



<b>POLICY TITLE:</b> Course Registration & Withdrawal Policy	<b>POLICY NUMBER:</b> STU 007
<b>RESPONSIBLE OFFICE:</b> Student Affairs	<b>DATE ISSUED:</b> 12/17/2013
<b>PRIMARY CONTACT:</b> Vice President, Student Affairs	<b>LAST UPDATED:</b> 05/01/2024
<b>POLICY TYPE:</b> Student	

## **I. SCOPE**

The course registration and withdrawal policy at the community college aims to establish clear guidelines and procedures for students regarding the enrollment and disengagement from courses offered by the institution.

## **II. APPLIES TO**

All faculty, students, departments, and units of the College.

## **III. PURPOSE**

The purpose of this policy is to set deadlines for class registration and withdrawal. It also sets the criteria for late-registration, the grade of "Incomplete", and for auditing classes.

## **IV. POLICY OBJECTIVES & STATEMENT**

### **A. Course Registration**

#### Fall and Spring Semester

1. Full-Term (16-week courses): Registration in a full-term class must be completed by 11:59 PM within seven calendar days of the start of the instruction.

a. Exceptions to registration deadlines are limited to courses (use Permission form attached linked in Attachment C):

i. for which the course catalog notes a prerequisite AND specifies that the permission of the instructor and/or department chair and/or program director is required;

ii. requiring auditions or try-outs;

iii. in the Jump Start (dual enrollment with high school) program or courses designated in a Memorandum of Understanding.

2. Short-Term (Less than 16-week courses: Registration in a class must be completed by 11:59 p.m. on the day before the session (as defined in Attachment B-Glossary) begins. Exceptions to registration deadline are limited to courses (use Permission form attached linked in Attachment C):

- a. for which the course catalog notes a prerequisite AND specifies that the permission of the instructor and/or department chair and/or program director is required;
  - b. requiring auditions or try-outs;
  - c. in the Jump Start (dual enrollment with high school) program or courses designated in a Memorandum of Understanding;
  - d. serving as a replacement for a course cancelled within six calendar days of the start of the session.
3. Course registration waitlist will be functional during the late registration period without any disruption.

#### Summer

1. Registration in a class must be completed by 11:59 p.m. on the day before the session (as defined in Attachment B-Glossary) begins. There is no late registration period during the summer semester.
2. Exceptions to registration deadline are limited to courses (use Permission form attached linked in Attachment C):
  - a. for which the course catalog notes a prerequisite AND specifies that the permission of the instructor and/or department chair and/or program director is required;
  - b. requiring auditions or try-outs;
  - c. in the Jump Start (dual enrollment with high school) program or courses designated in a Memorandum of Understanding; or
  - d. serving as a replacement for a course cancelled within 6 days of the start of the session.

### **B. Administrative Drop and Course Withdrawal**

#### **1. Administrative Drop**

a. **Class Participation Policy.** Because class participation is an integral part of the learning experience, and, students are required to attend classes in which they are enrolled unless absent for institutionally approved activities or other reasons allowed under institutional policies. Instructors may set course participation requirements for their class, which may include consequences for absences, but such requirements must not conflict with institutional policies governing student absences. It is a student's responsibility to withdraw from or drop the course they are unable or no longer wish to participate/attend on their own. Failure to drop course(s) and/or non-attendance does not release a student from the responsibility to officially drop any course(s) and may result in a failing grade and/or financial penalties.

During the 100% refund period as defined in the Semester Calendar for 16-week sessions or the first week of instruction for any other session, the college may, but is not required to, administratively withdraw a student for non-attendance and/or not meeting the prerequisites for a class. After the 100% refund period as defined by the Semester Calendar, administratively withdrawn courses will remain on the student's transcript with a status of "Withdrew - Administratively" ("WX" grade), and student is responsible for all financial obligations associated



with the course. *Note that a withdrawal or drop for any reason could impact a student's financial aid award.*

Students, who without previous arrangement with the instructor or department, fail to attend the first two (2) class meetings of a course that meets multiple times per week or the first (1st) meeting of a class that meets one (1) time per week may be administratively withdrawn from the course.

Non-attendance for an online course shall be defined as failure to log onto CANVAS or other instructor-designated websites AND complete one educational activity such as a discussion post or assignment submission within one (1) week of the course start date without prior arrangements made with the instructor or department. A student may be administratively withdrawn from an online course(s) for non-participation or attendance per this policy.

