

Information on Zero Semester Credit Hour (ZSCH) Course Options

Registration/Enrollment

- A student registered for a ZSCH course only is considered an enrolled student.
- A student will not be billed for fees based on enrollment in a ZSCH course. (Billing is based on semester credit hours.)
- Enrollment in a ZSCH course will keep the academic record active for a term, regardless of enrollment in credit-bearing courses.
- ZSCH courses will be listed in the schedule and students will register for them along with their credit-bearing courses.
- ZSCH courses do not count toward progress toward degree or full-time enrollment.
- ZSCH courses must be graded with either a letter grade or satisfactory/unsatisfactory, but grades received in ZSCH courses will not be included in the grade point average.
- The National Clearinghouse will not show students enrolled if they are only taking ZSCH courses. However, pursuant to Student Rule 1.7, *students participating in student teaching, internships, and cooperative education programs, and study abroad programs who are enrolled in less than 12 hours during a fall or spring semester or eight hours in a summer semester may be eligible to be certified as a full-time student with the approval of the Dean of the College or his or her designee. These certifications above based on exemptions might not be used to qualify for Federal Financial Aid as federal regulations determine financial aid eligibility.*

Financial Aid and Scholarships

- A student must be enrolled in credit-bearing courses to be eligible for Financial Aid. Therefore, enrollment in ZSCH only does not allow for Financial Aid eligibility.
- ZSCH do not count toward progress toward degree or full-time enrollment for scholarships or financial aid.
- ZSCH courses do not require attendance verification.

Adds/Drops and Withdrawals

- If a student drops all courses except the ZSCH course, the student is still enrolled.
- Dropping all credit-bearing courses and/or ZSCH's (withdraw) will inactivate the academic record prior to the census date.
- Dropped ZSCH courses stay on the student record and will be treated like other courses, with the appropriate grade assigned (Q, W, etc.).
- Dropping a ZSCH course will not count against University and State limits.
- The schedule for adding/dropping and withdrawing from ZSCH courses is the same schedule in place for courses with credit. Students taking only ZSCH courses are considered enrolled students and, therefore, must follow the dates in order to be included in census data and maintain "active student" status. If the "active student" status was not maintained, the student would have to apply for admission before being eligible to enroll again.
- Students adding ZSCH course to an existing schedule may be able to late add in future semesters. The Office of the Registrar is exploring this concept.

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Administrative Matters

- The course must be offered for variable credit hours that include zero. An existing course can be changed, through a course change process, to include zero as a variable credit option. If the course is available to be taught as zero credit hours, faculty should work with their department to teach and list the course in the same manner as courses taught for credit are offered.
- ZSCH courses will not be included in teaching load.
- Colleges will determine eligibility for instructors of ZSCH courses. The Dean of Faculties will not require credentialing verification for instructors of ZSCH courses. However, colleges will maintain internal records of qualifications.
- ZSCH courses can have the Lab Safety Acknowledgement (LSA) attached to them.
- ZSCH courses can have defining attributes attached to them, by section.