Proposed Policy Number and Title: 503 Add/Drop/Withdrawals

Existing Policy Number and Title: 503 Registration, Change of Registration, and Withdrawals

**Approval Process***

- Regular
- Temporary Emergency
- Expedited
- New
- New
- Revision
- Revision
- Deletion
- Suspension

*NOTE: This policy made it to Stage 3 but was sent back to Stage 1 for a rewrite. The policy was also put on hold for a year.*

Anticipated Expiration Date:

*See UVU Policy #101 Policy Governing Policies for process details.*

**POLICY APPROVAL PROCESS DATES**

**Policy Drafting and Revision**
- Entrance Date: 02/08/2007

**University Entities Review**
- Entrance Date: 2/10/2011

**University Community Review**
- Entrance Date: 04/07/2011
  - Open Feedback: 04/07/2011
  - Close Feedback: 05/07/2011

**Board of Trustees Review**
- Entrance Date: 05/19/2011
- Approval Date: ________________

**POST APPROVAL PROCESS**

Verify:
- Policy Number
- Section
- Title
- BOT approval
- Approval date
- Effective date
- Proper format of Policy Manual posting
- TOPS Pipeline and Archives update

**Policy Office personnel who verified and posted this policy to the University Policy Manual**

Name: ________________________________

Date posted and verified: ________________

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Printed On: June 7, 2011
## 1.0 PURPOSE

1.1 In order to fulfill the mission of the University to provide quality educational experiences, this policy provides guidelines for students and university personnel regarding class registration and withdrawals.

## 2.0 REFERENCES

2.1 UVU Policy #505 Payment and Non-Payment of Tuition and Fees

2.2 UVU Policy #507 Tuition Refunds

2.3 UVU Policy #541 Student Rights and Responsibilities

2.4 Procedures for active duty and death of a student as found in the course catalog.

## 3.0 DEFINITIONS

3.1 Adding a class: Registering for a class before or on the last day to add deadline.

3.2 Attendance: A meeting with the instructor and other students at the scheduled time and place for the class.

3.3 Audit: Registering and paying tuition for class(es) as a class participant without receiving academic credit.

3.4 Class: Specific section of a university course taken by a student for credit or audited during a term whether day, evening, weekend, off campus, or through distance education.

3.5 Continuing student: A student who has completed a minimum of one semester and attends for consecutive terms.

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3.6 **Deadline:** A published date in the Student Time Table by which registration and changes in
registration can be started or must be completed. The following specific deadlines are referenced
in this document:

3.6.1 Last day to register without an Add request

3.6.2 Tuition/fee payment deadline

3.6.3 Last day to add/audit class(es) deadline

3.6.4 Last day to drop class(es)

3.6.5 Last day to withdraw from class(es)

3.7 **Documentation:** Official/legal forms or a written statement signed by a qualified individual
verifying the extenuating circumstances of the petitioning student.

3.8 **Dropping a class:** Canceling registration for a class before drop deadline. No record of the
class registration will appear on students’ transcripts.

3.9 **Extenuating circumstances:** (1) An incapacitating health condition, illness, or injury which
prevents a student from attending classes (usually more than five consecutive class days); (2) a
death in the immediate family; (3) change in work schedule as required by employer; or (4) other
emergencies beyond the control of the student.

3.10 **Holds:** Restrictions on a student’s registration that must be cleared by contacting the
appropriate administrative office.

3.11 **Proof of attendance:** A written statement or signature, or the appropriate form, signed by
the class instructor or other designated department official, verifying a student’s attendance for a
class.

3.12 **Qualified individual:** An employer, physician, licensed medical practitioner, licensed
health care provider, licensed mental health care provider, or person qualified and possessing
personal knowledge of extenuating circumstances of the student.

3.13 **Student transcript:** A document created from the academic record that is used to review
the academic performance of the student.

3.14 **Student Timetable:** Dates and deadlines for registration and changes in registration
published on the university’s web pages.
3.15 Withdrawals: Canceling registration for a class or all classes after the last day to drop deadline. Types of withdrawals include administrative withdrawals, official withdrawals, and unofficial withdrawals. Withdrawals may or may not appear on transcripts.

3.15.1 Administrative withdrawal: Cancellation of a student’s registration for a class or classes by the university for lack of attendance during the first three class periods of a term, lack of satisfying prerequisites, and other official administrative reasons.