The Office of the Registrar will process administrative withdrawals under the Class Participation Policy according to the standard deadlines for dropping and withdrawing per the Semester Calendar. A request for an administrative withdrawal must be submitted and received by the Office of the Registrar within two (2) days of the 100% drop deadline published in the Semester Calendar for 16-week sessions or two (2) days after the finish of the first week of instruction for any other session. If the request for an administrative withdrawal is not received by these deadlines, the student will be subject to a grade for the course. Deadlines and grades are the same as for a drop initiated by the student and are based on the date received by the Office of the Registrar.

For 16-week sessions, drop requests should not be initiated for a student who adds a class after CSN's add or drop period. Drop requests received after the end of the add/drop period will be recorded as course withdrawals, with a "W" grade.

While an instructor may request a student be administratively withdrawn for non-participation, the college is not obliged to drop a non-attending student. An instructor who requests a student be administratively withdrawn in accordance with this policy is required to track and report the student's last day of participation if requested by the Office of the Registrar.

Students may appeal the administrative withdrawal to the Vice President, Academic Affairs or their designee.

b. **CSN Administration.** An administrative drop may be initiated at the discretion of CSN administration, in its sole discretion, where a suspected fraudulent admissions application was submitted to CSN but their actual identity has not been confirmed after attempting to do so; and/or Students, who without previous arrangement with the instructor or department, fail to comply with the Class Participation Policy as defined as "participation" by the U.S. Department of Education may be administratively withdrawn from the course.

Additionally, CSN administration may withdraw a student at any time before or during the session for just cause including, but not limited to, failure to pay for the course, violations of the Student Conduct Code, and/or any other just reasons as approved by the Vice President, Academic Affairs.

## 2. Course Withdrawal.

a. Before withdrawing from a course, students are strongly encouraged to discuss their decisions with an academic counselor, academic adviser or success coach AND Student Financial Services as these decisions may affect a student's financial aid and Satisfactory Academic Progress. Any such students receiving financial aid may find their awards reduced.



b. A student may withdraw from a course measured by time, not assignments with a grade of W during the first 60% of a session (as defined in Attachment B-Glossary), measured by time, not assignments. If the withdrawal occurs during the refund period, the class will not appear on the student's transcript. When withdrawing from the class, the official withdrawal date is the date processed by the Office of the Registrar, not the date last attended, unless the two dates coincide. A student may not be allowed to withdraw after the last day to withdraw per the Semester Calendar. If the withdrawal occurs before the 50% refund period as defined in the Semester Calendar, neither the class nor grade will appear on the student's transcript. When withdrawing from the class, the official withdrawal date is the date student initiates process in MyCSN or, if using a form, is processed by the Office of the Registrar, not the date last attended, unless the two dates coincide.

A student who withdraws after the 50% refund deadline but before the last day to drop with a "W" grade deadline will be assigned a "W" (withdraw grade) which will appear on the transcript but will not be calculated in the cumulative GPA. A student remains responsible for the tuition and fees associated with the withdrawn course. A grade of "F" will be recorded and appear on the transcript should student stop attending and fail to timely and officially withdraw from the course per the final day to drop a course deadline published in the Semester Calendar.

c. All students on an instructor's official class roster after the last day to drop a class with a grade of "W" deadline published in the Semester Calendar must receive a grade of "A" through "D-", "F", "Pass", "I" or "AU". However, any student with documented exceptional circumstances may follow the Student Grade Appeal Policy process to request a grade change to a "W".

### **C. Grading Policy (as it pertains to Audit, Incomplete and Withdrawal)**

1. A student enrolled in the course through the last day to drop a class with a grade of "W" deadline published in the Semester Calendar but unable to continue for legitimate reasons can apply to the instructor and provide supporting documentation for an Incomplete ("I") grade. The instructor will determine if the student qualifies for the incomplete process, and if so, the instructor will determine and document the outstanding requirements for the student to finish the course and convert the "I" grade as well as the time frame to complete those requirements, not to exceed one year. If the work is not completed during that time frame, the "I" converts to an "F" unless a different grade is indicated by a grade change form. If the instructor is no longer available to submit a grade change form, it is the responsibility of the department chair to do so, if applicable. The "I" grade is not included in the student's grade point average and therefore is worth 0 points. If a student wishes to retake the entire course, he or she must re-register and pay for the class. Unless approved by the dean in the student's major or the VPAA or VPAA's designee, a student with 3 current "I" grades may not register for additional coursework. If the student is not enrolled at CSN at the time he or she needs to complete the coursework and he or she needs to use CSN facilities not open to the public (such as labs), the student must receive permission from the department chair or program director to use those facilities, sign a waiver of liability to CSN, and, if applicable, receive permission from the clinic site.

