1. Registration
   a. Will begin in the semester prior to the first day of classes of that term, and will continue up until the end of the second week of the course. For full semester courses, the last day to add will be the Sunday after the second week of classes.
      i. Exceptions to enrolling past the second week of classes are only approved in extraordinary circumstances. Students requesting an exception to this policy will have to obtain approval from the course instructor/coordinator, and submit this approval to the student’s advisor. The advisor will review the late add request and submit it to the Registrar.
      ii. Requests for retroactive (after the course ends) registrations are evaluated by the University Appeals Committee.
   b. Students may drop courses without academic penalty (no Withdrawal notation on their academic record) by the Sunday after one-third of the course is completed (for full semester courses, it would be the fifth week of the semester).
   c. Students may partially or completely withdraw from courses (with a non-punitive grade of W appearing on the academic record) after the last day to drop courses up until the Sunday after eighty percent of the course is completed (for full semester courses, it would be the twelfth week of the semester). Schools may, in conjunction with the Registrar, set minimum hour requirements on various programs that would prevent students from dropping below full-time status or hampering progression. Exceptions to minimum hours are evaluated by the student’s advisor.
   d. After the last day of the course, faculty may submit grades of either Unauthorized Withdrawal (Z) which will not calculate into a student’s grade point average for students who have either stopped attending or never attended; or if sufficient coursework was completed, may assign a final grade based upon the student’s performance.
   e. Incompletes that have expired will convert to an F for undergraduates; N for graduate students.

2. Effective Dates of Partial Drops and Withdrawals
   a. Students dropping or withdrawing from courses will be considered effective on the date that they complete their registration transaction. Refunds will be based upon the date the transaction is submitted by the student.
   b. Requests for exceptions to this would be evaluated by the University Appeals Committee (other than roster corrections outlined in Registration Adjustments).

3. Registration Adjustments
   a. Advising and divisional staff may request roster corrections to the Registrar’s Office. A roster correction is defined as an action involving the correction of an error. Such instances include:
i. Adds - Registering a student who has been confirmed by faculty as attending a course, but never registered for the course.

ii. Drops - Removing a student from a course where they have never attended, or were enrolled erroneously in a course. The reason for the roster correction must be communicated to the Registrar’s Office. Financial implications for the student may have to be evaluated by the University Appeals Committee based on the situation.

iii. Credit Adjustments - Performing variable credit adjustments for students who are enrolled in the incorrect credit value of a course.

4. Student Exits (Leave of Absence/Withdrawal from the University)
   a. Students will submit requests for a Leave of Absence or official request to withdraw from the university through an online exit form in MyNewSchool.
   b. An exit form may be submitted by an advisor on behalf of a student if confirmed not to be attending courses.
   c. Upon the completion of the exit form, advisors and pertinent offices are notified of the student’s intent.
   d. For exit requests in the current semester, students are required to provide proof of confirming their last date of attendance.
   e. Exit requests for semesters that have not yet started will be processed with the student’s last day of attendance being the last day of the prior semester.
   f. Students who begin, but fail to complete an exit form, will have their information sent to an advisor who will proactively reach out to the student for further developmental engagement. Incomplete exit forms will not be processed by the Registrar.
   g. Exits received for semesters that have already ended will be evaluated by the University Appeals Committee.
   h. Schools may have policies regarding the frequency and total number of exits a student may take before being required to reapply for admission to the University. This policy does not supersede those criteria.

5. Pass/Unsatisfactory Option for Undergraduate Students
   a. Students may not elect a Pass/Unsatisfactory option for core requirements or courses necessary to satisfy major and/or minor requirements, except in the case of the first course completed towards a major if taken before that major is declared.
   b. Through the seventh week of a semester, a student may elect up to one course per semester to be graded Pass/Unsatisfactory, based on receiving a grade of D or higher to Pass. No changes may be made to grade modes past the seventh week of the semester.
   c. This policy excludes courses where the only grade mode option available is Pass/Unsatisfactory, such as internships.
d. The instructor will not be informed when a student has chosen this option, and will assign a conventional letter grade, which will then be converted by the Registrar’s Office to Pass/Unsatisfactory as appropriate.

e. Students may only elect to complete a maximum of 12 credits for Pass/Unsatisfactory. Individual programs may set a maximum different from the 12 credits due to curricular requirements. An advisor must approve a petition for a Pass/Unsatisfactory grade.

6. Refund Schedule
   a. All courses (both online and onsite courses, excepting intensives and abroad experiences) will adhere to the following refund schedule:
      i. Students will receive a full refund for courses dropped during the first fifteenth of the course (for full semester courses it would be the first week of the semester).
      ii. Students will receive an 80% refund for courses dropped during the second fifteenth of the course (for full semester courses it would be the second week of the semester).
      iii. Students will receive a 60% refund for courses dropped during the third fifteenth of the course (for full semester courses it would be the third week of the semester).
      iv. Students will receive a 50% refund for courses dropped during the fourth fifteenth of the course (for full semester courses it would be the fourth week of the semester).
      v. Students will receive a 20% refund for courses dropped during the fifth fifteenth of the course (for full semester courses it would be the fifth week of the semester).
      vi. Students will not receive a refund for courses dropped or withdrawn after the completion of forty percent of a course (for full semester courses, it would be the starting the sixth week of the semester).

7. Fees
   a. Degree-seeking students with an initial registration on or after the first day of classes will be assessed a Late Registration Fee. Certain circumstances would warrant an exception to the late registration fee policy, examples include students returning from a leave of absence and/or new students.
   b. Other fees will be managed by existing applicable policies.

8. Exceptions to Policies
   a. If a student believes that an exception to a deadline published in the academic calendar and/or registration calendar is warranted due to circumstances beyond their control, the student must submit a petition for an exception to registration policy.
b. All exceptions to registration policies will be evaluated by the University Appeals Committee. A student’s appeal will be routed through the student’s school and/or advisor which may provide the appeals committee with supplemental information to evaluate the student’s case.

c. The University Appeals Committee will be appointed by the Vice President for Student Success and comprised of representatives from academic, administrative, and student support functions across the institution.