



# Registration Policies

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## **Dual Registration**

A student who wishes to register at another college while in attendance at this institution may do so without formal approval.

## **Credit for Courses**

A student must register before the first week of the course and pay for the tuition and fees at the time of registration. Students should see the short syllabus online to order texts in advance of the start of the course.

## **Auditing Courses**

Students auditing a course receive no course credit for the class toward completion of the degree and therefore need not fulfill class assignments, papers or tests. Students who are enrolled in a course and wish to change their status to an audit can do so at any time prior to the seventh week of classes. Some tuition may be refunded if this change is made in the first two weeks; see “Tuition and Fees;” access to lectures will be granted through the semester.

## **Dropping Courses**

Courses may be dropped any time prior to the date of the final examination. To officially withdraw from a course, a student must send their notice of cancellation in writing to the Registrar and the course Professor.

If a student drops a course any time before the seventh class is posted online, a pro rata refund will be made to the student, and a grade of W will be assigned whether or not the student is passing. (See “Tuition and Fees” for Refund Policy.) If the withdrawal is initiated after the seventh week of the semester, a mark of W for Withdrawal will be assigned if the faculty member confirms with the Registrar that the student had a passing grade at the date of the official withdrawal. A mark of F will be assigned if the student is failing at the time of withdrawal (after Monday of the seventh week) or if the student does not complete the proper procedures for dropping a course.

## **Leave of Absence from the Seminary**

Health difficulties, financial concerns or family circumstances may lead a student to consider leaving the Seminary for a year or longer. The Leave of Absence option allows students to interrupt their studies for a specific length of time. Students should make the request for leave of absence in writing to the Registrar. The granting of a leave of absence indicates a continuing relationship with the Seminary and allows students to resume studies at a specific time without reapplying for admission to the Seminary. A leave of absence generally does not exceed four semesters in length.