2. If the withdrawal happens after the 50% refund deadline published in the Semester Calendar, the student will receive a grade of "W" for the class as long as the withdrawal occurs before the last day to drop a class with a grade of "W" deadline published in the Semester Calendar. Lack of attendance does not constitute withdrawal; failure to properly withdraw will

dates, holidays, final examinations, and graduation, to provide students and faculty with a structured timeline for planning and executing educational activities at CSN.

“*Semester Calendar*”. Based on the Academic Calendar, the Semester Calendar outlines additional important dates such as semester start and end dates, registration periods, add/drop deadlines, holidays, payment due dates, financial aid disbursement dates, withdrawal deadlines, and other key academic events not included in the Academic Calendar. The Semester Calendar can be located in the CSN Catalog and on the CSN website.

## **VI. PROCEDURE**

### **A. Course Registration Procedures**

1. Late registration is only allowed in the Fall and Spring Semesters.
2. Exceptions require permission of appropriate instructor(s) and the department chair. The communications can be done via email or official form. For Fall & Spring semesters, the student must be enrolled in the substituted class by the end of the 7th calendar day of the session.
3. Permission from the substituted course instructor, if given, must be given via email or official form. Students are encouraged to find a substitute section in the same course or equivalent course in the same department, when possible.
  - a. The department chair verifies that the student meets one of the exceptions listed above and attaches the documentation to the email or form.
  - b. If the student is adding late because the prior course was cancelled within 6 days of the start of the session: the department chair (of the department with the cancelled course) signs the form or emails confirmation to the instructor that it was so cancelled.

### **B. Course Auditing Procedures**

1. To audit a course, a student must register for the course and pay the regular fees (and tuition, if applicable).
2. Credit to audit: To change the status of a course from credit to audit, a student must complete the change on or before the last day to withdraw. Students must sign a statement acknowledging the consequences of their decision.
3. Students cannot change their status from audit to credit.
4. All enrollment changes are processed through the Office of the Registrar.

## **IV. AUTHORITY AND CROSS REFERENCE LINKS**

- A. Board of Regents Handbook, Grading Policy, Title 4, Chapter 16, Section 38
- B. Board of Regents Handbook, Registration Policy, Title 4, Chapter 16, Sections 22 and 24
- C. Financial Aid-Satisfactory Academic Progress requirements (<https://www.csn.edu/financial-aid>)
- D. Mandatory Pell Recalculation requirement (<https://www.csn.edu/financial-aid>)



- E. Return to Title IV requirement (<https://www.csn.edu/financial-aid>)
- F. CSN's Financial Aid Census Date: <https://www.csn.edu/18-19-Financial-Aid-Dates>

Link to Associated Forms:

[PERMISSION TO ENROLL IN CLASS AFTER DEADLINE \(csn.edu\)](#)

**V. DISCLAIMER**

The president has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The president shall notify the Responsible Office and Office of General Counsel of the suspension or rescission. Questions about this policy should be referred to the Responsible Office noted on the cover page of the policy.

**VI. SIGNATURES**

**RECOMMENDED BY:**

Juan Avalos  
Juan Avalos, PhD, Vice President, Student Affairs

April 30, 2024

Date

James R. McCoy  
James R. McCoy, EdD, Vice President, Academic Affairs

May 1, 2024

Date

**REVIEWED FOR LEGAL FORM:**

Debra L. Pieruschka  
Debra L. Pieruschka, General Counsel

April 30, 2024

Date

**APPROVED BY:**

Federico Zaragoza  
Federico Zaragoza, President

5-03-2024

Date

**VII. HISTORY**

<b>Date</b>	<b>Action</b>	<b>Notes/Summary of Changes</b>
05/01/2024	Revised	Revised Section IV.B ad IV.C relating to update for compliance related issues and added terms in the definitions.
08/08/2017	Revised	Updated course registration and withdrawal timelines and exceptions.
05/24/2015	Updated	Recommended changes by the Faculty Senate Executive Committee.
04/22/2015	Revised	Updated course registration exceptions.
04/25/2014	Revised	Clarifying exceptions and procedures for late registration.
12/17/2013	Created	Approved by President Richards