

**Approved By:** President

**Date Approved:** September 27, 2023

**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, Registrar's Office, Student Billing, Student Services
4. **Definitions:**  
*CGPA:* Cumulative Grade Point Average; a student's grade point average throughout a particular academic program at Criswell College. (CGPA excludes original grades from courses which have been repeated as stipulated in this policy.)

*semester:* fall or spring academic periods.

*term:* Academic periods shorter than the traditional semester (i.e., winter, summer).

5. **Policy:**

All course registration should be done in accordance with academic advisement to ensure that students take courses appropriate to their degree plan and education goals. All students should consult the program maps found in the *Academic Catalog* for proper sequencing of courses. Undergraduate students who have not yet declared their second major may seek advice from the Student Success Manager, CRIS 100 Instructors, Registrar's Office, and Program Directors of programs they are considering. Undergraduate students who have declared their chosen major and all graduate students should seek the advice of their Program Directors.

Students should register for courses as early as possible after Registration begins for a given semester or term. Students must complete their registration by clearing all offices, including Student Billing, prior to attending classes and before the last day of Late Registration. Information on registration dates, times, and instructions are available in the *Academic Catalog* and on the College's website. Students registering during Late Registration will incur a Late Registration Fee.

Students who have registered for a course but who have not cleared all offices by the end of Registration and first day of the semester may be removed from all courses to allow other students to register. Students who have registered but not cleared all offices by the end of Late Registration will be administratively dropped. Students will also be administratively dropped at the end of Late Registration from courses for which they have not engaged in an Academically Related Activity (see Attendance policy).

**Repeating Courses**

Only courses for which a student received a grade of "C" (2.0) or lower may be repeated at Criswell College. When a course is retaken for credit, the original grade remains on the transcript but only the final grade is calculated in the

student's CGPA. (Per the College's Academic Honors and Awards Policy, all of a student's attempted course work, including original grades for courses that are repeated, is used when calculating eligibility for honors and awards.)

### **Auditing a Course**

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

### **Independent Studies**

Certain courses may be taken as Independent Studies by 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.

The student is responsible for getting the approval of the individuals listed on the Independent Study Request Form. Completed Independent Study Request Forms must be submitted to the Registrar's Office during registration. Tuition for Independent Studies is the same as for scheduled courses. Students must also pay an Independent Study Fee per course. Tuition and fees are subject to the same terms as scheduled courses.

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 are not allowed to take more than one Independent Study per semester.

Certain courses may be inappropriate for independent study. 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 instructor, the Vice President of Academic Affairs, and the Registrar.

Independent Studies must be completed by the end of the semester so that instructors have the opportunity to assess work and submit grades by the deadline.

### **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 and pay a fee for each change. The chart below provides the timeline for specific changes. The dates of the deadlines for a specific semester or term corresponding to each of these changes can be found in the *Academic Catalog* and on the College website.

	<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>Term (winter, summer)</b>	Not allowed	End of first week of term	End of fifth week of term

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

Students may drop a course during a semester or term by the designated Last Day to Drop. The dropped course will not appear on the student’s transcript. 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 appear on the student’s transcript with a grade of “W” 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 registration, students have the option of being added to the course’s wait list. Students are prioritized in the order in which they are added to the wait list. Students on a course wait list are not considered officially enrolled in the course nor is enrollment guaranteed.

As seats become available, students on a course wait list will be informed of the seat availability in the order in which they were added to the wait list. Once informed of seat availability, students must complete registration as specified above in order to be officially enrolled in the course.

**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 *Academic Catalog*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 4.0	Policy number: 2.010
Related policies: Admission, 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
Version 4.0	September 27, 2023