and the course faculty). Course acceleration is not permitted. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is still lack of interaction in the course and a withdrawal will be initiated. Appeals to be reinstated are not permitted unless a systems error was made or a documented and approved military obligation was submitted for appeal consideration.

Bulk assignment submissions after long periods of inactivity are not acceptable. Such practice does not reflect academic engagement and withdrawal from the course might be initiated for lack of interaction. Students who do not turn in an assignment and/or substantively interact for a 14-consecutive calendar day period will be administratively withdrawn for lack of participation / substantive interaction, resulting in a grade of W recorded on the student's academic transcript. Although a 14-consecutive calendar day period of inactivity will result in an administrative withdrawal, a faculty member may withdraw a student earlier than that if the student's participation or lack thereof merits a withdrawal.

A student's last date of attendance / activity is defined as the latest submission date of one of the following that is recorded in the LMS (Learning Management System):

- Written Assignment, Tests, Exams, Labs, etc.
- Initial academically appropriate discussion post
- Substantive responses to discussion posts.

Extenuating circumstances that prevent the student from establishing participation and have been communicated in writing to the faculty during the inactive weeks may be considered by a faculty as reason to retain the student in the course(s), if requested by the student to the faculty during that time. Examples of extenuating circumstances include catastrophic natural or man-made disasters, death in the immediate family, medical emergencies, and military deployment. Tuition will be refunded per the Institutional Refund Policy published.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) standards apply to undergraduate and graduate students who wish to establish or maintain eligibility for program enrollment. These standards apply to a student's entire academic record at UVI, including all credit hours applied to the student's program transferred to UVI from another school.

Student progress is reviewed at the conclusion of the student's 16-week semester (two eight (8)- week terms) to determine compliance with the SAP policy.

Undergraduate Degree Programs

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 financial aid programs may be affected. A student placed on academic probation will be limited to 12 hours of course work and will remain on probation until the cumulative GPA equals or exceeds the standards set forth in the chart below.

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 credits. If a student achieves a semester GPA of at least 2.00 but the cumulative GPA remains below the standard, the student will remain on academic probation.

Total Credits Attempted	% Rate for Minimum Credits Passed	Minimum Cumulative GPA
12 – 29	66.67%	1.70
30 – 44	66.67%	1.80
45 and above	66.67%	2.00

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

Maximum Timeframe

The maximum time frame allowed for students to complete an undergraduate degree and remain eligible to receive Federal financial aid is 180 credits (150% of 120) or 93 credits (150% of 62) for an Associate degree program. Adjustments to the maximum credits hours will be made for programs that require more than the general standard credit requirements.

Academic Suspension

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 2.00. A student on suspension may take no more than 7 credits 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 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 this semester the student may register for no more than 7 credits but cannot continue beyond this 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 by the student, a determination will be made by the Committee. The decision made by the Committee will be either:

1. the student will be allowed to register for the subsequent semester and be monitored as determined by the Committee; or
2. the student will be academically dismissed.

The Committee may also allow the student to register for more than 7 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 2.00 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 to them in writing by the dismissed student.

The Committee shall then determine:

1. that the status of academic dismissal stands; or
2. that the dismissed student will receive a one-semester reprieve to attempt a 2.00 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.

Graduate Degree Programs

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.

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 single 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 credits per semester.

A student who is on probation does not qualify for graduation. Academic Probation is removed when:

1. The semester or cumulative GPA is at least 3.0, 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 if the student has one grade of C.

Maximum Timeframe

The maximum time frame for financial aid eligibility is 54 attempted credits.

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.

Academic 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.

File appeal in writing with 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.

Schedule Adjustment, Withdrawal and Refund Policies

Schedule Adjustment

UVI Online students may adjust their schedules **during the first week of classes**.

- Requests to add courses must be submitted by 12 noon (AST) Friday of Week 1.
- Requests to drop courses must be submitted by 4 pm (AST) Tuesday (end of Week 1).

Withdrawal Policy

- All voluntary and involuntary withdrawals are subject to the UVI Online Institutional Refund Policy.
- A student who voluntarily withdraws from courses or the University in the first five (5) calendar days of the term will be considered a cancel and will receive a full tuition refund.
- A student may voluntarily withdraw from an individual course(s) beginning the first day of Week 2 through the last day of Week 3 and receive a final grade of "W" for the course(s). Any refund to the student is subject to the terms of the UVI Online Institutional Refund Policy.

