THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

REGISTRATION AND SCHEDULE ADJUSTMENTS

Number 02.01.13

Division Academic Affairs

Date October 2002

Purpose To establish a policy and set of procedures governing the dates, priority, and parameters of registration, as well as the adjustment of undergraduate and graduate student schedules after the beginning of an academic term.

Policy UAH publishes dates for registration and schedule adjustment in the academic calendar for each term. Students are allowed to register based on a prioritization schedule and the student's academic standing. Students are allowed to make unlimited changes to their schedules during the regular enrollment period preceding an academic term without assistance and without seeking permission or approval. After the term begins, undergraduate and graduate students requesting schedule adjustments must complete appropriate forms as defined in the following policy and procedures.

Procedures Registration prior to a term:

A. Dates
   Dates for the beginning of registration shall be determined by the Office of the Provost based upon the first day of classes for each term. Exact dates for each academic term are posted on the Registrar's website and academic calendar.

B. Priority order for registration
   The following groups of students will be allowed to register on the first and second days of official registration (and on all subsequent days):

   1. Seniors (students with 91 or more credit hours)
   2. Student Athletes
   3. Students currently active in the Honors College
   4. Students with disabilities.

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Revised November 26, 2018
Reviewed May 2, 2017
April 6, 2017
5. Veterans and active duty service members
6. Other groups may be granted priority upon approval by the Office of the Provost.

After that, students will be allowed to register in the following order:

Third and fourth days of official registration (and on all subsequent days): Juniors (students with 61-90 credit hours)

Fifth day of official registration (and on all subsequent days): Sophomores (students with 31-60 credit hours).

Returning Freshmen (students with 0-30 credit hours) are allowed to register on the sixth business day of registration.

Graduate students are allowed to register beginning on the seventh business day of registration.

Priority Registration will remain limited to returning students for two weeks. After that time, the period of Open Registration begins for incoming students (those admitted who have not previously enrolled at UAH), readmitted students, and students returning from academic dismissal.

C. Regular Registration
   Regular registration for all terms continues until classes begin for that term. Deadlines for schedule adjustments are defined in the academic calendar.

Schedule adjustments after the beginning of a term:

After the beginning of an academic term, students seeking to change their course schedules must follow the Schedule Adjustment Process. Schedule adjustments fall into seven categories: Drop/Add, Late Addition, Credit/Audit, Withdrawal, Late Withdrawal, Retroactive Withdrawal, and Medical Withdrawal. The following definitions and procedures will govern the Schedule Adjustment Process.

A. Drop/Add

After classes have begun, it is recommended that students consult with their academic advisor and other university officials for advice and approval before making any schedule changes. Students are
advised to check the impact of dropping courses on things like financial aid, athletics eligibility, visa status, etc.

Through the sixth day of classes for a ten-week or fifteen-week semester, fourth day of a seven-week semester, or third day of a six-week or shorter semester, students may Add a course through the web-registration process, by meeting with their advisor, or by submitting a Registration/Schedule Adjustment form to the Registrar’s Office.

Through the sixth day of classes for a ten- or fifteen-week semester, fourth day of a seven-week semester, third day of a six week or shorter semester, students may Drop any or all courses from their schedule and receive a refund of tuition and fees associated with the dropped courses.

B. Late Addition

In rare circumstances, students may have a legitimate and substantial need to register, add a class, or change a class section after the deadline (i.e., Last Day to Add a Class). In these instances, the student must complete the Registration/Schedule Adjustment form, with recommendations (approval/non-approval) from the instructor and the chair of the department that offers the course. The Office of the Registrar will process the request when approvals are obtained and received by the Registrar.

New international students who want to register after the deadline must obtain approval from the International Student Advisor, and in the case of graduate students, the Graduate School Dean. Approvals for late registration for new international students will include the respective academic units.

C. Credit to Audit

Students are permitted to change a course from credit to audit through the fourth week of a fifteen-week semester, the third week of a seven- or ten-week semester, and the second week of a five-week or shorter semester. The instructor is not required to grade any written assignments that may be submitted by an auditing student. Students who elect to audit a course may not at any point after electing to audit, change to “for-credit”, i.e., graded status. Any student failing to follow established procedure for change to audit
will continue to be enrolled in the class for credit and may receive a failing grade in that course.

D. Withdrawal

After the Drop/Add period students may Withdraw from any course and receive a grade of W. The deadline for Withdrawal is the end of the tenth week of a fifteen-week semester, end of the seventh-week of a ten-week session, the end of the fifth week of a seven-week session, the end of the third week of a five-week semester, or the end of the second week of a semester shorter than five weeks.

Withdrawal is accomplished by either 1) executing a withdrawal on the registration website or 2) by submitting a Registration/Schedule Adjustment form to the Registrar’s Office. No signatures or approvals are required for a Withdrawal, but students may wish to consult with appropriate officials to determine the impact that withdrawing from a course may have on financial aid, athletics eligibility, visa status, etc.

Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.

E. Late Withdrawal

After the Withdrawal period, a student may request a Late Withdrawal from a course under the most extreme extenuating circumstances. Avoidance of an undesirable grade does not justify withdrawal.

Students requesting a Late Withdrawal must submit the Late Withdrawal Form, along with a written explanation of the extenuating circumstances and any appropriate documentation, to the Office of the Provost. Students may mail their request and supporting documentation to Provost@UAH.edu or deliver it to SSB 303. If the Office of the Provost believes sufficient evidence exists to warrant a Late Withdrawal, the withdrawal request is forwarded to the dean of the college in which the student is enrolled (minus personal documentation) for consideration. If approved, the Office
of the Registrar will process the request when approvals are obtained and received by the Registrar.

Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.

F. Retroactive Withdrawal

Undergraduate students may at times experience extraordinary problems during an academic term. Within two years of having completed such a semester, a student may petition the Office of the Provost to withdraw retroactively from ALL classes taken during that term. A retroactive withdrawal is granted only under exceptional circumstances, such as extraordinary medical or personal problems and is only granted prior to graduation. The petition must use the Retroactive Withdrawal form and include clear and documented evidence whenever possible. The Office of the Provost verifies the documentation and considers the petition. If the request is granted, the grades for ALL courses taken during the semester in question will be changed to W's. Petitions for Retroactive Withdrawals are considered after final grades are posted. Students should be aware that retroactive withdrawals may have an impact on their ability to receive or retain financial aid and timely completion of their degree.

G. Medical Withdrawal

Students may at times experience medical hardships that prevent them from attending class and necessitate a withdrawal. Decisions on whether to award a Drop, Withdrawal, Refund, etc. must include sufficient documentation to justify the request. In such cases, the student should contact the Dean of Students office for assistance.

Review

Academic Affairs will review the policy every five years or sooner as needed.
Approval

Campus Designee

[Signature] 12/13/18

Chief University Counsel

[Signature] 12/14/18

Provost and Executive Vice President for Academic Affairs

[Signature] 12/12/18

APPROVED:

[Signature] 1/2/19

President