

## Registration Changes (Add, Drop, Withdraw, Waitlisting, Leave)

### Course Drop/Add and Withdrawal

- A student may drop or add a course within one week after classes start. The permanent academic record (transcript) will not reflect courses Dropped during the first six class days of Fall or Spring Semesters.
- Students are responsible for dropping/adding courses prior to the deadline, via BannerWeb.
- From the end of the Drop/Add period through the last day to Withdraw, a grade of W will be entered on the Permanent Academic Record for any course withdrawal by a student, or the administration. The student is responsible for submitting a complete Drop/Add (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/adddrop.pdf>) or Withdrawal form (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/2014/02/withdrawal.pdf>), to the Registrar's Office prior to the deadline. Students must meet with the faculty member prior to withdrawal to obtain his/her signature on the Withdrawal form .
- Students who Totally Withdraw from the University (Withdrawing from all courses in the term) for any reason after the Drop/Add period and prior to the Withdraw deadline will receive a grade of W for each class on the permanent record.
- After the Withdrawal deadline, faculty assign the grade earned.

### Course Schedule Administrative Adjustment

Within the first 20 school days of a semester, a College Dean may approve course adjustments for students who have been enrolled in an inappropriate level of a course, such as MA 005 rather than MA 101 or vice versa. This adjustment is made at the individual Colleges.

### Waitlisting

Waitlisting is a service provided to students in BannerWeb. When a class section has met the capacity allowed, students may place their name on a Waitlist (WL) for the section.

- Colleges will determine and create Waitlists for courses within their respective schools/departments.
- All WL will have a minimum capacity of 10.
- Students place their names on a WL via BannerWeb. If an opening occurs in a section, the student receives an email notification that s/he has 24 hours to register for the open seat. If the student does not register within 24 hours, s/he is dropped from the WL, and the next student on the WL receives an email to register, and so forth.
- Waitlists will close at 1630 on the sixth day of Fall and Spring semesters. Students will not be able to place their names on a WL after this day.
- The Colleges may override a WL to allow another student, with a higher priority, to enroll in a section that has a WL.

### Leave

Norwich has two types of leave: A Military Accommodation Policy (<http://catalog.norwich.edu/archives/2017-18/residentialprogramscatalog/academicregulations/milacc>) and a general Leave policy. Leave, for Physical or Psychological Health Reasons, is intended to allow students sufficient time away from campus to complete a sustained recovery which makes possible a successful return to Norwich. Upon the recommendation of the NU Student Health Center, NU Counseling and Psychological Services Center, or a student's physician or therapist, the Dean of Students or Commandant of Cadets may grant students an Emergency Leave. The Commandant or Dean of Students Office advises students during the exit process about plans to address their medical condition while on an Emergency Leave, and determines whether the student is ready to make a successful return to NU. Students may request an Emergency Leave regardless of academic standing.

### Academic Impact and Options

Students who are granted a Leave have options to manage the academic impact of this decision, particularly when it occurs prior to the end of a term in which they are currently enrolled. In addition to a Total Withdrawal from all courses, students may seek Incompletes or "Time of Leave" grades. The decision to grant Incompletes or "Time of Leave" grades is made by each course instructor. Students may also request withdrawals from individual courses. Total withdrawal is allowed no matter how late in the semester the Emergency Leave is approved.

### Financial Impact

- Tuition and Student Fees: Tuition and Student Fees are refunded according to the NU Bursar's Office Refund Policy for Withdrawals available on the Bursar's website.
- Room and Board: Room and Board costs are refunded according to the policy, which states that "Room and Board refunds for students withdrawing from school will be subject to pro-rata charges for the days a student resided on campus."
- Financial Aid: Eligibility for an Emergency Leave does not change the fact that the student may be ceasing all academic activities after the start of an enrollment term. When students cease enrollment after the start of a term, their financial aid eligibility is adjusted based on the type of aid and the length of time enrolled. Also, students are reminded that if they are not enrolled for six or more months, their student loans may enter repayment based on Federal requirements regardless of their Emergency Leave approval.

**Federal Student Aid Programs:** Students retain a total amount of aid representing the same percentage of time enrolled during the term of withdrawal. For example, if the student was enrolled for 17% of the calendar days in the term, they retain 17% of their total Federal Student Aid Program funding. Once the total amount to be retained is determined, NU will return any excess Federal Student Aid Program funding that had been disbursed toward the student's billing charges to the US Department of Education. NU is required to reduce loan eligibility prior to making any reduction to gift aid programs such as the Federal Pell Grant program.

**Norwich University Scholarships and Grants:** Students retain a total Norwich award amount representing the percentage of charges that the students will remain responsible to pay after they cease to be enrolled for the term. For example, if the student will remain responsible for 40% of their charges based on their last academic activity date, they

will retain 40% of their Norwich University Scholarship and Grant amount. For additional information, visit the Student Financial Planning Office.

