

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: CLASSIFICATION OF STUDENTS
EFFECTIVE DATE: 1/08/09
LAST REVISED: 06/2024

It is the policy of the University to recognize undergraduate students by classification as the student matriculates through the University. The classification of students is as follows:

Freshmen	1 - 29 semester credit hours
Sophomore	30 - 59 semester credit hours
Junior	60 - 89 semester credit hours
Senior	90 or more semester hours
Full-time	A student who is registered for a minimum of 12 or more credit hours during a given semester.
Part-time	A student who is registered for less than 12 semester credit hours during a given semester.
Non – Degree Seeking Student	A student who is not pursuing a degree program, and enrolls in one course, but no more than nine credits in an academic year

Note: 12 credits full time equate the minimum eligibility for financial aid; however, for academic progress, students are expected to complete 15 credits full time per semester.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS

RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR

POLICY IDENTIFICATION: CLASS SCHEDULE CHANGES –
SECTION 2B.2

EFFECTIVE DATE: 1/08/00

Reviewed: 1/30/09

LAST REVISED: 06/2024

Students may make class schedule changes online at the University's website at www.myvuu.edu
New students must consult with the University College to make schedule changes. All students are encouraged to consult with their academic advisor prior to scheduling classes or making changes to an existing schedule.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	WITHDRAWAL FROM CLASS – SECTION 2B.3
CROSS REFERENCE:	FINANCIAL AID
EFFECTIVE DATE:	1/08/90
Reviewed:	1/30/09
LAST REVISED:	06/2024

Class withdrawals begin after the Add/Drop period for each of the 14 sub-terms has ended. To withdraw from a class, the student may obtain a withdrawal form from the Registrar Office either in the office or online. Once the student completes and submits the form to the Registrar's Office, the student is no longer expected to attend the class. The class will continue to appear on the student's record with a grade of "W", (as long as it is within such deadline as indicated on the Academic Calendar) and indicated on the student's transcript immediately. Withdrawals from class may have ramifications for the financial aid of the student.

Withdrawal from classes after the deadline as indicated on the Academic Calendar will receive a "WO" or "WF" until the last day of class. The "WO" grade indicates the student has withdrawn from class with a passing grade. The "WF" grade indicates the student has withdrawn from class with a failing grade. Grades of "WO" and "WF" are awarded by the instructor as a final grade at the end of the course.

All grades of "W," "WO," or "WF," may have financial aid implications for the student.

It is highly recommended that students consult with the academic advisor and financial aid prior to a request for withdrawal.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	WITHDRAWAL FROM THE UNIVERSITY - SECTION 2B.4
CROSS REFERENCE:	FINANCIAL AID; STUDENT ACCOUNTS
EFFECTIVE DATE:	1/08/07
Reviewed:	1/30/09
LAST REVISED:	06/2024

A student may also officially withdraw from the University by requesting a “Withdrawal from the University Form” from the Office of the Registrar or the student may complete the “Withdrawal from the University Form” online. An official date of notification to withdraw will be indicated on the form on the day that the Office of the Registrar is notified of this action.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: EMERGENCY SEPARATION FOR
MILITARY PURPOSES – SECTION 2B.5
EFFECTIVE DATE: 1/08/06
Reviewed: 1/30/09
LAST REVISED: 06/2024

It is the policy of the University to honorably recognize the service that students give to the military of the United States when they are enrolled at Virginia Union University. Students who desire to separate from the University for military purposes should submit to the Office of the Registrar documentation from their commanding superior supporting this request. Regardless of the date of withdrawal, the student will receive the grade of “W” for each course if the withdrawal occurs during the term. Students may also work with their professors to gain an Incomplete grade, as long as it is within the Incomplete Grade policy guidelines.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: GRADING SYSTEM – SECTION 2B.6
EFFECTIVE DATE: 1/08/90
Reviewed: 1/30/09
LAST REVISED: 06/2024