Withdrawal Period

- The last day to withdraw from a course without permission from the Dean will be at the end of week four.
- Students seeking to withdraw after week four can do so only by means of an administrative withdrawal (AW).

Institutional Refund Policy

A student may withdraw from UVI for any reason. The student is responsible for completing the University's formal withdrawal procedures as outlined in the Withdrawal Policy of this Catalog. In addition, if a student registered via an online military portal, it is the responsibility of the student to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form or otherwise notifies the University of his or her desire to withdraw, or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination (DOD) used to compute the refund according to institutional policy.

If a student is withdrawn from the University for any reason or if a student drops a course(s) within the period allowed in any given eight (8)-week term, the amount already paid will be compared to the tuition of the completed portion of that eight (8)-week term. Any amount the student has paid in excess of the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

The schedule of refunds of tuition is as follows:

Within 6 days of course start date	100%
7 – 10 days after course start date	50%
11 – 14 days after course start date	20%
15 days or more after course start date	0%

Military / VA Policy Statement

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the Department of Defense (DOD) policy, UVI will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Any unearned TA funds will be returned directly to the military service, not to the service member.

In instances when a Service member stops attending due to a military service obligation, UVI will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

After 60% of the enrollment period has passed, all Military TA funds will be considered earned.

Schedule for Returning Unearned TA

After 60% of the enrollment period has passed, all Military TA funds will be considered earned. Note: The educational institution's week of instruction is counted as 7 days

8 Week Semester Schedule

Within 5 days of course start date	100% refund/return
6-10 days of course start date	50% refund/return
11-14 days of course start date	20% refund/return
15-35 days of course start date	20% refund/return *
After day 35 of course start date	0% refund/return

*Military TA Eligibility / Calculation only

University Withdrawal Definitions

University Withdrawal – Process for Voluntary Withdrawal from University

When a student requests to be withdrawn from the University, that student is also withdrawn from all courses in which the student may be currently registered. A student may request a University withdrawal at any time. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form, or otherwise notifies the University of his or her desire to withdraw, or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This the date of determination used to compute the refund according to institutional policy.

University Withdrawal – Involuntary/Administrative Withdrawal from the University

A student may be involuntarily/administratively withdrawn from the University if the student fails to maintain active student status, violates the Academic Integrity Policy, fails to meet published academic policies or does not make a timely return from a leave of absence. The date of determination (DOD) used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

Course Withdrawal – Process for Voluntary Withdrawal from Courses

A formal withdrawal from courses requires that a student complete and submit a Withdrawal Form indicating the courses from which he/she desires to be withdrawn. The withdrawal is considered to have occurred on the date the student officially notifies UVI of his/her intent to withdraw by submitting the withdrawal form or by indicating his or her intention to withdraw to a University employee or designated support representative via written or verbal communication or, if an online military portal student, on the date the student withdraws from the course in the specific military portal.

Course Withdrawal – Involuntary/Administrative Withdrawal from Courses

If the University determines the student stops attending, violates the Academic Integrity Policy, or fails to meet published academic policies, he/she may be administratively withdrawn. Students using military Tuition Assistance (TA) who do not submit a voucher by the seventh (7th) calendar day of the term will be withdrawn. The date of determination (DOD) used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

Grades and Quality Points

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

Incomplete

If the faculty of record awards a student an Incomplete grade, the student has 14 additional days of access to the course to submit the remaining coursework. 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 the middle of the term 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" form with the final grade.

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 may be made by an instructor by filing a "Change of Grade" form with the Dean.

Requests must be made by the third week of the next term 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 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. 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.

Students who use funding sources such as financial aid or military tuition assistance should check with those offices to understand the implications of repeat courses.

Academic 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 on ground campuses) for

transfer into their program of study in UVI Online must obtain a Permission to Take Courses at Another Institution form in order to attend another institution (including UVI on ground campuses) from Access and Enrollment Services, Registrar's website.

