



# REGISTRAR UPDATES

FALL 2025

AUGUST 2025 • ISSUE 9 • VOLUME 1

## DROP FOR NON-ATTENDANCE

DEADLINE TO SUBMIT DROP FOR NON-ATTENDANCE VIA TOPNET: TUESDAY, AUGUST 26

Faculty are reminded that students who fail to attend the first two class meetings of a course (meeting multiple times per week), or the first class meeting of a course that meets once per week, may be dropped from the course if no prior arrangements have been made with the instructor or department.

For web-based courses, non-attendance is defined as a failure to engage in academically related activity—such as submitting an assignment, taking an exam, or participating in an academic discussion—within one week of the course start date, and without prior arrangements with the instructor or department.

Instructors are encouraged to drop non-attending students during the drop/add period to help reduce course waitlists and registration bottlenecks.

Please review your course roster(s) to ensure all listed students have attended class. If a student has not attended any class meetings, you may submit a Drop for Non-Attendance via TopNet.

The **Drop for Non-Attendance Worksheet** can be found under: **TopNet > Faculty Services**.

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## ATTENDANCE POLICY

Registration in a course obligates the student to be regular and punctual in class attendance. Students should make certain their names are on the class roll. If an error has been made in registration, it is the student's responsibility to see the error is corrected in the Office of the Registrar.

Faculty may establish attendance guidelines for their individual courses. Instructors must communicate their attendance policy in writing within the first week of the semester, term, or summer session. It is strongly recommended that this policy be clearly outlined in the course syllabus.

For more information on students' responsibilities related to class attendance, please refer to the [Academic Catalog](#).



# FALL 2025 REGALIA VENDOR

## WELCOME HERFF JONES



We have recently switched regalia vendors from Jostens to Herff Jones. All cap and gown orders, as well as other graduation products, will now be fulfilled through Herff Jones.

Fall 2025 graduates will receive an email directing them to a verification site, where they will enter their 800# to confirm eligibility. Eligible students will then be able to order a cap and gown, as well as other graduation items.

Students who are not eligible to attend Grad Fair will receive a message prompting them to contact their academic advisor regarding potential missing requirements.

Students planning to participate in the December ceremony but who are not yet registered for remaining degree requirements (e.g., Winter 2026 coursework) will not be cleared to order until they are officially enrolled in those courses.

To ensure availability for the Fall 2025 ceremony, students selecting Grad Fair pickup are strongly encouraged to place their orders by **September 20**.

Orders placed for Grad Fair pickup after **September 20** are subject to limited availability. After Grad Fair, all remaining orders must be submitted through the Herff Jones website—either for home shipping (available through **November 10**) or for in-store pickup at the bookstore (available through **December 12**).

### Note:

To ensure a uniform appearance among faculty during the college recognition ceremonies, faculty are encouraged to rent or purchase academic regalia through the WKU Store.

## CHANGE OF GRADE

### PROCEDURE OVERVIEW

To change a grade at WKU, an instructor must submit a "Change of Grade Card" to the Office of the Registrar certifying that an error was made. Instructors can update incomplete (X) and in-progress (IP) grades via TopNet and are not required to submit a form.

Students cannot directly submit grade change requests. If a student believes a grade needs to be changed due to non-attendance or withdrawal, the instructor can submit a "Student Schedule Exception Appeal Form" to the Office of the Registrar.



## READING DAY

### COMING TO WKU THIS FALL

Reading Day is a designated day set aside during the academic semester, typically before final exams, to allow students to prepare for their exams or complete assignments without having regular classes or lectures.

It is meant to give students time to review course materials, study, and catch up on work, providing a break from the usual academic schedule.

During these days, there are no classes, instructors cannot assign due dates, and there are no exams. Reading Day is scheduled for **Thursday, December 4, 2025**.

# REPEAT POLICY

## THE MORE YOU KNOW

For various reasons it is occasionally necessary for a student to repeat a course. Read on for more information on the differing repeat policies between UG and GR.

### Undergraduate Students

- *Repeat Limit:* Max 6 courses total; only 2 repeats allowed for courses with a C or better.
- *Per-Course Limit:* Up to 3 attempts per course.
- *Grade Replacement:* Highest grade counts toward GPA; all attempts remain on transcript (non-counted grades marked with "E" denoting exclusion from GPA calculation).

