

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Early Registration Priority

Policy Number: 4.3

Is this policy new, being reviewed/revised, or deleted? New

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Academic Affairs

Purpose of Policy (what does it do): This policy describes the procedure that has been used at the university with regards to priority registration. It provides the purpose, general criteria, and procedure for priority registration.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain: This new policy grew out of a perceived need that came forward at the Dean's Council November 2016 meeting.

Please complete the appropriate section:

Specific rationale for new policy: The deans and provost deemed the creation of such a policy warranted.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Lynda Langham, Registrar
Monique Cossich, Director of Enrollment Management
Academic Affairs Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Early Registration Priority

Original Implementation: July 25, 2017

Last Revision: None

The primary purpose of priority registration at Stephen F. Austin State University is to ensure that students with special scheduling circumstances have an opportunity to make adequate progress through their curricula toward graduation.

Generally, the criteria for approval to register early may include scheduling constraints related to academic programs or university related activities that cause students to travel away from campus.

Written requests for priority registration may be submitted by appropriate faculty or staff affiliated with student groups. A one-page rationale requesting special status should be sent to the office of the provost and vice president for academic affairs. Requests will be considered on a case by case basis by the Deans' Council.

The registrar will maintain a current list of those groups of students who have priority registration.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs