

## INTERIM\_STUDENT ENROLLMENT

Policy Number: A.02.02

### SCOPE

All Undergraduate and Graduate Students.

### PURPOSE

To outline the policy for enrolling in classes.

### DEFINITIONS

#### A. Course Numbers:

Courses are identified by subjects and four-digit numbers. The first digit indicates the level of a course. A “1” indicates first-year or entry level, while “3” and “4” indicate upper-division and typically presume prior completion of courses beginning with “1” or “2.” The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental sequence. Thus, Chemistry 1341 is a first-year chemistry course carrying 3 credit hours, and Chemistry 1141 is a first-year course carrying 1 credit hour. These two courses are lecture and lab for first-year General Chemistry and together total 4 credit hours

#### B. Credit Hours

The unit of measurement for academic work is the credit hour, representing fifty minutes of class lecture or contact time per week for one semester. Two to four laboratory clock hours are usually required for earning 1 credit hour in a laboratory course.

### POLICY/PROCEDURE

#### 01. Course Registration

The University reserves the right to modify courses listed in this catalog, to add courses to the list of offerings and to cancel scheduled courses with insufficient enrollment.

Enrollment in any course is subject to approval of the department offering the course in order to ensure that students are adequately prepared for the course level and content. Students should pay careful attention to published course prerequisites and other relevant information in this catalog. Decisions of the department may be appealed to the Academic Committee.

Students should meet with their advisors appropriately and/or consult the Director of Academic Advising to verify that they are registering in accord with their degree plans. However, students have the ultimate responsibility for all decisions regarding course registration.

#### 02. Semester Load

The minimum load an undergraduate student must carry to be considered full-time is 12 credit hours in each regular (fall or spring) semester. There is no undergraduate student minimum load for summer sessions.

The minimum load a graduate student must carry to be considered full-time is 9 credit hours in each regular (fall or spring) semester, with the following exceptions:

- Students in the bachelor accelerated ABSN track program are considered full-time if they carry 9 credit hours per semester.

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- Students in the MA in Philosophy register for PHIL 5603 MA Comprehensive Exam Prep, a 6-hour, non-tuition bearing course in the 4th semester of their MA program along with PHIL 5340: MA Comprehensive Exam Course (a regular tuition bearing course, part of 30 hour MA) in order to maintain a full-time enrollment status.
- Students enrolled in the MFA program in Creative Writing are considered full-time if they carry 6 credit hours per semester.
- Students enrolled in the MA in John Paul II Studies are considered full-time if they carry 6 credit hours per semester.
- Students enrolled in the M.Ed. programs are considered full-time if they carry 6 credit hours per semester.”
- Students enrolled in the EDD program are considered full-time if they carry 6 credit hours per semester.
- To maintain full-time status Philosophy students in Year 3 of the Ph.D. program enroll in PHIL 5605-06: Doctoral Exam Preparation. Students may register for PHIL 5605 in their 4th semester of studies if they have completed 30 hrs. They register in PHIL 5606 in all subsequent semesters until their dissertation topic has been approved.
- To maintain full-time status, Philosophy students in Year 4 of the Ph.D. program enroll in PHIL 6100: Dissertation & PHIL 6600: Dissertation Continuation.

The maximum load for an undergraduate student is 19 credit hours in each regular semester and 12 credit hours (adjusted if a course carries a laboratory requirement) in the summer term, but no more than two courses in any summer session. A student with a cumulative institutional GPA of 3.00 or higher may request permission to take an overload of not more than three credit hours per semester. Permission must be recommended by the student’s academic advisor and approved by the dean of the appropriate school.

### **03. Adding, Dropping, Changing Courses**

Students wishing enrollment changes, such as adds, drops, change of section, change of level (upper and lower division), or change of grading basis (graded, audit, and pass/fail) must follow the deadlines published in the academic calendar for the current semester. Adds, drops and change of section should be completed online using myStThom. All other changes require the appropriate form and must be completed in the Registrar’s office no later than the deadline for 100% refund.

For fall and spring semesters, courses officially dropped through the 12th class day are not recorded on the transcript. From the 13th class day and ending with the last day of the 11th week of each semester, official drops are recorded as “W,” a grade not computed in the GPA. All drops attempted before the withdrawal deadline should be submitted by the student using myStThom.

### **04. Audit Students**

Individuals who wish to audit a course at UST are classified as non-degree seeking students. Enrollment in a course as an audit student is on a noncredit basis and a grade of “AUD” will be issued for the completed course. A record of the course audited does appear on the transcript if the course is completed. Change in status between audit and credit may not be made after the 100% refund deadline. An audit student who misses more than four weeks of classes, consecutively or not, will be reported to the Registrar, and no record of the course will appear on the student’s transcript.

Courses are available for audit at the discretion of the instructor and on a space-available basis. Students may complete and submit an audit registration form at any time during the registration period, but space

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availability will not be determined until the Friday before the start of the term. The Registrar's Office will notify students by phone if they have been assigned an audit space. Spaces will be assigned on a first-come/first-serve basis.

Tuition for auditing a course must be paid by the last day of Late Registration for the term in which the course is being offered.

### **05. Pass/Fail Option**

The pass/fail option permits students to explore areas of the curriculum at an advanced level without inappropriate risk to their overall academic standing. The following regulations govern the pass/fail option for all academic courses.

1. The option is open only to degree-seeking students with at least 60 credit hours earned toward the degree.
2. The option is for free elective credit only and is not applicable to courses required in the core curriculum, the major program or a minor program.
3. Only one course per semester may be taken on a pass/fail basis. The pass/fail option may be applied to a maximum of 14 credit hours, or 4 credit hours for each full year of residence, whichever is fewer. (A full year of residence is 30 credit hours.)
4. The student must declare the pass/fail option at the time of registration with the approval of the academic advisor. Changes from or to the pass/fail option must be made before the end of the add/drop period, also with the advisor's approval.
5. A grade of "P" (achievement of at least "C-" or 1.7 quality points) earns credit hours toward the degree, but does not affect the GPA. A grade of "F" (achievement less than "C-") earns no credit hours and is computed into the GPA.
6. The pass/fail option may not be used to repeat courses except those previously taken on a pass/fail basis.

**APPROVED: Dr. Richard Ludwick**

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