#### Where to Repeat:

- F grades **must** be repeated at WKU (unless prior approval is granted by the instructing department).
- All other grades may be repeated at WKU or elsewhere.
- *Appeals:* Requests to repeat more than six courses must be approved by the Committee on Credits and Graduation.

### Graduate Students

- *Repeat Eligibility:* Only courses with a C or lower may be repeated.
- *Repeat Limit:* Each course may be repeated once (2 attempts max).
- *GPA Calculation:* Only the second grade counts; both appear on transcript.
- No repeats allowed for B or better.
- *Appeals:* Handled through Graduate Studies or program faculty.

#### Key Takeaways for Faculty/Staff

- Be aware of student repeat limits (especially undergrads near their cap).
- Encourage academic support before repeat attempts.
- Know that all grades stay on transcripts—even if excluded from GPA.
- Degree Works audits may temporarily reflect inflated hours when a student is enrolled in a repeat. This is corrected after final grades post at the end of the term.
  - Students with 100+ earned hours who are enrolled in a repeat will receive email communication to review their audit closely to ensure they meet the 120 unique earned hour requirement for graduation.



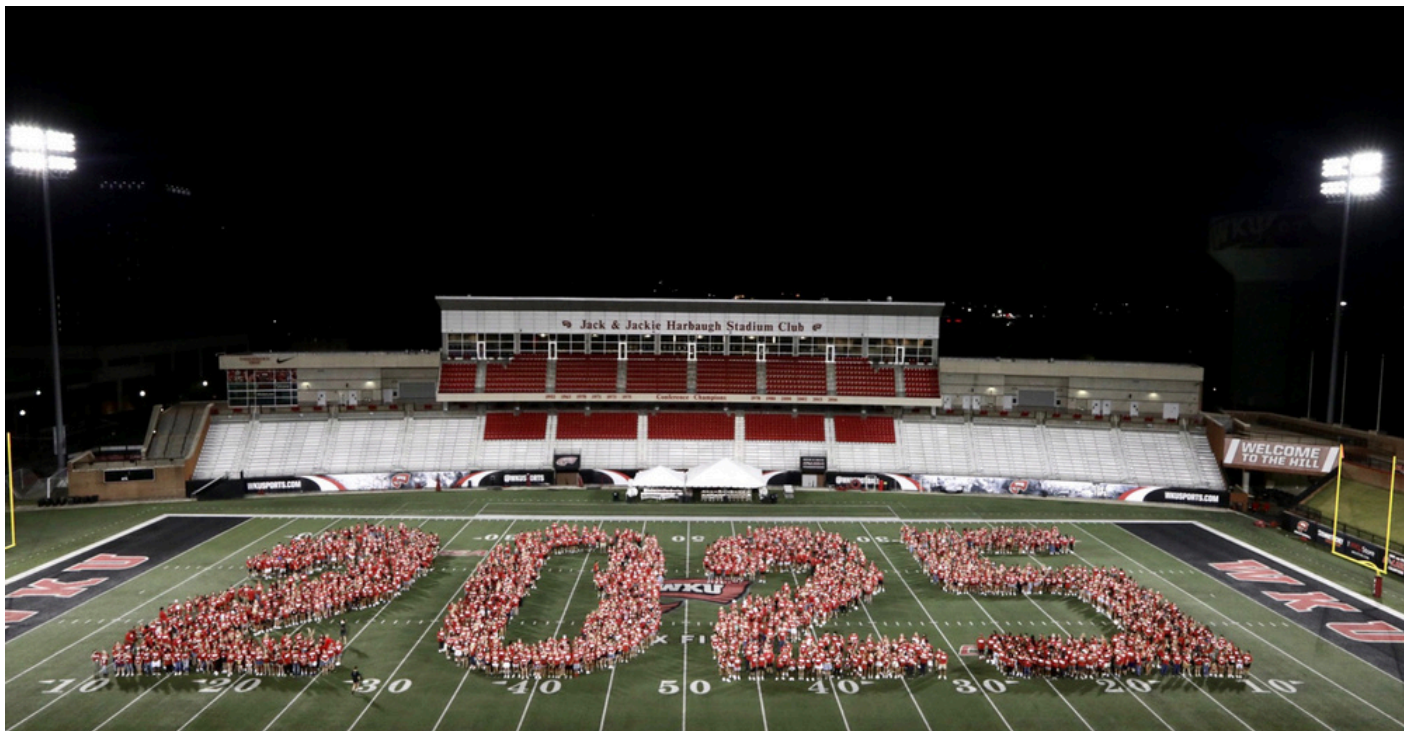
## 2025-2026 ACADEMIC CATALOGS AVAILABLE NOW

