



ATHLETIC DEPARTMENT POLICIES AND PROCEDURES FOR EDUCATION

1. Academic Load

The normal credit load for an undergraduate full-time student is from 12 to 18 semester credit hours, during each of the Fall or Spring semesters. No more than two courses for a maximum of eight credits may be taken during a single Summer Session. Credit load varies with the student's specific curriculum and record of achievement. Approval to carry credit hours in excess of the maximum load per semester is granted by the School Dean in the student's area of concentration. Such approval will be given only to those students whose academic record gives evidence of their ability to do superior work. The current part-time tuition per credit will be charged for credits exceeding 18 per semester during the Fall and Spring semesters.

(Reference: Holy Family University Undergraduate

Catalog: <https://www.holyfamily.edu/academics/course-catalogs>

2. Class Attendance

Students are expected to attend all classes and laboratory sessions regularly and may not absent themselves except for illness or some other serious matter. Absences in any semester equal to twice the number of weekly contact hours of a given class are deemed excessive. Final grades and/or receipt of academic credit may be jeopardized by excessive absences. Students who never attend classes will be administratively withdrawn from courses, and students should be aware that such action can affect financial aid eligibility in current and/or future semesters. Students are also expected to meet their usual class responsibilities set by the University calendar for the beginning of a vacation period. They may not extend their vacation beyond the date assigned for return to the University without the approval of the School Dean in the area of concentration. Students who attend class for any amount of time and do not officially and personally drop/ withdraw from courses through the Registrar's Office will be assigned a failing grade at the end of a given semester. Retroactive withdrawals will not be applied in those instances in which students do not drop/withdraw from courses as required by the University.

(Reference: Holy Family University Undergraduate Catalog)

<https://www.holyfamily.edu/academics/course-catalogs>

3. Student – Athlete Registration

Student-athletes have priority registration. This means that student-athletes are permitted to register for classes beginning the first week that registration is open for the following semester.

1. In order to be eligible to register, student-athletes must meet with their faculty advisor (or Academic Advising, Holy Family Hall, room 215, for freshman student-athletes and those who have not declared a major) and obtain approval of their class schedule. Student-athletes may meet in person with their faculty advisor, or may use Student Planner to create their schedule and submit it to their faculty advisor for approval.
2. Student-athletes are required to have their schedules approved by an advisor (or designee) before they register for classes.
3. Student-athletes who are in their championship season during the semester should review their game schedules and make every effort to select sections of classes that minimize missed class time. Student-athletes may not be permitted to select sections of classes that will cause them to miss significant class time, where there are other sections of classes available that they can take and that fit in the student-athlete's overall class schedule.
4. Student-athletes should print a copy of their schedule as soon as possible after they register in order to confirm that they have registered successfully.
5. Per University policy, student-athletes who have a business hold will not be permitted to register until the business hold has been taken care of with the Business Office.

Additional information regarding registration will be provided during each semester, prior to the start of the registration period.

4. Enrollment Adjustments to Semester Class Schedules

Student-athletes are required to comply with University policies and procedures regarding adjustments to their class schedules (dropping, adding, and/or late withdrawing from a course). This includes obtaining written approval from either the student-athlete's faculty advisor or from Academic Advising, as appropriate.

In addition, student-athletes must obtain approval from the Student Success Coach (or designee). Prior to this, the student-athlete should make every effort to discuss with the Student Athlete Success Coach the reason(s) that they would like to make the specified changes to their schedule

Once the student-athlete obtains the required approval as described above, they will either need to submit a drop/add form or late withdraw from (which should contain the signatures of the faculty advisor and the Student Athlete Success Coach) to the Registrar's Office--room 205 Holy Family All or email the form to: registrar@holysfamily.edu for processing. The student MAY also use Student Planner, however prior written approval from the faculty advisor and the Student Athlete Success Coach is required Student-athletes should not make any adjustments to their schedules without obtaining prior approval from the Student Athlete Success Coach (or designee).

Student-athletes must comply with all University deadlines for any adjustments to their class schedules.

Please note: Student-athletes are required to be full-time (maintain a minimum of 12 credits per semester). This is required in order to maintain NCAA athletics eligibility and financial aid (including athletics aid). **A student-athlete will NOT be permitted to drop below full-time status (12 credits) UNLESS there are extreme or extenuating circumstances.** On the rare occasion that a student-athlete becomes part-time, the student-athlete will immediately become ineligible athletically, and may incur a reduction in their athletic and other financial aid.

EXCEPTION: Student-athletes who are seniors and who are in their final semester are permitted, under NCAA rules, to be part-time. However, per University rules student-athletes must be full-time in order to be eligible generally for financial (include athletics) aid.