

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **28-Feb-15** Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2015** Approved by EPC \_\_\_\_\_

Department \_\_\_\_\_  
 College **PR - Provost**  
 Proposal **Revise Policy**  
 Proposal Name **Revision of Registration Policy**

Description of proposal:

**Proposal seeks to revise the Registration policy, as published in the University Catalog, and the Course Withdrawal policy, as published in the Policy Register, to clarify specific procedures, inform students of consequences for certain actions and remove outdated information, among other changes. In addition, three separate policies—(1) Enrollment Certification, (2) Course Load for Undergraduate Students and (3) Registration for Full- and Part-Time Students—are incorporated into the Registration policy as there is much duplication across the policies and they all pertain to course registration. A new course overload policy for graduate students is also proposed.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**Not applicable; revisions are considered house-keeping items to bring the information up to date.**

Units consulted (other departments, programs or campuses affected by this proposal):

**Office of the Bursar; Office of Global Education; Division of Graduate Studies; Office of Institutional Research; Office of Student Financial Aid; Graduate Studies Administrative Advisory Committee (GSAAC)**

## REQUIRED ENDORSEMENTS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Department Chair / School Director

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 Campus Dean (for Regional Campuses proposals)

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 College Dean (or designee)

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 Dean of Graduate Studies (for graduate proposals)

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 Provost and Senior Vice President for Academic Affairs (or designee)

## Proposal Summary

### Revision of the Registration Policy

#### SUBJECT SPECIFICATION

The intent of this proposal is to revise the Registration policy, as published in the University Catalog, and the Course Withdrawal policy, as published in the Policy Register, to clarify specific procedures, inform students of consequences for certain actions and remove outdated information, among other changes. In addition, three separate policies—(1) Enrollment Certification, (2) Course Load for Undergraduate Students and (3) Registration for Full- and Part-Time Students—are incorporated into the Registration policy as there is much duplication across the policies, and they all pertain to course registration. A new course overload policy for graduate students is also proposed.

#### BACKGROUND INFORMATION

In fall 2014, the offices of the University Registrar and Curriculum Services undertook a review of Kent State's Registration policy in the University Catalog and the Course Withdrawal policy in the Policy Register. Assisting the offices in the review and recommended changes were the Graduate Studies Administrative Advisory Committee (GSAAC), and the offices of the Bursar, Global Education, Graduate Studies, Institutional Research and Student Financial Aid.

The intention with the review was not to change the policies and procedures regarding registration, but to ensure that what was published reflected current practices and regulations. Many of the changes are considered house-keeping items to bring the information up to date.

In addition, it was determined that three other policies, listed elsewhere in the University Catalog that concerned enrollment, course load and registration limits could be incorporated into the Registration policy; much of the content of the three policies duplicate each other, and all relate to registration. Having all listed in one place will allow students, staff and faculty to find the information quicker and easier.

The information in the Policy Register has not been updated since before 1986. Changes are highlighted on page 4. The changes to the Registration policy are highlighted on page 5-8. Below is a summary:

- Clarification that the late registration fee (for students not enrolled in any coursework by the end of the first week of classes) is non-refundable.
- Reduction of the amount of time a student can add a course after the semester begins, from end of second week to end of first week. This change was approved by EPC (19-Aug-13) and Faculty Senate (9-Sep-13) on the condition that its implementation coincides with creation of an electronic petition for exception to registration. That electronic petition will be functional starting fall 2015.
- Notification to students that while there are no processing fees for adding, dropping or other scheduling adjustments within the deadline, those actions may affect their tuition and fees.
- Notification to international students on visa that they must first contact the Office of Global Education before withdrawing from a course if the withdrawal affects their full-time status.
- Notification to graduate students withdrawing from all courses with an intention to return that they may be eligible for a leave of absence.

