

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Changes in Enrollment</b>	<b>4-011 STUDENT SERVICES August 2013</b>
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DEFINITIONS & NOTES

- 1.01 Initial enrollment occurs when the student registers for the first course in the semester.
- 1.02 Add period occurs after initial enrollment when the student modifies his/her schedule by adding one or more classes.
- 1.03 Drop period occurs after initial enrollment when the student modifies his/her schedule by dropping one or more classes, but not all of them.
- 1.04 Cancellation occurs when ALL classes are removed *before* classes have begun for the term or during appropriate refund periods prior to attending classes.
- 1.05 Withdrawing occurs when a student withdraws from one or more classes after the drop period, or when a student drops or withdraws from ALL classes for the semester.
- 1.06 Administrative withdrawal may be assigned by the Registrar's Office to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop period for disciplinary action, financial reasons, inadequate attendance, death of a student, or other extenuating circumstances. A "W" is recorded on the transcript and is GPA neutral.
- 1.07 On-line courses: student participation (i.e., initial attendance) occurs when the student accesses course material posted on any of OSU Institute of Technology's on-line course management systems.

POLICY

Initial Enrollment

- 2.01 Enrollment shall occur during the open enrollment period. Enrollment in courses will be available approximately two (2) months prior to the beginning of the semester. Students with a registration hold will not be allowed to enroll.
- 2.02 Students will be allowed to initially enroll through the open enrollment period and the first three (3) business days of any semester, including any 8 week or summer sessions.

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- 2.03 Late enrollment occurs when a student initially enrolls for the semester or session during the first three (3) business days of the semester or session. A late enrollment fee will be assessed during this period.
- 2.04 Late enrollment exceptions shall be requested through the Office of Admissions and approved by the Director of Admissions or their designee.

#### Adding Courses

- 3.01 Students may add a course via the web at web4students or by completing and submitting a “Request for Change of Enrollment” form to the Office of Admissions or their unit leader.
- 3.02 Enrolled students may, subject to maximum enrollment limitations, add courses during the first five (5) instructional days of the semester for fifteen (15) week courses, the first three (3) days of an eight week course or proportionate period for shorter courses, with the approval of their unit leader or the unit leader’s designee.

#### Dropping Courses

##### 3.11.3 Grading Terms

*An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session, the fifth day of classes in a half semester, and the fifth day of classes in the summer term, and shall not exceed 12 weeks of a 15-week semester or, in general, not exceed three-fourths of the duration of any term. (Oklahoma State Regents for Higher Education academic policy.)*

- 4.01 Students may drop a course by completing a “Request for Change of Enrollment” form and submitting it to the Office of Admissions, their academic division, or through the web system.
- 4.02 Any course dropped **prior to the first day** of the course, or during the designated refund period, will receive a full refund of tuition and fees. Dropping a course during this time period will result in a cancellation of the student’s enrollment in this course. No grades are recorded, aid is not disbursed for that course, and no record of enrollment remains on the official transcript.
- 4.03 Any student withdrawing **prior to three-fourths mark** of the course being completed, or after the refund period (e.g., by the end of the eleventh week of a 15-week course or proportionate period for shorter terms), will have a “W” noted on the transcript.
- 4.04 Any student withdrawing **after the three-fourths mark** of the course will have a grade of "W" or "F" assigned according to the student’s earned standing in the class at the time of withdrawal.

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- 4.05 No student will be allowed to withdraw after 93 percent of the course has occurred. All withdrawals must occur prior to finals week and no later than the 14<sup>th</sup> week of a 15-week course or proportionate periods for shorter courses.
- 4.06 No student may withdraw after a grade has been assigned. (See Section 9, Due Process, for further information.)

Change of Section

- 5.01 Occasionally, students adjust their academic schedule by changing course sections only. Section changes within the same semester or session, should be requested through the appropriate academic division and submitted to the Office of Admissions for approval by the Director of Admissions or designee.
- 5.02 Approved section changes will not result in additional tuition charges. However, the student will be responsible for any additional fees based on course section.
- 5.03 Withdrawing or failing a course, then re-enrolling into the same course within the same semester is not considered a change of section, but rather a completion of the course and all charges are applicable.

Cancellation of Enrollment

- 6.01 Cancellation occurs when a student is no longer enrolled *before* classes begin for the term. A student cannot cancel his/her enrollment once he/she begins attending class(es), or the drop period has elapsed.
- 6.02 Cancelling enrollment removes all course tuition and fee charges, no grades are recorded, aid is not disbursed, and no record of enrollment remains on the official transcript. A request for cancellation may be initiated by the student through written correspondence to the Registrar's Office.
- 6.03 A request for cancellation may be initiated by the appropriate academic division through written correspondence to the Registrar Office. Division requests to cancel enrollment must be received by the Registrar Office.
- 6.04 A cancellation may be initiated due to notification by the course instructor(s) during the semester for non-attendance *in all classes* as indicated in faculty attendance records. (Refer to 2-020 *Attendance Records*, Section 2.01).
- 6.05 Failing to attend classes, or nonpayment of tuition and fees, does not constitute notice of cancellation.

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Withdrawing from the university

- 7.01 Withdrawing from the university occurs when a student is no longer enrolled in any classes for the semester at the university- Future semester enrollment will remain unless cancellation is requested by the student.
- 7.02 See 3-043, *Refund Policy*, for information regarding charges of tuition and fees.
- 7.03 See 2-013, *Grading Policy*, for information regarding grading of courses.
- 7.04 Students who withdraw after the refund period will receive no refund of tuition and fees, and will have a “W” recorded on the transcript. Financial aid disbursed for the semester may need to be repaid or returned.
- 7.05 To officially withdraw, action should be initiated by the student in writing and submitted to the Registrar’s Office or the Registrar’s designee. It is recommended that clearance be obtained from the following offices: Bursar, Student Financial Aid and Scholarships, Residential Life, Academic Division, and other offices if applicable. Failure to withdraw properly will result in permanent grades being awarded in all classes in which the student has enrolled.
- 7.06 A student may withdraw from the university at any time during the semester prior to the last week of a 15 week course, or proportionate periods for shorter courses.

Administrative Withdrawals

- 8.01 Upon notification by the appropriate administrator, an administrative withdrawal may be assigned by the Office of the Registrar to indicate that a student has been “involuntarily” withdrawn from class(es) after the institution’s drop period for disciplinary action, financial reasons, inadequate attendance, death of a student, or other extenuating circumstances. Such withdrawals must follow formal institutional procedures.
- 8.02 An administrative withdrawal may be requested by the Division Chair through the submission of the Administrative Withdrawal Form to the Vice President of Academic Affairs, who will, if approved, forward to the Office of the Registrar for processing.
- 8.03 Administrative withdrawals are GPA neutral and may be indicated by “W” or cancelled.
- 8.04 Refund of tuition and/or fees may be at the discretion of the Vice President for Fiscal Services.

Due Process

- 9.01 Students who wish to request an exception to the above policies have the right to request an exception from the Registrar’s Office or designee.

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- 9.02 Students who wish to request a withdrawal or cancellation of course(s) outside the current semester that could result in a refund of tuition and fees, or a recalculation of financial aid, have the right to request an exception from the University Appeals Committee as described in the refund policy (see 3-043 *Refund Policy*).
- 9.03 A student granted an appeal or exception to withdraw due in part or in whole to a medical, doctor, or other professional request, must submit medical, doctor or other professional release before enrollment or attendance in the next available semester.

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