

Reinstatement Into A Course

Justification:

The College is experiencing an increasing number of reinstatement requests which are creating large amounts of work for CSN staff, and creating multiple financial aid, grading, and instructor-student relationship problems.

Policy:

Students may only be reinstated into a course from which they have been dis-enrolled, purposefully or accidentally, by the end of the late registration period for that semester.

Reinstatement into a class may only occur during the Late Registration period of any semester:

<u>Class Length</u>	<u>Late Registration Period</u>
16 week semester:	First three weeks of Class
≥ 10 weeks <16 weeks	First Two weeks of Class
≥ 4 weeks <10 weeks	First week of Class

It is each student's responsibility to ensure they are enrolled in each of their courses, and on the respective class rosters before the end of the late registration period. Attending a class in which a student is not officially enrolled is not a valid justification for the issuance of or a change of grade, reinstatement, or a course refund.