- Notification to all students that course withdrawal does not negate their financial obligation to Kent State.
- Creation of a course overload policy for graduate students. Presently, there is none, leading graduate students to assume they must follow the overload policy for undergraduate students.
- Removal of the following statement tied to full-time graduate enrollment as it is no longer applicable (i.e., all dissertation courses are now 15 credits each): *“A graduate student who has entered into candidacy and is within the university’s maximum time and credit hour limits for completion of the degree may carry a program of one or more graduate-level credits involving research (Dissertation II) under the direction of the candidate’s dissertation advisor, and will be considered as full time.”*
- Removal of the following statements, also tied to full-time graduate enrollment, as they are an advising recommendation rather an enforceable policy: *“Persons doing graduate work while engaged in a full-time, on-campus position should attempt to limit themselves to one course. Off-campus work is governed by the same rules that apply to work on campus.”*
- Addition of NF and SF marks to the statement regarding courses that do not count in enrollment hours for full- and part-time status. The addition aligns university procedures with Federal Title IV regulations for federal financial aid awarding.
- Clarification that the enrollment definition for full- and part-time students as published in the Registration policy (for financial aid eligibility, loan deferments and other similar purposes) is different than the enrollment definition used for assessing tuition and fees.
- Extension of the summer registration limit to graduate students (maximum of 6 credit hours in a single five-week summer session; 10 hours in an eight-week summer session; 10 hours in overlapping summer sessions; or more than 12 hours for all summer sessions combined).
- Removal of the following statements in the course overload policy for undergraduate students as they already addressed in another, more appropriate, policy and doesn’t pertain to registration policies: *“A minimum of 120 semester hours of approved coursework must be satisfactorily completed to receive a baccalaureate; minimum 60 semesters hours for an associate degree. Students expecting to complete this minimum in four or two years, depending on degree, by attending two semesters (usually fall and spring semesters) should average 15 credit hours per semester and a yearly total of 30 hours. Some bachelor’s and associate degree programs require more hours than the 120 and 60, respectively.”*

#### ALTERNATIVES AND CONSEQUENCES

The alternate to the proposed changes is retaining an outdated Course Withdrawal and Registration policies, as well as separate but related policies, in the University Catalog, which does not support the university’s objectives of clarity, consistency and transparency with academic policies.

#### SPECIFIC RECOMMENDATION AND JUSTIFICATION

The recommendation is to update the Course Withdrawal and Registration policies as listed on pages 4-8 to reflect current practices and procedures.

#### ACTIONS REQUIRED AND ANTICIPATED TIMELINE

Educational Policies Council.....	approval sought 16 March 2015
Faculty Senate.....	approval sought 13 April 2015
Implementation.....	fall 2015 University Catalog

**POLICY REGISTER**  
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**3342-3-01.102 Operational policy and procedure regarding withdrawal from courses**

- (A) Course withdrawal indicates that a student intends to stop attending any or all classes for the current term.
- (B) ~~(A)~~ Course withdrawal is permitted through the 10th week of the fall or spring semester (prorated deadline for summer or flexibly scheduled courses). ~~Individual course withdrawals may be processed from the first day of classes through the tenth week of the semester, with appropriate proportional adjustments for courses of shorter duration. The student should consult the current "Schedule of Classes" booklet for specific dates.~~
- (C) ~~(B)~~ Individual course withdrawals are disallowed after the tenth week of the semester. After the withdrawal deadline, a that time the student is considered to be committed to all remaining the courses and must complete them it for a regular grade. If a student is unable to complete the term because of extreme circumstances that first occur after the deadline, the student should consult his/her college or campus dean's office.
- (D) ~~(C)~~ Any course withdrawal(s) processed after the second week of the fall or spring semester (prorated deadline for summer or flexibly scheduled courses) will appear on the student's academic record with an administrative mark of W. ~~The only mark given to a student withdrawing from an individual course during the first ten weeks of the semester will be a "W". This is an administrative withdrawal without evaluation.~~
- ~~(D)~~ ~~The signature of the instructor as required on the course withdrawal form as acknowledgment of withdrawal by a student. Laboratory checkout, fee payment and any other arrangements related to the course must be completed at this time.~~
- (E) Students in the Kent State University College of Podiatric Medicine who request withdrawal after seven weeks of course instruction will receive on their academic record either the administrative mark WP or WF if passing or failing, respectively, for each withdrawn course.
- ~~(E)~~ ~~Any variation from this rule for reasons of extenuating circumstances requires the approval of the student's academic dean.~~
- (F) Course withdrawal does not negate a student's financial obligation, and the student will be held responsible for all balances due to Kent State University.