The University uses a letter system of grading based upon a 4.00 scale as follows:

Grade Scale

Letter Grade	Numerical Value	Grade point
A+	100-97	4.0
A	96-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-65	1.0
F	64 and below	0.0

<u>A</u>	Consistent mastery of content, related skills, and demonstration of the individual's initiative and insight
<u>B</u>	<u>Demonstration of accurate knowledge and related skills</u>
<u>C</u>	Demonstration of familiarity with course content and inconsistent use of skills
<u>D</u>	Demonstration familiarity with minimum course content and little to no skills acquisition. Considered of sufficient merit to be counted toward graduation credit if not received in major or related subjects
<u>F</u>	Demonstration of lack of knowledge and skills related in the areas of course content
<u>I</u>	An instructor may file an "I" when a student, due to reasons beyond his/her control, has not completed the work of a course by the time grades must be submitted, but has completed the majority of the work at a passing level and has a written agreement with the instructor and the department regarding completion of the work, including the nature of the work to be completed, the means by which the final grade will be determined, and the date by which the work must be completed. The completion date must be no later than 60 days semester from the end of the semester in which the student took the course.

The following grades are not included in the calculation of the GPA: W, I, WO, S, and U. The NA and FA grades were made inactive as of January 2024.

All grade rosters must be submitted electronically by the instructor to the Office of the Registrar according to its instructions for submission.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	ACADEMIC YEAR – SECTION 2B.7
EFFECTIVE DATE:	01/08/90
Reviewed:	01/30/09
LAST REVISED	06/2024

The academic year is comprised of two major semesters, fall and spring, and then there is a summer term. The academic year is from July to May, and a summer term from May to June. There are 14 sub-terms – seven within the fall semester, five within the spring semester and two within the summer term.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: COURSE SUBSTITUTION – SECTION 2B.8
EFFECTIVE DATE: 1/08/99
Reviewed: 1/30/09
LAST REVISED 06/2024

The substitution of a course in a major may be granted with the approval of the department chairperson and dean of the school. The substitution of a course is suggested by the student's academic advisor.

To make this request, the student should see the academic advisor first. The department will initiate a Substitution Form, obtain required signatures, and then submit the form to the Dean who then submits it to the Provost for approval.

Finally, the form will be remitted to the Office of the Registrar for processing.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	TRANSFER COURSES – SECTION 2B.9
CROSS REFERENCE:	OFFICE OF ADMISSIONS
EFFECTIVE DATE:	1/08/90
Reviewed:	1/30/09
LAST REVISED	06/2024

At the time of application for admission to the University, an official copy of the transcript from the previous institution(s) attended should be presented for evaluation. The Office of Admissions sends the transcript to the University College for up to 59 credits and the academic units' chairpersons/deans from 60 credits up for evaluation; The results of the evaluation are sent back to the Registrar's Office for inclusion in the student's record.

Transfer credits are posted onto the student's University transcript once the Office of the Registrar receives the student's admissions file.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	CROSS-REGISTRATION – SECTION 2B.10
EFFECTIVE DATE:	1/07/99
Reviewed:	1/30/09
LAST REVISED	05/2022

It is the policy of the University that students can participate in cross-registration. Cross-registration is the process of taking one or two courses at other approved institutions at no additional cost to the student, except for course fees. The cost of taking courses is included in the tuition at Virginia Union University.

A student who wishes to participate in Cross-registration must receive prior approval from the advisor, department chair and the Dean, and final approval from the Office of the Registrar. The approved institutions are: Virginia Commonwealth University, the University of Richmond, and Virginia State University.

To participate in cross-registration, the student must be a junior or senior at Virginia Union University, have a cumulative GPA of 2.5 or above, and request enrollment in a 300-level or 400-level course at the other institution. Also, the requested course cannot be offered at the home institution.

