CSN Policy	**Course Registration & Course Withdrawal Policy**
Category: Student	**Effective Date: 08/08/2017**

MOST RECENT CHANGES

1. Updated course registration and withdrawal timelines and exceptions.

I.   POLICY 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.

II.   POLICY STATEMENT
A. Course Registration

Fall and Spring Semesters

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.
   a. Exceptions to registration deadline 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;
      iv. 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 semester

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. **Course Withdrawal**

PLEASE NOTE: 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 since these decisions may affect a student's financial aid and Satisfactory Academic Progress. Any such students receiving financial aid may find their awards reduced.

1. Instructors do not have the option of withdrawing students. The student must receive a grade of "A" through "D-", "F", "Pass", "I" or "AU" if still on the roster after the 60% point in the session (as defined in Attachment B-Glossary).
2. CSN administration may withdraw a student at any time during the session for just cause including, but not limited to, failure to pay for the course and violations of the Student Conduct Code.
3. Students with documented exceptional circumstances may follow the grade change process to request a grade change to W.
4. Students may withdraw from a course 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.
5. In order to adhere to financial aid guidelines, at the end of the second week of the semester or summer session, the instructor submits to the Registrar's Office the names of students who have not participated at all in the course. Participation is defined in Attachment B.

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

1. A student enrolled in the course through the withdrawal date 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 refund period, the student will receive a grade of "W" for the class as long as withdrawal occurs before the course is 60% complete as defined in Attachment B. Lack of attendance does not constitute withdrawal; failure to properly withdraw will result in the assignment of an "F" grade on the student's transcript in accordance with NSHE Grading Policy.
3. A grade of "AU" is posted on the student's transcript for audited courses.

D. **Auditing Classes**

PLEASE NOTE: Before taking steps to audit (as defined in Attachment B-GLOSSARY) a course, students should be AWARE that Federal financial aid will not pay for audited courses, and students should not include aid for audited courses in their financial planning. ii. Satisfactory Academic Progress related to federal financial aid takes attempted credits into consideration when assessing a student's ongoing eligibility for federal financial aid. Credit-to Audit conversions are counted among "Attempted" credits but not as "Completed" credits for financial aid purposes.

Students are strongly advised to consult with an Academic Counselor or Advisor and Student Financial Services, if the student receives financial aid, prior to making any course registration changes.

1. Except for programs with applicable limitations (such as limited entry or specialized accreditation), a student may elect to audit a course.
2. A student must pay the normal registration fees for audited courses.
3. Audited courses will NOT be counted as part of the academic load when full-time or part-time status is reported, for any reason, to any internal or external office or agency; this includes, by way of example only, the financial aid office, Social Security Administration, an employer, and others.

III.   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

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 appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Faculty Senate Chair (office.facultysenate@csn.edu, 702.651.7330).

VI.   SIGNATURES

Recommended By:

/s/ Alok Pandey   6/30/17
Faculty Senate Chair   Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley   8/8/17
General Counsel   Date

Approved By:

/s/ Michael D. Richards   8/8/17
CSN President   Date

VII.   ATTACHMENTS

    A. History
    B. Glossary
    C. Permission to Enroll form

ATTACHMENT A: HISTORY

- 2017: Updated course registration and withdrawal timelines and exceptions

- 05/24/2015: Recommended changes by the Faculty Senate Executive Committee (Alok Pandey)

- 04/22/2015: Approved by CSN President (M. Richards)

    o 04/20/2015: Reviewed by General Counsel (R. Hinckley)

    o 04/10/2015: Recommended by the Faculty Senate (J. Mandel)

    o 03/25/2015: Revised by Faculty Senate Academic Standards Committee (T. Chodock)

        ▪ Updated course registration exceptions

- 04/25/2014: Approved by CSN President (M. Richards)

    o 04/17/2014: Reviewed by General Counsel (R. Hinckley)

    o 04/17/2014: Recommended by Senate Executive Committee (D. Dockstader)

        ▪ Clarifying exceptions and procedures for late registration.

- 12/17/2013: Approved by CSN President (M. Richards)

    o 12/17/2013: Reviewed by General Counsel (R. Hinckley)

    o 12/06/2013: Recommended by Senate Executive Committee (D. Dockstader)

ATTACHMENT B: **GLOSSARY**

1. **"Audit"** means the student will enroll in the course but receive no credit or grade.

2. **"60% of a session"** refers to the length of the session in days, not to the number of assignments or percentage of points earned. Refer to the academic calendar for the appropriate date.

3. **"Session"** refers to semester or a period less than 16 weeks. Refer to the academic calendar for the appropriate date or to the course start date for dynamic classes.

4. **"Participation"** as defined by the U.S. Department of Education means physically attending a class with direct interaction between the instructor and students and/or submitting an academic assignment and/or taking an exam, interactive tutorial or computer-assisted instruction and/or attending a study group assigned by the institution and/or participating in an on-line discussion about academic matters and/or initiating contact with the faculty member to ask a question about the academic subject studied in the course.

ATTACHMENT C

PERMISSION TO ENROLL IN CLASS AFTER DEADLINE

Course Registration:
- Registration in class must be completed by 11:59 p.m. prior to the last day of the first week of instruction for full-term classes (16-week classes).
- Registration in class must be completed by 11:59 p.m. on the day before the session begins for short-term classes (less than 16-week classes).

Only students who meet one of the exceptions listed below may register with appropriate approval. **This form must be submitted to the Office of the Registrar or scanned and emailed with appropriate signatures to Reg.Excep@csn.edu.**

Semester: (check one)   Fall Spring   Summer   Year: _____

Last Name_____ First Name _____ Middle Initial ____

Student ID#_____Email _____

Please select from categories below:

For Full-Term or Short-Term
- ☐ A course 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;

- ☐ Course requiring auditions/try-outs.

- ☐ Course in the Jump start (dual enrollment with high school) program or courses designated in a Memorandum of Understanding.

For Short-Term (less than 16-week classes) ONLY
- ☐ Course serving as a replacement for a course cancelled within 6 days of the start of the session.

Course Subject (i.e. PSY 101) _____   Class Number (5 digit #) _____

Class Start date (mm/dd/yy)_____   Class End Date (mm/dd/yy) _____

Required approvals (CSN email approvals can be attached to form in place of signature).

Print Instructor's Name: _____

Instructor's Signature: _____   Date _____

Print Department Chair's Name: _____

Department Chair's Signature _____   Date _____

Student Signature: _____   Date _____

OFFICIAL USE ONLY
Verified by (print): _____   Campus: _____   Date:_____