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|  | <b>Policy Number:</b> 750                                                                  |                                      |
|                                                                                   | <b>Policy Category:</b> Academic Policies                                                  |                                      |
|                                                                                   | <b>Enrollment Status</b>                                                                   |                                      |
|                                                                                   | <b>Policy Summary:</b><br><br><i>This policy outlines the requirements for enrollment.</i> |                                      |
|                                                                                   | <b>Approval Date:</b><br>06/02/2025                                                        | <b>Effective Date:</b><br>06/02/2025 |
| <b>Policy Owner:</b><br><br><i>Vice President, Finance and Administration</i>     | <b>Scheduled for Review:</b><br><br><i>Spring 2030</i>                                     |                                      |

## Policy Statement

Students matriculating at the College must maintain continuous enrollment or complete the appropriate process for a Leave of Absence or Withdrawal.

### Continuous enrollment

Students must remain continuously enrolled once they matriculate. Continuous enrollment is defined as being (a) registered for credit(s), or (b) on an approved leave of absence.

A student who fails to re-enroll in the next term or fails to request and receive an approved leave of absence or fails to re-enroll at the completion of an approved leave of absence will be withdrawn from the College and must apply for readmission.

Students who participate in an exchange program with one of the College's educational partners do not have to apply for a leave of absence.

Students are required to electronically sign an enrollment agreement (the terms of enrollment) for every term they are continuously enrolled.

By completing registration each term, students acknowledge that they understand and will abide by all academic and administrative policies.

Active duty military students please refer to *Deployment and Recall to Active Duty Policy 330*.

### Minimum enrollment requirements

Students earning a degree from Prescott College must satisfy minimum enrollment requirements as follows:

- Students will attend a new student orientation at the beginning of their first term either in Prescott or online dependent on their program.
- Undergraduate students must complete the equivalent of one year (two terms) of full-time enrollment.
- Master's students must complete one year (two terms) of full-time enrollment, and attend residencies as specified by certain programs.

- Ph.D. students must complete one and one-half years (three terms) of full-time enrollment and attend required residencies.

**Program length**

Prescott College requires a minimum of 120 semester credits for the bachelor's degree and a minimum of 30 semester credits beyond the bachelor's degree for the master's degree. Specific program length can be found in the degree requirements at [catalog.prescott.edu](http://catalog.prescott.edu). At least 30 credits of the 120 semester credits required for the bachelor's degree must be in courses that meet the general education requirements. See [catalog.prescott.edu](http://catalog.prescott.edu) for specific details regarding general education requirements. Students pursuing accelerated master's degrees may receive graduate credits for approved graduate courses taken while an undergraduate and count those courses for both undergraduate and graduate credit and course requirements.

**Time limits for completing degree or program requirements**

Diplomas will be awarded when all requisite credits and requirements have been confirmed through a graduation audit. Per the incomplete policy (see Learning Evaluation and Grading Policy 738, section on Incompletes), pending program completers with incomplete courses may petition for a maximum of one additional term with approval and support of the course instructor(s). Uncompleted courses become No Credit at the end of the subsequent term. Students who have completed course or credit graduation requirements at the end of the subsequent term must then enroll for a minimum of one credit in order to complete their Prescott College degree. For other requirements not related to coursework (e.g. dissertation publication, etc.), pending graduates will be granted a maximum of 12 months from intended graduation date to complete the requirement(s). After that deadline the student must be readmitted to the College and enroll for a minimum of one credit in order to complete their degree.

**Graduation and Commencement**

Graduation refers to the fulfillment of degree requirements and the conferral of a degree. Commencement is the public ceremony to celebrate your accomplishments.

The student submitted graduation application will initiate the graduation process toward the conferral of a degree, as well as reserving a spot in the commencement ceremony. Participating in commencement does not mean that a student has graduated.

All degree requirements must be completed by the last day in the term in which the degree is to be awarded. The student is also responsible for providing all documentation relating to the completion of their degree program to the Registrar's Office within 15 calendar days following the last day in the term in which the degree is to be awarded. Documentation may include, but is not limited to, final official transcripts from other educational institutions or programs, proof of approval for publication of dissertation, change of grade forms (including remove of "I" (incomplete grades), etc. Failure to meet these responsibilities may result in a delay or non-awarding of the degree.