An approval form may be requested from the advisor to begin the process of obtaining approval for cross-registration. Once the signatures of the advisor, department chair and dean have been obtained, the form should be brought to the Office of the Registrar for final approval.

The Registrar will give instructions to the student prior to enrollment for Cross-registration at another institution.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	STUDENT LOAD – SECTION 2B.11
EFFECTIVE DATE:	1/08/90
Reviewed:	1/30/09
LAST REVISED	05/2022

It is the policy of the University that student load is defined as the total number of credits for which a student is enrolled in any one semester.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	CLASS ATTENDANCE – SECTION 2B.12
EFFECTIVE DATE:	1/08/07
Reviewed:	1/30/09
LAST REVISED	05/2022

It is the policy of the University that attendance will be taken in all classes. Students are expected to attend each class for the courses in which they are enrolled. Students must come to class on time. Students entering the classroom beyond five minutes of the class' start-time will be marked late. After attending two classes late, the student will receive an absence. Also, if a student leaves class early, a similar policy will be followed i.e., two early departures will equal one class absence.

The maximum amount of time students may be out of class for reasons other than University sanctioned events is three (3) times for a class that is offered for three credit hours; four times for a class that is offered for four credit hours. When freshmen and sophomores accumulate these absences, the instructor will send the appropriate form to the University College indicating that the student may be in jeopardy of either failing the course or having his/her final grade in the course reduced. A copy of the form will be sent to the student's advisor and to the chair of the department for further action.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	GRADE CHANGES – SECTION 2B.13
EFFECTIVE DATE:	1/08/90
Reviewed:	1/30/09
LAST REVISED	05/2022

It is the policy of the University that a final grade may be corrected by the faculty member with submission of the properly approved Change of Grade Form to the Office of the Registrar.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	REPEATING COURSES – SECTION 2B.14
EFFECTIVE DATE:	1/08/90
Reviewed:	1/30/09
LAST REVISED:	05/2022

It is the policy of the University that students may repeat a course for which a student has already received a grade of C-, D+, D, D- to improve a grade. It is advisable for the student to consult with the academic advisor before repeating a course. A student may repeat one time, a course in which s/he has received a passing grade. Only one of the grades will be counted toward graduation, including the course is coded “R” on the transcript to indicate the repeat.

Grades for all attempted courses remain on the student’s permanent record. Students may not repeat courses for which they received transfer credit. Repeating a course may limit students’ ability to meet the satisfactory academic performance requirements for receipt of federal financial aid. Also, repeating courses for which students have already received an acceptable passing grade may not be included as part of student’s minimum full-time or part-time course load for Federal and State financial aid purposes.

Initiating the repeated course option will not result in a change in previously earned academic statuses, i.e., probation Students who choose to repeat a course must do so before the awarding of their undergraduate degrees from VUU. The student’s GPA will not be affected by repeating a course at any time after graduation

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: COURSE FAILURE POLICY – SECTION 2B.15
EFFECTIVE: 06/2024

When an undergraduate student receives an earned academic grade of “F” the student subsequently retakes the course and receives a higher grade, the initial grade of “F” will no longer be computed into the grade-point average. The “F” grade, however, will remain on the transcript.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: ACADEMIC PROGRESS – SECTION 2B.16
EFFECTIVE DATE: 1/08/90
REVIEWED: 1/30/09
LAST REVISED: 06/2024

It is the policy of the University that the academic progress of a student is tracked by the student's academic advisor. The academic progress is presented to the student in a concise form to show the general education requirements, major and collateral requirements, and electives for a student's degree program, and the way in which the student is completing those requirements. This assessment provides accurate, up-to-date information to assist students and advisors in making wise academic choices.

