

STUDENT CLASSIFICATION (STATUS) POLICY

This policy is the responsibility of the Registrar and was approved by Faculty Senate. The policy was revised by the Seminary Team on February 22, 2019.

POLICY OVERVIEW

This policy explains various classifications for students at Briercrest College and Seminary.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

This policy applies to all students of Briercrest College and Briercrest Seminary.

POLICY STATEMENT

College

- Full-time students - undergraduate students who register for 12 or more credit hours in a semester. Graduate students who register for 9 or more credit hours in a semester.
- Continuing students – undergraduate students who are continuing their studies and register for 12 or more credit hours in a semester. Graduate students who are continuing their studies and register for 9 or more credit hours in a semester.
- Re-entry students (undergraduate and graduate) - Students who study for a semester or more at Briercrest College and Seminary, take a semester or more off, and then return to the college. Students who are away for less than four semesters and wish to re-enter should contact Academic Services. Students who have been away for more than four semesters must apply to re-enter through the Enrolment Services office.
- Part-time students – undergraduate students who register for less than 12 credit hours in a semester. Graduate students who register for less than 9 credit hours in a semester.
- Auditing students - students who register only to audit a course, and do not complete the course for credit.
- Visiting students - Students of another post-secondary educational institution taking courses at Briercrest College and Seminary toward their program at their home institution. Visiting students must complete the [online application form](#) and provide a letter of permission from their home institution that lists the courses they have permission to take.

- Open Studies Student (formerly Unclassified) – an undergraduate student who is registered in one or more credit courses, but is not officially enrolled in a BA, AA, or certificate program. Graduate level – under consultation.

Seminary

- Full-time – an accepted student who is registered for 9 or more credit hours in a semester.
- Part-time – an accepted student who is registered for 6 or less credit hours in a semester.
- Continuing – an accepted student who is registered for course(s) in sequential semesters or one semester within two years.
- Re-entry student – a student who is accepted in a program of study at Briercrest Seminary, does not complete a minimum of one course in a 24-month period, and then returns to the seminary. Re-entry students must apply to re-enter through the Enrolment Services office.
- Audit student – an individual who is taking a course for interest and does not submit assignments, write examinations, or receive credit towards a degree for attending the classes.
- Special student – a student who has not been accepted to a program and is taking a maximum of two seminary courses.
- Visiting student – an accepted student of another post-secondary educational institution taking courses at Briercrest Seminary toward a program at their home institution. Visiting students must complete the visiting student application forms for the Seminary and produce a letter of permission from their home institution that lists the courses they have permission to take. No more than 50 per cent of a seminary program can be taken by a visiting student.
- Withdrawn Student – a student who has informed Briercrest College and Seminary that they will not be continuing or a student who has not registered for a course in six consecutive semesters.

APPENDIX A

Related Forms/Policies	
Where is this policy published	College Academic Calendar (https://www.briercrestcollege.ca/academics/calendar/) Seminary Academic Calendar (https://www.briercrestseminary.ca/academics/calendar/)
Contact Information	Registrar

