

## **Academic Information** (additional info can be found in the Luther College catalog)

### **Auditing Courses:**

Students wishing to attend a class without receiving college credit may do so with the consent of the instructor and the Registrar. The student should have a cumulative GPA of 3.00 or above, register for the course, complete the audit application form, and attend classes regularly. There is no charge to full-time students for auditing a course. Audit forms can be found at <http://www.luther.edu/registrar/forms/>.

### **Courses by Arrangement:**

If you arrange with an instructor to take a course which is not listed among the offerings for this semester, complete the Application for Special Registration which can be found at <http://www.luther.edu/registrar/forms/>.

### **Credit/No Credit Authorization:**

Courses which are taken to satisfy general and distribution requirements and are included in the requirements for the major may not be taken under the credit/no credit option. Any student may take required physical education skills courses on a credit/no credit basis. You may authorize credit/no credit for music lessons and PE skills courses via the Web when you register for classes. All other authorizations must be completed by filling out an application found at <http://www.luther.edu/registrar/forms/>. If you need to cancel the authorization, you must do so at the Registrar's Office by the posted deadline date. You can authorize credit/no credit grading for only one course/semester and not more than two courses/year (excluding PE 100, PE 110 courses, and music lessons). Further details on credit/no credit authorization can be found in the catalog at <http://www.luther.edu/catalog/>, under academic information.

### **Directed Readings:**

Students may register for directed readings credit under course number 375. The student who wishes to design a course of directed readings should outline a proposal using the Application for Special Registration found at <http://www.luther.edu/registrar/forms/>. Prerequisites and requirements vary by department.

### **Directed Research:**

Students may register for directed research credit under course number 389. The student who wishes to design a course of directed research should outline a proposal using the Application for Special Registration found at <http://www.luther.edu/registrar/forms/>. Prerequisites and requirements vary by department.

### **Directed Study:**

Sophomores, juniors, and seniors may register for directed study credit offered under course number 285 in January term and course number 295 in fall, spring or summer terms. The student who wishes to design a course of directed study, within or outside the major, should outline a proposal using the Application for Special Registration found at <http://www.luther.edu/registrar/forms/>. No more than four hours of directed study are allowed in January term.

### **Extra Hours:**

The minimum class load for full-time students is 12 semester hours. The average annual class load (fall + January + spring) for full-time students is 32 semester hours. Only a student with a GPA of 3.00 should consider a class load in excess of 17 hours per semester and he/she must secure permission using the application found at <http://www.luther.edu/registrar/forms/>. Extra hours charges are assessed in the spring semester for each hour of credit **attempted** in excess of 36 hours for the academic year. This includes hours for which the student receives a letter grade, W, I, or CR/NC. Music lessons are not counted as part of the 36 since they are billed separately from the regular course load. First-year honors, PE 100 and the first PE 110 skills course are also not counted as part of the 36 total hours. Senior projects are included in the extra hours calculation if the student receives a grade of A-F, incomplete (I), or credit/ no credit (CR/NC) in the course. Contact Financial Services for additional information.

### **Independent Study:**

Students may register for independent study credit under course number 395. The prerequisite is 12 semester hours of credit in that discipline. The student who wishes to design a course of independent study should outline a proposal using the Application for Special Registration found at <http://www.luther.edu/registrar/forms/>. No more than four hours of independent study are allowed in one term.

### **Internships:**

Students wishing to register for internship credit should obtain application materials from Jim Arthur, Assistant Director of Experiential Learning, in the Career Center located in the Centennial Union.

### **Music Lessons:**

Students are to register for private music lessons just like registering for any course/section of a course. You can elect to enroll in 1 or 2 credits (1 credit = ½ hour lesson) of private music lessons when you register for lessons on my.luther. Be sure to check with your

instructor before you enroll in 2 credits. An additional fee, above and beyond the comprehensive fee, will be assessed for group lessons and each credit of private lessons. Check with Financial Services for specific private (music 130, 230, 330, 430, and 360) and group lesson (music 115, 116, and 117) costs.

Music majors are not expected to pay for the number of music lessons required for the major. A maximum of 7 music lesson surcharges (1 per semester) will be canceled for sophomores, juniors, and seniors who are classified by the music department as full-time majors (this maximum will be reduced by the number of music lesson scholarships awarded during the first year). This surcharge cancellation policy does not apply to class instruction (music 115, 116, 117). A student who withdraws from a private music lesson in the first four weeks of the semester will be billed at the rate, determined by the music department, for each week registered. After four weeks the full fee for the semester will apply. No refund in fees will be made for absences from private lessons, except on account of illness of more than 2 weeks' duration.

**Repeating Courses:** Students who repeat courses for the purpose of improving their GPA cannot receive credit for the course every time it is taken. The grade that stands is the one for the most recent time the course is taken. No change is made in the GPA and course grade for the semester in which the course was first attempted. The cumulative GPA is changed to show the reduction of hours and grade points repeated. We will not accept for transfer courses from another institution that have already been completed at Luther.