

# Registration & Advising Policies

## Academic Load

A student's academic load is determined by the number of credits they take, as displayed on the table below. A student has 150 percent of the time requirements in the catalog to finish a program.

Credit Hours	Academic Load
<b>Undergraduate</b>	
6-8 hours	Half-time
9-11 hours	Part-time
12+ hours	Full-time
<b>Graduate</b>	
2-5 hours	Less than half-time
6-8 hours	Half-time
9+ hours	Full-time
<b>Doctoral</b>	
3 hours	Half-time
6+ hours	Full-time

## Program Terminology and Definitions

### Type

Major

A primary field of study

Minor

An optional secondary field of study

Concentration

A prescribed plan of study within a major

Track

A prescribed set of core courses that must be selected within

## Transcripts and Records of Progress

Official transcripts are kept for all students indefinitely by the Office of the Registrar. Official transcripts may be obtained at [carolinau.edu/transcripts](http://carolinau.edu/transcripts). A fee is charged for every transcript. Unofficial transcripts are available for current students on the student portal.

Records of progress are kept by the institution on all students. Progress records are available for all students at the end of the scheduled school term.

## Academic Advising

All students are assigned an academic advisor following acceptance into the university. Advising includes selection of degree programs and courses that align with the student's career goals, switching degree programs,

surveying degree progress, and assisting in addressing academic questions and concerns. The advisor communicates and meets with all students at regular intervals throughout the sessions. The Office of the Registrar, the Deans, and the Provost may provide information and assistance to the advisor as needed.

## **Catalog Year Requirements**

### **General Education, Major, Minor, Certificate**

The requirements specified in the catalogs apply to students who commence their studies at CU during that academic year and who remain in continuous enrollment (no enrollment interruption longer than two consecutive semesters) at the university until they graduate. If program requirements for general education, a major, minor, or certificate are changed in the catalog, students remain by default under the old requirements. When students change their major they will change to follow the program requirements of the current catalog at the time of their change of major. Students unsure of which to catalog use should consult their advisor.

Exceptions to these policies may be necessitated by changes in course offerings, degree programs, or by action of University authorities. In that event, every effort will be made to avoid penalizing the student.

### **Readmission to the University**

Students who are readmitted to the University are bound by the program and degree requirements in effect at the time of readmission, including General Education requirements.

### **Add/Drop Period**

During the Add/Drop Period, students can register for courses and drop courses without record or penalty.

The Add/Drop period runs through 11:59 PM ET on the 4th day of a session course, the 8th day of a semester course, and 11:00 AM ET on the first day of a module course. Please refer to the Academic Calendar for exact dates.

### **Withdrawal Without Academic Penalty Period**

The Withdrawal Without Academic Penalty period starts immediately after the Add/Drop Period ends. During the Withdrawal Without Academic Penalty Period, students can withdraw from a course(s) without penalty to their completion rate or GPA. The course will remain on the transcript with a grade of W.

The Withdrawal Without Academic Penalty period ends at 11:59 PM ET on the 9th day of a session course, the 15th day of a semester course, and the second day of a module course. Please refer to the Academic Calendar for exact dates.

### **Withdrawal With Academic Penalty Period**

The Withdrawal With Academic Penalty period starts immediately after the Withdrawal Without Academic Penalty Period ends. During the Withdrawal With Academic Penalty Period, students can withdraw from a course(s) but will receive a penalty to their completion rate and/or GPA. The course will remain on the transcript with the grade of WP (Withdrawal While Passing) or WF (Withdrawal While Failing). A “WF” grade affects the

GPA in the same manner that an “F” does.

The Withdrawal With Academic Penalty period runs through 11:59 PM ET at the end of Week Four of a session course, the end of Week 10 of a semester course, and the third day of a module course. Please refer to the Academic Calendar for exact dates.

## **Withdrawal from the University**

Any student withdrawing from the university for any reason must communicate in person, by phone, or by email with their advisor and the Office of the Registrar. In addition, main campus students must communicate with the Office of Student Services before an acceptable withdrawal can be processed. Students must complete the Withdrawal from the University Form found in their student portal. Appropriate communication with all aforementioned offices will ensure accurate academic and financial records.

If a student’s attitude or conduct does not conform to the Student Guide, the university reserves the right to request withdrawal. The same holds true if the student demonstrates that they are unsuited to the work of the university because of inability to maintain a satisfactory academic progress standard. The university reserves the right to administratively withdraw a student from the university in situations that the university deems necessary.

