

# Course Policies

## Attendance Policy

Enrolled students are expected to complete the entire course, and even unavoidable absences do not relieve them from being responsible for work assigned during the course. Students may not attend classes until they have officially registered for the course through FAES's online registration portal or by submitting a complete Enrollment Form to FAES.

## Enrollment Options

### Credit

One credit corresponds to 15 standard classroom hours. A standard classroom hour is defined as 50 minutes of instruction time and 10 minutes break. Students registered for credit must complete all coursework as required by the instructor.

### Audit

An auditor must pay the same tuition fee and meet the same prerequisites as a credit student. They receive full privileges of class participation, if they choose to exercise them. An auditor does not receive a grade or credit; they receive a grade of "AUD."

### Enrollment Status Changes

Students may request status change from credit to audit, or vice versa, provided the request is submitted in writing to the FAES Academic Programs at registrar@faes.org and in accordance with the published timeline. Reporting a credit- audit change to the instructor does not constitute an official change. Students who have been sponsored by their home institutions or employers to take FAES courses must submit written approval from their Administrative Officers when requesting a change from credit to audit.

## Course Levels and Grading Policy

The FAES Academic Programs at NIH offers courses at the following levels:

1 to 99 | general adult education (*may not be at undergraduate level*)

100 to 199 | lower-college level (*Freshman/Sophomore*)

200 to 299 | upper-college level (*Junior/Senior*)

300 to 399 | senior and graduate levels

400 to 499 | graduate students and qualified seniors

500 to 600 | graduate and/or professional level

600 to 700 | Board Examination subspecialty courses

## FAES Academic Programs at NIH courses are graded as follows:

|               |                        |              |
|---------------|------------------------|--------------|
| A+            |                        | 97--100      |
| <b>A</b>      | <b>Excellent</b>       | 94--96       |
| A-            |                        | 90--93       |
| B+            |                        | 87--89       |
| <b>B</b>      | <b>Good</b>            | 84--86       |
| B-            |                        | 80--83       |
| <b>C</b>      | <b>Adequate</b>        | 70--79       |
| <b>D</b>      | <b>Minimum Passing</b> | 69--60       |
| <b>F</b>      | <b>Fail</b>            | 59 and below |
| <b>I</b>      | <b>Incomplete*</b>     |              |
| <b>AUD</b>    | <b>Auditor</b>         |              |
| Pass/<br>Fail |                        |              |

*\*"I" indicates that the required coursework has not been completed. "I" may be changed to another grade if the student provides the instructor with a satisfactory explanation and arranges to complete the work within a reasonable time. As of 7/1/2020, an incomplete (I) received must be resolved by the end of the following semester or grade automatically converts to a failing (F) grade.*

## Course Materials

### Textbooks

Required and recommended textbooks can be added to a purchase at the time of registration. Book orders are fulfilled by the FAES Bookstore within 1-2 business days pending availability. The textbooks will be shipped for a flat fee (\$10.00) or in-store pick-up is available at no cost.

### Textbook Returns

A full refund will be given for textbooks unopened and in original condition returned prior to one week from the first day of class. Textbooks purchased after the first week of class (but before the final week of class) must be returned within 2 business days of purchase. Textbooks purchased during the last week of classes or final exams are not returnable/refundable. Any textbooks returned via mail, will be at the customer's expense.

### Copyright

All course materials are the property of FAES and the author or the publisher and are to be used for the student's individual academic purpose only. Any dissemination, copying, reproducing, modification, displaying, or transmitting of any course material for any other purpose is prohibited, will be considered misconduct, and may be cause for disciplinary action. In addition, encouraging academic dishonesty by distributing information about course materials or assignments which would give an unfair advantage to others may violate the FAES Academic Integrity policy. Course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than use by students enrolled in the course. Distributions of course materials may be subject to disciplinary action.

# Course Withdrawal Policy

## Drop Policy

Students may drop courses through self-service by logging into the Student Portal until the 2nd week of the term.

Alternatively, the intent to drop a course at the FAES Academic Programs **must be made in writing** to the Academic Programs at registrar@faes.org. **Reporting a course withdrawal to the instructor is not considered official.**

The dropped course will not appear on students' academic transcript.

## Sponsored Students

Students whose courses will be paid for by their employers need to coordinate in advance with their Administrative Officers or HR departments to determine whether they are liable to pay the prorated portion of the tuition in cases when they wish to drop a course.

Students who are recipients of an FAES scholarship will have the prorated tuition withheld when refunds are to be paid due to dropping a course.

## Involuntary Withdrawals

Students are allowed to drop a course involuntarily for the following reasons:

- Illness of student or immediate family member (child, parent, spouse, or member of household)
- Death of student or immediate family member (see above)
- Called to active military duty via enlistment, activation, or deployment (**Note:** Fees are non-refundable.)

In all cases, appropriate written documents of substantiation must accompany the request for withdrawal. Examples include: physician's note specifying the dates of treatment and that the illness made it impossible for student to continue enrollment in classes; notice, newspaper article, or funeral program; copies of military orders signed by an appropriate official, etc.

# Refund Policy

## Tuition Refunds

To obtain a refund, a course must be officially dropped by the refund deadline, as indicated in the academic calendar. The intent to drop (withdraw from) a course must be made in writing to the FAES Academic Programs at **registrar@ faes.org**. Reporting a course withdrawal to the instructor is not considered official.

Refund of tuition fees will be granted only in cases when the FAES Academic Programs is notified in writing and in accordance with the published schedule for full-semester courses. For a refund schedule for courses of shorter duration, please contact the FAES Academic Programs at registrar@faes.org.

Refunds will be computed as of the date the written intent to drop is received in the FAES Academic Programs Office. In no case will tuition be reduced or refunded because of lack of attendance in classes or because students failed to consult with the instructor in advance of registration, in cases when the course description indicates that students must email the instructor for permission to enroll in the class.

Refund policy when dropping a seven-week course:

**A week before the course starts** 100% tuition refund

**During the 1st week** 80% tuition refund

**During the 2nd week** 50% of tuition refund

**After the 2nd week** no refund and no withdrawal will be granted

Refund policy when dropping a three-week course:

**A week before the course starts** 100% tuition refund

**During the first 3 days (M-W)** 80% tuition refund

**After the first 3 days** no refund and no withdrawal will be granted

**Note: All refunds are subject to a \$25 refund/withdrawal fee per course.** Refunds will not be granted to students who do not have a clear financial record with FAES.

**Note:** Fees are non-refundable.

## Courses Canceled by FAES Academic Programs at NIH

FAES reserves the right to cancel a course due to insufficient enrollment. In such cases, students will receive a 100% refund of tuition and fees. Further, FAES reserves the right to limit registration, and to cancel, combine, terminate, or postpone courses, and to require the withdrawal of any student at any time for any reason that FAES deems sufficient.

## Inclement Weather Policy

FAES Academic Programs courses are held in federal government facilities. Consequently, FAES follows the snow and dismissal procedures of the Office of Personnel Management (OPM). When government offices are opened late or closed early or all day due to hazardous weather conditions, or when hazardous weather conditions are probable for the daytime workshops or evening academic courses, classes will not be held.

FAES will notify students and faculty in advance of any delayed start or cancellation due to inclement weather. If in doubt, students are welcome to send inquiries to [registrar@faes.org](mailto:registrar@faes.org) or call 301-496-7976.