2025-2026 Academic Catalogs are now live. Faculty, Staff and Students can access the catalogs here: <https://catalog.wku.edu/>.

The WKU Catalogs, published annually, provide information about the programs of Western Kentucky University to students, prospective students, and faculty and staff of the University. Included is information concerning requirements for admission, services available to students, course offerings, and listings of the administrative offices.







## **FALL 2025 GRAD FAIR**

**WEDNESDAY, OCTOBER 29 AND THURSDAY, OCTOBER 30**

**10:00 AM - 6:00 PM**

**DOWNING STUDENT UNION, ROOM 3023-3025**

Grad Fair is WKU's beginning to the graduation celebration. It is the place to take care of graduation planning and check out graduation-related services. Students can:

- Pick up their cap and gown
- Learn more about their graduation schedule of events
- Take a graduation photo
- Order their personalized graduation announcements, class rings, and other graduation related items from Herff Jones

## **COLLEGE RECOGNITION CEREMONIES**

**FRIDAY, DECEMBER 12**

**E.A. DIDDLE ARENA**

Each of WKU's colleges will host a special recognition ceremony to celebrate their Fall 2025 graduates. The College Recognition Ceremonies will take place in Diddle Arena.

Graduates should plan to arrive 1 hour in advance of their ceremony time and gather in Diddle Arena's Auxiliary Gym to line up for the ceremony.

The College Recognition Ceremony times are forthcoming.





# FALL 2025 IMPORTANT DATES

**Monday, August 18**

First day of classes

**Monday, August 25**

Last day to add/drop a full semester course

**Monday, August 25**

Last day to receive a 100% refund for a full semester course

**Tuesday, August 26**

\$50 Schedule change fee begins for full semester courses

**Friday, August 29**

Last day to opt-out of Big Red Backpack and last day to charge WKU Store purchases to university bill

**Monday, September 1**

Labor Day (University closed)

**Monday, September 1**

Last day to receive a 50% refund for a full semester course

**Monday, September 8**

Last day to receive a 25% refund for a full semester course

**Monday-Tuesday, October 6-7**

Fall Break (University closed)

**Monday, October 13**

Priority Registration for Winter 2026 begins

**Monday, October 20**

Priority Registration for Spring 2026 begins

**Wednesday, October 29**

Last day to withdraw from a full semester course

**Friday, November 7**

Deadline to apply for 2026 August and May graduation

**Wednesday-Friday, November 26-28**

Thanksgiving Break (University closed)

