

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Registrations, Cancellations, and Withdrawals

NUMBER: 2:4:1

A. PURPOSE

To establish consistent guidelines of handling registrations, cancellations, and withdrawals.

B. DEFINITIONS

- 1. Dropped Course:** An on-campus or off-campus course for which a student terminated enrollment while remaining actively enrolled in at least one additional course at a Regental university.
- 2. Home University:** The institution where the student plans to receive services and pursue a degree or program of study.
- 3. Non-Standard Term:** The summer term and all other academic calendar types with begin and/or end dates that are different from the officially adopted fall and spring academic terms.
- 4. Standard Term:** The officially adopted fall and spring academic terms.
- 5. Transcript:** A copy of the student's permanent academic record.

C. POLICY

1. Cancelled Registration

When a student's enrollment is cancelled, no tuition or fees are due to the Regental system and no entry will be made on the student's academic transcript.

1.1. A student's registration should be canceled if:

- A Regental university erroneously registered the student;
- The Regental university(s) in which the student is early registered is notified, by the student, prior to the first day of classes for the term that the student shall not be attending the university(s); or
- A Regental university terminates a student's enrollment in a particular course for a student's failure to meet prerequisites, or because of low enrollments, or because the university cancels a class; or
- The student has not made payment or arrangements for payment and has not attended a class, or classes, as determined by the institution in collaboration with the faculty.

- 1.2. Cancellation of registration by the Home University, for nonpayment will occur no earlier than the day after census date of the standard term and the Home University will complete student cancellations no later than the census extract freeze date.
- 1.3. Students who have not paid in full and were not cancelled by the census date extract freeze date will have the appropriate restriction entered on Colleague by the Home University reflecting the “arrangement to pay”.

2. Withdrawals

Students who withdraw or are administratively withdrawn, suspended or expelled from the Regental system within the drop/add period receive a 100 percent refund of tuition and per credit hour fees. Students who withdraw or are administratively withdrawn, suspended or expelled from the Regental system after the date the first 10 percent of the term ends for the period of enrollment for which they are assessed may be entitled to a refund per BOR Policy 5:7.

2.1. Student Initiated Withdrawal

A student is considered withdrawn during a term if classes have begun and the student has initiated withdrawal from all on-campus and off-campus courses at all Regental universities in which the student was actively enrolled at the time of withdrawal, including courses in progress as well as those that have not yet begun.

2.2. University Initiated Withdrawal

A student has the status of “withdrawn” when the Home University has completed withdrawal procedures for administrative reasons, including expulsion or suspension, nonpayment or other disciplinary sanctions.

2.3. Withdrawal Procedures for Non-Payment

2.3.1. A student should be administratively withdrawn during a term if classes have begun and the student has not made a payment, or made arrangements for payment by the deadline, and has attended a class, or classes, as determined by the institution in collaboration with the faculty.

2.3.2. Administrative Withdrawal by the Home University will occur no earlier than the day after census date of the standard term and the Home University will complete administrative withdrawals by the end of the extract freeze date for the term.

Students who have not paid in full and were not administratively withdrawn prior to extract freeze date of the term will have the appropriate restriction entered on the student information system by the Home University reflecting the “arrangement to pay”.

2.3.3. The date of administrative withdrawal will be the last date of academic activity as determined by the institution in collaboration with faculty.

2.3.4. The student may owe the Regental System for tuition and fees assessed as of the date of the Administrative Withdrawal or may be entitled to a refund per BOR Policy 5:7.

2.3.5. A Withdrew Date entry will be recorded on the student's academic transcript.

3. Transcripts

- 3.1. If a student's registration is cancelled, there shall be no permanent transcript record for the semester.
- 3.2. If a student initiates withdrawal or the Home University has completed withdrawal procedures for administrative reasons, the statement "Withdrew", a withdrawal date, and "W" grades will be entered on the transcript.
- 3.3. A student who is required to withdraw from the term or from a course after the final withdrawal date due to illness or extenuating circumstances may petition the Vice President for Academic Affairs of the student's Home University for an exception to the final withdrawal date. If approved, the student's withdrawal is processed and the final withdrawal date of the term is used as the official date of the student's withdrawal.

4. Re-admission Following Withdrawal

- 4.1. A student may be re-admitted in the same semester after a withdrawal for non-payment if the student has paid the appropriate tuition and fees or makes payment arrangements.
- 4.2. A student may be re-admitted in the same semester after an administrative withdrawal provided permission has been granted by the Vice President for Academic Affairs of the institution that administratively withdrew the student.

5. Leave of Absences

Approved leaves of absence may only be granted where circumstances beyond the student's control interfere with their ability to pursue their studies. Such circumstances include the student's disabling conditions or severe illnesses, the death, disability or severe illness of an immediate family member if that causes the student severe financial or mental hardship, jury duty or military duty, or other extenuating circumstances beyond the student's control.

- 5.1. For purposes of determining the date of withdrawal, approved leaves of absences include any written permission by the Home University's Vice President for Academic Affairs, or that person's designee, of a request to be absent from the Regental system and to discontinue class attendance. Permission may be given for approved leaves of absence or for academic leaves of absence. Approved leaves of absence may not exceed 180 days in any twelve-month period, though a leave extension of thirty days may be granted upon receipt of written request.
- 5.2. Academic leaves of absence may be granted on such terms and conditions as the Home University may establish for academic reasons. Each Regental university will inform students about the possibility of obtaining approved and academic leaves of absence and will notify students about the process for submitting all necessary forms and documentation.

6. Military Service - Withdrawal Without Penalty

- 6.1. Students required to withdraw from the Regental system before completing a semester may receive credit or refund privileges if:
- they are regularly enrolled and belong to a military unit called for duty, or
 - they are drafted and not eligible for deferment and the discontinuance of class attendance is on the last practicable day before reporting for duty as determined by the student's Home University.
- 6.2. Eligible students may, when authorized by the instructor, be given full credit for all courses for which they have an average of "C" or better, if
- they are required to report for military duty not earlier than four (4) calendar weeks prior to the date a semester ends, as stated in the official catalog of the Home University, or
 - they have completed at least seventy-five percent (75%) of the enrollment period in a non-standard semester course.

FORMS / APPENDICES:

None

SOURCE:

BOR April 2019.