

**Approved By:** President

**Date Approved:** January 11, 2019

**Effective Date:** August 19, 2019

- 1. Summary:** This policy establishes requirements for student registration in courses at Criswell College.
- 2. Rationale:** This policy is necessary to ensure that students register for courses in an informed manner.
- 3. Entities Affected:** students
- 4. Definitions:** *Semester* refers to the Fall or Spring academic period. *Term* refers to academic periods shorter than the traditional semester (e.g., Term 1, Term 2, Winter, Summer, etc.).
- 5. Policy:** Students must complete course registration during the designated registration periods (early, official, or late) prior to attending classes. All course registration should be done in accordance with academic advisement to ensure students take courses appropriate to their degree plan and education goals. Information on registration dates, times, and instructions are available on the college's website and is updated regularly. Students registering during Late Registration will incur a Late Registration Fee.

### **Repeating Courses**

Only courses for which the student received a grade of "C" (2.0) or lower may be repeated at Criswell College. When a course is retaken for credit, only the final grade is calculated in the student's CGPA. However, to determine academic honors, all attempted course work will be calculated in the final CGPA. Audited courses may be taken for credit at a later time.

### **Auditing a Course**

Any on-campus course may be audited with approval by the Registrar and if space is available in the classroom. Audit status is available for students who have previously completed a credit course, to serve as a review and refresher of course material, or for those desiring to further their education. An audit fee will apply. Students who audit a course receive a grade of AU. A student's permanent transcript will reflect which courses have been audited. An audited course may be taken for academic credit at a later time. For more information regarding audit status, please refer to the Admission policy.

### **Independent Studies**

Courses may be offered as independent studies for undergraduate seniors or graduate students in their last year of study, who have irreconcilable schedule conflicts among courses needed to complete a degree program for graduation. Students must be in good academic standing with at least a 3.0 CGPA. Students are not allowed to take more than one course by independent study per semester. Certain courses, such as Core Courses, may be inappropriate for independent study. Independent study courses are typically taught by full-time faculty.

Clarification on these issues may be obtained from the Academic Affairs Office. Students are not permitted to do an independent study of a course that has been failed previously. In addition, students on warning or probation are not permitted to do an independent study.

Students must file required documentation with the Registrar's Office. Independent studies must be processed at registration and completed by the end of that semester. Independent studies are typically not available for the winter or summer terms. In cases involving course cancellations, exceptions may be granted to complete a course by independent study with the approval of the student's academic advisor, the professor, the Vice President of Academic Affairs, and the Registrar.

Tuition for independent studies is the same as for regular classroom course work and is due at the time of Official Registration. Students must also pay an Independent Study Fee per course.

### **Visitors**

Visitors are invited to attend class as non-participants on a limited basis (not exceeding 25% of class sessions) if space is available and the professor approves. If a visitor wishes to attend more than 25% of class sessions, he or she should register as an audit student and pay the audit fee.

### **Add, Drop, Withdraw**

Students making course schedule changes after the semester or term begins must file required documentation with the Registrar's Office in a timely manner (see below) and pay a fee for each change. Deadlines for adding, dropping, and withdrawing from a course are published on the Academic Calendar.

Students may add a course during a semester by the designated Last Day to Add. Failure to file the required documentation with the Registrar's Office may result in receiving no credit for attending the course. Students are not allowed to add a course during a term after Official Registration ends.

	<b>Last Day to Add</b>	<b>Last Day to Drop</b>	<b>Last Day to Withdraw</b>
<b>Semester (Fall, Spring)</b>	End of first week of semester	End of second week of semester	End of tenth week of semester
<b>8-week Term (Term 1, etc.)</b>	Not allowed	End of first week of term	End of fifth week of term

Students may drop a course during a semester or term by the designated Last Day to Drop. The course will be removed from the student's registration record with no assigned grade. Students may not drop a course during terms shorter than 8 weeks.

Students may withdraw from a course by the designated Last Day to Withdraw. The course will remain on the student's registration record and a grade of "W" will be assigned. Students may not withdraw from a course after the designated Last Day to Withdraw. Proportionate deadlines for withdrawing from a course apply to terms shorter than 8 weeks.

Refund information can be found in the Tuition Refund policy.

### **Course Wait List**

Once a course has reached its maximum occupancy during preregistration, students have the option of adding themselves to the course's wait list when they preregister. Students are wait listed in the order in which they

add themselves to the wait list. Students on a course wait list are not considered officially enrolled in the course, and being on a wait list does not guarantee registration in a course.

Students who have preregistered for a course with a wait list but who have not officially registered for the course by the end of the Official Registration period will be removed to allow students on the wait list to officially register for the course. Students who have been removed from a preregistered status will be moved to the end of the course wait list.

As seats become available, students on a course wait list will be preregistered for the course in the order in which they added themselves to the wait list. Students will be notified once they have been transferred from the wait list to a preregistered status. Students who have been moved from a wait list to a preregistered status must complete official registration as specified above and according to all applicable policies in order to be officially enrolled in the course and become eligible for a course grade.

### Course Cancellation

Scheduled courses are typically not cancelled unless enrollment is below five for undergraduate courses or below three for graduate courses. Notification that a course may be cancelled is provided either before or during the first class session.

## 6. Procedure:

- a. **Implementation:** The Registrar is responsible for maintaining procedures by which this policy is implemented.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College's website and summaries of the policy will be published in the College's *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 3.0	Policy number: 2.010
Related policies: Admissions, Enrollment, Grades, Return to Title IV, Tuition Refund	

### Policy History

Version 1.0	Not Available
Version 2.0	November 18, 2016
Version 3.0	January 11, 2019