



2024 MAY TERM POLICIES

Updated 3/3/23

Requirements

- o All first year students are **REQUIRED** to enroll in a May term course during their first May.
- o Transfer students entering Loras College with 30 or more transfer credits will receive a waiver for one May term requirement. Transfer students entering Loras with fewer than 30 credits are required to successfully complete at least two Loras College May term courses.
- o Students who successfully participate in one (1) semester-long, Loras Sponsored Study Abroad program will receive credit toward fulfilling one (1) of the required two (2) Loras College May Term courses.
- o A student may not fulfill the May term requirement by repeating a course in which the student earned a final grade of "C" or better.

Eligibility

- o Participation in the May 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 May term course until the balance is paid in full.**
- o Applicants for May 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.
- o Undergraduate students **CANNOT** audit a May term course.

Deposits and Registration

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 **cannot be charged to the student’s account**. 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 Loras College cancels a course due to enrollment, the student is not responsible for the course fee and any deposit paid will be returned to the student account. Decisions on whether an Extensive Travel course will be held or not based on applicants and enrollments will be determined by May 10 each year. The full course fee may not be refunded if the student drops a course. See sections titled *Student Responsibility for Course Costs* and *Out of Pocket Costs*.

	Extensive Travel Courses	General Travel Courses	Campus-Based Courses with a Course Fee	Campus-Based Courses w/o a Course Fee
April 15 of the PRIOR academic year	\$500 Deposit and Application Due			
August 31	Cancellation Deadline			
September 15		\$100 Deposit and Application Due		
October 10		Cancellation Deadline		
May 1			Full Course Fee Applies	

Tuition Charges

There is no additional charge for tuition for the May term if a student is enrolled full-time during the fall OR the spring semester AND a student does not exceed 36 credit hours with the fall, spring, and May terms combined. Students will be billed a tuition overload charge if they take more than 36 credit hours during the fall, spring, and May terms combined. Students will also be billed an overload charge if they take more than 18 credit hours during the fall or spring term regardless of the total credits for the year. 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. May term credits are separate from the spring term credits and are not included when determining full-time status in the spring semester.

Housing and Meal Plan Options

- **Housing:** Students with valid spring term on-campus housing contracts are allowed to stay in the residence halls as part of their spring housing contract, for no additional charge, if they are registered for a May term course. Residence halls are available to those students who are taking a May term course for a charge of \$105 per week. This charge will be billed to the student account and is due in full by May 31. The Residence halls are closed from the end of spring semester until the beginning of May term and from the end of May term until the beginning of summer term. Exact dates and times of closure are available from the Office of Residence Life.
- **Meal Plans:** Meals are available on campus during the times that May term classes are in session. Students on a meal plan for the spring semester carry the same meal plan during May term at no additional cost. Students continue using their spring meal plan on the first day of the May term. 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.

Billing, Payment, and Financial Aid

Course fees for May term are billed on November 20 and any deposits made will be credited to the student account at that time. **The May term course costs are included in the estimated monthly payments for the spring term. The first payment for the spring term is due on December 15.** Financial aid for May term is limited to loans – no grants or scholarships are available. Please contact the Office of Financial Planning for more information.

Should the college cancel a course due to unforeseen circumstances, students deposit and subsequent payments may be returned to the extent that expenses may be recovered from outside organizations. If an event would occur requiring the return of students and faculty away/abroad, Loras College will work with partner organizations and providers to facilitate a quick and safe return.

Adding/Dropping a May Term Course

- Students enrolled in a May term course are expected to attend each class meeting and participate fully in the May 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 can drop on the first day of the term without receiving a "W", but they will be responsible for the full course fee. The last day to drop a May term class and receive a "W" (withdrawal) grade is 4:30 p.m. on the second day of the term. Anyone dropping a May term class after 4:30 p.m. the second day will receive a grade of "F" (fail). Students wishing to drop a May term course must do so by 4:30 p.m. on the second day of the term either through IQ, in person in the Registrar's Office, (Room 135 Keane Hall) or by an email sent to the Registrar's Office (registrar@loras.edu).
- **Adding or dropping a May term course may have financial implications.** Students adding or dropping a May term course are subject to additional fees as outlined in this document under *Student Responsibility for Course Costs* and *Out of Pocket Costs*. Students who withdraw from a course are responsible for the published course costs in accordance

with the refund schedule regardless of whether a dropped seat in a class is filled by another student.