At the end of the junior year, the advisor will send a progress report or Senior Assessment to the Office of the Registrar for the record, and for further confirmation through completion of the Senior Audit. The Senior Audit is sent back to the advisor for confirmation. It is the responsibility of the advisor to contact the student regarding changes in the assessment.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	ACADEMIC RECOVERY PROCESS – SECTION 2B.17
EFFECTIVE DATE:	1/08/00
REVIEWED:	1/30/09
LAST REVISED:	06/2024

The University assesses academic standing and the statuses of Academic Warning, Academic Probation, Academic Dismissal and Academic Recovery based on academic performance following each of the fall and spring semesters. For students on Academic Recovery, academic standing is also assessed following summer sessions.

A student on Academic Warning or Academic Probation or a student who is granted Academic Recovery status must meet with an advisor to discuss his/her academic standing. An advisor will help in planning a schedule of courses to assist the student in achieving above the Dismissal GPA. A student on Academic Warning will be able to self-register after this meeting; a student on Academic Probation or Academic Recovery must be registered by his/her advisor.

If a student is on Academic Dismissal status for the first time, the student has two options:

1. Apply for Reinstatement

A student on Academic Dismissal status for the first time may apply for reinstatement not less than one year from the date of last enrollment at the University. At the time of application, all credit hours will be evaluated. Final determination of the acceptability of such credit hours is the responsibility of the applicable academic unit.

2. Reinstatement through Academic Recovery

A student on Academic Dismissal status for the first time may apply for Academic Recovery status through their respective advising unit. Academic Recovery would be applicable the next immediate semester or summer term unless the student is granted a Leave of Absence pursuant to university policy. Students granted Academic Recovery status will be required to meet with advisors, complete a minimum of six credit hours for the semester and achieve a minimum

semester GPA requirement of 2.0. *(Note: It is highly recommended that a student consistently achieves a 3.0 in an effort to raise the cumulative GPA to at least a 2.0).*

During the student's first semester or summer session of Academic Recovery status, the student will not be in Academic Good Standing and therefore will be ineligible for aid of any kind, including without limitation federal loans or grants, tuition remission, and scholarships.

Students who successfully complete the requirements of the first semester or summer session on Academic Recovery status may:

- a. return to Academic Good Standing if a GPA of 2.0 or higher is achieved
- b. be permitted to attend classes during the next summer session or semester.

Students may only continue on Academic Recovery if they meet the Target Semester GPA of 2.0 or higher. (See Appendix 2.) The student must maintain a GPA at or above the Target Semester GPA in each semester or session they are on Academic Recovery. Students on Academic Recovery must register for a minimum of six (6) credit hours per term. Course overloads are not permitted while on Academic Recovery.

Students may not remain on Academic Recovery status for more than two academic years following their original dismissal.

Students who do not meet requirements of their Academic Recovery status during any summer session or semester will be Academically Dismissed for a second time. Upon the second Academic Dismissal a student must wait and apply for reinstatement not less than one year from the date of the first Academic Dismissal in accordance with this policy.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	ACADEMIC STANDING – SECTION 2B.18
CROSS REFERENCE:	CROSS REGISTRATION; REPEATED COURSES
EFFECTIVE DATE:	1/08/07
REVIEWED:	1/30/09
LAST REVISED:	06/2024

Scope of the policy. Graduate, undergraduate baccalaureate and associate degree-seeking students are subject to the academic standing rules addressed in this policy.

Definitions

Academic Good Standing – At the university, a student is in Academic Good Standing if enrolled in an associate or baccalaureate degree-seeking program with a grade point average of 2.0 or above and not in the first term of Academic Recovery from probation. (*Please see requirements for specific majors which may require a higher grade point average to remain in that program*)

Academic Warning - A student is on Academic Warning status when:

1. the student's most recent semester grade point average is less than 2.0 **or**
2. prior to having earned 30 credit hours (or 20 credit hours for an associate degree program) the student's cumulative grade point average is below 2.0 **or**
3. a transfer student in the first matriculated semester is registered for 15 or fewer credits and whose mid-term or mid-semester grade is reported as unsatisfactory or if the semester grade point average is less than 2.0.

