

# Shawnee State University

AREA: ACADEMIC AFFAIRS

SUBJECT: REGISTRATION AND PAYMENT

POLICY NO. 2.14

ADMIN. CODE: 3362-2-14

PAGE NO. 1 OF 2

EFFECTIVE DATE: 3-14-2008

RECOMMENDED BY: V.P. of  
Academic Affairs

APPROVED BY: Board of  
Trustees

The University shall publish a schedule of classes prior to the beginning of each term. The schedule shall indicate the courses to be offered, the time, and the day(s). This schedule should be used for completing registration. After registration has been completed, the student shall be charged fees. Students shall be charged fees and allowed refunds in accordance with policies adopted by the Board of Trustees.

## (A) Registration Periods and Payment of Fees

- (1) Registration periods will be established by the Registrar and approved by the Provost.
- (2) Registration, add/drop, and withdrawal deadlines will be established by the Office of the Provost and published by the Office of the Registrar.
- (3) Payment of fees shall be required of all students each term on the date established by the Office of the Vice President of Finance and Administration in cooperation with appropriate offices and published by the Offices of the Bursar and Registrar.
  - (a) Failure to meet the fee payment deadline shall result in a penalty assessment (when applicable) unless excused by the Bursar or Controller.
  - (b) Students may be administratively withdrawn for nonpayment according to procedures established by the Bursar and approved by the Vice President of Finance and Administration.

## (B) Withdrawals and Refunds

Students who wish to withdraw from classes for any reason may receive a refund for tuition, course fees and housing/meals based on the schedule developed and published by the Bursar and approved by the Vice President of Finance and Administration.

AREA: ACADEMIC AFFAIRS

POLICY NO. 2.14

ADMIN. CODE:

PAGE NO. 2 OF 2

SUBJECT: REGISTRATION AND PAYMENT

EFFECTIVE DATE:

RECOMMENDED BY: V.P. of Academic Affairs

APPROVED BY:

- (1) The date of withdrawal to be used in determining eligibility for a refund shall be the date the official, written request is received by the Office of the Registrar. Failure to attend class, giving notice to an instructor, or verbal notice to any University office shall not be considered official notice of withdrawal.

(C) Auditing of Classes

- (1) Students who choose to take classes for no credit shall pay all fees, but will not receive a grade or credit for the course.
  - (a) Students may elect to take a course for no credit according to dates published by the Office of the Registrar.