

REGISTRATION & COURSE INFORMATION

Overview

Planning a Schedule

Tools including the degree audit, an overview of registration dates and instructions, and a list of courses are available within the Students tab of the MyBayPath Portal. Prior to registration, students are required to meet with their advisor(s) to discuss options for fulfilling their degree requirements and meeting their professional goals.

Registering for Courses

Students will be able to self-register for up to 18 credits of coursework in a semester. Students can register for undergraduate coursework through the MyBayPath Portal during the Portal registration period. Students can submit a completed Add/Drop/Withdrawal Form that has been approved by their academic advisor to the Registrar's Office between the end of portal registration and the add/drop deadline for the semester. The Add/Drop/Withdrawal Form is available on the Students tab of the MyBayPath Portal.

Registering for Accelerated Undergraduate Coursework

Students are eligible to register for up to 7 credits in each 6-week accelerated session.

Registering for Graduate Coursework

Eligible students may register for graduate coursework by submitting a completed Undergraduate Enrollment in Graduate Courses Form to the Registrar's Office that is approved by their academic advisor and the corresponding Graduate Program Director. The Undergraduate Enrollment in Graduate Courses Form is available on the Students tab of the MyBayPath Portal. See Undergraduate Enrollment in Graduate Courses section (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/>) for full policy language.

Registration Restrictions

Students will be able to register for up to 18 credits if they are not on a financial hold. Students who are on a financial hold cannot register for classes until their financial obligation to the University has been met. Students can review the Current Holds section of the Students tab on the MyBayPath Portal for additional hold information.

Academic Progress Reports

Midterm Grades

An academic warning letter and email notification is issued to each student for any courses in which achievement is below 'C-' at the midterm grading deadline. Students receiving an academic warning letter should consult their advisor to discuss strategies for improvement and/or other options, including withdrawing from the course.

Final Grades

Students can access their final grades on the Students tab of the MyBayPath Portal. Academic progress will be reviewed at the end of each semester after all final grades have been received. Students who do not meet Satisfactory Academic Progress standards will be sent a formal letter and email notification detailing their academic standing and next steps. Please reference the Satisfactory Academic Progress

Policy (<https://catalog.baypath.edu/traditional-undergraduate/academic-policies-procedures/>) for additional information.

Adding or Dropping a Course

Students may make changes to their schedule without penalty during the first week of each semester by completing an Add/Drop Form available on the Students tab in the MyBayPath Portal. All schedule changes outside the portal registration period must be approved by an advisor.

Courses dropped prior to the add/drop deadline do not appear on the student's permanent record or transcript. Only under special circumstances and with the permission of the appropriate Dean may a student add a course during the second week.

A student who wishes to drop a course after the add/drop deadline must follow the course withdrawal procedures (see Course Withdrawal Policy below.)

Course Availability

Bay Path University reserves the right to change the time a course is offered, change the course modality or cancel any course if there is insufficient student demand for the course and to schedule courses both during the day and in the evening to optimize enrollment and to ensure quality instruction. The University also reserves the right to change the delivery format of a course (e.g. from on-ground to online) for any reason. The University may limit enrollment in a course to ensure the best experience for all students. Responsibility to register for courses and to be cognizant of the proper sequence to meet the requirements of their academic program rests with each student. The academic advisor acts as a resource for decision-making and program planning, but it is the student's responsibility to meet all core and program requirements.

Course Numbering System

Courses below the 100 level are developmental and may receive University, but not graduation, credit. Introductory or first-year courses are numbered 100-199. Intermediate level courses are numbered 200-299. These courses may or may not have a prerequisite. Upper-level courses numbered 300-499 are advanced courses, which usually require a prerequisite and cannot be taken by first-year students. Most 400-level courses cannot be taken by lower division students. Courses at the 500 level are for both undergraduate and graduate students. Undergraduate students need permission from the graduate program director to enroll in 500-level courses. Courses exclusively at the graduate level start with a 600 designation.

