



Administrative Policy Enrollment

Approved By: President

Date Approved: September 9, 2024

Effective Date: September 9, 2024

- 1. Summary:** This policy establishes requirements for student enrollment in courses at Criswell College.
- 2. Rationale:** This policy is necessary to ensure that students consistently enroll in courses for which they (1) are academically prepared and (2) meet the prerequisites. For degree-seeking students this ensures progress toward graduation. This policy also addresses course enrollment for individuals who take Criswell courses for purposes other than academic program completion.
- 3. Entities Affected:** Vice President of Academic Affairs, Registrar, Program Directors, Student Services Office, students
- 4. Definitions:**

credit hour or hours: In accordance with the requirements of the US Department of Education and the Southern Association of Colleges and Schools Commission on Colleges, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- a. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- b. An equivalent amount of work as outlined in item a. above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

(see "Credit Hour Policy" for additional information).

Cumulative Grade Point Average (CGPA): a student's grade point average throughout a particular academic program at Criswell College. (See Academic Program Completion Policy for more information on calculation of the CGPA.)

Enrolled: For this policy, an enrolled student is one who (1) registers for a course for credit, (2) is active in that course by the last drop date identified on the Academic Calendar for that semester/term, and (3) remains in that course after the indicated last drop date.

Degree-seeking students enrolled in courses at the College are classified according to the following categories:

Freshman: A student pursuing an undergraduate degree who has completed fewer than 30 credit hours

Sophomore: A student pursuing an undergraduate degree who has completed at least 30 and fewer than 60 credit hours

Junior: A student pursuing an undergraduate degree who has completed at least 60 and fewer than 90 credit hours

Senior: A student pursuing an undergraduate degree who has completed at least 90 credit hours

Graduate: A student who has completed a baccalaureate degree and is working toward a graduate degree

GPA: Grade Point Average.

Semester: Fall or spring academic periods.

Term: Winter or summer academic periods; terms are shorter than semesters.

5. Policy:

General Requirements

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 Registrar's Office, Student Success Manager, CRIS 100 Instructors, and/or 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 or faculty assigned as Program Advisors. 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. 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 during the Registration period but have not cleared all offices by the first day of the semester/term may be administratively dropped from all courses to allow other students to register. Students who have registered but have not cleared all offices by the end of the Late Registration period will be administratively dropped. Students who have not engaged in an Academically Related Activity by the last drop date will also be administratively dropped (see Attendance policy).

Course Load for Degree-Seeking Students

a. Undergraduate

A full-time undergraduate student is one who is taking a minimum of 12 credit hours; however, 15 credit hours is the recommended load. If an undergraduate student's CGPA is at least 3.0, a maximum of 18 hours may be taken. To take more than 18 hours, an undergraduate student must obtain approval from his or her Program Director and the Vice President of Academic Affairs by completing the appropriate form available from the Registrar's Office.

b. Graduate

A full-time graduate student is one who is taking a minimum of 9 credit hours in a semester, with 12 hours being the recommended load. Graduate students who are conducting a practicum, internship, or thesis as required by their program are considered full-time regardless of the number of hours they are taking if they have finished all other curricular requirements of the program. If a graduate student's CGPA is at least 3.0, a maximum of 15 hours may be taken. To take more than 15 hours, a graduate student must obtain approval from her or his Program Director and the Vice President of Academic Affairs by completing the appropriate form available from the Registrar's Office.

c. International Students

The Department of Homeland Security requires that F-1 international students enroll as full-time, degree-seeking students. Therefore, international undergraduate students must carry a minimum of 12 credit hours every semester, and international graduate students must carry a minimum of 9 credit hours every semester.

Directed Studies

- a. Certain courses may be taken as Directed 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.
- b. The student is responsible for getting the approval of the individuals listed on the Directed Study Request Form. Completed Directed Study Request Forms must be submitted to the Registrar's Office during registration. Tuition for Directed Studies is the same as for scheduled courses. Students must also pay a Directed Study Fee per course. Tuition and fees are subject to the same terms as scheduled courses.
- c. Students are not permitted to do a Directed Study of a course that has been failed previously. In addition, students on warning or probation are not permitted to do a Directed Study. Students are not allowed to take more than one Directed Study per semester.
- d. Certain courses may be inappropriate for directed study. Directed 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 Directed Study with the approval of the student's academic advisor, the instructor, the Vice President of Academic Affairs, and the Registrar.
- e. Directed Studies must be completed by the end of the semester so that instructors can assess work and submit grades by the Academic Calendar's deadline.

Course Schedule Changes

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.

	Last Day to Add	Last Day to Drop	Last Day to Withdraw
Semester (fall, spring)	End of first week of semester	End of second week of semester	End of tenth week of semester
Term (winter, summer)	Not allowed	End of first week of summer term; not allowed for winter term	End of fifth week of summer term; end of third week of winter term

a. Adding a Course

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.

b. Dropping a 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.

c. Withdrawing from a Course

Enrolled 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.

d. Refunds

Refund information is provided 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 registered in the course nor is registration 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 to be officially registered in the course.

Course Cancellation

Scheduled courses are typically not cancelled unless registration 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.

Additional Enrollment Categories**a. Auditing a Course**

Degree-seeking students and visitor who wish to attend more than 25% of class sessions may register as an audit student. Individuals do not receive credit for courses they audit. Any course may be audited with approval by the Registrar as long as 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, refer to the Admission Policy.

b. Dual Enrollment

A dual enrolled student is a high school student who is taking one or more Criswell College courses. These students have not met minimum educational requirements for admission as a degree seeking student but are taking Criswell courses for credit, which may be applied toward a Criswell degree upon full admission. Dual enrollment credit may also be applied toward high school graduation requirements as approved by the student's high school counselor. In most cases, dual enrollment credit is limited to one or two courses per semester/term.

c. **Non-degree Seeking Enrollment**

An individual who is taking a course(s) for credit but is currently not pursuing a degree. A non-degree seeking student may move to a degree-seeking status upon completion of all applicable admission requirements, at which point completed courses may be applied toward specific program requirements.

d. **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.

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. Summaries and excerpts of the policy will be published in the College’s *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: 2.003
Related policies: Admissions Policy, Credit Hours Policy, Attendance Policy, Tuition Refund Policy	

Policy History

Version 1.0	Not Available
Version 2.0	October 23, 2017
Version 3.0	July 1, 2020
Version 4.0	September 9, 2024