

## WINTER TERM

*Guidelines and policies for Academic Calendar years: 2011-12 and 2012-13*

### ***Policies related to students:***

1. The winter term starts after the end of the fall term and ends immediately before the spring term. There is no overlap with either fall or spring term.
2. Students enrolled full-time for the spring term may enroll in one winter term course at no additional charge, as long as the combination of winter and spring credits do not exceed 18.5.
3. Students register for winter term at the same time as spring term.
4. Winter session courses are optional. Students who do not enroll in a winter term course are not eligible for a refund of any spring tuition.
5. To remain full-time, students need to maintain a full-time course load (12 CR for undergraduate students and 9 CR for graduate students) in fall and spring terms. Credits taken during a winter term cannot be combined with fall or spring term credits to maintain full-time enrollment.
6. If a student withdraws from the university after the start of the winter term or drops below full-time for the spring semester, he/she will be billed for the winter term course based on the date of withdrawal using the following guidelines:  
  
If student withdraws:  
Prior to the first class meeting, there will be no billing  
Prior to the second class meeting, the student will be billed for 20%  
Prior to the third class meeting, the student will be billed for 40%  
Prior to the fourth class meeting, the student will be billed for 60%  
After the fourth class meeting, the student will be billed for 100%
7. If students do not enroll full time for the spring term, they will be charged at the per credit rate for both winter and spring term courses.
8. Campus housing will not be available during the winter term. Courses may take place off-site (study abroad, internships, preceptorships) or online.
9. If participating in a study abroad experience during the winter term, students are responsible for any travel, lodging, food or additional costs associated with the off-site experience. Aid budgets can be adjusted for increases due to additional costs and additional loans may be used to cover those costs. Travel costs are non-refundable even if the student drops the winter term course.

### ***Policies related to faculty:***

1. Courses and credits taught in the winter term count toward full-time faculty teaching

workload.

2. All courses running in the winter term must be approved by the University Education Committee.
3. Any course involving off-site travel must be coordinated well in advance with the Study Abroad office and meet all application, planning, and registration deadlines established by that office.