



# LORAS COLLEGE™

## **2013 JANUARY TERM POLICIES**

Revised March 7, 2012

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### **Requirement**

Students entering Loras College with fewer than 40 credits are required to successfully complete at least two (2) Loras College January term courses as part of the graduation requirements. At least one of the January terms must be completed before the student earns 56 credits.

Students entering Loras College with 40.0 or more transfer credits are required to complete at least one (1) January term.

A student that originally attended Loras College as a degree-seeking student prior to fall 2007, who withdrew from the College and then was readmitted, does not have to complete a January term course.

January term students are subject to the Loras College academic, financial, and non-academic rules and regulations.

A student may not fulfill the January term requirement by repeating a course in which the student earned a final grade of "C" or better.

### **Registration**

Application and registration varies depending on the course as follows:

- Extensive Travel Courses With a Course Fee of \$1,000 or Greater:
  - Upper class students wishing to register for an extensive travel course must complete the online application form and pay the \$500 deposit at the time of application in order to be eligible for registration.
  - Applications will be available beginning March 25 with a priority deadline of April 15.
  - Extensive travel courses that do not have the minimum number of students enrolled by May 5 will be cancelled and the deposit will be returned to the student as a credit to the student account.
  - Students are registered for the extensive travel courses on or before May 10.
  - If the student drops the class before May 15, the deposit will be returned to the student as a credit to the student account.
  
- Domestic Travel and Campus Courses With a Fee of \$300-\$999:
  - Students registering for a course with a fee between \$300 and \$999 must complete the application form and pay the \$100 deposit at the time of application in order to be eligible for registration.
  - Applications will be available beginning August 31 with a priority deadline of September 20.
  - Courses that do not have the minimum number of students enrolled by September 20 may be cancelled and the deposit returned to the student as a credit to the student account.

- Students are registered for the domestic travel courses on or before September 25.
- If the student drops the class before October 15 the deposit will be returned to the student as a credit to the student account.

Students wishing to register for a January term course that has a fee less than \$300 may register during the January term registration period outlined annually through the Registrar's Office and communicated to students through a registration permit. Students may NOT add a January term course after the last day of the fall term.

## **Eligibility**

Participation in the January term is limited to Loras College undergraduate students who are enrolled in a degree program. A student who has an outstanding balance from a previous term will not be allowed to register for a January term course until the balance is paid in full. Standard deadlines for adding and dropping a course will be in effect.

Applicants for January term travel courses must have a minimum cumulative grade point average of 2.5 and a clean conduct record. Applicant's disciplinary record will be reviewed as part of the eligibility process. Additional eligibility requirements may apply for specific courses; please consult the instructor for more information.

## **Adding and Dropping a January Term Course**

The last day to add a domestic travel or campus-based January term course is the last day of the fall semester. The last day to add an extensive travel course is May 5 except for a student who is moved from a waitlist to fill a space that becomes available with the approval of the Study Abroad Coordinator. Students who are added to an extensive travel course from a waitlist after May 15, are immediately subject to the refund policy outlined in this document.

Also, students who are added to an extensive travel course after May 15 will be responsible for 75% of the course cost if they drop between September 15 and November 14, and those who add on or after November 15 will be responsible for 100% of the course cost.

The last day to drop a January term class and receive a "W" (withdraw) grade is 4:30 p.m. on the second day of the term. Anyone dropping a January term class after the second day will receive a grade of "F" (fail). Students wishing to drop a January term course must do so by 4:30 p.m. on the second day of the term 1) through IQ or 2) in person in the Registrar's Office, Room 135 Keane Hall, or 3) by an email sent to the Registrar's Office ([registrar@loras.edu](mailto:registrar@loras.edu)).

Adding or dropping a January term course may have financial implications. Please see the section below entitled, *Student Responsibility for Course Costs*.

## **Attendance/Administrative Drop**

Students enrolled in a January term course are expected to attend each class meeting and participate fully in the January term experience. Students who do not attend class or who are not actively involved in the course may be administratively dropped from the class by the instructor at any time. Students who are administratively dropped after the second day will receive a grade of "F" and will forfeit all tuition and fees for the course.

