

**Mid-Atlantic Christian University**  
**Academic Affairs Policy #42**

SUBJECT: Late Enrollees

DATE: February 11, 2009

REVISED: 7/11/12; 2/2023

NEXT SCHEDULED REVIEW: Faculty, February of odd-numbered years.

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Registrar and Faculty

Procedure for: Registrar and Faculty

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

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I. Purpose

The University recognizes that in rare circumstances a student may be hindered from starting a course or an academic term at the scheduled start date. The following guidelines are to be followed for students who start a course or an academic term late.

II. Policy

- 1) No student may be added to a course after the equivalent of 2 weeks beyond the official start date of the course. This date will be published in the Academic Calendar (Last Day for Drop/Add). If the course is an 8-week online course, no student may be added after the first 3 days.
- 2) If the instructor has an attendance policy, the absences incurred between the official start date of the course and the enrollment of the student will not be counted against the student.
- 3) Any assignments missed by the late-enrolling student must be completed no later than the equivalent of 4 weeks beyond the official start date of the course.

III. Procedure

IV. Published: Policy Manual, Faculty Handbook, University Catalog

V. Reason for Revision

## VI. Appendices