The appropriate Dean must sign/certify that the course will fulfill the UVI Online degree requirements with signature required by the UVI Registrar. The form must be submitted to the Office of the Registrar for permanent record.

Students are responsible for ensuring that an official transcript be sent to the Access and Enrollment Services Office after the completion of the course(s). No credit will be evaluated for transfer 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 ensures 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 Access and Enrollment Services.

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 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 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.

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 Academic Dishonesty

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.
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.

Academic Integrity Grievance Process

In cases of suspected academic dishonesty, the faculty member making the charge will discuss 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 their opportunity to be heard. In this case, notice will be defined as a registered return 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 and outside email with the Access and Enrollment Services Office.

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

Within 3 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 3 business days of receiving the student’s written appeal. The instructor making the charge of academic dishonesty and the student will be present at the hearing. The Committee will make its recommendations to the Provost within 5 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.

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 degrees 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 Access and Enrollment Services Office on either campus.

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

Proctoring Policy

Throughout select courses in every student's program, certain assessments will be proctored. The course syllabus will identify if a specific assignment must be proctored. The course syllabus will also include instructions for taking the proctored assignment. The weight of all assignments will be identified, including the weight of any proctored assignment that may be required in the course. The course syllabus will indicate any unique exam rules that may apply, such as the use of a calculator, open/closed book, etc.

If a student has completed all coursework in a given class, including any proctored exam that may be required and fails the course, the student may be required to repeat the course at his/her own expense. A student will not be permitted to retake a final proctored exam or other proctored assessment.

Students who repeatedly fail to take proctored examinations or whose performance on proctored examinations is noticeably different than their typical coursework submissions in the course or throughout their program will be subject to the identity verification process and potential disciplinary action.

Tablets, Hybrid Devices, and Mobile Devices are not supported. External cameras on MACs are not supported. It is the student's responsibility to ensure a device that is suitable for use is available for proctored examinations.

During the entire exam session, video recordings are taken and contain full-length webcam views, audios and desktop recordings. Videos are stored and available to University administrators for review. Videos will be reviewed with these rules in mind and report any violations to University administrators. University administrators will determine if the Academic Integrity was violated and appropriate sanctions will be imposed based on the Academic Integrity policy in the University catalog. Students must have an operational webcam/video, computer, high-speed internet connection and allow Remote Proctor Now to access their webcam and microphone during the proctored assignment. Students are required to identify themselves during the proctored exam with a valid government-issued photo ID.

Students may only have one internet browser window open while taking their proctored exams, unless otherwise specified. The use of internet-accessible devices, such as smartphones and tablets, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., flash drives, etc.).

Students may not install software during the proctored exam; however, pre-installed software, such as Maple and Matlab, is permissible. Students are not allowed to converse with anyone other than their proctor during the proctored assessment. Proctors are prohibited from assisting with the exam with the exception of procedural or administrative issues.

No one, at any time, is permitted to assist the student logging in or set up the proctoring system. This will be flagged as a test violation. Therefore, if a student believes he/she will be unable to operate the system, the student should contact the academic advisor prior to the scheduling of a proctored exam.

Student Financial Aid

The primary purpose of the University's financial aid program is to provide financial assistance to its students who, without such aid, would be unable to further their educational goals. The financial assistance offered may not always meet the student's total financial need. It is the student's responsibility to pay the difference between any financial aid

the student receives and the charges incurred for a given enrollment period.

The academic year at UVI is two (2) 16-week semesters long; each UVI Online semester contains two (2) eight (8) week class sessions.

Eligibility

U.S. citizens and permanent residents are eligible to apply for financial assistance. Applicants must be matriculated students of the University and must be making satisfactory academic progress toward a degree. Financial aid eligibility is determined through the completion of the Free Application for Federal Student Aid form (FAFSA) at www.fafsa.gov.

In completing the FAFSA, students are expected to provide information on their own income and assets, family income and assets, and non-taxable income (disability benefits, veteran's benefits, etc.). The need analysis formula used in analyzing the information on the financial aid application measures the ability (not the willingness) of students to contribute toward educational costs.

