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COURSE REGISTRATION INFORMATION

1. TIMES OF REGISTRATION

New Theology I students are registered from the admissions information submitted to Kenrick. Pre-requisites are reviewed by the Academic Dean. The basic first year courses are registered for all new students.

For prospective Theology II, III, and IV students, registration for each semester is accomplished on the date listed on the calendar.

Financial arrangements for tuition, room and board, and various fees are to be taken care of with the Business Officer.

2. STUDENT LOAD

The student load includes all courses for which a student is registered in any semester, whether for credit or audit, and which is taken either in residence or by cross-registration.

A total of more than sixteen hours of academic courses is considered excessive for the majority of students. Those who wish to take more credit hours need the permission of the Academic Dean.

A total of twelve hours for credit is the minimum amount to qualify for full-time attendance.

Those who wish to proceed at a slower pace scholastically than is the general rule may work out a schedule to fit their individual needs with the help of the Academic Dean. The Dean submits this revised program of studies for consideration and approbation by the Rector and by the Proper Ordinary.

3. INDEPENDENT STUDY

An Independent Study course is a program of study chosen by a student or a group of students with the approval and supervision of a professor. The topic for Independent Study may either substitute for or supplement courses available at Kenrick Seminary. However these courses do not substitute for the Introductory or Required Courses in the programs offered at Kenrick.

PROCEDURE:

A student arranges with the professor for the program of Independent Study, and then writes up a course description. The professor and student sign the page, and the Academic Dean gives his final approval and signature. The number of hours for the Independent Study course will be agreed upon by the professor and student. Academic credit will not be given if the outline has not been submitted by the end of the semester.

Registration for Independent Study courses is done at the normal time set aside for course registration. The Independent Study course sheets should be submitted during the first month of each semester.

The professor and student should both keep a copy of the agreed Independent Study sheet; one copy will be given to the Academic Office for the student's file.

4. TUTORIALS

A Tutorial is an alternate method of fulfilling the requirements of a course independently and without class attendance. A student who wishes to take a course as a Tutorial must make arrangements with the professor of the course, and determine the number of tutorial sessions, the methodology to be employed, and the specific material to be studied.

Since a Tutorial is an alternative to class attendance, the professor will evaluate the student's work, and assign a grade at the end of the course. Neither the Academic Office nor the Academic Dean need be notified of a tutorial arrangement between a professor and student.

5. AUDITING COURSES

A student who wishes to audit a course must obtain permission of the instructor of the class which he wishes to audit, and must follow the regular registration procedure.

Courses audited are counted as part of the student load, but do not count toward graduation requirements. Regulations applying to credit courses (pre-requisites, etc.) apply to audited courses.

6. CROSS-REGISTRATION

Students are entitled to register for courses in the following St. Louis Theological Schools: St. Louis University, Eden Theological Seminary, Aquinas Institute, Concordia Seminary, and Covenant Seminary.

Lists of course offerings at other institutions are available in the Academic Office at the time of registration for courses, as well as during the school year. Cross registrations must be approved by the Academic Dean and are handled through the Academic Office. The cost of these courses is covered by the student's regular tuition at Kenrick.

7. **LATE REGISTRATION**

Late registration indicates the failure to submit registration forms to the Academic Dean by the time designated. A fee of fifty dollars (\$50.00) is charged for late registration.

8. **DROP/ADD AND WITHDRAWAL FROM COURSES**

A student may withdraw from a course during the first week of the semester. A student does not need the professor's permission, nor need he notify the professor, within the stipulated period. The professor will be notified by the Academic Office. Permission is obtained by using the Drop/Add Form available from the Academic Office. The student must complete the form and personally obtain the signature of the Academic Dean or the Registrar.

After the first week of the semester, the student needs authorization from the Professor and approval of the Academic Dean to withdraw from a course or to change his registration to an Audit.

At the discretion of the professor, a grade of "WF" or "WP" will be given for the course in which the student has withdrawn.

In the case of "WF", the semester hours involved will be listed as hours attempted and will affect the cumulative G.P.A.

9. **ACADEMIC GRIEVANCE PROCEDURE**

Any student who, for serious reasons, finds an academic decision unfair may appeal it according to the following procedure:

The student should first try to resolve the grievance personally with the professor involved.

If the student does not believe it to have been satisfactorily resolved after having discussed the matter with the professor, he may submit his grievance in writing to the Academic Dean. If the Academic Dean judges the grievance worth investigating he will then appoint a faculty member acceptable to both parties. This faculty member will investigate the grievance, consult with both parties, and submit a written report to the Academic Dean. The Academic Dean will then give a judgment on the validity of the grievance, and will communicate it in writing to the faculty member and two parties

involved. This will end the grievance procedure.

In the case of course grades, this procedure may be pursued if the grade is an "F" unless, in exceptional cases, there is otherwise a founded reason to question the grade. Not every course failure is ipso facto a grievance.

In all instances of grievance, academic or otherwise, students have access to the Due Process policy (see Due Process).

Approved by Faculty, February 7, 1992.

