



Field Course Policies and Procedures

These policies and procedures were developed to improve service to the students and instructors and to keep records correct and up-to-date.

Procedures

1. Courses can be listed on our website and students may enroll via the website and pay the required \$45.00 fee for credit. The form that must be filled out and returned to the registrar can be found on our website UWSI.org under the **For Instructors** tab and then **Forms & Resources**. Please use the most updated form found on the website and fully complete the form.
2. Courses not listed on our website can still be taught and the instructor or ministry should collect the required credit fee of \$45.00 and return it with the completed [Grade Report Form](#). This form should also be filled out fully including birthdates and middle initials, before returning to the registrar's office. You will receive a confirmation email when the form has been processed which may take up to one month.
3. Keep a copy of all forms for your records.

Policies

1. Forms for courses that have been requested to be placed on the website must be turned in at least 30 days before the start of the course. Forms received less than 30 days before the start of class will be returned and you will have to collect the credit fee and mail it in with the [Spiritual Education & Enrichment Registration and Grade Report Form](#) once the course has been completed.
2. Courses will be placed on the website no more than 4 months before the start of the course. Please see the guidelines for holding SEE Weeks in the Field (below).
3. Courses will remain on our website for two months past the last date of the class unless you request that they be removed.
4. Grades must be submitted within two months of the last date of the class. The only exception would be if the instructor granted an Incomplete for a valid reason.
5. After January 1, 2018, we will no longer accept Grade Report forms for courses that ended more than six months previously. For example if it is February 1, 2018, we will no longer accept forms dated before July 1, 2017.
6. If a course is cancelled, please inform the registrar in writing as soon as possible. (Email acceptable)

Guidelines for SEE Week in the Field

1. Your forms or advertising for your SEE Week should include the following information:
 - a. Number of students that would cause you to cancel a course. For example a course will be cancelled if _____ enrollments are not received by Date _____. (One-month before the start of the course is the recommended minimum.) Students need time to make other arrangements if you cancel a course they were counting on.
 - b. Do you want students to register online only or also directly with you? If the course is on our website, you would need to instruct students that they must register **both** places if they desire credit.
 - c. You may contact Bernadette Swanson at Bernadette@unity.org to have your SEE Week listed in *The Path*.