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|  | <b>BAYAN COLLEGE</b><br><br><b>Affiliated with Purdue University Northwest, USA</b>                  |                |            |
| <b>Policy Title</b>   | <b>Student CreditLoad and Course Enrolment Policy and Procedures</b>                                 |                |            |
| <b>Policy Category</b>  | Academic Policies  |                |            |
| <b>Subject</b>  | Process for adding/dropping or withdrawing from courses; student course load and repeat course load. |                |            |
| <b>Office Responsible for Review of this Policy (Office)</b>                      | Admission and Registration Department  |                |            |
| <b>Related Policies</b>   | Academic Affairs Policies  |                |            |
| <b>Version</b>  | <b>2</b>   | Effective Date | 01.01.2019 |

## SCOPE

This policy establishes course loads permitted for students to undertake in a semester. The Policy is managed by Academic Advisors and Admission and Registration Department.

## POLICY STATEMENT

1. This policy specifies Student Credit Load requirements and conditions for altering the status of enrolment in a course.

## PROCEDURES

### Student Credit Load

1. To complete a Bachelor Degree in four years (excluding the Foundation Program) an average unit load of fifteen (15) credit hours per semester is advised. A student with full time status shall register for no less than 15 credit hours in the Fall and Spring Semesters, and not more than nine (9) credit hours in the Summer Semester.
2. A full time student may register for eighteen (18) credit hours in a given semester when the following conditions are met:
  - a) The student has earned a Cumulative Grade Point Average (CGPA) 2.8 or higher in the previous semester;
  - b) The student has completed a minimum of thirty (30) credit hours in the previous semesters;
  - c) The student has obtained written consent from his/her academic advisor and approval from the Head of Department in which he/she is enrolled.
3. A graduating student may register for twenty one (21) credit hours in Fall and Spring Semesters and for twelve (12) credit hours in Summer Semester. He/she must get permission from his/her academic advisor and Head of Department.

4. Under probation students (with CGPA less than 2.00 carrying a full time status may only register for twelve (12) credit hours in Fall and Spring Semesters, and six (6) credit hours in Summer Semester.

### **Repeating Courses**

1. A student may repeat courses in in which he/she scored a grade below "C".
  - a) To repeat any course a student must return a completed Repeating Course Request Form to the Admission and Registration Department during the registration period;
  - b) The original grade of a repeated course remains on the student' transcript until the new grade is approved;
  - c) Only the second grade will apply toward the CGPA whether it is higher, lower, or the same;
  - d) A repeat course will appear on a student's transcript followed by the designation "R";
  - e) Only courses taken at Bayan College may be repeated;
  - f) No course may be repeated more than twice;
  - g) A payment of the tuition fee for the repeated course is the responsibility of the student;
  - h) A student who fails a required course must repeat the course;
  - i) A student who fails an elective course may repeat it or any other elective course relevant to his/her major.

### **Adding-Dropping Courses**

1. A student may add or drop courses during the first week of Fall/Spring Semesters and three days in Sumer Semester by submitting a completed form to the registration office.
  - a) Unless a course change is made on an Add/Drop Form and in person, the expected changes will not be made. Course dropped during this period do not appear on the student's transcript. In cases of Add, seat availability is taken into consideration.
2. A student cannot Add a course after the Add/Drop period is over. If the need arises in exceptional cases, the student should obtain approval from both the concerned Head of Department and the academic advisor.
3. A student will be issued a full refund for the courses he/she drops in the first week of Fall/Spring Semesters and the first 3 days in Summer Semester.

### **Change of Program or Major**

1. A student may request either a change of major or program.
2. Applications for Major-Change should be submitted to the Admission and Registration Office before the Fall or Spring Semester final exams.
3. A change of major or program is subject to the approval of the Dean and Head of Department.
4. Students are required to meet all the requirements of the major or program.
5. Students under scholarship support of any kind must obtain written approval from the sponsor before a change of major or program can proceed.
6. Change of major or program is considered official once a student submits a completed and approved form to the Admissions and Registration Department for processing.
7. Students are liable for any fees resulting from the change of major or program, including the forfeiture of fees paid for courses completed in the previous major or course.

### **Withdrawal from a Course**

1. To officially withdraw from a course a student must return a complete Withdrawal Request form to the Admission and Registration Department signed by the student and the student's academic advisor. If the Withdrawal Request Form is formally received by the Admission and Registration Department prior to the end of week 8, the course will be given a grade of "W" and will not be calculated in his/her CGPA.
2. Unless a course withdrawal is handled in this manner, it has no official standing and will not be recognized by the College. The student will remain in the course and be graded an "F" which will be calculated into his/her CGPA. Failing to attend classes will not result in a "W" grade being given.
3. The Student Handbook states the percentage of tuition fees refunded for a withdrawn course.

### **Postponement of Studies**

1. A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive semesters.
2. A student can postpone study for a third and final semester deemed acceptable by the College Council.
3. A student must fill in a Postponement of Study Form in consultation with his/her academic advisor only after decision has been made by the College Council.
4. Not attending classes does not imply that a student has postponed his/her study. The student will be advised of the final decision by the Admissions and Registration Department.
5. If the student's study has been postponed for more than three semesters and intends to resume studies, he/she is required to reregister and will be issued with a new ID number.
6. A new student is not permitted to postpone studies unless he/she has successfully completed his/her first semester.

### **DEFINITIONS**

No Definitions apply to this policy.

### **REVISION HISTORY**

| <b>Version No.</b> | <b>Effective Date</b> | <b>Summary of Changes</b>   |
|--------------------|-----------------------|---|
| 1                  | 01.05.2006            | First iteration   |
| 2                  | 01.01.2019            | Changes to format for consistency with Policy on Policy requirements<br>Change in policy title from <i>Student Course Load Policy and Procedure</i> to <i>Student Credit Load and Course Enrolment Policy and Procedures</i> .<br>The following procedures have been included in the policy:<br>Update processes throughout to reflect current application.<br>Inclusion of process for adding/dropping, withdrawing from courses; student course load and repeat course load, postponement of studies, and change of major guidelines into a the Student Course Load Policy. |

