



Eastern Kentucky University Policy and Regulation Library

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Chapter 3, Courses, Programs, and Degrees
Section 4, Late Enrollment in Courses

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Registrar

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Late Enrollment in Courses

Policy Statement

Students have the opportunity to drop or add courses during the first full week of full-semester classes. After this drop/add period, students may request late enrollment into a course only up to the end of the second full week of full-semester classes. Deadlines for partial semester courses will be prorated accordingly. Denial by the academic department may not be appealed. Students denied enrollment are not allowed to continue attending class.

Students with active university holds designed to prevent registration will not be allowed late enrollment into classes and may not process a request until these holds have been resolved.

As special registration rules already apply to independent study, co-op, practicum, thesis, etc., such courses will be exempt from the late enrollment deadlines. These students will be expected to enroll and resolve any registration issues before the end of the extended open-enrollment period established for these types of classes. The group of classes referred to by the Registrar's Office as "cohort" classes and scheduled in the cohort part-of-term will have one week after their open enrollment period to request late enrollment. All other criteria for late enrollment apply to this group.

Entities Affected

- Colleges
- Departments
- Students

Background

This policy replaces a registration process that originated as a way to accommodate exceptional situations where a student had been prevented from registering during the normal times for such activities and at a time when arena-style, stand-in-long-line class registration occurred. Data collected in the three years prior to the policy proposal indicates that between 400 and 700 students are requesting late enrollment into classes each fall or spring semester, and that 38%-58% of these late adds require overrides before they can be processed. With the advent of 24/7 online, serve-yourself registration, the need to adopt a policy to regulate late enrollments became apparent.

Procedures

Initiating the Late Enrollment Request

The student will initiate the request by completing the student's section of the **Late Enrollment Request Form** and submitting the form to the instructor, chair or department office staff BEFORE the late enrollment deadline.

Checking for University Holds

The department or college office will verify that the student is admitted into the university and does not have university holds preventing registration. If a student is not admitted to the university or has a hold, he/she may not proceed with the request. If the student is found to have a hold preventing registration, he/she will be informed by the college that the hold must be resolved before the late enrollment deadline.

Resolving University Holds

Students are expected to resolve registration holds during the period of normal open enrollment or before the end of the second week of full-semester classes. Not being able to resolve a university hold by the late-enrollment deadline is not a justification for an extension of the deadline.

Approving the Request and Transmitting the Form

If the student is approved to register for the class, the college will transmit the signed form to the Office of the Registrar—similar to processing grade-change forms. (NOTE: The form is not returned to the student for transport from office to office).

Requesting Late Enrollment after the Deadline

Any student with an extraordinary situation beyond his/her control who wishes to request last enrollment after the late-enrollment deadline must request an exception to academic policy. This request should be processed using the Request for **Exception to Academic Policy Form** from the college office. The exception form must have the "justification" section of the form completed and must be accompanied by the **Late Enrollment Request Form** with the appropriate

documentation verifying the extraordinary situation. The approval process for granting an exception to academic policy is the same as for granting late enrollment.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 28, 2007	Board of Regents	Adopted
May 7, 2007	Faculty Senate	Approved
April 19, 2007	Council on Academic Affairs	Approved