



AA-19: Retroactive Enrollment Appeals

Issued: 2/10/2025

Revised:

Reviewed:

Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: The appeal process is designed to allow consideration for retroactive enrollment actions beyond established academic deadlines due to **extenuating circumstances** (medical emergencies, mental health problems, etc.).

II. DEFINITIONS:

Add – The addition of a student to a course.

Drop – Removing a student’s registration in one or more courses without record on the transcript.

Withdrawal – Allowing a student to discontinue participation in one or more courses with a grade of “W” recorded on the transcript.

Resignation – The dropping of or withdrawal from all enrolled courses in a single term.

Last Date of Academic Participation – The last day on which a student academically participated in any way, not limited to physical class attendance.

Effective Date – The date on which an enrollment transcript is effective in the student information system.

CAS – A “Change of Academic Status” message used by student affairs offices to request enrollment transactions in PeopleSoft.

III. GENERAL POLICY GUIDELINES

1. Appeals must be initiated by the student.
2. Appeals are only considered for situations outside of a student’s control.
3. Appropriate documentation is required for all appeals.
4. Retroactive drops may not be effectively dated prior to the last date of academic participation, regardless of circumstances.
5. Students are responsible for all fees or repayment of refunds incurred as a result of approved appeals.

6. Medical or mental health resignations do not automatically allow for a full refund of tuition and fees. Refunds are determined by the effective date of the resignation in connection with the published refund schedule.
7. Students cannot appeal for issues surrounding holds placed on student accounts.
8. Appeals must receive approval from the dean of the student's school or their designee.
 - a. Deans' designees must hold academic rank and the administrative rank of assistant dean or higher.
 - b. Retroactive adds require the further approval of the Vice Chancellor for Academic Affairs.
9. Enrollment cannot be changed once a degree has been conferred.

IV. PROCEDURES

1. The student will file a "Retroactive Enrollment Appeal" form.
2. Upon receipt of final approval of the appeal, the student affairs office of the student's school will submit a CAS to the registrar's office with the approved enrollment transaction, effective date, copies of the approved appeal form, and copies of all provided documentation.
3. The registrar's office will record the transaction in the student information system and place copies of all paperwork in the student's file.
4. The registrar's office will notify the financial aid office and the bursar's office of the transaction for further processing if necessary.