

EXTENSION OF COURSE AND SEMESTER REGISTRATION DATES

Action: To extend the registration (B-9), Adds, Drops, and Changes (B-11-c), adding a course (C-1), dropping a course (C-2), withdrawing from a Course (C-3), semester withdrawal (G-1) date, tuition 100% refund date, and late payment fee date by one calendar week for the **Fall 2020 semester full term classes only**. Early 8-week courses will be adjusted by 3 academic days. Students requesting semester withdrawal will still need to follow policy G-1. New academic calendar dates for full term classes are as follows:

ACTION	DEADLINE	PROCESS
Add/Register Online	August 31	VandalWeb ; enter CRN and Submit Changes (without instructor permission)
Wait List	August 31	VandalWeb ; select Wait List action and Submit Changes
Change Variable Credit	September 14	VandalWeb ; select Change Variable Credit option
Add/Register Late	September 14	Change of Registration form or VandalWeb (with instructor permission required after August 31)
Drop (no W) and 100% refund	September 14	VandalWeb ; select Drop action and Submit Changes
Audit	September 14	Change of Registration form
Change to Pass/Fail Grade	September 14	Pass/Fail option form

New academic calendar dates for early 8-week classes are as follows:

ACTION	DEADLINE	PROCESS
Add/Register Online	August 31	VandalWeb ; enter CRN and Submit Changes (without instructor permission)
Add/Register Late	September 3	Change of Registration form or VandalWeb (with instructor permission required after August 31)
Wait List	September 3	VandalWeb ; select Wait List action and Submit Changes

Change Variable Credit	September 3	VandalWeb ; select Change Variable Credit option
Drop (no W) and 100% refund	September 3	VandalWeb ; select Drop action and Submit Changes
Audit	September 3	Change of Registration form)
Change to Pass/Fail Grade	September 3	Pass/Fail option form

Policies at Issue: General Requirements and Academic Procedures (Catalog)

- **B-9. Registration for Full Semester Courses** Students may register for full semester courses through the sixth day of the semester. A student may register for a course with instructor approval through the tenth day of the semester.
- **B-11-c. Adds, Drops, and Changes** Students may add or drop a P/F option course in the same manner as a regular course, and they may change from P/F to regular-grade classification, or vice versa, if they do so no later than the deadlines stated in regulation C and the academic calendar. Students may make these changes by securing the signatures of the advisor or major professor and dean concerned.
- **C-1. Adding a Course** A student may add a full semester course online through the sixth day of the semester. A student may add a course with instructor approval through the tenth day of the semester. These periods are prorated for accelerated or short courses.
- **C-2. Dropping a Course** A student may drop a full semester course through the tenth day of the semester without a grade of 'W.' This period is prorated for accelerated or short courses. Students may not drop a course by simply staying out of class.
- **C-3. Withdrawing from a Course.** Beginning with the eleventh day of the semester and ending with the tenth week of the semester a student may withdraw from a course. During this period a grade of W will be recorded on the student's record and will count against their 21-credit withdrawal limit (see regulation C-4). This period is prorated for accelerated or short courses. A student may not withdraw from a course after a final grade has been assigned for that course, even if this occurs before the deadline to withdraw from the course.
- **G-1. Standard Withdrawal Procedures**
 - G-1-a. A student may withdraw from the semester before the end of the second week following midterms. See regulation G-1-b for withdrawal from the semester after the end of the second week following midterms.
 - G-1-b. A student is permitted to withdraw from the semester after the end of the second week following midterms for compelling reasons only and after approval by the Academic Petitions Committee or after completing a medical withdrawal as explained in G-2. Examples of compelling reasons are: serious illness or injury of the student or death or serious illness or injury in the student's immediate family. Petitions for permission to withdraw after the end of the second week following midterms are forwarded via the student's academic dean

to the Academic Petitions Committee on forms available in department and college offices. If the student's petition is approved, the Academic Petitions Committee will determine the effective date of the withdrawal. (See "Refund of Fees")

- **Late Payment Fee (\$100)** Students who register or pay after the tenth day of classes must pay this fee in addition to the Late Registration/Late Payment Service Charge. Students who have not paid by the last day of the month in September, October, or November for Fall and February, March, or April for Spring will be charged an additional \$100 late payment fee for each month the balance is not paid in full.
- **Refund of Fees**
 - Regular Withdrawals
 - Students who withdraw in accordance with the regulations governing withdrawals are entitled to the following refund of tuition and fees. Refunds are calculated on total fees and tuition charged. Refunds are based on the official date of withdrawal, which is considered to be the date the student begins the withdrawal process. Reduced fees paid by individuals using the employee/employee spouse educational benefit, the Senior Scholars benefit, or the employee dependent waiver benefit are not eligible for refunds. Special lab and course fees are non-refundable after the second week of class unless otherwise specified by the department charging the fee. All requests for refund of fees must be formally initiated in the semester in which the fees (charges) were incurred. Applicable federal Title IV financial aid funds will be returned to the Department of Education based on statutory regulations.
 - When the official date of withdrawal is prior to or on the first day of classes, 100 percent of fee and tuition charges are refunded.
 - When the official date of withdrawal is after the first day of classes but before the close of the second week of classes, 100 percent of fee and tuition charges are refunded.
 - When the official date of withdrawal is after the close of the second week of classes, no refund is given.
 - Medical Withdrawal Fall & Spring Deadlines/Refunds Percentages
 - Students who withdraw in accordance with the regulations governing medical withdrawals are entitled to the following financial credit of tuition and fees during the Fall and Spring semesters:
 - Any withdrawal during the first ten days of the semester is treated as a regular withdrawal and is subject to the Tuition and Fee Refund Policy.
 - When the effective date falls after the first ten days and within week 3 and week 4 of the semester, 75% of tuition and fees charged is credited.
 - When the effective date falls within week 5 through week 8 of the semester, 50% of tuition and fees charged is credited.
 - When the effective date falls within week 9 through week 12 of the semester, 25% of tuition and fees charged is credited.
 - When the effective date falls within week 13 and week 14 of the semester, 10% of tuition and fees charged is credited.
 - When the effective date falls within week 15 and week 16 of the semester, 0% of tuition and fees charged is credited.

Reason for action: This action will give students the ability to make the best academic decision for them personally due to individual extenuating circumstances brought on by COVID-19 and testing implications. These could include personal health, family health, technology challenges, or other issues. It will also greatly reduce students' anxiety and grant students additional time to adjust to the new instructional modalities introduced for Fall 2020.