

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **29-Mar-18** Curriculum Bulletin _____

Effective Date **Fall 2018** Approved by EPC _____

Department

College **PR - Provost**

Proposal **Revise Policy**

Proposal Name **Registration deadlines**

Description of proposal:

This proposal seeks to revise registration deadlines to align with the revised university academic calendar. These revisions are considered housekeeping as the deadline lengths are not changing, only how they are communicated to students.

Registration deadlines, historically, have been a seven or 14 days, depending on the action, after the semester begins. That policy is not changing. However, with the fall semester now starting on a Thursday, beginning fall 2018, and with spring semester continuing with a Monday start date, language in the University Catalog needs to be updated to accurately state the deadline. No longer can “end of the week” or “end of two weeks” be used as a deadline across the semesters when one semester starts in the middle of the week.

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

No impact anticipated as the policy itself is not changing.

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

Office of the Provost, Office of the Registrar

REQUIRED ENDORSEMENTS

Department Chair / School Director ____/____/____

Campus Dean (for Regional Campuses proposals) ____/____/____

College Dean (or designee) ____/____/____

Dean of Graduate Studies (for graduate proposals) ____/____/____

Executive Vice President for Academic Affairs and Provost (or designee) ____/____/____

Proposal Summary Registration Deadlines

Subject Specification:

This proposal seeks to revise registration deadlines to align with the revised university academic calendar. These revisions are considered housekeeping as the deadline lengths are not changing, only how they are communicated to students.

Background Information:

Registration deadlines, historically, have been seven or 14 days, depending on the action, after the semester begins. That policy is not changing. However, with the fall semester now starting on a Thursday, beginning fall 2018, and with spring semester continuing with a Monday start date, language in the University Catalog needs to be updated to accurately state the deadline. No longer can “end of the week” or “Sunday” be used as a deadline across the semesters when one semester starts in the middle of the week.

Alternatives and Consequences:

The alternate to the proposed changes is retaining current deadline information in University Catalog. Consequences are students will have only four days after the fall semester begins to self-add a course (when they have seven days currently) and only 11 days after the fall semester begins to drop a course or make other schedule adjustments (when they have 14 days currently).

Specific Recommendation and Justification:

The recommendation is to update the registration deadlines—see next pages—to reflect changes to the university academic calendar for fall semester.

Actions Required and Anticipated Timeline:

Approval by Educational Policies Council.....	16 April 2018
Approval by Faculty Senate.....	14 May 2018
Implementation.....	2018-2019 University Catalog

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 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 via FlashLine. Students must clear any registration holds before adjusting their class schedule. Refer to the Office of the University Registrar website for registration information, instructions, dates, deadlines and procedures. New freshmen and new transfer students register through the various campus advising and registration orientation programs.

[All changes to a student's course schedule must be completed by published university deadlines. Students can find registration deadlines on their student schedule and in the Schedule of Classes in FlashLine.](#)

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 [seventh calendar day](#) ~~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 [14th calendar day of the semester](#) ~~second week of classes~~. Visit the Office of the Bursar website 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 hour or more) for that semester. During registration, students may make ~~the following~~ adjustments or requests in FlashFAST via FlashLine [by the following deadlines](#):

- [Deadline is the end \(11:59 p.m.\) of the seventh calendar day of the fall or spring semester \(prorated deadline for summer or flexibly scheduled courses\):](#)
 - [Adding a course or changing the section of a course¹](#)
 - [Deadline is the end \(11:59 p.m.\) of the 14th calendar day of the fall or spring semester \(prorated deadline for summer or flexibly scheduled courses\):](#)
 - [Adding a course or changing the section of a course with instructor approval¹](#)
 - [Dropping a course/section](#)
 - [Changing credit hours for a variable-credit-hour course](#)
 - [Changing from graded to pass/fail or audit status](#)
 - [Changing from pass/fail or audit to graded status](#)
1. [The ability to add a course or change the section of a course after the semester begins depends on available seats in the course section and the student satisfying course prerequisites and other registration requirements.](#)
- ~~Adding a course/changing section of a course.~~
 - ~~Permitted by the end of the first week, Sunday at 11:59 p.m., of the fall or spring semester (prorated deadline for summer or flexibly scheduled courses). 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.~~