Academic Probation - A student is on Academic Probation when the student's cumulative grade point average is below 2.0 after having accumulated 30 or more credit hours (or 20 or more credit hours for an associate degree program). However, transfer students in the first matriculated semester are subject to Academic Warning.

Academic Dismissal - A dismissed student is not in Academic Good Standing. The status of Academic Dismissal is applied to a student who:

1. accumulates more than 30 credit hours (or more than 20 credit hours for an associate degree program); and
2. had the status of Academic Probation in the most recent academic year; and
3. has a GPA of less than 2.0.

☐ **Academic Recovery** - A student on Academic Dismissal status can apply to the applicable advisor for the status of Academic Recovery or plan for improvement. The status of Academic Recovery is available, upon approved application, provided that the student:

1. is on Academic Dismissal status for the first time;
2. has a cumulative GPA of less than 2.0.

☐ **Institutional GPA Hours** - include credit hours in all courses graded "A" through "F". Credit hours for repeated courses are calculated according to the policy on Repeating a Course (Undergraduate and Graduate)

A maximum of two academic suspensions are permissible during a student's academic career at Virginia Union University.

AREA OF RESPONSIBILITY:	DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	DISABILITIES ACT AND INCLUSIVE LEARNING4.19
EFFECTIVE DATE:	1/08/90
REVIEWED:	1/30/09
LAST REVISED:	06/2024

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to provide academic adjustments and/or accommodations for students with documented disabilities. Students are requested to inform and provide the Office of Inclusive Learning with the appropriate disability documentation such as, a 504 Plan. The Educational Service Coordinator will provide a Faculty Accommodation Letter outlining academic accommodations for the student within the first six weeks of the academic semester.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: COURSE OVERLOAD- SECTION @B.20
EFFECTIVE DATE: 1/08/04
REVIEWED: 1/30/09
LAST REVISED: 06/2024

A course overload is 18 or more credit hours taken by a student in each semester. The student must obtain the Overload Form from the respective department of the course. A student who wishes to take 18 credit hours must have a cumulative GPA of at least a 3.0 and written permission from the department chair. A student who wishes to take 19 - 20 credit hours must have a cumulative GPA of 3.0 and written permission from the Dean. Students who wish to take 20 or more credit hours must likewise have a 3.0 GPA, written permission of the Dean, and the approval of the Provost.

Once the appropriate signatures have been obtained, the Overload Form must be submitted to the Office of the Registrar so that the student may be registered into the approved course. Any overload of courses will increase the final tuition bill for the student.

AREA OF RESPONSIBILITY:	OFFICE OF THE REGISTRAR
RESPONSIBLE CONTACT:	DIVISION OF ACADEMIC AFFAIRS
POLICY IDENTIFICATION:	REQUIREMENTS FOR GRADUATION – SECTION 2B.22
EFFECTIVE DATE:	1/08/04
REVIEWED:	06/2024
LAST REVISED:	06/2024

An undergraduate student must have completed the following to receive a bachelor's degree from Virginia Union University:

- a minimum of 120 credit hours towards a degree, including the General Education core requirements
- a cumulative GPA of 2.0 or above
- a minimum of 30 semester hours in residence at the University

A graduate student must have completed the following to receive a master's or doctorate degree from Virginia Union University:

- all degree requirements including minimum credit hours towards degree program
- a cumulative GPA of 3.0 or above.

Exceptions to this requirement may be made only with prior written approval from the Vice President for Academic Affairs, and upon the recommendation of the department chair and the dean. Such exceptions may not exceed six credit hours.

A senior who expects to graduate must apply for Graduation to the Office of the Registrar by May 30th if planning to graduate in the Fall of the same calendar year, September 30th if planning to graduate in May of the following calendar year, and by March 30th if planning to graduate the summer of the same year. Applications submitted after these dates shall be considered late.

