

## REGISTER FOR COURSE(S):

- 1** Prior to the start of your program, inform your Accredited GYA Program Provider of your intent to earn college credit.
- 2** Your program provider will provide you with a GYA/UM College Credit Registration form, which will include specific course options.
- 3** Return your completed registration form to your program provider, who must submit the form to GYA **no later than two weeks prior to your program start**. Late registrations will be granted on a case-by-case basis (depending on the length of the program) and will incur a \$100 late registration fee by GYA.

## COURSEWORK REQUIREMENTS:

- Once you've paid the credit registration fee to your GYA Accredited Program Provider, they will contact GYA and we will assign you with a UM-approved Instructor of Record within two weeks prior to the start of your program. This Instructor will be your point person for all questions about college credit and your selected coursework.
- Your Accredited GYA Program Provider or your assigned Instructor of Record can share your course syllabus with you. **Note:** *Please pay attention to the **full course requirements** on each syllabus. Missing a requirement, turning in an assignment late, or failing to read/properly cite a required reading are a few of the most common reasons that student grades are reduced.*
- If you would like to make any adjustments to a course reading list, deadlines, final paper topic, etc., your Instructor of Record has the authority to approve such adjustments as appropriate. Please contact them directly.
- It IS possible to change your course(s), but you must officially request a change to both your Instructor of Record and GYA staff at [info@gapyearassociation.org](mailto:info@gapyearassociation.org). **Course change requests are only allowed within the first two weeks of your program.**
- Aside from temporary absences related to illness or other emergencies, attendance throughout the duration of your program is required for participation in the GYA/UM college credit option.

## AFTER YOUR PROGRAM—FINAL COURSEWORK SUBMISSION & GRADES:

- Email your coursework to your Instructor of Record directly.
- All coursework is due to your Instructor of Record no later than 30 days after your program's end date. Instructors of Record will submit final grade reports to GYA within 30 days of receiving completed coursework.

- GYA will submit grade reports to UM on the last business day of each month. Official transcripts will be available by the 15th day of the following month.
  - Students are expected to submit coursework to their Instructor of Record by the deadlines listed above. Following initial submissions, students are expected to respond to questions and feedback from their Instructors until final grades are given.
  - Students who do not complete their Accredited GYA Program will be withdrawn from college credit, incurring a “W” on their official UM transcript. Incomplete or missing coursework will result in an assessment of “Incomplete” (I) on the official UM transcript.
- Once you submit your journal and paper(s) for grading, it takes approximately 30 days to get your grade report, which your Instructor of Record will email directly to you. For privacy reasons, grade reports are only shared directly with the student.
  - If you need an expedited grade for some reason, please communicate with your Instructor of Record so they can prioritize your grading. *NOTE: grading cannot begin until your Instructor receives your journal and ALL final papers for ALL courses in which you are enrolled.*

## RECORDS OF YOUR COURSE ENROLLMENT:

- OFFICIAL TRANSCRIPTS: Once grades are posted, UM will email students a registration confirmation with their UM Student ID number and instructions for ordering official transcripts. Students must pay a small additional fee for any official transcripts ordered.
- Students will NOT receive a tuition statement tax form (Form 1098-T) for receiving college credit. In lieu of a Form 1098-T, it is recommended that you maintain proof of tuition payment to your program provider and documentation of enrollment with the University of Montana in the form of a student ID number and/or official transcripts.

## DROPS/WITHDRAWALS:

- **The last day to drop coursework is two weeks from the program start date.** If you drop by this date, the dropped course will not appear on your official UM academic transcript.
- Intent to withdraw from a course after the two-week mark must be confirmed via email to BOTH your Instructor of Record and GYA staff at [info@gapyearassociation.org](mailto:info@gapyearassociation.org).
- Students who withdraw from coursework within two weeks of their program’s start date will incur a \$850 cancellation fee.
- After the first two weeks of the program, no college credit refunds will be provided for any reason, including illness, injury, or inability to complete the program.

## THIRD PARTY PAYMENT PROVIDERS (529 Savings Plans & AmeriCorps Education Awards)

- If you or your family have invested in a 529 tax-deferred Education Savings Plan, you are able to use those funds for all qualifying educational expenses, including your program tuition if you are earning college credit. Direct travel expenses are not eligible for payment via 529 plans. Notify your program provider of your intent to use 529 funds and they will outline the process for you.
- If you wish to utilize an AmeriCorps Education Award, GYA and UM will work with you to process the payment.

For FAQs, please visit <https://www.gapyearassociation.org/college-credit/> or email GYA at [info@gapyearassociation.org](mailto:info@gapyearassociation.org)