

# REGISTRATION

## Registration Deadlines

**Full-time students:** students in this category are enrolled in more than 12 credits per term; they study on-campus or in a blended delivery program.

Returning: June 1 for fall semester/terms or full-year programs

November 1 for programs that have classes in spring semester/terms

April 1 for programs that have classes in summer semester/terms

New: First day of the term/semester

**Part-time students:** students in this category are enrolled in 11 or fewer credits per term; they study online or virtually.

Returning: First day of the term/semester

New: First day of the term/semester

## Initial Courses

The student should contact his or her program director or advisor, who will recommend the courses in which the student should enroll. Ordinarily, the director or advisor will discuss a long-range program with the student at this time.

## Classification of Students

Class	Credits
Graduate Full-time	6+ Credits
Graduate Half-time	3-5 Credits
Graduate Less than Half-time	0-2 Credits
Degree	Seeking a Doctor of Education, Doctor of Nursing Practice, Doctor of Occupational Therapy, Doctor of Pharmacy, Doctor of Physical Therapy, Masters Degree, Master of Arts, Master of Science, Master of Business Administration, Master of Church Music, Master of Occupational Therapy, Master of Physical Therapy, Master of Science Athletic Training, Master of Science in Occupational Therapy, Master of Science in Physical Therapy, Master of Science in Rehabilitation Science, Master of Science Physician Assistant Studies, Master of Science in Nursing, Master Social Work
Non-Degree	Not seeking a degree
Church Vocation Students	Full-time students who are preparing themselves for one of the church vocations within The Lutheran Church-Missouri Synod and have maintained a grade point average of at least 2.00

Students must be full-time or if not full-time, in their last semester prior to graduation, to participate in intercollegiate competition or to hold any campus office.

A student enrolled in a degree program must matriculate through admissions. Upon his/her acceptance, the University is committed to do all it can to help the student successfully complete his/her chosen program.

During the summer term a full-time load is determined by the number of credits the program offers. Half-time load is three semester credits. The maximum load for a summer session is nine semester hours.

## Conditional Student Credit Load

A student who has been accepted as a conditional student may take 9 credits before being unconditionally admitted (or denied admission) to Graduate Studies. Students may receive no grade lower than a B (3.0) on any of these courses. Other conditions may apply to specific individuals. Failure to meet the conditions stated as conditions for admission will result in the student's immediate dismissal.

## Expiration of Courses

Students are expected to make steady progress toward their degree. Unless stated otherwise in the department's policies, courses expire after seven years and need to be retaken if they are to count toward the degree.

## Repetition of Courses

Students may repeat a course in which they receive a grade of C (2.0) or lower. The student must request permission to retake the class prior to the beginning of the class, and this permission is placed on file in the Registrar's Office. At the end of the course, the grade the student received in the repetition of the course is recorded on the transcript; this grade is used to recalculate the grade-point average. The original grade is no longer computed in the grade-point average but does remain on the official transcript. The students will be assessed tuition for the retaken course.

## Individual Instruction/Independent Study

Students may be given the option of taking a course as Individual Instruction or Independent Study. Individual Instruction refers to a student taking a course that is regularly offered by the university and listed in the course catalog; however, the student has a valid reason to take the course individually. In an Independent Study, a student who wishes to study a topic not addressed in an existing university course may collaborate with an instructor to design a unique course of study. Further information and required forms are available on the CU Portal.

## Audit Policy

An audited class will appear on the transcript as a zero-grade point class with a grade of AU, and no credits earned. Students may sign up to audit a traditional class before the semester starts as long as there is room in the class. After the semester starts, students may change their registration status from *enrolled for credit* to *audit* up until the withdraw deadline. Students taking accelerated classes must register as an audit before the class starts. The university offers audits on a space-available basis, and programs/majors/instructors have the ability to disallow audits: such policies need to be stated in writing in program handbooks or on individual syllabi. Self-paced online classes cannot be audited.

A student who audits a course has access to the in-class (and/or online) didactic portions of the course. The student is expected to attend class,

but the student is not required to participate in any of the course's assessment activities, and the instructor is not required to assess the student's progress in the course (that includes the formulation of a comprehensive assessment such as a course grade). The university does not require, expect, or allow the auditing student with a documented disability – other than a physical disability – to participate in its disability services process, as the students will not take part in the university's course assessment. Skills courses, such as foreign language, applied music, and some art courses are not available for audit. Students who audit a course will be charged a \$140 per credit fee.

## Waitlist Policy

Waitlisting is on a first-come, first-served basis. Students may add themselves to a waitlist for a course section that is full. If a seat becomes available, the first student on the waitlist has 72 hours to resolve any conflicts or holds and register themselves for the course. If registration does not take place within the 72-hour window, the student is removed from the waitlist and the open seat is offered to the next student in the queue. One week before courses start, waitlist processing ends and students are removed from the waitlists.

## Prerequisite Requirement

A prerequisite is a requirement a student must successfully fulfill prior to being allowed to attend a subsequent higher-level course. Many courses have prerequisites which students are expected to satisfy prior to attending the higher-level course. Typical examples include a specific courses (e.g., "BUS 5555"), a particular placement test score, admission to a particular major, or consent of the instructor.