The Title IV Institution School Code for UVI Online is: 003946

Loan Entrance/Exit Interviews

All loan borrowers must complete entrance counseling before the first loan disbursement and exit counseling prior to graduating, transferring or withdrawing from the University. The Federal William D. Ford Direct Loan entrance and exit counseling sessions are available at www.studentloans.gov and counseling for the other loan programs are conducted by the University's accounting office.

Federal Student Aid Enrollment Status

Students are awarded Federal Student Aid (FSA) based on the total number of credit hours in which they are enrolled during a 16-week semester. Students may be enrolled in one (1) or more classes in either or both sessions/terms in a semester. The below chart summarizes the number of credit hours a student must be enrolled in during a **semester for each enrollment status**.

Federal Student Aid Enrollment Status	UNDERGRADUATE Credit Hours	GRADUATE Credit Hours
Full-Time	12 or more	6 or more
Three Quarter Time	9 to 11	N/A
Half-Time	6 to 8	3 to 5
Less than Half-Time	1 to 5	N/A

Financial Aid Satisfactory Academic Progress Policy

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.

Progression and Qualitative Standards

Standards by which a student will be evaluated includes progress in increments of hours completed and minimum cumulative grade point average (GPA) illustrated in the chart below.

Undergraduate Students

Total Credits Attempted	Percent Rate for Minimum Credits Passed	Minimum Cumulative GPA
12 – 29	50 %	1.70
30 – 44	60 %	1.80
45 and above	67 %	2.00

A student must be progressing toward graduation requirements by completing the courses for which he/she enrolls each semester (referred to as “pace”) and must also meet the required percentage rate of attempted credit hours.

Graduate/Professional Students

A student must maintain a cumulative GPA of 3.0 on a scale of 4.0. Graduate students will be placed on academic warning if:

1. the cumulative GPA falls below 3.0, or
2. a grade of “F” is earned, or
3. more than two grades of “C” are earned in the program.

Students must also complete at least 70% of all credits attempted.

Maximum Timeframe

Undergraduate Students

The maximum time frame allowed for students to complete a Bachelor’s degree and remain eligible to receive financial aid is 180 credits (150% of 120) or 93 credits (150% of 62) for an Associate’s degree program. Adjustments to the maximum credits hours would be made for programs that require more than the general standard credit requirements.

Graduate/Professional Students

The maximum time frame for financial aid eligibility is 54 attempted credits.

Financial Aid SAP Eligibility Status

Undergraduate Financial Aid (FA) Warning

- A student is placed on Financial Aid Warning when his/her minimum cumulative grade point average and/or percent rate for minimum credits passed do not meet the minimum requirements outlined in the chart under the progression and qualitative standards section.
- In this status, a student may continue to receive financial aid for that payment period. No appeal is necessary.

Undergraduate Financial Aid (FA) Suspension

- 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 until the minimum SAP requirements are met.
- A student on Financial Aid Suspension may appeal in writing within 15 days of the notification to the Financial Aid Appeals Committee.

Graduate/Professional Financial Aid (FA) Warning

1. The cumulative grade point average (GPA) falls below 3.00
2. An F and/or;
3. No more than two C's can be earned in the program.

Graduate/Professional Financial Aid (FA) Suspension /Dismissal

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

Other Financial Aid Satisfactory Academic Progress Components

Withdrawal, Incomplete, Repeated, and Remedial courses will be counted as hours attempted in the determination of maximum time frame. 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.

Non-Degree Remedial Courses: A student can receive financial aid for up to 30 credits of non-degree remedial courses.

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 time frame 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.

Financial Aid Satisfactory Academic Progress 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. 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 committee will render a decision of approved or disapproved.

The appeal **must** include the following:

1. A student must provide sufficient evidence to support his/her assertion that **unusual** or
 - a. **extenuating circumstances** prevented him/her from maintaining SAP.
 - b. An **unusual** or **extenuating circumstance** can include, *but not limited to*, serious medical illness or accident of student and or, **immediate** family member(s).
2. **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.
3. 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.

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

Appeal Approved in Probationary Status

A student who appeals their 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.

