



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Add/Drop/Withdraw	<b>Policy Number</b>	503
<b>Section</b>	Student Affairs	<b>Approval Date</b>	June 21, 2024
<b>Subsection</b>	Admissions, Enrollment, Tuition, and Commencement	<b>Effective Date</b>	June 21, 2024
<b>Responsible Office</b>	Office of the Vice President of Student Affairs		

### 1.0 PURPOSE

1.1 This policy establishes procedures for students and university personnel regarding class registration including adds, drops, and withdrawals.

### 2.0 REFERENCES

- 2.1 *Federal Student Aid Handbook*, Chapter 3 “Calculating Awards and Packaging”
- 2.2 *Federal Student Aid Handbook*, Chapter 5 “Withdrawals and the Return of Title IV Funds”
- 2.3 UVU Policy 505 *Tuition Payments and Refunds*
- 2.4 UVU Policy 607 *Course-based Fees for Credit Courses*

### 3.0 DEFINITIONS

- 3.1 **Adding a class:** Registering for a class before or on the last day to add classes.
- 3.2 **Administrative drop:** Termination of a student’s registration for a class or classes by the University for lack of attendance, lack of satisfying prerequisites, lack of payment, and other official administrative reasons before the last day to drop.
- 3.3 **Attendance:** Participation in a required class activity as established by the class instructor.
- 3.4 **Audit:** Registering for a class and paying tuition as well as applicable fees without receiving academic credit.
- 3.5 **Class:** A specific section of a university course a student takes for credit or audits during a term regardless of day, time, location, or delivery method.
- 3.6 **Course:** A single instructional subject commonly described by title, number, credits, and expected learning outcomes in the university catalog.



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**3.7 Course-based fees:** Fees established to cover allowable costs of a particular course that are not otherwise funded through tuition. (See Policy 607 *Course-based Fees for Credit Courses* for information on these fees.)

**3.8 Deadline:** For the purposes of this policy, a published date by which registration and changes in registration can be started or must be completed. The following specific deadlines are referenced in this document:

- 1) Tuition/fees payment
- 2) Last day to add classes
- 3) Last day to drop classes
- 4) Last day to withdraw or audit classes

**3.9 Dropping a class:** Terminating registration for a class before the last day to drop classes.

**3.10 Enrollment tasks:** Activities to be completed prior to registration that may include resolving holds on the student account, placement testing, advising, etc.

**3.11 Extenuating circumstance:** For the purposes of this policy, a personal, non-academic circumstance beyond the student's control that prevented the student from being able to successfully complete a course. Examples of extenuating circumstances include but are not limited to

**3.11.1** Incapacitating illness or medical event (physical or mental) of a student or a student's immediate family member

**3.11.2** Death of an immediate family member

**3.11.3** Jury duty preventing a student from attending or participating in class(es)

**3.11.4** Active military duty

**3.11.5** Change in work schedule as required by the student's employer that directly conflicts with a student's class schedule (This excludes self-employment.)

**3.12 Holds:** For the purposes of this policy, restrictions on a student's ability to register for classes that must be cleared by the student fulfilling the necessary requirements.

**3.13 Immediate family member:** A student's grandparent, parent, sibling, spouse, child, or grandchild; any in-laws or foster or step relatives in the relationships listed; and relatives of the student's spouse in the relationships listed.



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**3.14 Transcript:** An official record that documents a student's academic history and performance.

**3.15 Student fees:** Any university-wide fee assessed to students upon registration. Revenue from these fees is used to pay for programs, facilities, and services that are determined to be essential for the enrichment and broadening of opportunities for students. General student fees do not include tuition and course-based fees for credit courses, including course and lab, lab access, private-instruction, self-supporting-course, or special-program/clinical-practice fees.

**3.16 Tuition:** Utah Board of Higher Education approved amounts assessed to students enrolled in credit-based courses. (See Policy 505 *Tuition Payments and Refunds*.)

**3.17 Withdrawal:** Terminating registration for a class or all classes after the last day to drop but before the last day to withdraw or audit.

#### 4.0 POLICY

**4.1** Admitted students without holds on their student account may register for classes according to published deadlines.

**4.2** Students may add or drop classes according to the published add/drop deadlines.

**4.3** Students may withdraw from a class after the last day to drop and up to the last day to withdraw. Under these circumstances, a grade of "W" shall appear on the student's transcript. Tuition and fees are not reversed.

#### 5.0 PROCEDURES

##### 5.1 Registration

**5.1.1** After completing required enrollment tasks, students may register for classes they qualify for according to the published deadlines.

**5.1.2** To audit a class, students register online, pay tuition and fees, and submit a request to the Registrar's Office by the last day to withdraw/audit classes. Audited classes shall not be changed to credit status at any future time.



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#### 5.2 Changing Class Schedules

##### 5.2.1 Late Registration

**5.2.1.1** When attempting to add classes after the last day to add, students must obtain approval by contacting the instructor directly. If they approve, the instructor submits electronic authorization, which clears the student to register for the class. Once the student is registered, tuition and fees are assessed. More information about the late registration process can be found on the Registrar's Office website.

##### 5.2.2 Dropping Classes

**5.2.2.1** Students may drop classes up to and on the published last day to drop deadline. Dropped classes are removed from the schedule and transcript; no record of the class registration shall appear on a student's schedule or transcript, and all applicable tuition and fees shall be reversed, which may result in the student receiving a refund for the class. (See Policy 505 *Tuition Payments and Refunds*.)

##### 5.2.3 Withdrawing from Classes

**5.2.3.1** After the drop deadline, students may withdraw from classes up to and on the published last day to withdraw deadline.

**5.2.3.2** When students withdraw from a class, a "W" grade shall appear on their transcript. Tuition and fees are not reversed.

#### 5.3 Withdrawal Exceptions

**5.3.1** After the published last day to withdraw/audit, students attempting to withdraw from a class must submit an electronic request to the Registrar's Office demonstrating extenuating circumstances. Documentation of the extenuating circumstance is required. Information regarding this process can be found on the Registrar's Office website.

**5.3.2** Students must complete the withdrawal process prior to the last day of the semester (last day of finals).

#### 5.4 Administrative Drops

**5.4.1** To initiate an administrative drop, the instructor or their department chair contacts the Registrar's Office prior to the drop deadline.

**5.4.2** Dropping and withdrawing are not the same thing, and have different impacts on student records. Any withdrawal must be initiated by the student. The Registrar's Office does not accept requests for administrative withdrawal.



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#### 5.5 Financial Aid Impact

**5.5.1** Any add/drop/withdraw activity may affect student financial aid and scholarship eligibility. Students are encouraged to consult with the Financial Aid and Scholarships Office with questions regarding their aid eligibility.

#### 5.6 Appeals

**5.6.1** See Policy 526 *Student Record Adjustments and Refund Requests*.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
June 17, 2016	Approved for Policy Manual	UVU Board of Trustees
November 29, 2018	Non-substantive change: Sections 2.3 and 5.7.1 updated reference to Policy 541 with new title.	UVU Policy Office
December 2, 2021	Temporary policy approved.	UVU Board of Trustees
December 2, 2022	Temporary policy archived. Previous policy (effective date June 17, 2016) reinstated.	UVU Policy Office, in accordance with Policy 101
June 21, 2024	Regular policy approved.	UVU Board of Trustees