



MEMORANDUM

TO: R. Michael Banish
President, Faculty Senate

FROM: Robert A. Altenkirch
President

Christine W. Curtis
Provost and Executive Vice President for Academic Affairs

SUBJECT: Registration and Schedule Adjustment Policy

DATE: January 2, 2019

The Faculty Senate presented several recommended changes to Policy 02.01.13 Registration and Schedule Adjustment. In addition, the Vice President for Student Affairs and The University of Alabama System (UAS) Office suggested several changes. The suggestions of the Faculty Senate, the Vice President for Student Affairs and the UAS incorporated into the policy are given below.

The changes described below have been made to the interim Registration and Schedule Adjustment Policy. Change one was recommended by the Vice President of Student Affairs, and changes 2 and 3 were made by the Office of the Provost. Changes 3, 5, and 6 were made in response to recommendations by the Faculty Senate. Changes 7 and 8 were made in response to recommendations made by the UAS Office.

1. Added the statement that the policy is for both undergraduate and graduate students in two places
2. Removed PASS Program leaders and equivalent from the priority registration listing
3. Added the day that graduate students register
4. Deleted a statement that was out of place in the first paragraph of the Late Withdrawal section
5. Changed the entity to the Office of the Provost to which students request consideration of Late Withdrawal requests

6. Changed the entity to the Office of the Provost to which a Retroactive Withdrawal is submitted
7. Added a statement that the retroactive withdrawal must be requested before graduation
8. Changed the statement to say that the form must be used for retroactive withdrawals

Policy 02.01.13 is completed and is being submitted for signatures. After the signatures are obtained, Policy 02.01.13 will be posted on the UAH Policies and Procedures website.

We thank the Faculty Senate for its review and recommendations for this policy.