Return of Title IV Financial Aid Funds

When a student withdraws from the University, as outlined in the Withdrawal Policy, prior to completing more than 60 percent of a semester, Financial Aid Services must determine the amount of Title IV program assistance that was earned. For example, a student who has only completed 40 percent of

the semester will only “earn” 40 percent of the Title IV aid that he or she was eligible for. The student and/or the University must then return the remaining 60 percent. The Title IV programs administered by the University that are covered by this policy are: Federal Pell Grants, Direct Stafford Loans and Direct PLUS Loans. Any student receiving any Title IV funds are subject to this policy.

The institution will use the Department of Education mandated refund calculation to determine the percentage of Title IV funds earned by the student as of their Last Date of Attendance (LDA). The LDA is the last date that the student participated as outlined in the Participation and Substantive Interaction Policy.

The percentage of Title IV aid earned is calculated as follows:

$$\frac{\text{Number of days completed*}}{\text{Total days in the payment period (semester)}} = \frac{\text{Percentage of payment period}}{\text{(semester) completed}}$$

*The number of days in the payment period are calendar days, UVI does not have any scheduled breaks that would be excluded from the calculation.

Unearned financial aid funds must be returned to the programs from which the student received aid for the payment period in the following order, up to the net amount of the aid disbursed from each source:

- Unsubsidized Federal Direct Loan Program
- The Subsidized Federal Direct Loan Program
- The Federal Perkins Loan Program
- Federal Direct Plus Loan Program
- The Federal Pell Grant Program
- The Federal SEOG Program

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 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 Satisfactory Academic Progress 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. See Satisfactory Academic Progress policy for complete policy.

Veterans GI Bill Benefits

To start using your GI Bill educational benefits, you must be admitted to The University of the Virgin Islands. If you are a prospective student and you wish to apply to The University of the Virgin Islands, visit online.uvi.edu.

Important: Time is a key factor in the application process. The Department of Veterans Affairs requests 30-45 business days (5-9 calendar weeks) to process an application. However, in some cases, the processing time can take

up to a month longer.

Getting Started

I have APPLIED for GI Bill Educational Benefits:

I have been accepted to The University of the Virgin Islands and have applied for GI Bill Educational Benefits: Once the Department of Veterans Affairs has approved your application for educational benefits, you will receive a Certificate of Eligibility letter stating the type of benefit awarded and the terms of eligibility under that benefit.

A copy of the Certificate of Eligibility must be submitted to the Office of the Registrar, Certifying Veterans Official. This document can be faxed to (340) 693-1167 or emailed to mpotter@live.uvi.edu

For Dependent/Spouse of a Veteran: A veteran may transfer Chapter 33 Post 9/11 GI Bill benefits to a dependent or spouse with the approval of the Department of Defense (DoD). Information regarding transfer of benefits can be found on the Department of Veterans Affairs' website.

A dependent/spouse of a veteran may receive Chapter 35 Dependents' Education Assistance with the approval of the Department of Defense (DoD). Dependents/Spouse of veteran may apply for benefits online through the Department of Veterans Affairs' online application system (VONAPP) or by mailing a hard copy of the application (*Form 22-5490*) to the Veterans Affairs Regional Processing Center (RPO), P.O. Box 100022, Decatur, Georgia 30031-7022.

Once the dependent/spouse has been approved, the Department of Veterans Affairs will send you a Certificate of Eligibility letter stating the type of benefit awarded and the terms of eligibility under that benefit.

A copy of the Certificate of Eligibility letter must be submitted to the Office of the Registrar, Certifying Veterans Official.

I would like to TRANSFER my GI Bill Educational Benefits from another university:

I have been accepted to The University of the Virgin Islands and would like to transfer my GI Bill Educational Benefits from another university: The *VA Form 22-1995* (Request for Change of Program or Place of Training) must be completed and mailed to the Department of Veterans Affairs Regional Processing Office at P.O. Box 100022, Decatur, Georgia 30031-7022 or updated via online: Veterans Online Application (VONAPP).

A copy of the completed VA Form 22-1995 along with the Certificate of Eligibility letter must be submitted to the Office of the Registrar, Certifying Veterans Official. This document can be faxed to 1(340) 693-1167 or emailed to mpotter@live.uvi.edu

Certification Process

Once your registration schedule has been finalized, you must notify the university's Veterans Certifying Official. This must be done each term that you intend to use your GI Bill Educational Benefits.

