



Online and Non-Traditional Programs: Online Courses

Tuition Information

Tuition information for our Accelerated Summer College (ASC) program can be found on our websites at: www.smcvt.edu/ASC

Tuition Payments can be made online through our Online Payment Center at: <https://selfservice.smcvt.edu/student>.

If you wish to authorize a proxy please visit: www.smcvt.edu/proxy. This link will give instructions on how to create a proxy, activate proxy status, and obtain user name and password for proxies. If you wish to authorize a proxy other than a parent, our Student Financial Services office has a form so that we can create a proxy relationship for that individual so the student can then “proxy” the individual.

Applicability

This policy applies to Saint Michael’s fully online undergraduate courses offered outside the traditional academic semester, including online winter session courses, and courses offered fully online through the Accelerated Summer College. Additionally, this policy applies to fully online graduate winter session courses. This policy does not apply to courses taught on campus, offered in a hybrid online/on-campus format or to courses offered during the traditional fall/spring semesters.

Add/Drop

Summer Session 1: May 23 - May 25

Summer Session 2: July 5 - July 7

A student must declare the desire to audit or take the course as “pass/fail” during this time period. Students can only take course “pass/fail” if it does not fulfill a major/minor, CORE, or LSC requirement.

Withdrawals and Refund Policies

Given the accelerated nature of our online and non-traditional programs, students are expected to dedicate more time per week engaging in their coursework. The expected average hour/week of work

will be communicated to you in program-specific material. A student may drop and add a course within the programs published add/drop period. Students who drop a course within the published add/drop period will receive a refund of 100% of tuition and fees. **No refunds will be made for withdrawals after the add/drop period.**

Withdrawal from a course following the posted add/drop period and through the following dates based on program will result in a WD on a student’s transcript:

ASC Session 1	June 17
ASC Session 2	July 29

After these dates, a WD is no longer possible. Students can still exit the class, but will receive whatever grade is earned.

Courses will be available for students one week prior to the official start date of the program. During this time, students will take important steps to prepare for success in their online course(s). Students will have time to preview their course(s) during this time and should:

- Watch your Faculty Welcome Video
- Review the course syllabus
- Complete the “I Am Here” assignment

Completion of the “I Am Here” assignment confirms the student’s intent to complete their course.

Students who do not complete this assignment by the add/drop deadline may be automatically removed from the course(s).

Saint Michael’s College reserves the right to cancel courses due to low enrollment. Should a course be canceled, students will be given the option to take another course within the session or receive a full refund of tuition and fees.

Refund Policies

Students who drop prior to the add/drop deadline will be eligible for a refund of tuition and fees in accordance with the following schedule:

Length of Enrollment	Percentage Refund
Prior to add/drop deadline	100% of balance paid
After add/drop deadline	No refund

Students with Title IV federal aid will have their federal aid recalculated according to the Federal Return of Title IV Aid policy. In some cases, students may owe Saint Michael's College a balance due as a result of the returned federal aid.

Collection Policy

Tuition and fees are the student's responsibility to pay in full. If a student separates from the College with a past due balance, without making payment arrangements with Student Financial Services, the account will be subject to collection procedures. Collection activity may include referral to a collection agency, reporting to the credit bureau, denial of future Saint Michael's College aid, and denial of all college services including access to classes. To the extent permitted by Vermont law, which shall govern and control this agreement, the student agrees to pay all associated collection costs and expenses, including reasonable attorney's fees and fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the principal amount owed. Diplomas of graduating students will not be released and requests for grades and transcripts will not be honored until the account is fully paid.

Important Academic Notes

If you are a student with a documented learning difference (LD) who works with the Office of Accessibility at Saint Michael's College, you must coordinate any necessary accommodations with that office *prior* to the start of the program.

Please note, sharing Mikenet and/or Canvas credentials is strictly prohibited. By completing the "I AM HERE" assignment, you are ensuring all coursework is your own, original work. If a breach of academic integrity occurs in a course, the primary responsibility for dealing with alleged offenses to the Academic Integrity Policy rests with the instructor in whose course the alleged offense occurs. Depending on the severity of the offense, the instructor may require that an assignment be repeated with a reduction in grade for the assignment, may record a grade of zero or failure for the assignment, or may record a failure for the course.

The Office of Online and Non Traditional Programs works to promote academic integrity in each of our programs. Some of the tools used to ensure that you the student are the one doing the work include:

- Credentialing into Canvas
- Requiring students to complete the Online Success Module
- Use of Unicheck plagiarism tool in Canvas
- Use of video in student discussion boards
- Video proctoring

Other general policies and procedures are outlined in the Saint Michael's College Student Handbook. To view this, please visit <https://www.smcvt.edu/on-campus/housing-and-dining/living-at-st-mikes/fees-contract-and-policy.aspx>, and click on "Saint Michael's College Code of Conduct."