Student Financial Responsibility When a Course is Dropped

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 if a course is dropped. Course changes must be made by midnight on the following dates:

Extensive Travel Courses that have a fee of \$1,000 or more

April 15 of the PRIOR academic year-August 31	Deposit is Refundable
September 1-September 30	Deposit is Forfeited
October 1-November 19	Student Pays 75% of Course Cost
November 20 and thereafter	Student Pays 100% of Course Cost

General Travel Courses that have a fee between \$300 and \$999

September 1-October 10	Deposit is Refundable
October 11-November 19	Deposit is Forfeited
November 20-End of Fall Term	Student Pays 50% of Course Cost
End of Fall Term and After	Student Pays 100% of Course Cost

- **Campus-Based Courses that have a fee less than \$300**
 - No deposit is required for these courses.
 - Students may drop **by May 1** with no penalty. If the course is dropped on or after May 1 the student is responsible for the entire course fee.
 - Students who withdraw from a course are responsible for the published course costs in accordance with the refund schedule regardless of whether a dropped seat in a class is filled by another student.
- **Campus-Based Courses that have no course fee**
 - Students may drop a course with no course fee at any time with no financial penalty.

Postbaccalaureate Premedical Program/Second Degree Students/Non-Degree Seeking Students/Graduate Students

- Students who are part of the Postbaccalaureate Premedical Program, a part time Second Degree student, part time Non-Degree Seeking student, or a graduate student must pay the current per credit hour rate for May term tuition. This charge will be billed to students in late November and become part of the spring payment plan.
- The tuition refund schedule for those students who drop a May term or are dismissed from a May term for any reason are as follows. Course fee refunds follow the refund table listed above:
 - Class days 1-3= 100% refund
 - Class days 4-6= 75% refund
 - Class days 7-9= 50% refund
 - Class days 10-12= 25% refund
 - Class days 13+= No refund

Dismissals and Medical Withdrawals

- Academic dismissal begins at the end of the spring semester. Dismissed students who are enrolled in a Loras College May term class will be allowed to remain in the May term course **IF** they plan to appeal the dismissal. **Students who do not submit their appeal of the dismissal by the date specified in the dismissal letter (typically the first day of the May term unless otherwise noted) will be dropped from the May term course, forfeit the course deposits and will be subject to the normal refund policies and refund schedule for the course fees billed.** If the dismissal decision is overturned there

will be no changes to the student's registration. If the decision is sustained, the student will be allowed to complete the May term and the registration for any future terms will be canceled.

- When a student is unable to complete the May Term due to significant medical or mental health issues, a medical withdrawal may be considered. The student must provide valid medical documentation to the Loras College Health Center by the last class day of the May term. The Health Center will collect and review the information provided and make a recommendation to the Vice President for Student Development and Dean of Students in accordance with the College's Medical Withdrawal Policy. The documentation date will be used to determine the student's medical withdrawal date. The college will work with course partners to determine eligibility for any portion of a refund to the student's account, but there is no guarantee that any funds can be recovered. Students enrolled in a *General Travel* or *Extensive Travel* course will forfeit the deposit and may be subject to additional charges related to the course fee. Students who do not provide official medical documentation by the last day of the May term will be subject to the normal refund policies and refund schedule for the course fees billed.
- In the case where a student's participation in a May term course has been funded in full or part through scholarship funds (i.e. Breitbach Funds), and the student withdraws or is removed for any reason, the student may be responsible for any unrecoverable funds. Students will forfeit the course deposit already submitted, or will be charged the same amount as a deposit payment, and will be subject to the normal refund policies and refund schedule for the course fees billed.
- Should Loras College or a host partner provider suspend their program due to unforeseen circumstances, Loras College will work to return the deposit and potential subsequent payments.

Graduation

Students who complete degree requirements in a May term will not officially be considered a graduate of the College until the end of May. Students who participate in a May term course and are registered as a full time student during the fall or spring term will have no additional May term tuition charge. Students who participate in a May term course but are NOT registered as a full time student for the fall or spring term will be billed the per credit hour rate for the 3-credit May term course.

Insurance Coverage & GradGuard Tuition Protection

- All students participating in an international travel course sponsored by Loras College during the May term are required to have accident and health insurance coverage. Supplemental coverage which meets the minimum requirements is included in the course fee on international Extensive Travel courses and on some General Travel courses.
- Loras College has partnered with GradGuard to offer tuition insurance to those who wish to purchase additional coverage and is separate from the course fee. **Any student enrolled in a course traveling internationally is strongly encouraged to purchase the Tuition Insurance plan.** The Tuition Insurance Plan can reimburse up to 100% of your non-refundable course-related costs if you need to withdraw from May Term for a covered illness, psychological condition, or injury. GradGuard also provides protection in the event a student becomes unable to participate on a May Term course due to illness or testing positive for COVID-19 prior to travel. An enrolled member seeking reimbursement for non-refundable course-related expenses due to withdrawing for medically-documented reasons is able to submit a claim to GradGuard to request recovery of the non-refundable portions of the May Term course fee. Any lab-documented testing results, medical documentation, and receipts must be submitted as part of the claim process to GradGuard by the enrolled

member. To get more information: www.GradGuard.com/tuition/Loras or call 1-866-724-4384.

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

For questions regarding May term course registration, please contact the Registrar's Office in Keane Hall.

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

The May term policies and procedures are subject to change at any time without advance notice