

BOARD OF REGENTS
BRIEFING PAPER
Registration – Administrative Withdrawal for Nonpayment of Fees

BACKGROUND & POLICY CONTEXT OF ISSUE:

Existing Board policy sets forth procedures for registration and enrollment, including payment of fees, at the universities, community college and state college (*Title 4, Chapter 16*). A recent review of Board policy authorizing administrative withdrawal for nonpayment of fees noted an inconsistency in policy. While the state college has authorization to administratively drop a student for nonpayment of fees under *Title 4, Chapter 16, Section 31*, the universities and community colleges do not have this specific authorization. In consultation with the business officers at the institutions, System staff reviewed the existing institutional policies and practices at each campus and confirmed that institutions operate in a similar manner to administratively drop a student for nonpayment of fees after appropriate attempts have been made to contact the student and offer the student payment plan options.

System staff recommends revising Board policy to make the policy authorizing administrative withdrawal for nonpayment of fees consistent for all institution types, thus reflecting existing practice.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend *Title 4, Chapter 16, Section 11* and *Section 22* to provide that universities and community colleges may administratively drop a student for nonpayment of fees, consistent with the existing authorization for the state college under *Title 4, Chapter 16, Section 31*.

Delete existing language from *Title 4, Chapter 16, Section 31* that prohibits state college students administratively dropped on or before the last day of the term from receiving a grade and provides they subject to payment of tuition and enrollment fees. This language does not reflect existing institutional practices under which students who are administratively dropped under these circumstances may receive a refund of tuition and enrollment fees depending on the student's circumstances.

IMPETUS (WHY NOW?):

A recent review by System staff of Board policy governing administrative withdrawal for nonpayment of fees noted the inconsistency in Board policy for different institution types.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- This policy revision will make the policy governing administrative withdrawal for nonpayment of fees consistent across the system for all institution types and will provide clear direction for institutions and students.
- The policy revision reflects existing practice at NSHE universities, community colleges and Nevada State College.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been presented.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

None have been presented.

COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
 Amends Current Board Policy: Title # 4 Chapter # 16 Section #s 11, 22 and 31
 Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
 Other: _____
 Fiscal Impact: Yes _____ No X _____
Explain: _____

POLICY PROPOSAL

TITLE 4, CHAPTER 16, SECTION 11

University Registration – Administrative Withdrawal for Nonpayment of Fees

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 11. University Registration

1. Registration procedures shall be developed and published by each institution.
2. Each student shall be responsible for enrolling and registering in accordance with the deadlines established by the university for each semester.
3. Each student is responsible for the payment of all fees associated with each course in which he or she enrolls within the time period specified by the institution. A student who fails to pay the aforementioned fees in a timely manner must pay the late fees established by the institution and is subject to additional penalties as determined by the institution.
4. A full-time undergraduate student is defined as one who is registered for 12 or more semester credits or equivalent. If a portion of the credits required for full-time status is concurrently taken at another NSHE institution under an approved consortium agreement, the student shall be considered full-time. A full-time graduate student is defined as one who is registered for 9 or more semester credits or equivalent.
5. The registration of a student who is ineligible to attend the University is subject to immediate cancellation.
6. *A student may be administratively dropped for nonpayment of fees.*

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 22

Community College Registration – Administrative Withdrawal for Nonpayment of Fees

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 22. Community College Registration

1. Registration procedures shall be developed and published by each community college.
2. Registration is not complete until all fees are paid and all registration materials are filed with the college's registrar or other appropriately designated office.
3. A student who completes registration after the time period designated by the college may be charged a late registration fee.
4. A student who wishes to enroll for semester credits exceeding what the college defines to be a heavy load must obtain the approval from the appropriate college office designated by the institution.
5. Each community college shall have the right to define prerequisites or concurrent enrollment for registration for specific classes.
6. Definition of student enrollment status:

Full-time student	12 semester credits or more
Three-quarter time student	9 – 11 semester credits
Half-time student	6 – 8 semester credits
7. A student may withdraw from a course up until 60 percent of the course instruction has occurred. For one-day courses, a withdrawal must be completed by the day before the class meeting. Community colleges may establish exceptions for unforeseen events, including, but not limited to:
 - a. Deployment of the student in the United States Armed Forces;
 - b. Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;
 - c. Involuntary job transfer outside the service area of the institution as document by employer;
or
 - d. Other exceptional circumstances beyond the control of the institution or the student.
8. In addition to the foregoing, community Colleges shall develop policies and procedures concerning the dropping of courses and the formal withdrawal from the institution, including the appropriate schedule of dates from which these actions may be taken by a student. Institutional drop/withdrawal policies must be published in the course catalog.
9. The registration of a student who is ineligible to attend the college is subject to immediate cancellation.
10. *A student may be administratively dropped for nonpayment of fees.*

POLICY PROPOSAL

TITLE 4, CHAPTER 16, SECTION 31

State College Registration – Administrative Withdrawal for Nonpayment of Fees

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 31. State College Registration

1. Registration or enrollment procedures shall be established by the state college.
2. Each student shall be responsible for enrolling on the dates and times specified in the class schedule for each semester or special session.
3. Students are responsible for the payment of fees for each course in which they enroll.
4. Students paying fees after the date and time set forth in the schedule of classes may be charged a late fee as prescribed by the institution.
5. A full-time student is defined as one who is enrolled in 12 or more semester credits or the equivalent work. If a portion of the credits required for full-time status is concurrently taken at another NSHE institution under an approved consortium agreement, the student shall be considered full-time.
6. The registration or enrollment of a student who is ineligible to attend the state college is subject to immediate cancellation.
7. A student may be administratively dropped for nonpayment of fees. [~~A student administratively dropped on or before the last day of the term will receive no grade and will be subject to payment of tuition (if applicable) and enrollment fees.~~]