Course Prerequisites

Courses are sequenced to enable students to master the knowledge and skills necessary to proceed to a higher level. A student must satisfactorily complete or be enrolled in all prerequisites before they are permitted to register for a subsequent course. It is the student's responsibility to ensure that they have met prerequisites before enrolling in any course. Students will be administratively removed from the subsequent course in the event that a prerequisite that was in-progress at the time of registration was not satisfactorily completed. Fulfillment of prerequisites may be discussed with the student's advisor and is also monitored by the Registrar's Office.

Course Withdrawal

An undergraduate student may withdraw from a course prior to 75% of the course being completed. Withdrawal deadlines for traditional

undergraduate courses that run the full length of the semester are posted to the academic calendar. A student who wishes to withdraw from a course must complete and submit the Add/Drop/Withdrawal Form available on the Students tab of the MyBayPath portal prior to the withdrawal deadline. All withdrawals must be approved by an advisor.

A withdrawal will be recorded as a 'W' grade on the student's transcript and may affect a student's full-time status, Satisfactory Academic Progress determination, academic standing, financial aid, eligibility for honors, health insurance, residential status, etc.

Students may petition the Registrar's Office for a withdrawal after the deadline when documented medical or other extraordinary circumstances prevent the student from being able to complete the remaining course requirements. In all other cases, students will receive the grade earned in the course.

Credit Overloads

A student interested in taking more than 18 credits in any given semester must request a credit overload via the Credit Overload Form and in consultation with their academic advisor. The academic advisor, in consultation with the Office of Academic Affairs when necessary, will approve or deny the request for an overload and make any appropriate changes to the student's schedule.

The student must meet the following criteria in order to be approved for an overload:

- Student must have at least a 3.00 cumulative GPA
- Student must have earned a minimum of 60 credits
- Student must have successfully completed more than 75% of the coursework that they have enrolled in (pace)
- Overload cannot exceed 21 credits in a given semester

Please reference the Course Credit and Course Load and the Undergraduate Tuition & Fees (<https://catalog.baypath.edu/traditional-undergraduate/financial-information/>) subsections for additional information.

Final Examinations

The final exam schedule is established by the Registrar's Office to closely match the schedule of courses during the semester. There may be instances where an exam cannot be offered on a day the course met and/or there may be instances where a student is required to take a number of exams in the same day (due to their individual schedule of courses during the semester). For these reasons, the institution provides several open sessions during the final exam week should an exam need to be administered outside of the regularly scheduled exam time. Because the nature and type of final examination or final experience must be determined, administered, and graded by the course instructor, the course instructor must approve a student's ability to take a final exam outside of the regularly scheduled exam time. No exams can be administered outside of the final exam week.

Any deviations from this policy will be considered only under extraordinary circumstances and must be approved by the appropriate Department Chair.

Grading Credit Type

Every course has a credit type that defines how it will be graded. Courses at Bay Path University will offer a traditional letter grade or they will be run either pass/fail or satisfactory/unsatisfactory. Traditional undergraduate students are generally required to receive a grade based on the defined credit type for the course; however, students can request to have up to 12 elective credits that would typically provide a letter grade taken on a pass/fail basis. Additional information is provided in the Option to Have a Course Grade Pass/Fail heading below.

Letter Grades

The majority of on-ground, hybrid, and online courses offer traditional letter grades that correspond with the numerical equivalent of the student's average in the course. A grading matrix has been provided below for additional information.

Pass/Fail

Some courses (ex. fitness, dance, and music courses, most practicums, supervision, field work, and clinicals) may be graded pass/fail. Students who earn a passing grade receive credit in the course, but there is no effect on the grade point average computation. The transcript will reflect a 'P' grade for a student who passes a pass/fail course. A student who earns a failing grade receives no credit and the failing grade has the same effect on academic standing as a regular letter grade of 'F'. The transcript will reflect an 'F' grade for a student who fails a pass/fail course.