If you make changes to your registration schedule, you must notify the university's Veterans Certifying Official.

Changes to your schedule may result in delays in receiving your benefits or cause a debt that you will have to repay to the VA.

Important: Once a student's enrollment has been certified at the VA, the University is required to return any tuition and fee payments received from the VA if:

- the student drops all courses on or before the first day of the term.
- the student does not attend any classes for which he/she was certified, regardless of the reason for non-attendance.

If courses are withdrawn after the first week of the term, the student is responsible for repaying the tuition expenses to the VA.

Types of Veterans Benefits

To determine your best GI Bill Educational Benefit, visit the United States Department of Veterans Affairs website.

Changes in Status

Notify the Veterans Certifying Official under any of these conditions:

- If changes in your enrollment status occur due to an increase or decrease in hours, please notify Veterans Services within 30 days by submitting a Veterans Information Sheet.
- As a courtesy, if you decide to stop attending classes for a term or more, please notify Veterans Services. Notification may be made verbally or in writing.
- Notify Veterans Services if you change your degree program or major.
- Upon earning 45 credit hours, you must declare a major and notify Veterans Services of your decision.
- When your educational benefits have terminated, notify Veterans Services.
- If you have a change of address, notify the federal Department of Veterans Affairs first, then, Veterans Certifying Official.

For additional information on Veteran services, please visit: <http://www.va.gov/>

You may also visit the UVI website and access the Veterans Handbook for additional information.

Employer Tuition Assistance

Many employers offer tuition assistance to their employees attending UVI. A prospective student is encouraged to consult with the human resources department prior to registering for a term to learn how his/her employer calculates tuition assistance and when it is paid. UVI accommodates all types of tuition assistance plans.

Payment of Student Accounts

Students are responsible for paying their bills at the Business Office at any time prior to the published “due date”. Registered students’ failure to do so will result in their course selections being cancelled.

Students who owe money to the University, other than on student loans not yet due, will not receive their diploma and a financial hold will be placed on their record. Academic transcripts will not be issued for students with outstanding financial obligations.

Students must complete their enrollment by paying the required tuition and fees prior to the start of classes or contact the Business Office / Cashier to arrange for the UVI Online Payment Plan.

Payment Plan

Students are responsible for paying their bills at the Business Office at any time prior to the published “due date”. Registered students’ failure to do so will result in their course selections being canceled. If this occurs, students wishing to register may do so during the late registration period.

Students who owe money to the University, other than on student loans not yet due, will not receive their diploma and a hold will be placed on their record. Transcripts will not be issued for students with outstanding financial obligations.

The UVI Online Payment Plan allows students the opportunity to defer up to 50% of their total tuition and fee charges for a period of no more than 30 days, in essence 4 weeks into the 8 week term. This is only allowable upon the completion of the UVI Online Payment Arrangement Form, and only after 50% of the term charges are paid no later than the first day of the term.

All students completing the UVI Online Payment Arrangement Form will pay a one-time, \$25.00 administrative fee.

Student Services and Directory

Academic Advising: The Center for Student Success (CSS) is available for academic advising, course selection, student support and success strategies, and tutoring.

Admissions: The Office of Admissions on the St. Croix campus is the principal point of contact for application processing, transfer credit evaluations and admission decisions.

Financial Aid: The Office of Financial Aid is available by email or phone on the St. Thomas or St. Croix campuses.

Online Library: Our online library has over 30 rich research databases to address all of your course needs and is available 24/7.

Registrar: The Office of the Registrar on the St. Croix campus is the principal point of contact for transfer credit evaluations. The Office of the Registrar on the St. Thomas or St. Croix campuses assist with processing course registration and enrollment / withdrawal activities, academic transcripts, and other enrollment-related transactions.

State Authorization Reciprocity Agreement (SARA): SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education.

Student Accounts / Cashier: Business Services is available by email or phone on the St. Thomas or St. Croix campuses.

Technical Support: 24x7 access to tutorials, FAQs, and Help Desk hours to get you through hardware and software challenges.

Title IX (discrimination concerns): Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities. Educational programs and activities that receive federal funds from the Department of Education must operate in a nondiscriminatory manner.