



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.3150

DIVISION: Academic Affairs

TITLE: Undergraduate Registration Holds

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### **I. Purpose and Scope**

The opportunity to register for courses on schedule supports students' ability to persist and complete their degree(s) in a timely manner; in addition, it allows the university to be more proactive in addressing student demand and allocating physical and fiscal resources accordingly. At the same time, the university recognizes there exist certain circumstances under which placing a hold on course registration by students is appropriate. The university also recognizes the need for other types of holds intended to ensure that students fulfill their financial or other obligations to the university. This policy articulates the types of situations for which a registration hold is appropriate, and establishes a procedure for determining whether a hold should be extended to the registration process. This policy applies only to undergraduate students.

### **II. Policy**

The following types of situations warrant placement of a registration hold upon undergraduate students:

1. Students who have not yet met with their academic advisor prior to registration for each fall and spring semester, as called for under WKU Policy 1.313v.
2. Students with significant outstanding tuition and fee balances to the university, with the specific dollar amount threshold to be determined by Finance and Administration in consultation with the Division of Enrollment and Student Experience, through evidence-based analysis of the relationship between fee balance and retention probability.
3. Students with issues before the Office of Student Conduct that may constitute a threat to themselves or others and/or to academic integrity. The nature and circumstances that warrant placement of such a registration hold is to be determined by the Office of Student Conduct.

4. Holds that are required to ensure the university's compliance with federal and/or state law and reporting requirements.
5. Other (limited) types of holds that are deemed of sufficient importance and/or required by university policy so as to justify curtailing students' ability to register for upcoming semesters. Such holds are considered on a case-by-case basis.

The remaining types of holds, while appropriate for ensuring that students ultimately fulfill their obligations to the university, should not be used to deny a student the opportunity to register for courses.

### **III. Procedure**

The following procedures apply to requests for inclusion of an existing or proposed hold under II.4. above.

1. A request for inclusion of an existing or proposed hold under II.4. above should be submitted to the Council of Academic Deans (CAD) for consideration.
2. Proponents should provide a rationale for inclusion of the hold under II.4, as well as an estimated number of students impacted per semester. Proponents should also indicate why they believe their objective(s) in placing the hold cannot be met without curtailing students' ability to register for upcoming semesters, e.g., why a hold on degree certification, release of a final transcript, etc. would not suffice.
3. The CAD will review the request and may approve the request with or without conditions/modifications, or may elect to not approve the request. This decision is final.
4. As circumstances may arise in future, the CAD reserves the right to review the list of holds approved under II.4. above and make modifications as necessary.

### **IV. Related Policies**

1.313v Advising Relative to Declaration and Change of Program of Study

### **V. Reason for Revision**