

Proposal to the Senate Educational Policy Committee and the Council on Student Conduct Expectations and Accountability

PROPOSAL TITLE: Revise Section 3-307 of the *Student Code*

SPONSOR: Meghan Hazen, Registrar, Office of the Registrar

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BRIEF DESCRIPTION: Proposed to Revise the Late Registration policy (3-307) to eliminate the late registration fee.

JUSTIFICATION: In Fall 2024, the Office of the Registrar (OR) was contacted by a student who questioned the purpose and need for the \$15 late registration fee that is applied to students who register after the first day of instruction in a fall or spring semester. OR looked into the policy and could not locate any historical documentation of the fee. It is believed the fee was intended to off-set the administrative cost of processing late registrations when most processes in OR were manual and more time-consuming. Late registrations no longer require significant time to process, and the late registration fee cannot be consistently applied due to varying course start and end dates. OR recommends eliminating the fee.

Please see the attached proposed changes for specifics.

DESIRED EFFECTIVE TERM: Fall, 2025

§ 3-307 Late Registration~~a. General Provisions~~

- ~~1. The individual colleges determine the latest date on which their students may register.~~
- ~~2. Students initiating registration after the first day of instruction in a fall or spring semester will be assessed a late registration charge of \$15 (amount subject to change). No late registration charge is assessed for the summer term.~~
- ~~3. The late registration charge may be waived upon petition in exceptional circumstances, such as serious illness or death in the immediate family, or other circumstances beyond the control of the student. The petition is available on the Office of the Registrar website.~~
- ~~4. Students who are registering only for second eight week or non-standard part of semester courses are not registering late, provided their registration is completed before the second class meeting.~~
- ~~5. The late registration charge is not covered by scholarships or other tuition and fee waivers.~~

~~b.a.~~ Registration after the first ten days of a term

1. A student who registers after the first ten days of a term must have a Late Registration Form completed and approved by the department offering the course.
2. Undergraduate students must submit the completed Late Registration Form to their college office to complete the registration. Graduate students must submit the completed Late Registration Form to the Graduate College. A service representative will register the student in the courses approved on the form.