

Change in Registration

Program Change

Each student is responsible for the program of study that has been approved by the program director and submitted to the Graduate School no later than the completion of their first **nine semester hours**. A change in a student's program is made only with the approval of their program director and the department chair. An updated program of study must be filed with the Graduate School.

Adding and Dropping a Graduate Class

The dates for adding and dropping graduate classes are printed in the calendar portion of this catalog and are consistent with the dates for adding and dropping undergraduate classes.

Hardship Withdrawal from a Class

After the last day to drop, special consideration may be given to hardship cases if recommended as such by the instructor, department chairperson, and head of the Graduate School.

Withdrawal from the University

Students who find it necessary to withdraw from all courses during a semester must complete a Cancellation/Withdraw to Zero Form in Campus Connection (MinotStateU.edu/finaid/withdrawl.shtml (<http://www.minotstateu.edu/finaid/withdrawl.shtml/>)). The last day to withdraw is the last business day of the 12th week of instruction in a fall or spring semester and the end of the sixth week of instruction in a summer semester or eight-week session. The day the form is submitted is the day recorded on the transcript.

A letter must also be addressed to the Graduate School and the program director stating the reason for withdrawal. Failure to follow the regular procedure will result in the student receiving an "F" in the courses for which he/she was registered. A student is not permitted to withdraw from the University during the last three weeks of a semester or the last two weeks of a summer session except in the case of an extreme emergency.

Auditor

An auditor is one who attends class as a listener without the privilege of participating in the regular class work. An auditor may participate in class activities at the discretion of the instructor. No credit is awarded for an audited class, and an auditor may not later establish credit in the class by taking a special examination. A student may change their status in a course from "credit" to "audit" up through the final drop date of the term. This must be done on the proper form available in Campus Connection eForms. An auditor must meet admission requirements for the Graduate School. The student must pay one-half of the normal tuition to audit the course.