

Proposition 22-14/15: A Proposition to Revise Policy 6.92 on registration changes after the standard administrative deadline or retroactive registration changes.

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Committee Assignment: Faculty Affairs

Prior Approvals: ADAC Feb. 9, 2015
DAC date

Effective Date: Following approval of the Board of Regents.

Proposal:

It is proposed to revise NMSU Policy 6.92 and relevant sections of the Undergraduate and Graduate Catalog to clarify and specify the circumstances for registration changes after the standard administrative deadline or retroactive registration changes. The proposed policy language is attached as Appendix A. Highlights to the changes include:

- This is a complete re-write of the policy to provide consistent guidance across the system on how late registration changes are administered.
- This language generally captures current practice and defines the circumstances as well as time period that a student may request a change to their registration after the last day to drop is passed
- Procedure is included for informational purposes
- Catalog change provides a process for online students to withdraw and clarifies the conditions for a medical withdrawal

Rationale:

During the recent Dona Ana Community College accreditation visit, questions were raised regarding our retroactive withdrawal policies and procedures. Based on these questions, an internal review was conducted and the need for clarity on this policy and procedure was identified. This policy revision is to address these concerns system wide. Current policy only addresses administrative withdrawals when a student is officially representing the university and does not address the many issues that emerge with late withdrawals. This policy gives colleges and the Registrars' Office better guidance in handling these issues in an equitable fashion.

Appendix A

Revision to Policy 6.92 Course Withdrawal

Current Policy 6.92

Withdrawals, Administrative

When an administrative withdrawal from a course is initiated for a student who is representing the university at an official out-of-town event, the withdrawal will become effective upon the return of the student to the university from that event, or 5 class days after the signed drop slip arrives in the dean's office, whichever is sooner

Proposed policy:

6.92 Authorization of Course Registration Changes After Standard Administrative Deadline

- A. Purpose: To establish conditions under which exceptions to the university's standard administrative deadlines for course withdrawals (drops).
- B. Scope: This policy applies throughout the NMSU System, at each of the university's campuses.
- C. Policy Administrator: This policy will be implemented and enforced by the NMSU college deans and the vice president for academic affairs at each of the university's community colleges, in coordination with the Office of the Registrar.
- D. Definitions:
 - 1. Academic Appeals Board: Within each college of the university, the library, and each community college campus, an academic appeals board will be appointed by the associate dean for academics or the community college academic vice president to hear student appeals. The appeals board will consist of three faculty members and two students.
- E. Policy Statement: A student may be permitted to drop/withdraw from a course after the semester or other enrollment term's administrative deadline has passed in accordance with the following:
 - 1. The student, or person authorized to act on behalf of the student, submits the petition to the Office of the student's dean (based on the student's major), no later than one year after the end of the semester or summer term of the pertinent enrollment, unless extenuating circumstances as determined by the Academic Appeals Board justify waiver of such one year time limitation. (*See Procedures hyperlinked from Section F.*)

2. The petition alleges [with documentation](#) any of the following situations:
 - a. The student was physically prevented from dropping or withdrawing due to illness, injury, or personal emergency of the student or a member of the immediate family;
 - b. The student was given misinformation as to the correct deadline for dropping a course or withdrawing from the university;
 - c. The student never attended the class, nor submitted assignments, nor completed examinations;
 - d. The student was performing military duties, including but not limited to a scheduled deployment;
 - e. Other circumstances beyond the control of the student prevented the student from meeting the drop/withdrawal standard administrative deadline.
3. The petition is processed in accordance with the Procedures issued by the Office of the Executive Vice President and Provost, including a right to appeal from the determination of the course academic associate dean.
4. If the petition is granted, the student will receive a “W” grade unless the course instructor and the academic associate dean believe that an “I” grade is appropriate.
5. Cancellation of the enrollment will only be appropriate in cases where the student did not attend [any](#) class [sessions](#) during the semester (or other enrollment term) under review.

F. Procedural Guidelines: See the Executive Vice President/Provost’s website at provost.nmsu.edu for the applicable Procedures.

To be posted on the appropriate website and hyperlinked from the catalog as well:

Procedural Steps for Retroactive Course Registration Changes:

1. The student or person on behalf of student completes the [Petition for Retroactive Registration Change form](#) and submits the petition to the student’s academic associate dean or community college academic vice president, as appropriate. The form of petition shall provide notice to students that a possible consequence of a retroactive withdrawal is a requirement to repay the university the amount of any disbursement of financial aid for the pertinent enrollment period.
2. The student’s academic associate dean or equivalent (community college vice president of academic affairs) considers the facts verified by the student in the petition, reviews relevant academic or other records, and issues a written Determination. [The course department head and, if available, the course faculty shall be informed that a petition has been submitted.](#)
 - a. The Determination shall outline the basis/bases asserted in support of the petition, and describe why the basis/bases asserted either support or do not support retroactive withdrawal. Key questions to be considered when determining whether to approve the petition include: (1) did the circumstances described prevent the student from

dropping the course(s) within the drop/withdrawal deadline, and (2) why did the circumstances described affect only the course(s) requested to be dropped.