Proposal Summary – Revisions to Registration Deadlines

- ~~Permitted on a space available basis and meeting course registration eligibility.~~
- ~~Permitted by the end of the second week, Sunday at 11:59 p.m., of the fall or spring semester (prorated deadline for summer or flexibly scheduled courses).~~
- ~~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 (prorated deadline for summer or flexibly scheduled courses).~~
- ~~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 (prorated deadline for summer or flexibly scheduled courses).~~
- ~~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 (prorated deadline for summer or flexibly scheduled courses).~~

Students must submit a Petition for Exception to Registration form to the One Stop for Student Services when requesting schedule adjustments after ~~the~~ university deadlines ~~listed above~~. There are no processing fees for schedule adjustments, but tuition and fees assessment may be affected.

Course Withdrawal

Course withdrawal indicates that a student intends to stop attending any or all classes for the current term. Course withdrawal is permitted through the ~~10th week end (11:59 p.m.) of the 70th calendar day~~ of the fall or spring semester (prorated deadline for summer or flexibly scheduled courses). ~~The spring semester course withdrawal deadline may be adjusted for spring break.~~ 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 because of extreme circumstances that first occur after the deadline, they should consult their college or campus dean's office. Any course withdrawal(s) processed ~~on or~~ after the ~~15th calendar day 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 ~~the Withdrawal (W) an~~ administrative mark ~~of W~~. For more information on the W mark, please refer to Grading Policies and Procedures in the University Catalog. Any applicable tuition credit (policy published on the Office of the Bursar website) 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 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 [seventh calendar day of the fall and spring semester first-week-of-classes](#) (prorated deadline for summer or flexibly scheduled courses). 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 [seventh calendar day of the fall and spring semester first-week-of-classes](#) (prorated deadline for summer or flexibly scheduled courses) will be subject to the refund policy published on the Office of the Bursar website. 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 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. 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.

Enrollment Definitions

For financial aid eligibility and enrollment certification for loan deferments, insurance coverage and other purposes, enrollment status of students is defined as the following:

UNDERGRADUATE STUDENTS

<u>Enrollment Type</u>	<u>Credit Hours</u>
Full-time	12+
Three-quarter-time	9-11
Half-time	6-8
Less-than-half-time	1-5

GRADUATE STUDENTS

<u>Enrollment Type</u>	<u>Credit Hours</u>
Full-time	8+
Three-quarter-time	6-7
Half-time	4-5
Less-than-half-time	1-3

For summer, the statuses listed above 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 credit hours. This definition differs from the one used for assessing tuition and fees (for more information, see Office of the Bursar website).

Registration Limits

Undergraduate students are able to register each fall and spring for a maximum of 18 credit hours.

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.

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; maximum 10 credit hours in an eight-week summer session; maximum 10 credit hours in overlapping summer sessions; or maximum 12 credit hours for all summer sessions combined, including summer intersession.

Course Overload For Undergraduate Students

Eligible undergraduate students wanting to register for more than the maximum listed under registration limits may do so through an automated overload process.

CRITERIA FOR ELIGIBILITY

- Students who have a minimum 12 Kent State earned credit hours and the following GPA are eligible for an automatic overload:

<u>GPA</u>	<u>Overload Credits</u>
2.500-2.749	students may register for 19 credit hours in fall and spring
2.750-2.999	students may register for 19-20 credit hours in fall and spring
3.000-4.000	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.
- Students not meeting the above criteria or requesting more than 21 credit hours in the fall or spring semester (more than 12 credit 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 credit hours and may receive a prescription from the dean of their college or campus that they further reduce the credit 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).