**Thursday, December 4**

Reading Day

**Friday, December 5 and Monday-Thursday, December 8-11**

Finals week

**Tuesday, December 16 at Noon**

Full Semester, 2nd Bi-Term, and Five-Week Session III final grades due



# FALL 2025 FINALS WEEK

Time	Friday, December 5	Monday, December 8	Tuesday, December 9	Wednesday, December 10	Thursday, December 11
Day Classes					
8AM to 10AM	Classes meeting first at 8:00 Monday	Classes meeting first at 9:10 Monday	Reserved for Study	Classes meeting first at 9:35 Tuesday	Classes meeting first at 8:00 Tuesday
10:30AM to 12:30PM	Classes meeting first at 11:30 Monday	Classes meeting first at 10:20 Monday		Classes meeting first at 12:45 Tuesday	Classes meeting first at 11:10 Tuesday
1PM to 3PM	Classes meeting first at 12:40 Monday	Classes meeting first at 1:50 Monday; 1:50 Mon/Wed		Classes meeting first at 3:25 Mon/Wed	Classes meeting first at 2:20 Tuesday
Late Afternoon and Night Classes					
3:45PM to 5:45PM		Classes meeting at 4:00 Monday only; 4:30 Monday only; 4:00 Mon/Wed  Multiple sections of MATH 205, MATH 308, and FIN 330	Classes meeting at 4:00 Tuesday only; 4:30 Tuesday only; 4:00 Tues/Thurs  Multiple sections of MATH 206	Classes meeting at 4:00 Wednesday only; 4:30 Wednesday only; 4:30 Mon/Wed	Classes meeting at 4:00 Thursday only; 4:30 Thursday only; 4:30 Tues/Thurs
6PM to 8PM		Classes meeting at 5:00 Monday only; 5:30 Monday only; 6:00 Monday only; 6:30 Monday only; 7:00 Monday only; 5:00 Mon/Wed; 6:00 Mon/Wed; 7:00 Mon/Wed	Classes meeting at 5:00 Tuesday only; 5:30 Tuesday only; 6:00 Tuesday only; 6:30 Tuesday only; 7:00 Tuesday only; 5:00 Tue/Thur; 6:00 Tue/Thur; 7:00 Tue/Thur	Classes meeting at 5:00 Wednesday only; 5:30 Wednesday only; 6:00 Wednesday only; 6:30 Wednesday only; 7:00 Wednesday only; 5:30 Mon/Wed; 6:30 Mon/Wed	Classes meeting at 5:00 Thur only; 5:30 Thur only; 6:00 Thur only; 6:30 Thur only; 7:00 Thur only; 5:30 Tue/Thur; 6:30 Tue/Thur
<ul style="list-style-type: none"><li>• All final examinations for Main Campus courses must be administered according to this schedule.</li><li>• Final examinations for regional campus courses are administered at the regular class meeting time during finals week.</li><li>• Class times not included in the above schedule will have a final examination time selected by the instructor and approved by the department chair.</li><li>• Final grades are due by noon on Tuesday, December 10.</li></ul>					



# MEET OUR Team

## Front Desk

5-3351

Our front desk staff is expertly trained on how to handle your questions.

Name Changes  
Preferred name

Diplomas – duplicates and/or damaged

## Jennifer Hammonds

University Registrar

5-5030

Student Schedule Exception Fee Appeals  
CourseLeaf Questions  
FERPA Questions

## Adam Ashby

Coordinator, Student Records and  
Registration

5-2722

Change of Grade Cards  
Academic Renewal  
Course Overload forms  
Repeat questions  
Retroactive Withdrawals  
Social Security Number changes  
Pre-90 Banner work

## Jessica Dorris

Assistant Registrar

5-5432

Course and Program Inventory  
Registration Guide  
Graduate Catalog  
Colonnade Course Inventory  
Registrar Websites  
Grad Fair  
Commencement/College Recognition  
Ceremonies

## Dana Jones

Degree Certification Officer (A-K)

5-5447

Awarding UG degrees and certificates  
Graduation date change  
Degree audit questions and forms  
Change of major/minor after student has  
applied to graduate  
Catalog term questions  
Dual Degree applications  
Changes to UG graduation date

## John Paul Lack

Coordinator, Student Records and  
Registration

5-2675

Degree/Enrollment Verification  
Good Student Discount (insurance)  
Clearinghouse discrepancies  
Departmental exams  
Student Schedule Exception Appeal  
forms  
Residency

## Marleen Murphy

Scheduling Coordinator

5-5401

Scheduling questions  
Crosslisting questions  
Attributes for course sections

## Jordan Ray

Associate Registrar

5-6451

Committee on Credits and Graduation  
Residency Determinations  
Medical and Military Withdrawals  
Scholar of the College  
Ogden Foundation Scholar Award  
Misc. Registration Issues  
NSC Enrollment Reporting  
Merging Blackboard Courses

## Leslie Vanderpool

Coordinator, NCAA Compliance

5-5411

Application for Graduation  
NCAA eligibility  
Confidential flag  
Complex transcript issues

## Marsha Wagoner

Degree Certification Officer (L-Z)

5-2406

Awarding UG degrees and certificates  
Graduation date change  
Degree audit questions and forms  
Change of major/minor after student has  
applied to graduate  
Catalog term questions  
Dual Degree applications  
Changes to UG graduation date

## Ryan Wilson

Curriculum Coordinator

5-6967

Degree Works Programming  
Undergraduate Catalog  
Registrar and Commencement Budget