There is only one Commencement exercise, held on the Saturday of Mother's Day weekend in May of each year.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: FERPA STATEMENT - SECTION 2B.23
EFFECTIVE DATE: 1/06/00
Reviewed: 1/30/09
LAST REVISED: 06/2024

It is the policy of the university to make certain that the Family Educational Rights and Privacy Act (FERPA) is accessible for all students to read. The FERPA may be viewed at the University's website at www.vuu.edu

If the student would prefer a copy of the policy, one is available in the Office of the Registrar.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS

RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR

POLICY IDENTIFICATION: STUDENT RIGHTS AND RESPONSIBILITIES
SECTION 2B.24

EFFECTIVE DATE: 1/08/04

Reviewed: 1/30/09

LAST REVISED: 06/2024

All student members of the University community are entitled to the following rights upon admission to Virginia Union University:

- To be treated with dignity and respect by those within the University community;
- To receive a copy of the Official Student Handbook and Table of Violations and Possible Sanctions upon admission to the University;
- To a clear and concise statement of student rights and responsibilities;
- To pursue academic and extracurricular activities that do not violate University policies;
- To competent instruction, University support services and University facilities;
- To a fair hearing process if charged with a violation of University policies and regulations;
- To be advised (verbally/ in writing) of any matters that could lead to disciplinary actions.

All student members of the University community are responsible for the following:

- Upholding all Virginia Union University policies and regulations as described in the Student Handbook, University Catalog and other University published regulations issued by various offices and programs of the University.
- Learning the content of the Student Handbook, University Catalog and other University policies and published regulations issued by various offices and programs of the University.

AREA OF RESPONSIBILITY:	DIVISION OF THE REGISTRAR
RESPONSIBLE CONTACT:	UNIVERSITY REGISTRAR
POLICY IDENTIFICATION:	UNIVERSITY TRANSCRIPTS – SECTION 2B.25
EFFECTIVE DATE:	1/08/06
REVIEWED:	06/26/24
LAST REVISED:	06/2024

It is the policy of the University that current and former students may obtain transcripts of their academic record if the student has no outstanding financial balances with Virginia Union University. Transcripts will be processed in 5 - 7 business days upon receipt of the request.

To obtain a transcript, a formal request must be presented to the Office of the Registrar through Parchment at <https://www.vuu.edu/academics-at-union/parchment-requests>. The cost of each transcript, either official or unofficial, is \$10.00, and is paid at the time of the request through Parchment.

The Office of the Registrar is required to obtain approval that the student/alumnus is in good financial standing with the University prior to release of the transcript. Transcripts may be sent to the student or outside parties, as determined by the request of the student.

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: ACADEMIC CREDIT FOR WORK/LIFE
EXPERIENCE – SECTION 2B.26
EFFECTIVE DATE: 1/08/07
REVIEWED: 1/30/09
LAST REVISED: 06/2024

On rare occasions, the University may award academic credit to adult learners with significant professional experience that may be determined to be comparable to courses listed in the current university catalog. The maximum number of credit hours that may be awarded for Work/Life experience is thirty (30) credit hours.

Eligibility criteria are below; the applicant must:

- be admitted to the University;
- be at least 25 years of age;
- have appropriate detailed documentation to validate experiences;
- prepare a written document that thoroughly and accurately addresses the experiences;
- be able to verbalize the experiences addressed in the document and
- demonstrate as appropriate.

To obtain Work/Life experience credits, the applicant must see his or her department chairman for instructions for submitting a portfolio of Work/Life experiences. This should be done after admission to the University. Upon review of the portfolio, the department chairman will make recommendations regarding equivalent courses and credit hours to be awarded to the Registrar for approval. The department chair will notify the student of final approval of credits for Work/Life experiences.

SPECIFIED PROGRAMS WILL BE GIVEN PRIOR APPROVAL TO EXCEED THE 30 CREDIT REQUIREMENT.