It is the student's responsibility to be aware of and meet prerequisite(s) prior to registration. Therefore, students will be permitted to register for all courses on an annual basis and will do so based on prerequisites and order of curriculum. However, students who register for future semester coursework will be dropped from a class should any prerequisites not be completed successfully. Faculty and advisors have the right to enforce prerequisite requirements and may deny enrollment to students who do not meet them. Instructors may also permit exceptions. If a student does not meet the prerequisites specified for a particular course but believes they have equivalent preparation, they can contact the instructor (or department) for more information.

## Withdrawing from a Course

A student may request to withdraw up to the withdraw deadline for the term. The student's transcript will reflect a withdraw ('W') for the course. The 'W' is not a grade and will not affect the student's overall GPA. A student participating in a course past the withdrawal deadline is not eligible for a withdrawal and will be assessed a final grade. Students should not assume the university will withdraw them for non-payment of fees or for non-attendance.

Students administratively withdrawn from a course for excessive absence may not re-enroll in the same course section during the same term or semester.

The timing of when a student withdraws has both academic and financial implications. Students must meet with their academic advisor and financial aid counselor prior to making changes as withdrawing from a course may have ramifications for student status, financial aid eligibility, athletic eligibility, immigration status or program progression. Please see the *Refund Policies* for details regarding the potential academic and financial implications of withdrawing from a course.

## Very Low Enrollment Policy

Course sections with seven or fewer students are normally cancelled three weeks before classes begin. Exceptions include but are not limited to: practicums, internships, student teaching, co-op, student research, music lessons and individual instruction (II).

## Course Cancellation Policy

Course sections pending cancellation are no longer eligible for registration. Courses with very low enrollment are normally cancelled three weeks before the start of a semester or session to allow students to find alternative courses. When a course section is cancelled, students are notified via official university communication from the registrar's office. Impacted students must meet with their advisor to adjust their schedule for the upcoming semester or session. If a student in a cancelled course must have that course in that term in order to graduate at the end of that term, the student will be enrolled in an Individual Instruction (II), and the fee will be waived.

## Change of Enrollment

### Adding a Course

#### Courses Greater than 8 Weeks in Length

For courses that are greater than eight (8) weeks in length, students may add a course up to the end of the first week at 8AM CST; however, instructor approval must be provided to the Registrar's office or the student's Academic Advisor if a student wants to add a class in the first week.

#### Courses 6-8 Weeks in Length

For classes that are between six (6) and eight (8) weeks in length, students may add a course up to the end of the first week at 8AM CST. Instructor approval is required.

#### Courses Less than 6 Weeks in Length

For classes that are less than six (6) weeks in length, students must be registered prior to the class start date. Once the course begins, enrollment is no longer available.

### Withdrawing from a Course

After starting to participate in a class, a student may request to withdraw up to the withdraw deadline for the term. The student's transcript will reflect a withdraw ('W') for the course. The 'W' is not a grade and will not affect the student's overall GPA. A student participating in a course past the withdrawal deadline is not eligible for a withdrawal and will be assessed a final grade. Students should not assume the university will withdraw them from non-payment of fees or for non-attendance. A student participating in a course past the withdrawal deadline is not eligible for a withdrawal and will be assessed a final grade.

Students administratively withdrawn from a course for excessive absence may not re-enroll in the same course section during the same term or semester.

The timing of when a student withdraws has both academic and financial implications. Students must meet with their academic advisor and financial aid counselor prior to making changes as withdrawing from a course may have ramifications for student status, financial aid eligibility, athletic eligibility, immigration status or program progression. Please see the *Refund Policies* for details regarding the potential academic and financial implications of withdrawing from a course.

## Administrative Withdraw from a Course

The University reserves the right to administratively withdraw a student from a course. An administrative withdraw may occur for one of the following:

- Failure to comply with attendance policies;
- Disciplinary reasons (i.e. academic dishonesty).

If withdrawn, the student is responsible for any academic, financial, or athletic consequences that may result. Please see the *Refund Policies* for details regarding the potential academic and financial implications of being administratively withdrawn from a course.

## Continuous Enrollment

Students are expected to maintain continuous enrollment (defined as enrollment in sequential fall and spring semesters or subsequent 8-week terms depending on program structure; summer is optional). Students who are unable to maintain continuous enrollment may be granted a leave of absence under the conditions specified below.

## Leave of Absence

Students enrolled at Concordia University are anticipated and encouraged to maintain continuous enrollment every term from the time they matriculate until they graduate. However, it is sometimes necessary or desirable for a student to take a leave from enrollment for a period of time. Students who do not maintain continuous registration for any reason should consult with a representative from the financial aid office, an academic advisor, and program director, when applicable, about whether to request a leave of absence.

### Definition

A leave of absence ("leave") is defined as a period of time when a student is not enrolled in classes but intends to re-enroll. During a leave, the student is not enrolled in any classes (at any point during the semester(s) in question) and may return in subsequent semester(s) without reapplying.

