



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

COURSE ENROLLMENT POLICY

1. Policy

Students must complete all of the requirements in effect at the time the student declares the major in each degree program. While some of the hours earned from one degree may count toward another degree, students must earn at least 15 additional approved semester hours for another associate degree or 30 additional hours for another baccalaureate degree. This translates to a minimum of 75 hours for two associate degrees and a minimum of 150 hours for two baccalaureate degrees.

Subsequent Degrees

Students having earned one degree may subsequently pursue another, either associate or baccalaureate, by completing all of the requirements in effect at the time the student declares the major for the subsequent degree. While some of the hours earned from the earlier degree may count toward the subsequent degree, students must earn at least 15 additional approved semester hours for an associate degree or 30 additional semester hours for the baccalaureate degree.

Registration

A degree-seeking student **MUST** consult with his/her designated advisor prior to the time of preregistration or regular registration to receive official approval for his/her plan of study during each academic term (summer session/semester). NOTE: First-time, first year students may be limited in the courses for which they can register.

The Office of the Registrar sets the time of registration for all students and informs them of the times they are to register. Students are expected to register at the appointed time. Students may not register for credit after the deadline set for completion of late registration. A late registration fee is assessed to students who do not register at the appointed time. Late registration for semesters will end one calendar week after the last day of registration or its equivalent for summer session (see the Academic Calendar at www.kysu.edu/administration-governance/academic-affairs/registrar/).

Any student properly registered for a course will receive credit for that course.

A student must repeat any course in which he/she received an inadequate grade (as described in the Repeat Option section below) during the next semester in which the student is enrolled and in which the course is offered. Students will be prohibited from registering for the next term until this requirement is satisfied.

Changes in Registration



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(Adding a course, dropping a course, changing sections, changing grading options.)

All changes in registration must be approved by the Office of the Registrar and the designated advisor (and the instructor in case of a closed class).

A processing fee is assessed beginning the first day of classes of a term (summer session/semester) for any change in registration, with the exception of those caused by University cancellation of courses or other University-initiated adjustments to course schedules. The chairperson and/or dean will inform the Vice President for Academic Affairs, the Office of the Registrar, and the instructors of all course cancellations no later than two (2) working days after the end of late registration. When a course is canceled, any student enrolled in that course may change his/her final registration in order to replace the canceled course. Such adjustment must be completed no later than Saturday of the second full week of classes during an academic semester or no later than Saturday of the first full week of classes during a summer session. See the section on Withdrawal for regulations on withdrawing from a course.

Class Scheduling Policy

Kentucky State University follows a comprehensive plan that governs the offering of courses on a long-term basis. The University's eight-semester schedule of courses permits students and their advisors to develop an effective plan which identifies when required and elective courses may be taken. In general, all upper-division courses (elective or

2. Entities Affected

- Academic Affairs

3. Policy Owner/Interpreting Authority

Provost/Vice President for Academic Affairs

4. Related Policies

5. Statutory or Regulatory References