

**SYLLABUS ATTACHMENT  
FOR GRADUATE COURSES**

Wm. N. Neff Center for Teacher Education Emory & Henry College  
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I. Registration

- A. You must complete a registration form to be registered for class.
- B. If you are attending class and your name does not appear on the printed class roster, you are not registered. To receive credit for the course, you must register by completing the necessary forms. These forms are available upon request from your instructor.
- C. If you have questions or problems related to registration that your instructor cannot resolve, please call Sarah Williams in the Neff Education Center at 276-944-6218 or send e-mail to [swilliams@ehc.edu](mailto:swilliams@ehc.edu).
- D. You are invited to check the web page at <http://www.neffcenter.ehc.edu/> regularly to keep up with events in the Neff Education Center.

II. Refunds, tuition waivers, and recording of registration in the event of withdrawal from class

- A. To withdraw from a course in which you have registered, you must submit a withdrawal form. Telling your instructor or your friends that you are not going to continue will not remove you from the course listing, and you may remain responsible for the tuition and fees if you do not submit the necessary withdrawal form. The form for withdrawal is available from your instructor or from the Neff Education Center. To receive one by FAX or e-mail, please call Sarah Williams in the Neff Education Center at 276-944-6218 or send e-mail to [swilliams@ehc.edu](mailto:swilliams@ehc.edu).
- B. The last day to add graduate classes is the third scheduled class day. To register after the first class meeting requires the permission of the instructor.
- C. Tuition will be waived and payment refunded in full for students in graduate courses who withdraw on or before the last day to add (third class meeting date). Withdrawal forms must be received by this date, or the student remains responsible for tuition and fees.
- D. No tuition will be refunded to students in graduate courses who withdraw after the last day to add.
- E. A student who withdraws on or prior to the last day to add will have no record of registration.
- F. A student who withdraws after the last day to add receives a “W” in the course except that, for cause involving plagiarism or other misconduct, the professor may with the approval of the Dean and the Director, award an “F.”