

Center for Spiritual Living Delaware
OPERATING POLICIES AND PROCEDURES

<i>POLICY TITLE:</i>	Reviewing Classes
<i>EFFECTIVE DATE:</i>	9/08/10
<i>REVISION DATE:</i>	5/18/20
<i>REVISION #2:</i>	BOR - 4/4/2022, BOT - 6/20/2022
<i>POLICY APPROVED BY:</i>	Board of Regents and Board of Trustees
<i>RESPONSIBLE AREA:</i>	Education

Policy:

Students who have already received credit for taking the class (or its equivalent) and want to take it as a “refresher” are eligible to REVIEW the class. Credit toward degree programs and credentials applies to any class one time only. Ex. If a student takes Foundations for Living twice, they will get credit once only.

See CSL Education Catalog for details on reviewing for Practitioners seeking education credits.

The cost to review a class is 50% of the tuition of the class plus the \$45 registration fee and student workbook fee.

Procedures:

1. Students who are reviewing a class are still required to turn in their written homework assignments, take the final exam or prepare a final class project.
2. They must participate in a way that fully supports the functioning of the class as determined by the instructor.
3. As part of the registration process, reviewing students will be given this policy.

Contact the office by phone 302/635-7316 or the web <http://www.centerforspiritualivingde.com>

FYI: This policy is a guideline for effective relationships within the Center for Spiritual Living DE educational classes. Center for Spiritual Living DE reserves the right to change or amend this policy and procedure at any time to support the Highest and Best educational experience for all concerned.