

REGISTRATION INFORMATION

SUMMER 2019

SUMMER CALENDAR

May 6 – July 26

Welcome to Lincoln Memorial University's **2019** Summer School. With such a variety of courses, we are sure you will find something to suit your academic program or to move you up the career ladder.

Undergraduate Course Load

No more than eighteen (18) credit hours may be earned during the summer term.

Graduate Course Load

The maximum course load for graduate students is twelve (12) credit hours for the entire summer. Any exceptions must have approval of the appropriate Dean.

Class Attendance

Students are expected to attend class. However, individual faculty members approach class attendance in different ways. Students must learn and follow attendance policies established by the instructors. Non-attendance does not constitute official withdrawal from a course and will result in a grade of F.

Grade Reports/Transcripts/Withdrawals

Final grades are reported by the faculty to the Registrar at the end of each term and are available through WebAdvisor. Official transcripts reflecting summer grades will be available from the Registrar's Office after **August 5**. Students who find it necessary to withdraw from the University must process a Withdrawal Form, which is available in the Registrar's Office. Failure to officially withdraw will result in the recording of F grade(s) on the student's transcript, and the student also will be liable for the full amount of tuition and fees for the term.

Application for Graduation

Students completing graduation requirements during a summer term participate in the December Commencement and must make a formal application to the Registrar no later than **June 3**. A graduation fee is charged (see *Catalog*).

PLEASE NOTE THE FOLLOWING INCOMPLETE GRADE POLICY: Students requesting an incomplete must finish the coursework by the end of the first six weeks of classes the semester following the term in which the "I" was granted. An incomplete will be computed as an "F" in the grade point average until the coursework is completed. The instructor must sign a Change of Grade form and submit to the appropriate Dean for approval before the change appears on the transcript.

REFER TO THE 2018-2019 CATALOG AND/OR OTHER APPROPRIATE CATALOG FOR ACADEMIC POLICIES AND ADDITIONAL INFORMATION.

~Tuition and Fees - Summer 2019~

Tuition and fees are due and payable at the time of registration. Payment plans and institutional financial aid **are not** available for the summer sessions.

- Undergraduate Tuition: **\$ 895** per credit hour
- Graduate Tuition: Contact the appropriate Graduate Office
- Drop/Add Fee: \$15 per class, beginning the second official day of classes
- Late Registration Fee: \$100 beginning second day of classes
- Directed/Independent Study Fee: \$25 plus tuition for each course
- Graduation Fee: **\$50** for Associate, **\$75** for Bachelor, **\$100** for Master, **\$150** for Ed.S.
- Other Books, supplies and personal expenses vary according to individual needs

~ Credit/Refund Schedule – Summer 2019~

Week 1 of the term	100%	Week 3 of the term	50%
Week 2 of the term	75%	Week 4 of the term	25%
		After Week 4 of the term	0%

(Does not include weekends. 1st day of the term is the published start date of the term for each course.)

~Course Drop/Add Deadlines~

The last day to add a course is 5 days after the published start date of the course.
All courses dropped after the first day of the published start date will receive a “WD”.

~Housing~

On-campus housing is available for the summer session. For housing applications and summer rates please contact the Office of Residence Life at 423.869.7088.