

## K-12 Programs

### K12 Programs Policies

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#### **ADMITTANCE & REGISTRATION**

+Participants must get admitted **AND** registered before the first day of class (participants should allow at least one full week (7 days) to go through both of the processes)

+If Participants run into errors while registering, it is their responsibility to contact K-12 Programs in order to resolve it, and still get enrolled in the course

#### **TRANSCRIPT**

+Before ordering a transcript, it is the responsibility of the participant to make sure the course and the grade are on the transcript **AND** that the grade has been calculated in the GPA. This is done by previewing the unofficial transcript that can be accessed through participant's SUU portal

#### **DROP POLICIES**

We highly encourage participants to seriously consider the following information before enrolling in a district/educational partner course in which SUU credit is sought. Just as with regular university courses, there are times you can drop without consequence; so it is the same with our continuing education courses. Past a certain date there are implications for you to consider. Please use the information below to weigh your options before you consider seeking credit (i.e., registering) for one of SUU's continuing education courses.

#### Dropping through the first 2-weeks of the course:

- Participants can email K-12 Programs at any time through the first 2-weeks of the course, and request to be dropped without consequence
- The student will receive a full refund for fees paid
- The student will have **NO** record of the course on their transcript

#### Dropping past the first 2-weeks of the course:

- Participants can email K-12 Programs at any time after the first 2-weeks of the course, and request to be dropped
- The student will **NOT** receive a refund for fees paid
- The student **WILL RECEIVE A "W"** on their transcript
- If the student does not participate in the course, nor do they request a drop from the K-12 Programs office, then the student will receive an **"F"** on their transcript.

#### Dropping for lack of payment, after the first 2-weeks of the course:

- If payment is not received by the end of the first 2-weeks of the course, participants will receive a notification from K-12 Programs, giving warning of lack of payment. If payment is not made by the specified deadline located in the email, participants will be dropped from the course, **WITHOUT** the option of being added back for University Credit.
- It is the participants responsibility to notify K-12 Programs if a 3rd party besides themselves or course administrator is making payment for the course.  
\* If there are extenuating circumstances regarding payment, an extension request can be made to K-12 Programs within the first 2-weeks of the course

## **Conference Drop Policies:**

### Dropping through 1 week after the conclusion of the conference:

- Participants can email K-12 Programs at any time through the first 2-weeks of the course, and request to be dropped without consequence
- The student will receive a full refund for fees paid
- The student will have NO record of the course on their transcript

### Dropping after 1 week upon the conclusion of the conference:

- Participants can email K-12 Programs at any time after the first 2-weeks of the course, and request to be dropped
- The student will NOT receive a refund for fees paid
- The student WILL RECEIVE A "W" on their transcript
- If the student does not participate in the course, nor do they request a drop from the K-12 Programs office, then the student will receive an "F" on their transcript.

\*circumstances beyond a participant's control (e.g., death, hospitalization, severe illness, etc.) can request a drop without consequences. If approved, this would leave no record of having taken the course and there would not be a charge.

\*circumstances within the participant's control (e.g., working two jobs, didn't realize how much work was involved, etc.), we can do a withdrawal "W" per the request of the participant/partner; however, this leaves a record and the charge remains. Note: A "W" on a transcript can have implications if a participant becomes a degree seeking student and seeks financial aid (see blurb below)

## **LATE REGISTRATION POLICIES**

### Late registration through the first two weeks of the course:

- The participant will contact their instructor who will reach out to the K12 Programs office to verify participation in the course in order to be late registered

### Late Registration after the first two weeks of the course:

- Late registration will not be allowed after the first two weeks of the course
  - \*Exceptions may be made under extenuating circumstances
  - \*\*These circumstances can only apply up to 6 months after the course has finished. After this point NO exceptions will be made, you are no longer eligible for SUU credit.

## **Conference LATE REGISTRATION POLICIES**

### Late registration through one week after the conclusion of the conference:

- The participant will contact their instructor who will reach out to the K12 Programs office to verify participation in the course in order to be late registered

### Late registration after 1 week upon the conclusion of the conference:

- Registration will not be granted after this point for SUU Credit

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