3.15.2 Official withdrawal: Students reduce class load by canceling registration from a class, multiple classes, or all classes. A grade of “W” will appear on students’ transcripts.

3.15.3 Unofficial withdrawal: The university assigns this grade when students cease to attend a class for which they are registered but do not follow procedures for officially withdrawing; may result in a “UW,” or “E” grade on students’ transcripts.

3.16 Withdrawal Forms: Official forms used to appropriately complete registration changes. Types of withdrawal forms are Official Withdrawal Form and Withdrawal Exception Form.

3.16.1 Official Withdrawal Form: Used to drop or withdraw from all classes according to the deadlines noted in the Student Time Table.

3.16.2 Withdrawal Exception Form: Used to withdraw from individual classes or all classes after the last day to withdraw deadline noted in the Student Time Table.

4.0 POLICY

4.1 Admitted students without holds on their student record may register for classes according to the dates noted in the Student Time Table.

4.2 Students may add or drop classes without penalty before the add/drop deadlines published in the Student Time Table.

4.3 Students may withdraw from a class after the drop deadline and up to the last day to withdraw deadline published in the Student Time Table. Students may not withdraw from class after the last day to withdraw deadline except under extenuating circumstances as defined in section 3.9. Students who withdraw after the drop deadlines will receive a “W” grade on their transcript.

5.0 PROCEDURES

5.1. Initial Registration for Semesters/Terms

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5.1.1. Once admissions processing, orientation, assessment, and advisement are completed, new students and returning students without holds may register for classes according to the dates on the Student Time Table.

5.1.2. Continuing students without holds may register according to dates on the Student Time Table.

5.1.3. To audit a class, students register for the class, pay tuition, and submit an Audit Request by the audit deadline noted in the Student Time Table. Classes taken as an audit may not be changed to credit status during the semester/term.

5.2 Changing Class Schedules before the Add/Drop Deadline

5.2.1 Adding Classes

5.2.1.1. When adding classes after the add/drop deadline, students must adhere to the deadline dates in the Student Time Table, submit an Add Request, and pay appropriate add fees.

5.2.1.2. Changing sections or increasing credit on a variable credit class is a change in registration and is processed using an Add Request.

5.2.1.3. An add fee may be waived for changes requested by the department chair of the class.

5.2.2 Dropping Classes

5.2.2.1. Students may reduce their course load without a fee beginning and up to the drop deadline.

5.2.2.2. To drop ALL classes beginning the first day of the semester/term, students must use a Withdrawal Request.

5.2.2.3. Classes dropped prior to the drop deadline will not appear on transcripts.

5.3 Class Withdrawals Prior to the Last Day to Withdraw Deadline

5.3.1. After the drop deadline, students may withdraw from a class, multiple classes, or all classes up to the last day to withdraw deadline.

5.3.2. To withdraw from ALL classes beginning the first day of the semester/term, students must submit a Withdrawal Request.
5.3.3 When students withdraw from classes before the withdraw deadline, a “W” grade will appear on their transcripts.

5.4. Exceptions for Class Withdrawals after the Last Day to Withdraw Deadline

5.4.1 Withdrawing from a class or multiple classes, while remaining registered for at least one class, must be approved by the department chair of the course(s).

5.4.2 Withdrawing from ALL classes must be approved by the department chair of the student’s major course of study.

5.4.3 Students must submit a Withdrawal Exception and provide supporting documentation from a qualified individual as defined in section 3.12.

5.4.4 Withdrawal process must be completed prior to the last day of the semester/term (last day of finals).

5.5 Administrative Drops and Withdrawals

5.5.1 Upon notification from the department chair to the Registrar’s Office, students may be dropped or withdrawn from classes administratively. Administrative drops and withdrawals may occur when there is a lack of attendance during the first three class periods of a term, lack of satisfying prerequisites, and other official administrative reasons.

5.6 Unofficial Withdrawal

5.6.1 Students who stop attending a class without officially withdrawing may receive a “UW” or other grade at the instructor’s discretion.

5.7 Appeals to Add/Drop/Withdraw Policy

5.7.1 Contact the Office of the Registrar for the appeal procedure (see UVU Policy #541 Student Rights and Responsibilities).