**Taking courses at other colleges**

Students may take courses at other colleges while enrolled at the College. However, such courses cannot be used to help fulfill a student's registered course load. Students must arrange for official transcripts from the other college(s) in order to have the credits apply to their Prescott College degree. See Transfer Credit Policy 742.

Students should get approval from their advisor prior to taking courses at other colleges to verify the credits can be applied to their Prescott College degree.

Undergraduate students who wish to receive financial aid while enrolled at both Prescott College and another college must consult with the Financial Aid office about a consortium agreement.

### **Credit load and overload**

Full time enrollment for undergraduate students consists of 12 to 18 credits. Full time enrollment for graduate students consists of 12 credits. In the MS Counseling program, the maximum summer enrollment is 6 credits.

All students must receive approval from the Academic Dean to register for more than 18 credits in a term except for students in the MS Counseling program. Students in the MS Counseling program must receive approval from the Academic Dean to register for more than 12 credits in the fall and spring terms, and more than 6 credits in the summer term.

### **Entering student credit load requirement**

On campus undergraduates must enroll full time in their first enrollment period. Online undergraduate, graduate and Ph.D. students may elect for full time or part time for their first enrollment period.

### **Decrease/increase of credits – drop/add**

A student wishing to increase/add or decrease/drop the amount of credits enrolled for the term after online registration closes must submit an electronic add/drop form to the Office of the Registrar. The effective date of the drop or add is the date that the form is received in the Registrar's Office. The electronic form is available on the College website.

Students may drop and/or add credits during add/drop periods. For full term courses, a course may be dropped or added during the first 10 days of the course. Session courses may be dropped or added within the first six days. Block courses may be dropped or added during the first three days of the course. See the Academic Calendar for specific dates each term. Courses dropped during this period will not be reflected on the student's transcript. Once the drop/add period ends, no credits may be added or dropped. Dropping or being administratively dropped from a course may affect financial aid eligibility. Students should consult with Financial Aid and their academic advisor before dropping courses. Also see Tuition and Fees, Payments and Refund Policy 335.

Decrease of credits – Student may be entitled to a refund on the decreased portion of credits depending on the effective date of the dropped credits. See Academic Calendar for specific deadlines by term. See Tuition and Fees, Payments and Refund Policy 335. NOTE: decreasing credits may affect financial aid eligibility. It is best to contact the Financial Aid office prior to decreasing registered credits.

Increase of credits – Requests to add courses or credits must be received by the Office of the Registrar by the published drop/add deadline dates. See Academic Calendar for specific dates. Students are obligated to pay tuition for additional credit(s). See Tuition and Fees for each academic program for per credit hour charges on our website.

Overload credits – Students who enroll for more than full time credit loads, or who submit course contracts for more credits than their original enrollment for the term, are obligated to pay tuition for the additional credit(s). See Tuition and Fees for each academic program for per credit hour charges on our website. NOTE: Overload credits will not be recorded until approved by the student's advisor and payment arrangements are made by the student.

**Participation/Non-participation “No Shows” in courses**

Students who are identified by course instructor or faculty advisor as not attending course(s) will be administratively dropped, withdrawn, or given a grade of No Credit depending on the actual last day of participation.

**Withdrawal from courses**

If a student is withdrawing from all courses in a term, the student must follow the Withdrawal from College policy and process listed below.

Students may elect to withdraw from a course by the published student-initiated withdrawal date by submitting the electronic Drop/Add/Withdraw form available on the College website. This date is different for full term, session and block courses. Specific dates by term can be found in the Academic Calendar. There will be no refund of any tuition or fees for “withdrawn” credits/courses. If a student officially withdraws from a course before the course is completed and during the withdrawal period, the student will receive a “W” grade for the course. After the withdrawal date for that course, if a student drops or withdraws, a grade of “NC” (no credit) will be recorded. If a student withdraws from a course which is designated as a co-requisite for another course in which the student is enrolled, withdrawal from the co-requisite course is required.

