

Policy Statements Regarding Registration at the Schools of the Graduate Theological Union

The schools of the GTU function with a single registration system, governed by a set of common policies and procedures. Within these policies, each school retains some flexibility to meet the various needs of their own academic programs. The policies common among the schools are presented below. **Any variation from the common policy is listed by school under the particular policy.** Questions about these policies should be directed to the Registrar of the student's school of enrollment.

Late Registration

The deadline for late registration is the end of the second week of instruction, and is subject to a penalty fee set by the student's school. No registrations will be accepted after the second week except upon petition by the student to their dean.

ABSW Fee: \$100

GTU Fee: \$100*

PSR Fee: \$100

CDSP Fee: \$100

JST Fee: \$100

SFTS Fee: \$100

DSPT Fee: \$100

PLTS Fee: \$100

SKSM Fee: \$100

***GTU Common MA** students will be assessed the fee of their school of affiliation.

Changes of Enrollment

Changes of enrollment (adding a class, dropping a class, or changing the grading option or units) from General Registration through Late Registration are done using WebAdvisor. After Late Registration (the end of the second week of instruction) all changes of enrollment require the use of the paper "Change of Enrollment" forms. On the form students must obtain the signatures of the instructor offering the course, their Dean, and their Business Office, and will be assessed a fee set by each school for each change. No change of enrollment will be permitted after the tenth week of the term, except under circumstances approved by the Dean or an appropriate committee of the student's school.

ABSW: See current ABSW fee schedule and Policy and Procedures manual.

CDSP: Dean and Business office signatures not required. After the tenth week Petition to C&E committee required, including approval of the student's advisor. Fee of \$50 is charged for each change in enrollment.

DSPT: Fee of \$50 is charged for each change in enrollment.

FST: Fee of \$50 is charged for each change in enrollment.

GTU: Business Office signature not required. Fee of \$50 is charged for each change in enrollment.

Common MA students follow the policies of their school of affiliation. [**IBS** is \$50 and **PAOI** is \$25]

JST: Fee of \$50 is charged for each change in enrollment.

PLTS: Fee of \$50 is charged for each change in enrollment.

PSR: Assistant Dean's signature (in lieu of Dean's signature) not required until after the 10th week of classes. Fee of \$50 is charged for each change in enrollment. Changes to SRC 8888 or SRC 9999 maybe be subject to \$100 charge.

SFTS: Substantive changes require the approval of the Dean. Fee of \$25 is charged for each change in enrollment.

SKSM: Fee of \$50 is charged for each change in enrollment.

Incompletes

Students are responsible for finishing their work within the term. In order to take an incomplete, they must submit a completed petition for an incomplete to their registrar before the last day of the term. Incomplete

work is due to the instructor by the 3rd Friday after the term. The instructor is required to submit a new grade by the 6th Friday after the end of the term. The incomplete grade becomes an “F” if no new grade is received by the end of the 6th week.

ABSW: See ABSW Satisfactory Academic Progress statement.

DSPT: If the work is not made up by the 3rd Friday after the term, the faculty may: (1) assign a letter grade based upon the work that has been completed; (2) assign a letter grade of “F;” or (3) allow the “I” notation to remain on the transcript.

GTU Common MA: Submit form to and follow policy of school of affiliation, except Incompletes will not show on transcript.

PLTS: The incomplete remains on transcript and is followed by the grade or F if not completed.

PSR: Each program manual stipulates a maximum number of incompletes a student can take before each incomplete (“I”) thereafter becomes an “I/F.” MDiv students are allowed a total of 5 incompletes during their academic program. All other PSR programs are allowed a total of 3 incompletes during their academic program. After the maximum number has been reached, a “fail” is recorded for all courses where work is not completed on time.

SFTS: Extension of incomplete beyond the 3rd week after the end of the term requires the approval of the Dean, otherwise “I” becomes “F.”

SKSM: Incompletes are an important option for students dealing with extraordinary circumstances; however, it should not be an option that is to be encouraged. Students are responsible for finishing their work within the term. In order to take an incomplete, students *must* submit a completed petition for an incomplete to their registrar before the last day of the term—no exceptions. Incomplete work is due to the instructor three weeks after the term. The instructor is required to submit a new grade by the 6th Friday after the end of the term. If, however, no new grade is received by the end of the 6th week, the incomplete grade becomes an “F.” Given exceptional circumstances, Instructors may, at their discretion, agree to a time frame beyond the six weeks with approval from the Dean of the Faculty. Time frames must be documented as part of the original petition. It is the responsibility of the student to make sure the “Change of Grade” form is completed with all necessary signatures and given to the Registrar to update the grade by the end of the semester in which the incomplete work is due, or it will automatically be converted to an “F” by the Registrar.

F/Fail

Grades of F/Fail remain on the student’s transcript.

ABSW: Course must be retaken if it is a required course.

CDSP: If course is required for degree, student may fulfill the requirement by other means. If repeated, course and grade are recorded as new course, and original listing remains.

DSPT: If the course is required for a degree program, the student may repeat the course; however, both the failed course and “F” grade and the repeated course and its grade are listed on the transcript. For serious reasons, students who receive an “F” grade may petition the Instructor to have that grade changed. If the Instructor agrees, then the student must also petition the Executive Committee of the school for final approval. Such petitions are considered extraordinary to grading policy.

GTU Common MA: Follow common policy, not the policy of the School of Affiliation.

PLTS: If course is required, student may meet the requirement by suitable means with permission of the instructor. The appropriate grade is then recorded separately.

PSR: A course may be repeated once to improve a poor or failing grade (“D,” “F,” or “fail”). A repeated course is treated as part of a student’s load, but when a course is repeated, the

previous credits (though not the grade) are erased from the transcript. The new grade and credit hours appear on the transcript during the semester in which the course is repeated. Only the grade in the repeated course, however, is computed in the Grade Point Average.

Audits

Audits are posted to the student's transcript.

- ASBW:** Permission of the instructor is required. See current ABSW fee schedule and auditor policy.
- CDSP:** Audited courses included on transcript if student registers for course.
- DSPT:** Permission of the instructor is required. Fee is full tuition per course unless the audit is taken along with 12 units of credit for a given term.
- FST:** Fee is full tuition per course.
- GTU:** Fee is full tuition per credit.
- JST:** Permission of the instructor is required. Students must register for an audit. Fee is full tuition per course.
- SKSM:** No audits permitted.