

# Board of Trustees of the Nebraska State Colleges

## Policy Category

POLICY NAME: Student Registration Changes

POLICY NUMBER: 4120

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### A. PURPOSE

To establish processes and procedures by which students are added and removed from courses during the established course add/drop periods, as well as define course add and withdrawal processes that occur after this period has passed. No-show processes are also defined.

### B. DEFINITIONS

- 1. Academic Semester/Regular Academic Session:** The officially established Fall and Spring academic session, also commonly referenced as “academic term”, traditionally consisting of sixteen or seventeen weeks, including finals.
- 2. Academic Session:** All academic sessions offered within the Summer Term, as well as all Fall and Spring academic sessions with begin and/or end dates that differ from the official Fall and Spring academic semesters. They are usually shorter in length, such as five to eight weeks.
- 3. Academic Term:** The officially established timeframes built into the Nebraska Student Information System (NeSIS) and identified as Fall Term, Spring Term, and Summer Term, within which all academic sessions and semesters are scheduled and courses offered.
- 4. Administrative Action:** An action taken by academics, registrar, financial aid, student affairs, or student accounts that was not initiated by a student.
- 5. Administrative Add:** Administrative action taken to add a student to one or more courses after the add/drop period is over.
- 6. Administrative Drop:** Administrative action taken to drop a student from one or more courses after the add/drop period is over, which results in the course(s) being retroactively dropped from the student’s schedule and no tuition and fees charged.
- 7. Administrative Withdrawal:** Administrative action taken to withdraw a student from all courses in which the student is enrolled, but has not fully completed, for any current or future academic term after the add/drop period is over. This action

is taken primarily due to disciplinary issues, failure to pay, or extenuating circumstances that require the student to be disenrolled from all College courses.

- 8. Complete No-Show Student:** A registered student who does not have a record of attendance or active participation in any courses within an academic session, or for whom the College has been notified is not attending.
- 9. Course Add/Drop Period** The course add/drop period runs from the first day of the course through 6% of the length of the course. Percentages that are at or above .45 will be rounded up to the next whole number. Number of days by which this is computed include all calendar days from the first day of the course to the last day.
- 10. No-Show Action:** Administrative action taken to remove a student from one or more courses in response to the student being identified as a partial no-show or full no-show student.
- 11. Partial No-Show Student:** A registered student with recorded attendance or active participation in at least one course within an academic session but has no recorded attendance or active participation in one or more of their registered courses.
- 12. Refund:** The amount to be credited on a student's account or returned to the student related to various actions that impact tuition, fees, housing and/or meal plan costs. Refunds of 100% will be available for courses dropped within the add/drop period identified below. A prorated refund of 50% will be available for courses dropped within 12% of the overall length of the academic session or semester. The dropped course(s) will be removed from the student's schedule.
- 13. Student Action:** An action initiated by the student related to their enrollment.
- 14. Student Add:** Student adds a course during the add/drop period.
- 15. Student Drop:** Student drops a course during the add/drop period.
- 16. Student Late Drop:** Student drops a course after the add/drop period, but prior to the Withdrawal deadline, which will result in a "W" for the course. The timing of the late drop will impact the amount of tuition and fees owed for the course.
- 17. Student Withdrawal:** Student goes through the College's formal process to withdraw from all courses in which they are enrolled.
- 18. "W" Grade:** Indicates a student has officially been removed or withdrawn from a course after the established add/drop date but prior to the established withdrawal deadline. A "W" grade does not factor into a student's GPA calculation and is not considered a failing grade. After the established withdrawal deadline, each campus will establish a process for managing "W" grades for extenuating circumstances.

## **C. POLICY**

### **1. Add/Drop Periods for Academic Semester/Academic Session Courses**

- Academic Semester Courses(17 weeks/119 days): Add/Drop Period ends on day seven (7) of the semester.
- 3-Week (21 days) Academic Session Courses: Add/Drop Period ends on day one (1) of the session.
- 4-Week (28 days) Academic Session Courses: Add/Drop Period ends on day two (2) of the session.
- 5-Week (35 days) Academic Session Courses: Add/Drop Period ends on day two (2) of the session.
- 6-Week (42 days) Academic Session Courses: Add/Drop Period ends on day three (3) of the session.
- 7-Week (49 days) Academic Session Courses: Add/Drop Period ends on day three (3) of the session.
- 8-Week (56 days) Academic Session Courses: Add/Drop Period ends on day three (3) of the session.

### **2. No-Show Policy**

- Complete no-show students will have a No-Show action completed to remove them from all courses in any academic session for which they have been identified as a complete no-show student. A complete no-show student who has been removed from courses for one academic session will also be removed from enrolled courses for all subsequent sessions within the academic year, which includes fall, spring, and trailing summer terms. If a student is enrolled in concurrent academic sessions and is only identified as a complete no-show student for one but not all sessions, the student will be identified as a partial no-show.
- Partial no-show students will have a No-Show action completed to remove them from the specific courses for which they have been identified as a no-show student and will have their aid adjusted.
- Students who are removed from courses due to no-show status before the established drop date for a specific academic session will be eligible for a full refund of tuition and fees.
- Students identified as complete no-show students shall have their financial aid disbursement suspended for the current academic session. This suspension applies to all forms of financial aid, including grants, scholarships, loans, and work-study programs.