## Grading

A letter grade will be issued for each January term course. A Pass/Fail grade is not a grading option for January term courses. If a grade of *Incomplete* is given, the work must be made up by midterm of the following spring semester. If the student misses critical experiences of the course due to circumstances beyond his/her control, the student will receive a grade of "W" (withdraw) for the experience. A January term class may not be audited.

## Graduation

Students who complete degree requirements in a January term will not officially be considered a graduate of the College until the end of January. **Students who participate in a January term course but are not registered as a full time student for the spring term will be billed the per credit hour rate for the 3-credit January term course. This fee will be due no later than January 31.**

## Spring Course Load

In order to be considered a full-time student for the spring semester, the student must be registered for at least 12 credits in the spring term. January term credits **are separate from the spring term credits and are not included when determining full-time status in the spring semester.** If a student is not registered for at least 12 credits in the spring term, the student's financial assistance may be decreased. The registered credits for the January term and the spring term are combined for billing purposes only (see **Tuition** section below.)

## Deposits

Deposits are required for some courses and must be paid in full at the time of application. Students without a paid deposit will NOT be registered for the course. The deposit must be paid online and it **cannot be charged to the student's account.** Deposits are held separately and will not appear as payments on a student's account. Deposit funds are used to pay course costs in advance (e.g., plane tickets, supplies, bus reservations, tour fees, etc.). Deposits are required at the time of application and prior to registration as follows:

- Courses that have a fee of \$1,000 or more require a \$500 deposit. If a student drops a course in this fee category for any reason, including medical, after **May 15**, the \$500 will not be refunded.
- Courses that have a fee between \$300 and \$999 require a \$100 deposit. If a student drops a course in this fee category for any reason, including medical, after **October 15**, the \$100 will not be refunded.
- Courses that have a fee less than \$300 do not require a deposit.

Academic dismissal begins at the end of the fall semester and takes precedence over earlier plans to participate in the January term. **Dismissed students who are enrolled in a Loras College January term class will have their registration cancelled.** Students who are dismissed, suspended or withdraw from the College at the end of the fall term will forfeit the course deposits and are subject to the normal refund policies and refund schedule for the remaining course fees billed.

## Return of Deposits

Students who are not accepted into or withdraw from a course with a deposit, within the guidelines of the refund policy, will have the deposit credited back to their student account. If the student does not have a balance on his/her student account, the student will receive a refund check. Deposits will not be refunded back to students until after the January term courses have been billed in November.

## Course Costs and Other Out-of-Pocket Costs

The published January term course cost does not include a charge for tuition and represents expenses specific to that course. These costs may include field trips, speakers, supplies, tour guides, bus fees, plane tickets, hotel rooms, etc. **The listed course cost may NOT be all-inclusive.** There may be out-of-pocket costs not included in the course cost. For example, students may need to pay for subway or admission tickets as part of a course-related project. Please check with the instructor of the course for possible out-of-pocket expenses not covered by the course fee.

## Tuition

There is no additional charge for tuition for the January term **if a student is enrolled full-time during the fall OR the spring semester.** There will be an additional tuition charge in the following situations:

- If a student takes a January term class and does not attend Loras College during the fall or spring semester, the student will be charged the regular part-time tuition rate for the January term class. For the academic year 2012-2013, this rate is \$559 per credit, which would result in a charge of \$1,677 for a 3-credit course.
- If a student takes a January term class and is not registered as a full-time student during the fall or spring semester, the student will be charged the part-time tuition rate for the January term class. For the academic year 2012-2013, this rate is \$559 per credit, which would result in a charge of \$1,677 for a 3-credit course.
- Students can choose to "add" the January term course credits to the fall or spring semester to avoid an additional January term tuition charge if they do not intend to be enrolled full time for either the fall OR the spring term.

