

## **Procedure on Retroactive Course Registration**

Current University policy requires that a student attends and participates only in those courses for which registration is recorded on his/her official academic record for the term of enrollment. Certain extenuating circumstances may result in the need for a student to request the approval of course registration(s) after the published registration period for a term that has expired.

1. Special permission from the course instructor or academic department is required prior to student registration in some instances, and the student may erroneously assume his/her registration has occurred when in fact only permission to register has been granted. This registration oversight, if discovered and reported no later than 90 days beyond the last day of the term of enrollment for the course, may result in the registration of course credits(s) upon written appeal by the student to the Office of the Registrar. The appeal must include a written verification of the student's attendance/participation provided by the course instructor. The Registrar will review the appeal and submit the (only approved appeals) appeal, along with a recommendation of acceptance, to the Vice President for Academic Affairs or his/her designee. In these cases, the tuition and fees rate in effect for the academic term of enrollment, plus applicable late fees, will be assessed.
2. Students may appeal for reinstatement of prior term course registration due to reasons other than the above-stated registration oversight; the discovery and reporting of the situation must occur no later than 90 days beyond the last day of the term of enrollment for the course the student wishes to have reinstated. These appeals must be submitted in writing by the student to the Office of the Registrar and must include a written verification of the student's attendance/participation provided by the course instructor. The Registrar will review the appeal and submit the (only approved appeals) appeal, along with a recommendation of acceptance of the appeal, to the Vice President for Academic Affairs or his/her designee for approval. If approved, university charges (tuition/fees and applicable late fees) will be assessed at the rates in effect on the date of the approval to register course credit(s) for the student's current residency status. If the appeal approval date falls between academic terms, applicable university charges will be assessed at the rates in effect during the most recent prior term.
3. Approved appeals will be forwarded from the Vice President for Academic Affairs (or his/her designee) to Student Financial Services for assessment of the student's financial obligation to the university. Student Financial Services will then return the appeal to the Registrar. The Office of the Registrar will notify the student and full payment of charges assessed for the course as well as any outstanding charges on the student's account must be received by the Office of the Registrar before the student's academic registration records will be updated to reflect the appeal. Acceptable forms of payment are restricted to cash or cashier's check for these transactions.
4. Once the appeal has been approved and the student has been notified of his/her financial obligation, the student will have 60 days from the date of the Academic Affairs Office's approval in which to pay all applicable university charges. If the student does not pay all applicable university charges, his/her academic registration records will not be updated to reflect the appeal, the approval for the appeal will be rescinded, and the student will be ineligible to apply for another appeal for the course(s).
5. The date from which the Retroactive Registration Appeal form is submitted to the Office of the Registrar through notification of the appeal's approval/denial should be no longer than 15 working days.