**Effective:** \_\_\_\_\_, 2015 ~~June 1, 2007~~

**Prior Effective Dates:** 11/4/1977, 9/13/1979, 3/28/1986, 6/1/2007

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## Registration

Only students who have been formally admitted to Kent State University may register for coursework and pay the appropriate fees. An official registration is a record of [a student's](#) ~~the students' approved~~ schedule of classes maintained online in the university's student information system, Banner. Students who are not officially registered for a course by published university deadlines should not attend classes and will not receive credit or a grade for the course. Students are responsible for their schedules and have the ultimate responsibility to confirm the accuracy frequently during the semester before posted deadline dates. Allowing a member of the university staff to make schedule changes does not relieve the student of his or her responsibilities.

Students register for courses online through FlashFAST (log onto FlashLine [\[link\]](#) and click on the Student Tools and Courses tab). Students must clear any registration holds before adjusting their class schedule. Refer to the Office of the University Registrar website [\[link\]](#) for registration information, instructions, dates, deadlines and procedures. New freshmen and new transfer students register through the various campus advising and registration orientation programs.

Kent State University reserves the right to change the time of a course if it is deemed necessary, and it reserves the right to drop any course from the Schedule of Classes if there is insufficient student demand or if resources are unavailable to offer the course.

### Late Registration Fee

Students who are not officially enrolled for any coursework (i.e., neither registered nor paid fees) as of the end of the first week of classes for the fall or spring semester will have a [non-refundable](#) late registration fee assessed for any initial registration processed. A non-payment fee will be assessed for registrations not paid by the end of the second week of classes. Visit the Office of the Bursar website [\[link\]](#) for information on students' fees.

### Add, Drop and Other Schedule Adjustments

Schedule adjustments are changes to a class schedule for students who have already enrolled in at least one course (1 credit or more) for that semester. During registration, students may make the following adjustments [or requests in FlashFAST via FlashLine](#):

1. Adding a course/[changing](#) section [of a course](#).
  - Permitted by the end of the [first second](#) week, Sunday at 11:59 p.m., of the fall or spring semester (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)). [During the second week of the fall or spring semester \(prorated deadline for summer or flexibly scheduled courses\), students may request to add or change sections of a course. The request is sent to the course instructor, and only approved adds/section changes will be reflected on the student's schedule. After that deadline, students may add a class or change sections of a class only with the written permission of the course instructor and submission of a Petition for Exception to Registration.](#)
  - Permitted on a space-available basis and meeting course registration eligibility.
2. Dropping a course/section.
  - Permitted by the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)).
3. Changing credit hours for a variable-credit-hour course.
  - Permitted by the end of the second week, Sunday at 11:59 p.m. of the fall or spring semester (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)).
4. Changing from graded to pass/fail or audit status.
  - Permitted by the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)).
5. Changing from pass/fail or audit to graded status.
  - Permitted by the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)).

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Students must submit a [Petition for Exception to Registration form \[link to www.kent.edu/registrar/other-requests-and-forms#reg\]](#) to the Office of the University Registrar when requesting schedule adjustments after the university deadlines listed above. ~~Students will use FlashFAST via FlashLine to process schedule adjustments by the deadlines listed above.~~ There are no processing fees ~~required~~ for schedule adjustments, but tuition and fees assessment may be affected. ~~Students must submit a Petition for Exception to Registration form to the Office of the University Registrar when requesting schedule adjustments after the university deadlines listed above.~~

### **Course Withdrawal**

Course withdrawal indicates that a student intends to stop attending any or all classes for the current term. ~~Course withdrawal from any or all courses~~ is permitted through the 10th week of the fall or spring semester (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)). After that time, students are considered to be committed to all remaining courses and must complete them.

