

COURSE REGISTRATION

Repeating a Course

A graduate student may repeat a course in which a B- or lower grade has been received. The course may be counted only one time for credit. The higher grade earned will be counted in calculation of grade point average. Both grades will appear on the transcript. In addition, federal financial aid rules dictate that federal aid can only be used twice for the same graded course.

Adding/Dropping a Course

During the Add/Drop period, a student may drop a course without penalty or notation on the transcript. After the Add/Drop period, a student may drop a course with the approval of the Dean of the Graduate School, the program, and the student's faculty advisor. Dropped courses are not counted in determining the grade point average. Students are responsible for officially dropping courses to be eligible for a refund of tuition. Nonpayment for courses for which a student is registered or non-attendance in a registered course does not release the student from financial obligation, nor does it result in a student being dropped from the course.

Auditing a Course

Auditing a course consists of participation in a course without receiving a letter grade or credit hours. When space is available after registration of students enrolled for credit, others may request permission of the instructor to enter the course as auditors. No additional charge is made to full-time students; however, an audit fee is assessed for non-degree seeking students. An auditor is subject to attendance regulations and other requirements of performance established by the instructor. Although an auditor receives no credit, a notation of audit is made on the transcript.

Transfer Credit

Transfer of graduate credits earned at other universities

A graduate course that was completed at another college or university may be considered for transfer credit, provided that the course was taken at an accredited institution in the United States, the course was not taken as part of a previously earned credential, and the grade earned is equivalent to a B or higher. The hours are counted toward the total earned for graduation, but the grades are not calculated in the GPA. The maximum number of hours that may be transferred toward a master's degree is six and is not limited for PhD degree candidates.

Transfer of graduate credits earned in a graduate degree program at Wake Forest University

A graduate course that was completed in another graduate or professional program may be considered for transfer, provided that the course was not counted toward the first credential and a grade of B or higher was earned. The maximum number of hours that may be transferred is six.

Students intending to follow their mentor and enroll at Wake Forest University

A student intending to follow their mentor from another institution must apply using the standard application processes. Credits may be transferred if the criteria described for the transfer of credits earned at other universities are met, and the student has not yet advanced to

candidacy. A student who has advanced to candidacy prior to enrolling at Wake Forest University should also remain a student at their current institution.