

REGISTRATION

Registration

Students must register for each term in which they expect to engage in study. Registration is to be completed within the period specified for a given term. No graduate credit applicable to a degree will be allowed unless a student has formally registered for graduate work at the time of registration for that course. To facilitate the registration process, continuing students should consult with their advisor or academic coach and participate in the registration process through their N.E.S.T. account as specified for the coming term.

Graduate students, under the guidance of the program director, should plan their work carefully so that no changes in the student's Plan of Study (<http://catalog.creighton.edu/graduate/administration-policies/degree-program/>) should be necessary. When changes seem advisable, they may be made with the approval of the program director or major advisor.

Special/ Terminal Registration

Graduate students who are working to clear an Incomplete grade, or who have completed all required courses but are still writing a thesis or dissertation may request to be registered as a special or terminal student. Special/terminal registration status will enable a student to maintain 'active' student status, allowing them to have building access and to check out materials from the University libraries without being officially registered for a particular semester. Special/terminal registration requires the permission of the graduate program director and the Graduate Dean.

Auditing Courses

Students will be permitted to register as auditors only for exceptional reasons and with the explicit authorization of the Dean of the school or college offering the course(s). A graduate student may not enroll in more than 12 credits of coursework as an auditor. Not all courses are open to auditors. Auditors are not held responsible for the work expected of regular students, are not admitted to examinations, and receive no grade or credit for the course. Regular attendance and participation in class are expected, however, and auditors are subject the same as regular students to being dropped from the course for excessive absences (in this event auditors receive a "W"). Changes of registration from credit to audit or audit to credit will not be permitted after the deadline, which is four weeks after the first day of classes in Spring and Fall traditional semesters (prorated for shorter terms).

A student who has previously enrolled as an auditor may not take the course(s) for credit during any succeeding semester except by special permission of the Dean of the school or college offering the course(s).

Charges for courses audited are one-half (50%) of the regular per-credit-hour tuition rate when the per-credit-hour rate is applicable. For Summer Session courses, the 50% reduction for auditors applies to the regular rate only, not to the Summer Session discounted rate. Also, special courses, workshops, and institutes offered at a special flat-rate tuition charge are excluded from the auditor discount.

Students seeking to change from credit to audit status will be eligible for a tuition adjustment (if otherwise applicable) only if the change is made with the dean's approval within the period for late registration.

Changes in Registration (Adding and Dropping of Courses)

Any change after the student's initial registration is permitted either with the written consent of the Dean upon recommendation of the graduate program director or the student's advisor. Changes during the registration period may be made through the student's N.E.S.T. account.

Withdrawing from Courses

Students may withdraw from a course after the drop deadline but prior to the established withdrawal deadline of the term with permission of the dean's office. For full semester courses in fall and spring semesters, the withdrawal deadline is approximately 10.5 weeks after the start of the semester. Refer to the posted online Academic Calendars for specific dates. During summer or other shortened terms, the withdrawal deadline is prorated accordingly.

A non-punitive grade of "W" (Withdrawal) appears on the student's transcript.

Students desiring to withdraw from a course after the withdrawal deadline may only do so after petitioning and receiving approval from the Dean. If such a petition is not approved, a regular grade will be assigned by the instructor as per the course's grading policy.