5.7.2 Unusual exceptions to this policy and students seeking a tuition refund after the established deadline will be handled on an individual basis by the Office of the Registrar. (See UVU Policy #507 Tuition Refunds.)

5.7.3 Students who are called to active duty in the armed forces should contact the Office of the Registrar; such cases are addressed on an individual basis.

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5.7.4 Family of students who die during the semester should contact the Office of the Registrar; such cases are addressed on an individual basis.

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<th>POLICY HISTORY</th>
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Printed On:
June 7, 2011
Utah Valley University
Policies and Procedures

Obtaining Classes

Once the admissions processing is complete and orientation, assessment, and advisement have taken place, a student may register for classes.

II. Procedures

A. PROCEDURE
Registration is achieved by calling the touch-tone registration line by using our On-Access System or registering online through the Internet.

Once the schedule for the student is input to the computer, a Confirmation Notice of the schedule is printed and given to the student, or in the case of touch-tone or Internet registration, a schedule and billing is mailed. Classes not paid for are purged on specified purge dates. There are three registration time periods: early registration, open registration, and late registration. A late fee is assessed for registration beginning the first day of the semester/term. Registration following the first week of class must have instructor and/or department approval.

1. Change of Registration
a. Before classes begin and through the first week, registered students may add open classes without an add charge or approval. However, after classes begin, registered students wishing to add a class must obtain instructor and/or department approval on an add card and pay the corresponding fee.

b. The add fee may be waived for departmentally recommended changes.

c. The add card may be obtained at Registration. After obtaining the instructor’s and/or department signature, the student pays the fee to the cashier and returns the card to Registration.

d. Students may drop or audit any class up to the end of the ninth week of the semester (the sixth week of a term). Dropping a course after those dates must be approved by the department chair and may be only for extenuating circumstances and not solely for academic difficulty. Classes may be dropped and not appear on the transcript.
through the third week of the semester. A grade of "W" will appear on the transcript for all drops or official withdrawals beginning the fourth week.

e. Block classes may be dropped through the fourth week of class.

f. Registered students who do not attend courses within the first three class periods of the semester may be withdrawn administratively by action of the course instructor.

g. Any student who does not meet the course prerequisite(s) as published in the University Catalog may be withdrawn administratively from that course by action of the course instructor, through the department chair, after the student has been advised of such action (e.g., Syllabus).

h. The student receives a Confirmation Notice of his/her schedule and must process through the cashier to pay for any additional credit. The same procedure is followed for dropping a class except that no approval is necessary. The transaction does not have to process through the cashier.

i. Changing sections, auditing, or increasing credit on variable credit classes all require a change in the student's schedule and are processed according to the above procedure.

j. For an audit, the student must complete an Audit Form. Audits may be requested through the end of the appropriate block or semester drop deadlines. Students may not change audit to credit status without department approval.

2. Changes for Students with Dishonored Checks

Students who have checks returned for non-payment will be placed on Registration and Record Suspension. Any student in this circumstance will not be allowed registration privileges until the Collections Office has released the hold on registration. However, once the financial obligation to the institution has been cleared, registration activity will be retroactive to the date of first official attempt at that activity.

3. Complete Withdrawals from School

A student may officially withdraw from school (the entire class schedule) up to the end to the ninth week of the semester (the sixth week of a Term) at the Registration, Admissions, or Records windows. Students taking a semester block class may officially withdraw within 22 days of the beginning of the block. Students taking a term block class may officially withdraw within 14 days of the beginning of the block. Withdrawal after those dates must be approved by the department chair and may be only for extenuating circumstances and not solely for academic difficulty.

Continuing and Readmitted Student Registration Procedure

Continuing and readmitted students are allowed to register each semester five days before New Student registration. They follow the dates and procedures set forth in the class schedules.

Each student who registers is mailed or given a Confirmation Notice which lists the schedule of classes and a tuition billing. A purge of unpaid classes is run before school begins. A student whose classes are purged must reregister.
a. **Readmitted Student Registration Procedure**

A student who has missed any consecutive semester excepting Summer Term must reapply for admission. The student is then called a returning student or a readmitted student. (The student is not called a continuing student. A continuing student is one who has not missed a term of attendance other than Summer term.) Readmitted students who have reapplied by a designated date may register during continuing student third priority registration each semester.