Students will use FlashFAST via FlashLine to withdraw from one or more courses by the deadline. If students are unable to complete the ~~term semester~~ because of extreme circumstances that first occur after the deadline, ~~they students~~ should consult their college or campus dean's office. Any course withdrawal(s) processed after the second week of the fall or spring semester (or prorated deadline for summer or flexibly scheduled courses) will appear on the students' academic record with an administrative mark a-grade of W. For more information on the W mark grade, please refer to Grading Policies and Procedures in the University Catalog. Any applicable tuition credit (policy published on the Office of the Bursar website [[link](#)]) is determined by the date the transaction is processed on FlashFAST.

International students on J1 and F1 visas are required to contact the Office of Global Education if a course withdrawal causes them to be less than full time. Graduate students who withdraw from all courses with an intention to return at a later date may be eligible for a leave of absence (for more information, refer to Leave of Absence for Graduate Students policy in the University Catalog).

Course withdrawal does not negate a student's financial obligation, and students will be held responsible for all balances due to the university.

Students in the College of Podiatric Medicine who fail to complete registration requirements by the deadline will not be enrolled in classes for the following academic year and may be withdrawn from the college. These students may also be subject to a professionalism deficiency evaluation. Podiatric Medicine Students who request withdrawal after seven weeks of course instruction will receive on their academic record transcript either the administrative mark WP or WF if passing or failing, respectively, for each withdrawn course. Please refer to the college policies in the College of Podiatric Medicine section of the University Catalog for more information on the procedures for withdrawal.

### **Registration Cancellation**

To receive a full refund of tuition, students who register and decide not to attend the university must cancel their registration as early as possible, and no later than the end of the first week of classes (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)). This may be accomplished by the student dropping all courses via FlashFAST during registration periods. Any paid registration not canceled by the end of the first week of classes (~~or the~~ prorated deadline for summer or flexibly scheduled [courses sections](#)) will be subject to the refund policy published on the Office of the Bursar website [[link](#)]. Any applicable refund is determined by the date the transaction is processed in the student information system.

### **Flexibly Scheduled Course Sections**

Some courses are offered as flexibly scheduled sections, that is, the course section does not meet for the full semester. Eligibility for processing registration transactions for these courses (adding, dropping or withdrawing) is determined by the beginning and ending dates of the section. To view registration deadlines for these courses, students should access the Detailed Class Search from the Office of the University Registrar Schedule of Classes Search website [[link](#)]. After locating the course, click on the "Registration Deadlines" link to see course-specific dates. Students can also find this information on their student schedule in FlashLine.

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## **Enrollment Definitions Certification**

~~The [For financial aid eligibility and](#) enrollment certification for loan deferments, insurance coverage [and other purposes, enrollment status of students is defined as the following:](#) ~~or any other official certification of enrollment is processed by the Office of the University Registrar. An audited course is not counted for enrollment certification purposes.~~~~

Undergraduate Students:

- Full-time enrollment: 12+ credit hours
- Three-quarter-time enrollment: 9-11 credit hours
- Half-time enrollment: 6-8 credit hours
- Less-than-half-time enrollment: 1-5 credit hours

Graduate Students:

- Full-time enrollment: 8+ credit hours
- Three-quarter-time enrollment: 6-7 credit hours
- Half-time enrollment: 4-5 credit hours
- Less-than-half-time enrollment: 1-3 credit hours

~~Please note:~~ For summer, [the statues listed above](#) ~~this definition~~ may be fulfilled by enrollment in one or more sessions within the summer semester, [including summer intersession. Courses receiving an AU, NF or SF mark are not counted in enrollment hours. This definition differs from the one used for assessing tuition and fees \(for more information, see Office of the Bursar website \[\\[link\\]\]\(#\)\).](#)

## **Registration Limits for Full- and Part-Time Studies**

~~Undergraduate students are able to register each fall and spring for a maximum of 18 credit hours. For student financial aid purposes, full-time undergraduate student status is defined as registered for minimum 12 credit hours in one semester. Undergraduate students wanting to registering for more than 18 credit hours in fall or spring semester may be eligible for an approved course overload. Refer to the Course Load for Undergraduate Students policy in the University Catalog for more information.~~