Option to Have a Course Graded Pass/Fail

The University encourages every student after their first year (30 credits) to try one or more courses outside their major, minor, or the Core Curriculum without fear of affecting their grade point average. A student transferring to Bay Path University may take advantage of this option after they have been in residency one semester, or have completed 15 credits at Bay Path University. A student may choose to register for up to four elective courses (12 credits) on a pass/fail basis provided the following conditions are met:

- The student must have a minimum CGPA of 3.00;
- The course must be outside the Bay Path Core Curriculum;
- The course must be outside the major;
- The course may not count towards a minor; and
- Only one course per semester may be taken on a P/F basis.

The instructor's roster will indicate whether the student has registered for the P/F option and the instructor will grade the student the same as any other student receiving a letter grade throughout the course. The instructor will then enter the appropriate pass/fail grade during grade submission.

Satisfactory/Unsatisfactory

A limited number of zero credit pre-practicum and orientation courses (ex. BPU 099 New Student Orientation) will use satisfactory/unsatisfactory grades. These courses may still be required for graduation requirements but they will not impact the computation of a student's cumulative grade point average. The transcript will reflect an 'S' grade for a student who meets the requirements of the course and a 'U' grade for a student who does not meet the requirements of the course.

Undergraduate Grading Matrix

Grades are given for each course attempted, based on the following numerical value and grade point rating scale:

Letter Grade	Grade Points	Numerical Equivalent
A	4.00	95-100
A-	3.67	90-94
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	60-66
F	0.00	below 60

Other Grading Options

Abbreviation	Definition
AU	Audit
I	Incomplete ¹
NG	No Grade
P/F	Pass/Fail
S	Satisfactory
TR	Transfer
U	Unsatisfactory
W	Withdrawal
WIP	Work in Progress ¹

¹ Temporary Grades.

Grade Point Computation

A grade point average is computed by dividing the total quality points earned by the number of credits attempted. Quality points are computed by multiplying the credits assigned to the course by the quality points assigned to each letter grade. The grade point average is used as a standard for determining academic standing and students are required to meet a minimum cumulative grade point average to graduate.

Courses with a credit type of satisfactory/unsatisfactory and courses graded as a "Pass" are not included in the cumulative grade point average computation. Although transfer credits can count towards fulfillment of quantitative graduation requirements, these credits are input as 'TR' grades and they are also not included in the cumulative grade point average computation. If a student repeats a course, both grades remain on the permanent record but only the higher grade is computed in the cumulative grade point average.

Student Service Options

Request an Official Transcript

An official transcript comes on colored transcript paper, bears the impression of the Seal of the University, and is signed by the University Registrar. An official transcript of an academic record must be requested by the respective student online through Bay Path's Transcript Request webpage: <http://www.baypath.edu/transcriptrequest> (<http://www.baypath.edu/transcriptrequest/>). Only requests made by the respective student will be processed.

eTranscripts are \$5.00 per copy, paper transcripts sent to a domestic address are \$7.50 per copy, and paper transcripts sent to an international address are \$10.00 per copy. The Registrar's Office reserves the right to

withhold processing any transcript request if a student has an unpaid financial obligation to the University.

Request Proof of Enrollment

Proof of enrollment requests can be completed on third-party documentation or a student can request an enrollment or grade verification letter on Bay Path letterhead that is signed by the University Registrar. Requests using third-party documentation must be submitted with a Consent to Release Student Information Form that is signed and dated by the respective student if the Registrar's Office is asked to return the documentation directly to the third-party. An enrollment or grade verification letter must be requested by the respective student online in the Student Forms section of the Students tab of the MyBayPath portal.

Only requests made by the respective student will be processed. There is no fee to request a proof of enrollment.

Request a Replacement or Duplicate Diploma

The Registrar's Office issues a diploma to students who have met all degree requirements, whose degree has been conferred by the institution and who have met all financial obligation to the University. Students may request a replacement or duplicate diploma using the Diploma Re-Order Form available with the Registrar's Office. A replacement or duplicate diploma is \$25.00 each.

The Registrar's Office reserves the right to withhold issuing a diploma or processing a replacement or duplicate diploma requests if a student has an unpaid financial obligation to the University.