

## General Legislative Action

At its meeting on April 15, 2021, the Faculty Senate approved Class B Legislation to amend *Student Governance and Policies*, Chapter 102 (Registration). President Ana Mari Cauce has also approved the proposed legislation. This legislation updates Chapter 102 to reflect prior changes to Scholastic Regulations concerning the new Registrar Drop (RD) withdrawal code and the inception of the Current Quarter Drop and Former Quarter Drop (implemented May 29, 2020). The faculty was given the opportunity to submit written objections to its substantive nature, under the Faculty Code, Chapter 22, [Section 22-74](#) Senate Procedure: Class B Actions. There were five objections to this legislation.

**Class B Legislation**  
**Student Governance and Policies**  
**Scholastic Regulations**  
**Chapter 102, Registration**

### Background and Rationale

The Faculty Council on Academic Standards and the Office of the University Registrar, recommends amending Scholastic Regulations Chapter 102 (Registration) based on the following findings:

- Changes made to Scholastic Regulations Chapter 110 related to the new Registrar Drop (RD) withdrawal code and the inception of the Current Quarter Drop and Former Quarter Drop require amendments to this chapter.

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### Student Governance and Policies

#### Scholastic Regulations Chapter 102

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#### Registration

#### 5. Change of Registration

##### A. Online Academic Calendar

Information on dates and procedures for registration changes is published in the online Academic Calendar.

##### B. Registration Change Fee

No registration charge fees are assessed for changes in registration during periods 1, 2, and 3. A registration change fee will be assessed for changes in registration after period 3.

##### C. Withdrawals

No registration change fees are assessed for a complete withdrawal from the University. However, after the end of period 3, students are charged tuition forfeiture for a complete withdrawal.

##### D. Courses Dropped Before the First 14 Days

Courses dropped through the first 14 calendar days of the quarter will not be recorded on the University transcript. If all courses are dropped during this time and not re-registered, a statement of WITHDRAWN with the date of withdrawal will be recorded on the University transcript.

#### **E. Courses Dropped After the First 14 Days**

Courses dropped after the 14th calendar day through the seventh week of the last date of instruction of the quarter will be recorded with a grade of W RD for Registrar Drop, to be followed by a number representing the week of the quarter in which the drop occurred.

#### **F. ~~Hardship Withdrawals Former Quarter Drop~~**

~~No courses may be dropped after the seventh week of the quarter unless approved as hardship withdrawal exceptions by the Registrar's Office. (See Scholastic Regulations, [Chapter 113, Section 3.](#)) Courses that have been approved for a Former Quarter Drop will be annotated with an RD for Registrar Drop and the GPA points and grade awarded for the course will be removed from the transcript. (See Scholastic Regulations, [Chapter 113, Section 3.](#))~~

#### **G. Instructor or Departmental Approval**

Courses added after registration period 3 through the third week of the quarter require instructor or departmental approval as determined by departmental policy. After the third week of the quarter the student must have the permission of both the department chair and the instructor. Approval is granted only in very unusual circumstances.

#### **H. Dropped Courses**

A course is officially dropped only when transacted through the University's online system or when accepted by a representative of the Registrar's Office campus registration team. An academic department can request a student to drop a course if the student does not meet publicized departmental participation requirements.

#### **I. Tuition and Fees for Dropped or Added Courses**

Students dropping courses may receive some refund of tuition and fees depending upon the number of credits dropped and the time of the quarter. Students adding courses may be required to pay additional tuition and fees as determined by the fee schedule.

#### **J. Summer Quarter**

Proportional schedules will be publicized in the Academic Calendar for Summer Quarter a, b, and full terms.

*AI, June 1976; S-B 150, March 1990; S-B 167, November 26, 2001; S-B 175, May 29, 2008; S-B 177, April 14, 2010: all with Presidential approval; RC, December 3, 2013; S-B 180, February 27, 2014 with Presidential approval.*

*Approved by:*  
Senate Executive Committee  
March 29, 2021

*Approved by:*  
Faculty Senate  
April 15, 2021