

Registration Policies

Academic Sessions

The academic year consists of a 15-week Fall semester and a 15-week Spring semester. In addition, there is a three-week January term and an eight-week Summer term. January and Summer terms consist of one- or two-week intensive classroom courses and online intensive courses that meet two or more days preceded and/or followed by online course work.

Advanced degree programs operate on separate schedules. The academic year for the D.Min. program is non-semester based (see the Course Load section for a more detailed description). The academic year for Th.M. and Ph.D. students consists of two semesters. Fall semester is August 1 to January 15. Spring semester is January 16 to July 31.

See the Calendar section of this catalog for more information.

Course Load

Ordinarily, full-time students will carry 9 to 15 credit hours per regular semester. Students whose GPA falls below 2.0 will be placed on academic probation, and their hours may be reduced.

For a master's program, full-time load is at least 9 credit hours for the regular term and 4 credit hours for the intensive term, and half-time load is 5-8 credit hours during the regular terms and 2-3 credits hours during the intensive term.

For Th.M. and Ph.D. students, full-time load is at least 6 credit hours per semester.

For full-time student verification for the D.Min. program, students must be enrolled in a D.Min. cohort and registered for at least 8 semester hours per year and/or the Ministry Project, DM 430. The D.Min. cohort program is a year-round, non-semester based degree program. It includes Ministry Supervision DM 410, a 24-month program of study for 8 academic hours.

For full Veterans Administration benefits, a student must be registered as a full-time student in his/her program, provided other requirements are met. VA students should contact their regional campus VA administrator for full-time student verification and additional information.

The Washington Higher Education Coordinating Board/State Approving Agency approved full-time status for the master's programs at 9 credit hours for the receipt of Veterans' Educational Benefits, which are administered by the Department of Veterans Affairs.

Dropping or Adding Classes

Current students will register during the online registration provided each semester. Online registration is open until the tuition deadline for that semester. After that date, students will need to request to add in writing (email or office visit). All drops can be completed online during the add/drop period. If the class has already met once (whether in class or online), the student must obtain written permission from the professor before they can be registered for the class. Students may add a class until the published add date (generally the first 2 weeks of Fall and Spring and the first day of class for January and Summer).

Students may drop a class through the first quarter of a regular semester or until the published drop date. For January and Summer terms, courses must be dropped by 3 p.m. on the first day of class. Students who wish to drop a class after this time must petition the Student Relations Committee for permission to withdraw. If permission is granted, the student will receive a WP (withdrawal passing) or a WF (withdrawal failing) as determined by the committee. Except as the result of compelling and extraordinary circumstances, students are not permitted to withdraw from a course after two thirds of the course is completed.

D.Min., Th.M., and Ph.D. students must refer to the respective program manual for information on deadlines for dropping and adding.

Unit Definition

The unit of credit is a semester hour. Three-hour courses normally meet for 2 hours and 50 minutes once a week. Two-hour courses ordinarily meet for 1 hour and 50 minutes once a week. Generally, the student should spend two hours in study outside the classroom for each hour spent in the classroom.

Veteran Affairs

Gateway Seminary recognizes covered students with Veterans benefits as any student who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

In order for Gateway Seminary to serve covered students, covered students must do the following:

1. Meet the standard seminary admission requirements.
2. Provide the Registrar's Office with a copy of a recent Certificate of Eligibility (COE) showing the dates of coverage. Covered students must work with their ELR (Education Liaison Representative) to obtain their Certificate of Eligibility. The VA will only send the COE directly to the student, so it is the student's responsibility to ensure the COE is delivered to Gateway Seminary's Registrar's Office.

Covered students must provide Gateway Seminary with a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33, which can also include a Statement of Benefits obtained from the VA website, or a VAF 28-1905 form for chapter 31 authorization purposes. Covered students will be permitted to enroll in and attend a course of study during the period beginning on the date on the provided Certificate of Eligibility and ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Gateway Seminary will not impose any of the following penalties on covered students because of the covered student's inability to meet their financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33:

- Late registration fees
- Late payment fees
- Drop class fees
- Denial of access to classes, libraries, or other institutional facilities

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.