



Academic Regulations Policy Navitas at FAU

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Navitas Course Registration

Course Selection

Students select courses prior to the start of each semester. Courses are offered based on availability and sufficient demand from students. Navitas at FAU reserves the right to add, cancel or withdraw courses entirely at its discretion. Students should ensure that they have selected the required courses according to their program. A minimum of 10 courses (approx. 30 credits) must be successfully completed in order to be eligible to progress to Sophomore Year at the University.

A full course load is 3-4 courses per semester. A student's course load may vary depending on program requirements. Students wishing to increase their course load to a maximum of 5 courses must obtain formal approval from the Navitas at FAU Executive Director.

Students who start Navitas in the Academic English Program or in the Integrated component of the UPP must successfully complete the Academic English/Integrated program(s) and meet the required English language level before commencing full UPP studies. A recommendation from the University ESL Advisor may be required.

Students cannot register for classes if their tuition account is past due. A registration hold will be in place until the outstanding debt is paid in full.

Drop/Add Courses

Students must maintain a minimum course load of 12 credits (which includes academic and administrative credit). **It is important for students studying on an F-1 visa not to drop below full-time status** (or 12 credits).

Students withdrawing from a course(s) must first consult with the Navitas Student Support Officer (SSO) to ensure they maintain the minimum course load to satisfy their student visa requirements.

Students can withdraw before the add/drop deadline without financial penalty or withdrawal grade noted on the transcript; any student withdrawing after the add/drop deadline, but before the eighth week of classes will receive the grade "W" for that course, and be financially responsible for the tuition cost of the course(s). Failure to submit a withdrawal form before 4:00pm on the last day of the eighth week in any semester will result in a grade of "F". Students are also financially responsible for any course(s) dropped beyond the eighth week of classes. Non-attendance does not constitute withdrawal.

A student withdrawing from a course does not receive a refund. Students who withdraw from individual courses during a semester should refer to the Navitas at FAU *Refund Policy*.

Transfer Credit

Navitas at FAU students may be awarded transfer credit for courses completed at other institutions of higher education. Transfer credit will be formally assessed by Florida

Atlantic University following successful completion of the Navitas program. The University will determine the number of credits and courses to which the student may receive transfer credit. Students may also be required to submit college/university course descriptions or syllabi from previously attended institutions for the purpose of performing the transfer-credit evaluation.

Grading System

Students are assessed in each course according to the course instructor's guidelines of assessment and attendance. Please read your course syllabus very carefully and be sure you are aware of your instructor's expectations in the course. Each letter grade has a grade point equivalent.

Grade Point Average	
GRADE	GRADE POINT
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00 (minimum cumulative GPA)
C-	1.67
D+	1.33
D	1.00
D-	.67 (minimum passing)
F	.00 (fail)
W (withdrawal) is not calculated*	

*A "W" notation indicates that the student withdrew from the course between the add/drop period and the eighth week of the semester (see also Drop/Add Courses). The course(s) appear on the transcript, but no credit is awarded and the course is not included in the grade point average.

Please consult with the SSO how the grades described above could affect you as an international student and whether there would be any impact on your degree requirements.

Academic Standing

Students are in Good Academic Standing if they are eligible to continue or re-enroll in courses, even if on probation. To be in good academic standing, Navitas students are required to maintain a minimum average GPA of 2.00, and to achieve an attendance record of 80% or above. Attendance greatly impacts academic performance and students who fall below the minimum standards may be placed on Freshman Warning or Academic Probation, which may result in dismissal from the university.

Freshman Warning and Academic Probation mean that either a student's cumulative grade point average (CGPA) or grade point average (GPA) in any given term has fallen below a 2.00. The designations are intended to alert students of the need to improve their academic performance.

Freshman Warning*

Freshman Warning applies only to freshmen who fail to earn a 2.0 average in their first semester. Students on Freshman Warning are required to meet with the Navitas Advisor for special assistance in improving their academic performance.

Academic Probation*

Except for first-semester freshmen, all other undergraduate students who fail to earn a satisfactory average (2.00 or higher GPA) on all work attempted in any term are considered to be on Academic Probation.

- Students on Academic Probation who fail to earn a 2.00 average GPA on all work attempted in any term, but have a cumulative average (CGPA) of 2.00 or higher will be continued on Academic Probation.
- Students on Academic Probation who earn a 2.00 average GPA or higher in the next term, but whose cumulative average (CGPA) lower than 2.00 will be continued on Academic Probation.

Academic probation is removed when an undergraduate student earns at least a 2.00 average GPA in all work attempted during the next term AND has a cumulative grade point average (CGPA) of 2.00 or higher.