The “W” grade counts against the student's completion rate but not the student's GPA in Satisfactory Academic Progress calculations. Withdrawing or being administratively withdrawn from a course may affect academic standing. See Academic Standing and Satisfactory Academic Progress Policy 340 and Financial Aid Policy 345, section on Satisfactory Academic Progress.

After the student-initiated withdraw date, students will receive their earned grade per the instructor (credit, no credit, letter grade).

See Learning Evaluation and Grading Policy 738, Incompletes section for options regarding incompletes.

**Leave of Absence (LOA)/Withdrawing from a Term**

Students wishing to take a break from their studies or to further educational or personal goals may request a leave of absence (LOA). The electronic form – Application for Leave of Absence/Withdrawal – is available on the college website. The effective date of the LOA is the date the electronic, signed form is received in the Registrar's Office. A LOA extends for one term. A student may request and be approved for an additional term, for a maximum of two consecutive terms of LOA. No more than two consecutive LOAs will be permitted. If a student does not return after an approved LOA, they will be administratively withdrawn from the College and will need to reapply for admission. See Continuous Enrollment section of this policy.

Students requesting a LOA after the term in which they are currently enrolled has started but before the term has ended are considered to be “withdrawing from the term.” The effective date of the

LOA/term withdrawal will determine whether or not the student is entitled to a refund of any credits for that term. See Tuition and Fees, Payments and Refund Policy 335. It is best to consult with Financial Aid prior to requesting a LOA/term withdrawal for a current term.

Military personnel who leave the College in order to perform military service may take a LOA for up to five years. After the five years, the student must reapply for admission. See Deployment and Recall to Active Duty Policy 330 for more information.

### **Withdrawal from the College**

Students wishing to withdraw from the College must apply for a leave of absence by submitting a Leave of Absence/Withdrawal form. This form is available on the college website. The effective date of the withdrawal is the date the completed form is received in the Registrar's Office. The effective date of the withdrawal will determine whether or not the student is entitled to a refund. See Tuition and Fees, Payments and Refund Policy 335.

A student will be determined to be withdrawn from the College if they have not been continuously enrolled. See Continuous Enrollment section of this policy.

New students have until the end of new student orientation to give written notice of their intent to withdraw. Application and orientation fees will not be refunded.

Financial aid recipients who stop attending and/or participating in their coursework must officially withdraw. The Financial Aid Office is required by federal regulation to calculate the amount of funding the student received compared to what the student actually earned based on the portion of the enrollment period the student completed. This calculation may result in financial obligation for the student. Such financial obligations may include immediate repayment of student loan funds to their lender, a balance owed to the College, and/or a debt owed to the U.S. Department of Education.

If the student stops participating in all classes and does not officially withdraw, the student will be considered as withdrawn and the effective date of withdrawal will be the last day of participation.

### **Readmission to the College**

Students must apply for readmission to the College if their matriculation is terminated for any reason. See Continuous Enrollment section of this policy. Contact the Admissions Office or go to our website for complete application instructions.

Students who are readmitted to the College must adhere to the policies, procedures and guidelines that are in place during the first enrollment period of readmittance. Students who were placed on academic warning remain in this status as a readmit until they meet the minimum standards. See Academic Standing and Satisfactory Successful Academic Progress Policy 340, Academic Standing following Academic Suspension section.

### **Definitions**

### **Reason for Policy**

To provide the requirements, obligations and processes for enrollment.

**Responsibilities**

|                                         |                                |
|-----------------------------------------|--------------------------------|
| For following policy:                   | All students                   |
| For enforcement of policy:              | Registrar                      |
| For oversight of policy:                | Deputy Chief Operating Officer |
| For procedures implementing the policy: | Registrar                      |
| For notification:                       | Policy Librarian               |

**Procedures****Cross Referenced Policies**

Academic Standing and Successful Academic Progress Policy 340  
Financial Aid Policy 345  
Tuition and Fees, Payment and Refund Policy 335

**Revision History**

Extracted from catalog – January 2024  
January 2025 revised to limit semester credits for which a student may register.