

Registering in Courses

Graduate students are expected to register in courses every semester during the official registration period and in accordance with the schedule and guidelines published by the Department of Registration.

Students should choose their courses according to their individual Study Plans. Students who wish or are required to enroll on a full-time basis must register for a minimum of 9 credit hours each semester. Approvals of the Program Coordinator and the college Dean are required in order to register in more than 12 graduate credit hours in one semester.

Attendance

Students are required to attend all classes, practical sessions, seminars and examinations related to the course in which they are registered. A student who misses 15% of the class meetings allotted for a course will receive a failing grade in the course ("FA" for Fail for Absences) unless the student has submitted a valid reason for the absence and has been approved by the Dean, in which case the student will be granted an "AW" (Administrative Withdrawal) grade. Students are responsible for checking and tracking their attendance records for each course using e-Services.

Making Course Adjustments (Add/Drop)

Students may change their course registration for a semester by adding or dropping courses during the official Add/Drop period according to the Academic Calendar without any indication on their academic records or financial penalties.

Withdrawing from Courses

Students who wish to withdraw from a course after the Add/Drop period will have until the "Withdraw without Failure" deadline, which is the end of the fourth week of classes, to withdraw from courses without any grade or financial penalty. However, a student may still withdraw from courses after the fourth week and by the end of the sixth week of classes but will receive a grade of W and will have financial liability. Withdrawing from courses after the sixth week of classes will not be permitted. Therefore, if a student wishes to exit from a course for any reason, it is the sole responsibility of the student to officially withdraw from the course before the deadline. A student who stops attending the classes of a course without officially withdrawing from the course will receive a Failing grade in that course.

Repeating Courses

A student may repeat once no more than two different degree-credit courses in which the student has received a grade less than B. If the student's new grade in the repeated course is different than the old grade, only the higher grade will be included in the GPA calculation; however, the other grade will remain on the student's academic transcript.