### **The Leave Exit Process**

Students seeking a Leave must contact either the Commandants Office [Cadets] or the Dean of Students Office [civilians] to indicate their intention to secure a Leave. They must then meet with either the NU Student Health Center or the NU Counseling Center [hereinafter referred to as the "appropriate NU Health Service"] to present the health issues of concern which support the Leave request. The appropriate NU Health Service will submit a recommendation supporting or denying the Leave request to the Commandant's Office or Dean of Students Office, which is responsible for granting an Emergency Leave in consultation with the Risk Assessment Team. If a Leave request is granted, the Risk Assessment Team will establish individualized treatment requirements for students which are intended to help them become academically and personally ready to resume attendance at NU. These requirements will be given to students before they leave campus in an "exit" letter from the Commandants or Dean of Students Office. The Commandants or Dean of Students Office will also send a cover letter as notification of a Leave approval to the Registrar, Bursar, and Student Financial Planning Offices for the student's file there. If a Leave request is denied, students can appeal this decision to the Senior Vice President of Student Affairs.

Once students' Leave request has been granted, their academic options are the following:

### **Request a Total Withdrawal from all classes and receive a refund of tuition and mandatory fees as discussed in the "Financial Impact" Section of the Leave Policy.**

- Students taking a Total Withdrawal must initiate the withdrawal process with the Center for Student Success.
- Students will receive W grades in all classes regardless of the date withdrawn prior to the end of the semester.
- Students' record will be inactivated in Banner by the Registrar's Office, and a hold will be placed on their record by the Center for Student Success to ensure the student completes the Leave readmission process before returning to NU.

### **Make arrangements with instructors to complete some or all courses in the two following ways:**

1. Request that instructors assign Incomplete grades.
  - Students must complete the leave procedure for departing campus with the Center for Student Success.
  - Students on Leave receiving Incomplete grades remain in active status in Banner until the end of the current semester, at which point the Registrar's Office will inactivate them.
  - A hold will be placed on students' records by the Center for Student Success to ensure that they have completed the Leave readmission process before returning to NU.
  - Students on Leave receiving Incomplete grades must comply with stated NU policy for completion of coursework.
2. Request that instructors assign a Time of Leave grade, if 80% of the course days have been completed, and the instructor believes the cumulative grade represents sufficient knowledge of the material for the course.
  - Students must complete the leave procedure for departing campus with the Center for Student Success.
  - Students on Emergency Leave receiving Time of Leave grades remain on active status in Banner until the end of the current semester, at which point the Registrar's Office will inactivate them.
  - A hold will be placed on students' records by the Center for Student Success to ensure they have completed the Leave readmission process before returning to NU.

Some students may choose to mix these academic options and Withdraw, receive Incompletes, or seek Time of Leave grades for individual currently enrolled courses. A hold will also be placed on the student record by the Center for Student Success in such a "mixed" case to ensure the student has completed the Leave readmission process before returning to NU.

### **Leave Re-Admission Process**

The Leave readmission process is to ensure that students are sufficiently recovered to return to campus. Policies governing readmission address the University's need to be confident that students will be safe upon return to campus; that students' health will allow them to work autonomously and up to potential without disruption or undue strain on others; and that students can adequately monitor their own health. The procedures also provide a review of the ongoing supports which students may need when back on campus (e.g. medications, continued psychotherapy appointments, and/or continued medical appointments).

### **Applying for Re-Admission from Leave**

To apply for readmission from Leave, students must submit a completed Readmission Application (<http://www.norwich.edu/registrar/wp-content/uploads/sites/3/Readmission-Application-1.pdf>) to the Registrar's Office according to NU Readmission Policy. Students must also submit, at the same time, appropriate supporting documentation for return from a Leave to the Commandants Office [Cadet] or the Dean of Students Office [civilian].

### **Return from Leave Review Process**

The Commandant or Dean of Students will review the appropriate supporting documentation submitted by the student for return from a Leave. In consultation with the appropriate NU Health Service and the Risk Assessment Team, the Commandant or Dean of Students will determine whether the student has met the Return From Leave requirements established in his/her "exit" letter.

If there is uncertainty whether a student has met the return from Leave requirements, on-campus interviews may be arranged with the appropriate NU Health Service. The appropriate NU Health Service would then transmit a recommendation concerning the student's readiness for Return From Leave to either the Commandant or the Dean of Students, who would review its recommendation in consultation with the Risk Assessment Team to determine the students' ability to return. If a student's request to return from a Leave is denied after this review, the Commandant or Dean of Students would communicate this decision to the student. Students can appeal this denial to the Senior Vice President of Student Affairs.

Once the return from Leave review process has been completed and approval for Return From Leave granted, the Registrar's Office will be notified the student's readmission process can proceed. Students will be notified by letter from the Registrar's Office whether they have been fully readmitted to the University. If a student's readmission application has

been denied, they will be notified by the Registrar's Office. Students can appeal this denial to the appropriate NU office(s). Once the student has been fully readmitted, the Center for Student Success will remove the hold.