

 BRANDON UNIVERSITY	Course Registration Policy	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: June 1994	Updated: February 2024

1.0 Policy General Purpose

The course registration policy outlines the process for course registration.

2.0 Policy Guidelines

Special Course Offerings

Special course offerings are those which allow students to register for outside of the normal registration requirements. Those include the Practicum, Thesis, and the 02/04.799 Graduate Research Seminars, and tutorials (which may also include the establishment of further departmental practicums).

Tutorial Requests

Tutorial courses may be considered under the following conditions:

- the student is nearing the completion of their program and requiring one course which has not been scheduled to be offered within a certain period, usually one year, or is not accessible because of distance or time of year
- availability of an instructor
- availability of appropriate finances

Policy on Registration

Part time students will normally be approved to register for three credit hours (one course) per term.

Full time students will normally be approved to register for 1 or 2 courses per term, and to a maximum of nine credit hours (three courses) in consultation with the respective Department and the Graduate Studies Chair.

Full time student (definition): any master's student registered in nine or more credit hours per academic year shall be considered a full-time student of Brandon University (i.e. September 1 – August 31).
(Graduate Calendar 3.4.2)

3.0 Scope of the Policy

Applies to programs in Graduate Studies Program.

4.0 Definitions

None

5.0 Reference to Other Policies

None

6.0 Approval Process

Graduate Studies Program
Faculty of Education

7.0 Appendices

N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.