

Policies for UNC Asheville Students Participating in the UNC-Online Program

The following policies govern the participation of all UNC Asheville students electing to participate in the UNC Online program. **Please Note:** For all purposes, the *home institution* is the institution where the student is seeking a degree and from where the degree will be awarded. The *visited institution* is the institution where the student will take the online course(s).

- Student must be an undergraduate, degree-seeking student, or a post-baccalaureate student seeking teacher licensure or a second degree. Part-time students NOT seeking a degree may also request permission to participate in this program.
- Student must be currently enrolled as a full-time student at UNC Asheville. Part-time students must be enrolled in at least one course at UNC Asheville and NOT receiving Financial Aid.
- Students must be in good academic standing and making satisfactory academic progress as outlined in the Financial Aid Satisfactory Academic Progress Policy. Students on academic warning or on academic appeal of suspension or dismissal are NOT eligible to take a course(s) through the UNC Online program.
- Students must request permission to participate in the UNC Online program from the Office of the Registrar each semester. Requests must be received by the following deadlines. If the deadline date falls on a holiday or other non-business day, the application will be accepted on the next business day.

To take a course in the Fall semester, request must be received by: July 15
To take a course in the Spring semester, request must be received by: November 15
To take a course in the Summer term, request must be received by: April 15

- Students may **take up to two (2) courses each semester and one (1) course in the summer** through the UNC-Online program. The maximum total enrollment (at UNC Asheville and the visited institution) for the fall or spring semester cannot exceed 18 hours. The maximum total enrollment (at UNC Asheville and the visited institution) cannot exceed 10 hours for the summer.
- Students are limited to a maximum of eight (8) courses through the UNC Online program per undergraduate degree.
- Course(s) taken through UNC Online cannot be offered at UNC Asheville within the same semester. Requests to take a course through UNC Online will be reviewed based on transfer policies and established equivalencies. If the equivalent course is being offered at UNC Asheville during the same semester, permission will not be given.
- Students must be eligible to earn credit at UNC Asheville for the course(s) to be taken at the visited institution. Students may not take courses for which they already have credit. Students may not repeat courses at the visited institution if they earned poor or failing grades on the equivalent courses at UNC Asheville.
- Courses taken must be credit bearing – no audits. Audits do NOT count in the calculation of full-time status at UNC Asheville, and permission will not be granted for a student to take a course at the visited institution as an audit.
- Credit from the visited institution will be considered transferable as long as a grade of C or higher is earned in the course(s) taken at the visited institution. **Please Note:** Transfer credit counts in a student's attempted and earned hours, but does NOT factor into the student's GPA. Courses in which the student earns a C- or below at the visited institution will not transfer back to UNC Asheville and therefore, no credit will be awarded.

- Student must follow the drop/add/withdrawal schedules and the refund schedule of the visited institution.
- Student will be charged by the visited institution. Student is responsible for payment in full of those charges based on the visited institution's payment schedule, regardless of any pending financial aid to be awarded by UNC Asheville.
- The Financial Aid Office at UNC Asheville determines eligibility for financial aid. Financial aid is awarded, disbursed and accounted for by the Financial Aid Office at UNC Asheville. Students should apply for financial aid solely through the Financial Aid Office at UNC Asheville. Failure to comply with this policy could jeopardize the student's eligibility to receive future financial aid funds, and/or require repayment of funds received for attendance at the visited institution.
- Courses taken through the UNC Online program will count as part of the student's last 30 hours of enrollment for residency purposes with the following exceptions:
 - 1) Student cannot participate during the semester in which they are scheduled to graduate.
 - 2) Courses to satisfy major competencies must be taken at UNC Asheville. Permission will not be given to take these courses at other institutions.

For more information about **UNC-Online** visit <http://online.northcarolina.edu/>