### 3. Withdrawals

#### 3.1. Student Withdrawal

A student can withdraw themselves from all courses by going through the formal withdrawal process. The refunds will follow policy 6503.

#### 3.2. Administrative Withdrawal

A student can be administratively withdrawn for non-payment or other extraordinary circumstances. The refund, depending on the action and date, will follow policy 6503,

### 4. Record of Attendance

- Colleges shall maintain procedures for determining student attendance and course participation.
- Faculty are required to maintain a record of attendance for all registered students and complete reporting of no-show students per College-established processes through the drop process deadline.
- Identified College personnel shall be responsible for identifying and reaching out to student who fail to attend during the drop process deadline.
- Students who have been identified as a complete no-show student will not have their academic standing negatively impacted.

### 5. Measuring Academic Attendance and Engagement

5.1. To meet federal financial aid requirements<sup>1</sup> and ensure accurate assessment of academic attendance and engagement, Colleges shall employ one of the following activities when validating academic attendance and engagement:

- Physical Class Attendance: Students attending synchronous class lecture, recitation, or field or laboratory activity physically or online, where there is an opportunity for direct interaction with the instructor and other students;
- Submission of Academic Assignments: Completion and submission of academic assignments as required by the course syllabus;
- Completion of Exams and Interactive Tutorials: Actively participating in exams, interactive tutorials, or computer-assisted instruction as part of the course curriculum;
- Participation in Assignment Study Groups: Attendance and involvement in study groups assigned by the school to foster collaborative learning; OR

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<sup>1</sup> As outlined in [34 CFR 600.2](#) Definitions for Academic Engagement that outlines active participation by students in an instructional activity related to the student's course of study.

- Engagement in Online Academic Discussions: Active participation in online discussions focused on academic matters related to the course.
- 5.2. Exclusions from Academic Attendance and Engagement – the following activities, while contributing to the overall student experience, are not considered valid measure of academic attendance and engagement for federal financial aid purposes:
- Living in institutional housing;
  - Participating in the school's meal plan;
  - Participating in student-organized student groups;
  - Logging into online classes without active participation; or
  - Participating in academic counseling or advising.

## **6. Dropping Courses and Impact on Enrollment Status**

- Students who drop a course after the official add/drop deadline may affect a student's enrollment status (Full-time vs. part-time). For students receiving federal financial aid, enrollment status is a crucial factor in determining eligibility and award amounts. If dropping a course changes the enrollment status from full-time to part-time, it may lead to adjustments in financial aid packages.
- Return of Title IV Funds – Federal financial aid, including Federal Pell Grants, Federal Direct Loans, and other federal aid programs, are subject to the "Return to Title IV Funds" (R2T4) calculation if a student drops a class before completing at least 60% of the semester. The R2T4 calculation determines the federal aid that must be returned to the respective programs based on the percentage of the semester completed.
- Financial Aid Disbursement Adjustment – If a student drops a course after the official add/drop deadline, the financial aid office will review the impact on the student's eligibility for aid. In some cases, the financial aid package may need to be adjusted to reflect the new enrollment status and ensure compliance with federal regulations.
- Repayment of Excess Funds – If the R2T4 calculation indicates that the student received more financial aid than they were eligible for, the excess funds must be returned to the appropriate federal aid programs. The student will be responsible for repaying any outstanding balance resulting from the adjustment.
- Academic Progress Requirements – Dropping a course may affect a student's academic progress. Satisfactory Academic Progress (SAP) is a requirement for maintaining federal financial aid eligibility. Students who repeatedly drop courses may risk falling below the required SAP standards and may face further financial aid eligibility issues in subsequent semesters.

## **7. Formal College Review Process for Administrative Add or Drop for Extenuating Circumstances**

- If a student faces extenuating circumstances requiring course schedule changes beyond the one-week add/drop period, they can submit a formal request for an Administrative Add and/or an Administrative Drop per the College's established process, for review by the College's established designee..
- A student must submit their request for an Administrative Add and/or Drop, along with appropriate documentation to the College's established designee. Each request will be reviewed on a case-by-case basis, and if approved, the course(s) will be added and/or dropped. Course(s) removed from the student's schedule will not incur a financial penalty.

## **8. Coding Registration Changes**

The following coding will be used for registration changes:

- Administrative Add: Administrative Action with backdate
- Administrative Drop: ADRP Code
- Administrative Withdrawal: NPAY Code if the reason is non-payment or W1000 for all other reasons
- Complete No-Show: DNA Code and backdate
- Partial No-Show: DNA Code and backdate
- Student Drop: Administrative Action (matching ID will reflect self-initiation)
- Student Withdrawal: Administrative Action W code and reason

## **9. Auto Enrollment Options**

- In limited circumstances, Colleges may utilize an auto-enrollment process to allow College employees to assist new or returning students.
- If an auto-enrollment process is used, the College shall ensure that students have affirmed their enrollment intentions and status before the first date of the academic session in which the student is enrolled and notify students with updated enrollment information each term.
- Those students not confirming their intent to attend the course(s) shall be removed from the course(s) and not included in the 10-day enrollment counts for the College.
- Colleges shall not assess tuition and fee charges to students who have been auto-enrolled in courses but do not attend or actively engage.

## **FORMS/APPENDICES:**

None

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## **SOURCE:**

**Policy Adopted:** April 2024 – Effective July 1, 2024; June 2024 – Effective July 1, 2024, September 2024