~~A full-time graduate student is one registered for 8 to 16 hours in any one semester, with 16 hours being the maximum number that may be carried per semester. [Graduate students are able to register each fall and spring for a maximum of 16 credit hours](#), with the exception of students in the Doctor of Podiatric Medicine degree who may be required to be registered for more. A graduate student who has entered into candidacy and is within the university's maximum time and credit hour limits for completion of the degree may carry a program of one or more graduate-level credits involving research (Dissertation II) under the direction of the candidate's dissertation advisor, and will be considered as full time.~~

~~For the summer term, undergraduate and graduate students are able to register for a maximum of 6 credit hours in a single five-week summer session; 10 hours in an eight-week summer session; 10 hours in overlapping summer sessions; or more than 12 hours for all summer sessions combined, including summer intersession.~~

~~A part-time undergraduate student is taking less than 12 credit hours in one semester. A part-time graduate student is one taking less than 8 hours per semester. Persons doing graduate work while engaged in a full-time, on-campus position should attempt to limit themselves to one course. Off-campus work is governed by the same rules that apply to work on campus.~~

~~For a comprehensive breakdown of full-time and part-time status for both undergraduate and graduate students, see the Enrollment Certification policy in the University Catalog.~~

## **Course Overload for Undergraduate Students**

~~A minimum of 120 semester hours of approved coursework must be satisfactorily completed to receive a baccalaureate; minimum 60 semesters hours for an associate degree. Students expecting to complete this minimum in four or two years, depending on degree, by attending two semesters (usually fall and spring semesters) should average 15 credit hours per semester and a yearly total of 30 hours. Some bachelor's and associate degree programs require more hours than the 120 and 60, respectively.~~

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Eligible undergraduate students wanting to register for more than the maximum listed under registration limits may do so through an automated overload process. ~~Eligible undergraduate students who have a minimum of 12 Kent State earned credit hours and meet the Kent State GPA guidelines may register for a course overload through an automated process. A course overload is considered as:~~

- ~~1. More than 18 credit hours in fall or spring semester.~~
- ~~2. More than 6 credit hours in a single five-week summer session; more than 10 hours in an eight-week summer session; more than 10 hours in overlapping summer sessions; or more than 12 hours for all summer sessions combined.~~

Kent State GPA guidelines for an automatic overload:

**Permitted hours over 18 for  
 Student GPA fall and spring semesters**

2.500-2.749	4
2.750-2.999	4-2
3.000-4.000	4-3

Criteria for eligibility:

- Students who have a minimum 12 Kent State earned hours and the following GPA are eligible for an automatic overload:
  - 2.500-2.749 GPA – students may register for 19 credit hours in fall and spring
  - 2.750-2.999 GPA – students may register for 19-20 credit hours in fall and spring
  - 3.000-4.000 GPA – students may register for 19-21 credit hours in fall and spring
- First-semester transfer students and freshmen without a Kent State GPA are excluded from qualifying for an automatic overload. They must seek approval from their advising office.
- ~~• All students who have a minimum of 12 Kent State earned credit hours are eligible for an automatic overload given the criteria above.~~
- Students not meeting the above criteria or requesting more than 21 semester hours in the fall or spring semester (more than 12 hours in all summer terms) will be blocked from registering for an overload unless approval is granted from their advising office.
- Students on academic probation may not register for more than 15 hours and may receive a prescription from the dean of their college or campus that they further reduce the hours carried until removed from probation.

Exceptions to this rule must be approved by the appropriate college dean.

### Course Overload for Graduate Students

Graduate students wanting to register for more than the maximum listed under registration limits should request permission from their advisor, who will consider such factors as academic standing, progress to degree and the rigor of their proposed course schedule in deciding whether to approve the overload. Graduate students with an approved overload will have their course limit adjusted to register for the approved overload class(es).