3. The Determination shall be issued to the student within ten (10) business days from receipt of the petition, unless a time extension is sought and granted by the student's dean. A copy of the Determination shall be provided to the Offices of the Registrar, Financial aid, and University Accounts Receivable.
 4. The student may appeal the Determination to the student's dean by submitting a Notice of Appeal within five (5) business days from receipt of the Determination, unless a time extension is sought and granted by the dean. The student or person acting on behalf of student shall provide a copy of the Notice of Appeal to the Offices of the Registrar, Financial aid, and University Accounts Receivable.
 5. Upon receipt of the Notice of Appeal, the dean shall commence to convene the Academic Appeals Board. The role and authority of the Academic Appeals Board is:
 - a. To consider requests for waiver of the one year limitations period for submitting a Petition for Retroactive Withdrawal/Drop, and to grant such waiver if extenuating circumstances are shown which prevented the student from seeking the retroactive withdrawal/drop prior to the one year deadline.
 - b. To establish rules of order for its appeal hearings as it may deem necessary.
 - c. To review the administrative action taken leading up to the appeal; to consider the criteria required for a retroactive withdrawal/drop; and to decide whether the Determination subject of the appeal should be upheld, or whether the facts and circumstances presented warrant a modification or reversal of the Determination.
 6. The Academic Appeals Board will issue its Decision, explaining the rationale supporting the ruling of the majority of the appeals board, within fifteen (15) business days from the date it met to consider the matter, which shall not take place more than twenty (20) business days from the course dean's receipt of the Notice of Appeal, unless a time extension of the deadline is sought and granted by the Office of the Executive Vice President and Provost.
 7. A majority of the members of the Academic Appeal Board shall have full authority to act on the petitions as representatives of faculty and administration, on behalf of the college or community college, as appropriate, and of the university. The decision of the Academic Appeal Board will be final.
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Proposed additions to the catalog in relation to the sections marked for Registration, Withdrawal from NMSU, and Medical Withdrawal ~~and Administrative Withdrawal.~~

Changes in Registration

Registration changes may be processed only in accordance with university regulations and with appropriate signatures. It is the responsibility of the student to initiate official withdrawal from a course.

Forms are available from the academic advisor or in the deans' offices. Courses may not be added or dropped after the cutoff date indicated in the university calendar, **with the exception of petitions for retroactive withdrawal processed in accordance with Policy 6.92.** [prev red font would need to be inserted] For refund policy, see the "Costs" section of the catalog. <http://uar.nmsu.edu/withdrawals/>

When a student officially drops a course, the W grade is assigned as follows:

1. No grade is assigned during the registration period.
2. A W grade is assigned to any student who officially drops a course during the first half of its duration. A student may not officially withdraw from a course after this time.
3. A grade of W is assigned in all courses to any student officially withdrawing from the university prior to the last three weeks of classes.

A student found insufficiently prepared to carry a regular course may be transferred to a more elementary course in the same field any day before the last day to officially withdraw from an individual course.

Any person attending under Veterans Educational Assistance must notify the Office of Veterans' Programs if dropping or adding courses changes enrollment status for benefits.

Withdrawal from NMSU

Withdrawal from any NMSU campus is an official procedure that must be approved as indicated on the withdrawal form. All such withdrawals will be registered on the student's transcript. It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. On the Las Cruces campus, withdrawal begins at the Registrar's Office. At all other campuses, withdrawal begins at the Student Services Office. Applicable dates are published **on the approved in the** university **academic** calendar or under important dates at <http://registration.nmsu.edu>

Students who withdraw from all courses for the semester should do so in person through the Registrar's Office. Students who are unable to come in person may submit an e-mail using their NMSU e-mail account to registra@nmsu.edu.

A student who withdraws from all classes for the semester will retain access to their NMSU account per current policy but will lose access to other services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found at <http://uar.nmsu.edu/withdrawals/> Financial Aid Recipients should contact University Financial Aid and Scholarship Services before withdrawing. Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student's earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). **Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.**

Student Medical Withdrawal

A medical withdrawal applies to a student who becomes seriously ill, injured, or hospitalized and is therefore unable to complete an academic term for which they are enrolled. The attending physician must provide a letter on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested. Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.) At the Las Cruces campus, medical withdrawal begins at the Registrar's Office. At all other campuses, medical withdrawal begins at the Student Services Office.

Withdrawal Due to Medical Conditions of a Family Member

A student who must withdraw because of a medical condition of an immediate family member will need to submit a letter from the family member's attending physician on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care, and confirm that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested. "For purposes of this policy, "immediate family member" includes spouse, a domestic partner as defined in the NMSU Policy Manuel 7.04 Domestic Partnerships, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings); other relationships can be considered on a case-by-case basis. Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the

University.) At the Las Cruces campus, medical withdrawal begins at the Registrar's Office. At all other campuses, medical withdrawal begins at the Student Services Office.