## Housing

Students with valid spring on-campus housing contracts are allowed to stay in the residence halls as part of their spring housing cost, for no additional charge, if they are registered for a January term course. Residence halls are available to those students who are taking a January term course but are not returning for the spring term for a charge of \$85 per week. This charge will be billed to the student account. The Residence halls are closed from the end of fall semester until the beginning of January term and from the end of January term until the beginning of spring term. Dates and times of closure are available from the Office of Residence Life.

## Meals

Meals are available on campus during the times that January term classes are in session. Students on a meal plan for the spring semester carry the same meal plan during January term at no additional cost. Students begin using their spring meal plan on the first day of the January term. If

a student uses a portion of their spring meal plan and later drops the meal plan, the student's account will be charged for the meals used. Students may purchase additional points as needed. In classes with a travel component, some meals during travel may be included in the course cost; check with the instructor to determine possible out-of-pocket meal costs.

## **Refunds**

If Loras College cancels a course, the student is not responsible for the course fee and any deposit paid will be returned to the student as a credit on the student account. The full course fee may not be refunded if the student drops a course. See *Student Responsibility for Course Costs* below.

## **Student Responsibility for Course Costs**

January term courses are experiential and have costs that are paid in advance on the student's behalf. In many cases, Loras is not able to recoup these costs when a student drops a course. As a result, a student may be held responsible for course costs even if the course is dropped before the class begins. Following is a schedule of important dates regarding cost responsibility:

### **Courses that have a fee of \$1,000 or more**

- A \$500 deposit is required at the time of application. Courses may be dropped until May 15 and the deposit will be refunded. The deposit is non-refundable after May 15.
- If a student drops a course between May 16 and September 14, the student will not be responsible for any additional amount beyond the \$500 forfeited deposit.
- If a course is dropped between September 15 and November 14, the student is responsible for 75% of the total course fee and will be billed for that amount. The \$500 deposit will be applied to the billed course fee.
- Beginning November 15, the student is responsible for the entire course fee. The \$500 deposit will be applied to the billed course fee.

### **Courses that have a fee between \$300 and \$999**

- A \$100 deposit is required at the time of application. Courses may be dropped until October 15 and the deposit will be refunded. The deposit is non-refundable after October 15.
- If a student drops a course between October 16 and November 14, the student will not be responsible for any additional amount beyond the \$100 forfeited deposit.
- If a course is dropped between November 15 and December 15, the student is responsible for 50% of the course fee. The \$100 deposit will be applied to the billed course fee.
- After December 15, students are responsible for the entire course fee. The \$100 deposit will be applied to the billed course fee.

### **Courses that have a fee less than \$300**

- No deposit is required for these courses.

- Students may drop until December 15 with no penalty.
- If the course is dropped between December 16 and 4:30 p.m. of the second day of class, the student is not responsible for the course fee; however, there is a \$75 cancellation fee. If a course is dropped after 4:30 p.m. of the second day of class, the student is responsible for the entire course fee.

### **Courses with no course fee**

- No deposit is required for these courses
- Students may drop until December 15 with no penalty
- If a course is dropped after December 16, the student will be charged a \$75 cancellation fee.

### **Billing and Payment**

Course fees for January term are billed on November 15 and any deposits made will be credited to the student account. **The January term course costs are included in the estimated monthly payments for the spring term.** If the students would like to pay their January term and spring semester tuition in full, payment is due by December 15.

### **Financial Aid**

Financial aid for January term is limited to loans – no grants or scholarships are available. Please contact the Office of Financial Planning to determine loan possibilities.

### **Insurance Coverage**

All students participating in the extensive travel courses sponsored by Loras College during the January term are required to have accident and health insurance coverage. Supplemental coverage which meets the minimum requirements is included in the course fee.

### **Program Evaluation**

Students will be asked to complete a course evaluation at the end of the term.

**For questions regarding January term applications and policies, please contact the Center for Experiential Learning in the Alumni Campus Center.**

**For questions regarding January term billing, deposits, and refunds, please contact the Business Office in Keane Hall.**