*In addition to letters of Freshman Warning/Academic Probation a student receives, Navitas students are required to attend support tutorials, meet with the Student Support Officer, and participate in additional Navitas support systems tailored to their specific need(s). Students must also sign a contract acknowledging their current academic standing, and agree to engage in the additional supports provided by Navitas, as a condition of continuing studies with Navitas at FAU.

Attendance

Students are expected to attend 100% of their classes. Anyone with an I-20 and F-1 visa is required by US immigration law to attend classes full-time, and failure to do so will result in I-20 termination. All students are expected to arrive prepared for class at the designated time on their schedule. If you are more than 15 minutes late for class, you can be marked absent for the class. If you are late three times, this will be considered an absence from one class.

Excused absences are rare but may be considered for religious observation, serious illness, or other special circumstances. An excused absence simply means that you are given the opportunity to make up any missed work in a timely manner at the instructor's discretion. If your absence is not excused, your instructor has the right to penalize your grade for missed work, within reason. To request an excused absence, you should speak with each of your instructors and provide any available documentation (doctor's note, etc.).

Important note: In order for your instructors to make an informed assessment of your academic skills, you *must attend all of your classes*. If you fail to attend, your instructors will not be able to evaluate and assess your preparedness.

Attendance is recorded per class, not per day, so manage your attendance wisely.

Conditions of being in Navitas

1. The student is expected to attend all classes, undertake all tests and examinations during a program, and abide by all rules and regulations of Navitas at FAU and Florida Atlantic University that are in force at any time. Where a conflict exists between Navitas at FAU and Florida Atlantic University, Florida Atlantic University policy shall prevail.
1. The contract between the applicant and Navitas at FAU is governed by the laws of the United States and the State of Florida.
2. Navitas at FAU may, by written notice, vary the conditions of enrollment as required to comply with any law, regulation or amendment thereof, of the United States or the State of Florida.
3. If a student requires urgent medical care and it is not possible to contact the student's parent or guardian, Navitas at FAU is authorized as a matter of urgency to seek and provide appropriate medical care. Students are responsible for any additional costs incurred.
4. International students must meet minimum English language requirements for entry to the program. English proficiency will be assessed by Florida Atlantic University-approved English proficiency tests such as TOEFL, IELTS, or Navitas Pearson Versant. If English proficiency skills are insufficient, the student will be required to include the Integrated component of the UPP in the first semester of study, or to enroll in the Florida Atlantic University Academic English Program. Students who start Navitas in the Academic English Program or in the Integrated component of the UPP must successfully complete the Academic English/Integrated program(s) and meet the required English language level before commencing full UPP studies.
5. Florida Atlantic University requires each international student to acquire Florida Atlantic University medical insurance upon arrival. Each student is required to maintain medical coverage under Florida Atlantic University's medical insurance plan for the duration of their studies with Navitas at FAU.
6. A student may defer the start date of their program not more than once. If a student makes a subsequent request for deferral, the student will need to re-apply for their program and pay an additional \$250 administration fee. Please note: A new I-20 form cannot be issued until the original form has been returned to Florida Atlantic University. New, updated financial documentation may also be required before a new I-20 form can be issued.
7. Students are required to complete a minimum 30 credits (10 courses) with a minimum GPA of 2.00 with Navitas at FAU before they will be permitted to progress to the second year of the degree at Florida Atlantic University.

Classroom Expectations

Students must switch off their mobile phones before entering Navitas at FAU classrooms. Text messaging is not permitted when in class and mobile phones are not permitted in class during exams. Students are expected to attend class on time and are expected to come prepared for class. Check your email every day for notices/instructions from your instructors and Navitas staff. When in class, students should give instructors their full attention and not disturb the classroom by talking during classroom instruction.

Forgiveness Policy (repeated courses)

The University Forgiveness Policy permits an undergraduate student to repeat a course and allow only the last grade to count in the grade point average (GPA). Students in a five-year baccalaureate program are permitted to repeat a 5000-level course in that program, and allow only the last grade to count in the GPA.

Students are permitted to apply the Forgiveness Policy to any grade earned in a course and/or repeated, however, this policy may be applied only twice during a student's undergraduate study at the University. The policy does not remove the previous grade, but eliminates the effect of that grade on the students cumulative GPA by removing it from the computation.

Please Be Aware that

A Navitas student who registers for the same course more than two times can be charged a Repeat Course Surcharge for the third and subsequent enrollments in the course. The amount of the charge will be determined Florida Atlantic University, and is expected to represent the full cost of instruction.

Students may not repeat a course if it is the pre-requisite for a more advanced course that has already been taken and passed. No exceptions to this rule.

Certain colleges and/or majors may have additional limitations on which or how many courses may be retaken. Students are advised to check with their major departments and consult with the Navitas Student Outreach Officer before retaking any course.