Grades and financial obligations are computed as of the day of withdrawal (e.g. withdrawn during withdrawal without academic penalty period, withdrawal during drop/add, withdrawal with academic penalty). A complete refund schedule is included on the Schedule of Fees, which is available in the Student Accounts Office or on the Carolina University website, [carolinau.edu/financial-services/tuition-fees](http://carolinau.edu/financial-services/tuition-fees).

A request to withdraw from the university after the last day to withdraw with academic penalty will result in the student receiving a failing grade for the courses in which he/she is enrolled. The withdrawal also may result in the return of Title IV funding.

Withdrawal from a semester or lack of enrollment for a semester does not invalidate a student’s status as a continuing student as long as they notify the Registrar or their advisor of their intent to continue and/or register for the next available session/semester. Please note that withdrawing from one semester and not attending the subsequent semester constitutes an absence of two consecutive semesters, which triggers the need for a Returning Student’s Readmission Process.

## **Medical Withdrawal**

A student may be medically withdrawn from a course or the university due to medical reasons with appropriate documentation provided from a board-certified physician. If the student were to medically withdraw after the add/drop period, the grade for the course would be a “W.” The withdrawal may result in the return of Title IV funding.

## **Military Withdrawal**

In the case a student must withdraw from the university due to military deployment, a call to active duty, required specialized training, or natural disaster response deployment, a student may be granted a military

withdrawal. The student or a family member must submit the request to the Office of the Registrar within 7 days of the student's official notification from the government with appropriate documentation to be considered. A student is entitled to a complete (100%) refund of tuition and fees for the term of a granted military withdrawal and all courses will be dropped from the transcript as a result of the military withdrawal. The student will be charged for all food and housing expenses that have occurred. Additionally, due to the potential of the return of Title IV funding for a withdrawal, it is important for the student to consult with the Financial Services Office. In the case a student desires to complete courses that are already in progress instead of withdrawing, special accommodations may be extended.

Potential completion of coursework may be discussed with instructors. Online completion may be an option. In addition, the student who has completed over 70 percent of the semester or session may receive credit and a grade by requesting to receive a final grade based upon the student's work in the course up to the date of deployment or activation. A student may receive a final grade by requesting to take an early final exam or submitting a final paper/project in order to determine a final course grade for the student.

### **Readmission after Military Deployment**

When a student's deployment is complete, a student may request readmission to their prior academic program. To do this, the student must submit the Readmission after Military Activation/Deployment form along with a copy of their deployment papers or their most recent DD214 Form. Carolina University will provide priority readmission in this scenario. Re-entry into the student's program will be effective the next available semester or session. If a student requests admission to a new program of study, the student must submit a change of program request.

### **Returning Students**

Previously enrolled students desiring to re-enter the university should submit an application online at [carolinau.edu/apply](http://carolinau.edu/apply). The applicant should request that all official transcripts from institutions attended since withdrawing from Carolina University be submitted to the Admissions Office. Those returning with a GPA of less than 2.0 will be required to submit a written statement supporting their plans for academic improvement and success. Submission of additional documentation will be the discretion of the Admissions Office.

### **Directed Studies**

Students desiring credit for a directed study should submit a formal request to their dean and to the Registrar's Office. The policy and form may be obtained from the Registrar's Office. The request should include a valid, detailed rationale for needing the directed study. Faculty may also offer directed study courses based on need.

### **John Wesley School of Leadership & Innovation Leave of Absence**

In the event of extenuating circumstances, a student may request in writing one Leave of Absence (LOA) from the John Wesley School of Leadership & Innovation. Students must consult with their academic advisor to review the effects an LOA will have on their academic plan and create a post-LOA academic plan to maintain continuous enrollment, which will also be submitted to the Dean. Contingent upon Dean approval, the student

will be allowed a maximum leave of absence of two consecutive semesters (summer semester included). A student who remains inactive for longer than two semesters must reapply to the program. Special accommodations will be extended for military deployments (please see information on military withdrawal in the Academic Information section of the catalog).

### **F1 Students**

F1 students are not eligible for a LOA during any semester wherein they are required to be a fulltime student. Because continuous enrollment is a requirement of PhD programs, F1 students eligible for annual vacation may take an approved vacation and maintain continuous enrollment in the program by opting to complete courses online without requesting an LOA.

An LOA does not “stop the clock” on the 7-year time limit for earning the degree.

### **Combining Majors and Minors**

A student may pursue multiple areas of study by fulfilling all major/minor requirements in each of the selected disciplines, in addition to General Education requirements where applicable. They may do this in one of the following ways:

- one major
- two majors
- one major and one minor
- two majors and one minor
- one major and two minors
- one major and one concentration
- one major and two concentrations

Students may not pursue two tracks within the same major.