



POLICY TITLE:

Course Enrollment Policy

APPLIES TO:

All Students

ADMINISTRATIVE AUTHORITY:

Office of the Registrar

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

September 26, 2025

EXPIRATION DATE:

Sixth Months from Approval if Not Renewed or Made Permanent

NEXT REVIEW DATE:

POLICY STATEMENT:

Students must complete all degree requirements in effect at the time they declare their major. While hours earned from one degree may count toward another, students must earn at least 15 additional approved semester hours for a subsequent associate degree or 30 additional hours for a subsequent baccalaureate degree.

This requirement establishes minimums of 75 hours for two associate degrees and 150 hours for two baccalaureate degrees. Students pursuing subsequent degrees must complete all program requirements effective at the time of declaration.

DEFINITIONS:

Degree-Seeking Student: A student officially admitted into a degree program.

Subsequent Degree: A second associate or baccalaureate degree pursued after the first has been conferred.

Registration: The formal process by which students enroll in courses each term.

Changes in Registration: Adding, dropping, changing sections, or modifying grading options.

Class Scheduling Policy: The long-term, eight-semester schedule used to ensure access to required and elective courses.

PROCESS:

1. Registration

- All degree-seeking students must consult their assigned advisor before preregistration or registration each academic term.
- First-time, first-year students may be restricted in course selection.
- The Registrar sets and communicates registration periods.
- Students must register at the appointed time; late registration incurs fees and ends one calendar week after the close of registration (semester) or the equivalent period in summer.

2. Changes in Registration

- All registration changes must be approved by the Registrar, advisor, and, if applicable, the course instructor.
- Processing fees apply beginning the first day of classes, except for University-initiated changes.
- Canceled courses may be replaced by students if adjustments are completed within the second week of a semester or the first week of a summer session.

3. Subsequent Degrees

- Students seeking additional degrees must earn 15 additional hours for an associate degree or 30 additional hours for a baccalaureate degree, beyond those counted toward the original degree.

4. Class Scheduling

- Kentucky State University maintains an eight-semester course schedule.
- Advisors and students use this schedule to plan academic progress, ensuring timely access to required and elective courses

REFERENCES AND RELATED MATERIALS:

Kentucky State University Faculty Handbook
Kentucky State University Academic Catalog
Class Scheduling Policy
Registration and Withdrawal Policies

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of Registrar	(502) 597-6234	registrar@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Office of the Registrar
