

MEMO

Date: April 12, 2021

To: Faculty Academic Policy and Standards Committee

From: Student Equity Audit Working Group:  
Crystal Eddins, Africana Studies (FAPSC Representative)  
Mira Frisch, Music (FAPSC Representative)  
Oscar Lansen, History (FAPSC Representative)  
Susan McCarter, Social Work (Faculty Council Committee Representative)  
Matt Parrow, Biological Sciences (CLAS Committee Representative)  
Lisa Walker, Undergraduate Education (ex-officio)  
Leslie Zenk, Academic Affairs

Re: UNC Charlotte Academic Policy: Registration

The Student Equity Audit Working Group, a working group of FAPSC, is charged with the examination of policies that could have differential effects on low income, first generation students, and/or students of color. The effect of the pandemic makes this assessment a pressing concern. With these considerations and clarity for students in mind, we propose the following changes to the Registration policy. Professors Eddins, Frisch and Lansen are available to discuss further rationale with FAPSC as needed prior to consideration by the FEC and Faculty Council.

# UNC CHARLOTTE ACADEMIC POLICY: REGISTRATION

## I. Introduction

There is no introduction for this policy.

## II. Policy Statement

The Office of the Registrar is responsible for the management of the registration process by which students enroll in, drop, and withdraw from courses. Through the registration process, students assume academic and financial responsibility for the courses in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with deadlines specified in the Academic Calendar and the corresponding prorated refund schedule available on the [Niner Central website](#)[Student Accounts website](#). If a class is cancelled when students are enrolled, academic units are obliged to notify those students in a timely manner and to help them find a suitable alternative course, apply a substitution waiver, or use other mechanisms to ensure that degree progress is not impeded.

### Registration Appointment Times

Assignments are made according to student classification and cumulative hours earned for undergraduate students and can be viewed on the [Niner Central website](#).

### Registration Deadlines

University policies determine when students may enroll or adjust their enrollment in courses. General deadlines are shown below and specific deadlines for a given term are available [online-online](#).

### Add/Drop Period

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The Add/Drop period runs through the 6th business day of the Fall and Spring full terms ~~semesters~~ and on the 2nd business day for Fall and Spring half terms as well as Summer full and half terms.

During the Add/Drop Period, students can:

- Register for courses
- Drop a course(s) without record (and remain enrolled in other courses)
- Drop all courses without record
- ~~Change the grade type to Audit or Pass/No Credit~~
- ~~Opt out of Elect to retake a course with Grade Replacement (Beginning Fall 2021: Opt out of using a grade replacement)~~

#### Withdrawal Period

The deadline to withdraw from one or more courses (including withdrawal from all courses) is at the 60% completion point of the term. The precise date for each term will be published in the Academic Calendar.

During the Withdrawal period, students can:

- ~~After the Add/Drop Period students can~~ withdraw from one or more courses in accordance with the Withdrawal policy
- ~~Change the grade type to Audit or Pass/No Credit~~
- ~~Opt out of or elect to retake a course with Grade Replacement (Beginning Fall 2021: Opt out of using a grade replacement)~~
- ~~and can opt out of grade replacement by the same withdrawal deadline.~~

Students who experience a personal or medical crisis have the option of requesting a Withdrawal with Extenuating Circumstances (WE) from all courses via the Dean of Students Office during the term the crisis begins. If approved, the Dean of Students Office will notify the student's academic department(s).

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~~Any~~ students who leave the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate credit and U for graduate credit) in each course for which ~~they are~~ he/she is registered.

#### **Prerequisites and Permits**

All students, including visitors and non-degree students, are required to meet course prerequisites and to obtain the required permissions to enroll in courses through the department which sponsors the course.

#### **Auditing a Course**

With the permission of the instructor, a student may audit any course in which space is available. Fees and procedures for this non-credit enrollment are the same as those for a credit enrollment. The procedure for adding, dropping, or withdrawing from an audit course is the same as for credit enrollments. No student will be allowed to change the designation of a course from audit to credit or from credit to audit after the withdrawal date of the sixth business day of a semester (or a proportional period for Summer sessions). Participation of auditors in course discussions and in tests or examinations is optional with the instructor. Students who audit receive no University credit, but they are expected to attend the course regularly.

#### **Dual Undergraduate and Graduate Registration**

First undergraduate degree students at UNC Charlotte who are required to take fewer than 12 credit hours of undergraduate work to fulfill all requirements for the bachelor's degree may be allowed during their final semester to enroll in certain courses for the purpose of obtaining graduate credit. Dually enrolled students will continue to be considered undergraduate students and be charged for the courses taken at the undergraduate level. To be considered for dual enrollment, students should submit the online graduate application for admission as a post-baccalaureate student, submit a Special Request to the Graduate School requesting permission to be considered for dual enrollment, and attach to the Special Request a program of study outlining the requirements of the first undergraduate degree. The total credit hours to be carried in this status shall not exceed 12 credit hours, of which no more than 6 may be for

graduate credit. On the basis of work attempted prior to the final semester, such students must meet the grade point criteria for admission to a graduate degree program at the University. No course for which credit is applied to an undergraduate degree may receive graduate credit. Permission to take graduate courses under dual registration does not constitute admission to any graduate degree program at the University. (Undergraduate students may also take graduate courses if admitted to an Early Entry Program or an Accelerated Master's Program.)

Note: Only UNC Charlotte students pursuing their first undergraduate degree are eligible for dual undergraduate and graduate registration. Fifth year undergraduate students (i.e., students pursuing a second undergraduate degree) are not eligible for dual undergraduate and graduate enrollment.

#### **Inter-Institutional Registration**

An inter-institutional registration program is available, for a limited number of undergraduate and graduate students, with the University of North Carolina at Greensboro, North Carolina State University, University of North Carolina at Chapel Hill, Duke University, and North Carolina Central University. The registration process is initiated in the Office of the Registrar and requires via the [transient study form](#), the approval of the student's college dean and the [Graduate School \(graduate students only\)](#). Students should consult with their advisor to ensure that the credit earned through inter-institutional registration will allow progress toward degree and compliance with all baccalaureate degree requirements.

#### **Greater Charlotte Consortium**

The Greater Charlotte Consortium is a partnership between UNC Charlotte and eleven other campuses: Belmont Abbey College; Central Piedmont Community College; Davidson College; Gaston College; Johnson & Wales University - Charlotte Campus; Livingstone College; Pfeiffer University; Queens University of Charlotte; Rowan Cabarrus Community College; Wingate University; and Winthrop University. This partnership is available to undergraduate students and allows registration and enrollment in courses not offered at UNC Charlotte, so that students remain on track to graduation. Students must maintain full-time enrollment status and have no financial holds to enroll. UNC Charlotte students who enroll in a course through the Greater Charlotte Consortium are billed by UNC Charlotte. An application and additional

[information including program eligibility can be found online.](#) Students should consult with their advisor to ensure that the credit earned through the Greater Charlotte Consortium will allow progress toward degree and compliance with all baccalaureate degree requirements.

#### **UNC Online**

The University of North Carolina Online offers comprehensive descriptions of ~~and~~ contact, application, admission, and tuition and fee information for more than 170 online programs in 22 fields of study offered by the 16 constituent universities of one of the world's most prestigious university systems. Students should consult with their advisor to ensure that the credit earned through UNC Online will allow progress toward degree and compliance with all baccalaureate degree requirements. For details, visit [online](#).