A leave may be utilized for national service, serious illness, mental health concerns, academic reasons, career opportunities, or for personal or financial reasons. Since certain academic programs, departments, or schools may have additional specific criteria for leave, a student considering a leave should consult his or her academic program, department, or school in addition to consulting this policy.

A leave should be sought prior to the semester in which the leave is taken, if possible; however, the student may request a leave of absence at any point during active course enrollment. A leave of absence granted within the withdrawal period will result in the student being withdrawn from all active coursework and W's assigned for all enrolled coursework, resulting in no change to cumulative GPA. A leave of absence granted after the withdrawal period will result in grades earned in all enrolled coursework, affecting a student's cumulative GPA; any incomplete coursework will receive no credit. A leave of absence is not retroactive and cannot be sought for a previous semester.

This policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices.

### Duration of Leave

The duration of the leave generally will be a minimum of one academic semester to a maximum of 12 months. Students who do not return to the University within 12 months will be withdrawn and must reapply to the University. Students required to reapply to the University may be subject

to the program requirements and policies under the current academic catalog.

## Implications of a Leave of Absence

This policy does not have any effect on the exemption of students from student loan repayments. Before taking a leave of absence, a student should contact his or her lender regarding repayment obligations that may arise as a result of their leave. A student should also consult the University's Financial Aid Office to discuss any impact the leave may have on financial aid.

Students on a leave of absence are ineligible for any co-curricular activity, athletic participation, campus housing, and student employment. International students must contact the International Center to determine if a leave has an impact on their visa status.

If active in coursework at the time of the leave, the student will be financially responsible for expenses as described in the Refund Policy.

## Procedure

### Planning for a Leave of Absence

When planning a leave of absence, a student must take the necessary steps to initiate the leave of absence:

- The student should discuss a leave of absence with his/her programs, departments, or schools,
- The student should discuss a leave of absence with his/her academic advisor,
- The student should discuss a leave of absence with his/her financial aid counselor,
- The student should arrange payment for any outstanding balance,
- If the student is residential, the student should discuss a leave of absence with his/her resident director,
- The student must complete the Change of Enrollment Survey to notify university personnel of their intent to take a leave of absence, as well as an anticipated return date.

The student will not be allowed to register for future courses until their balance has been paid in full.

### Returning from a Leave of Absence

When the student is ready to return from a leave of absence, they must take the necessary steps to initiate the re-enrollment process:

- The student should discuss his/her intent to reenroll with his/her programs, departments, or schools,
- The student should contact his/her advisor to indicate the intent to reenroll,
- The student should contact his/her financial aid counselor to indicate the intent to reenroll,
- If the student intends to live on campus, the student must contact the Residence Life Office,
- The student must meet with his/her advisor to enroll in courses for the intended return term.

## Withdrawal from the University

Students who wish to cease coursework and withdraw completely from the University must notify their academic advisor and financial aid counselor prior to making changes as withdrawing will have implications on student status, financial aid, future athletic eligibility, and program progression. Students must withdraw from the University during the

withdrawal period or at the end of a term. Withdrawals outside of the withdrawal period result in the grade based on what is earned through the student's time in the course; any incomplete coursework will receive no credit.

### Implications of a Withdrawal

If active in coursework at the time of the withdrawal, the student will be removed from all coursework and the last date of attendance will be used to determine course grades and financial responsibility following the Refund Policy. Prior to a withdrawal being fully processed, any outstanding balance must be paid in full. Should a student wish to return to his/her program at a later time, they must reapply for University admission.

Students who are inactive from coursework for 12 months, and who have not notified the University of their intention to take a leave of absence, will be withdrawn from the University for inactivity. Students will be required to reapply to the University if they wish to resume coursework.

### Procedure

When withdrawing from the University, a student must take the necessary steps to initiate the withdrawal:

- The student should discuss a withdrawal with his or her academic advisor,
- The student should discuss a withdrawal with his/her financial aid counselor,
- The student must arrange payment for any outstanding balance,
- The student must complete the Change of Enrollment Survey to indicate his/her intention to withdraw from the University.

Students will not be allowed to register for future courses until their balance has been paid in full.

### Medical Leave of Absence

The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should seek to determine whether their medical condition can be accommodated by the University. It may be possible for accommodations to be designed to enable the student to remain in school and meet academic standards. All accommodation needs are assessed on an individual basis by the Academic Resource Center (ARC). Students must disclose to the ARC that they have a disability and/or medical condition.

This policy has been designed to ensure that students are given the individualized attention, consideration, and support needed to address medical issues that arise or escalate during their time at the University. This policy outlines an individualized process that students must follow to request a medical leave of absence to address their medical difficulties so that they can successfully return to the University.

### Definition

In some cases, despite accommodations, the student may wish to take a medical leave of absence. A medical leave of absence is defined as a break from University enrollment so that the student may receive medical treatment and later return to the University with an opportunity to achieve their academic and co-curricular goals. During a medical leave, the student is not enrolled in classes (at any point during the term(s) in question), but a degree-seeking student maintains matriculated status.

A medical leave may be utilized when academic progress and performance, or ability to otherwise function, has been seriously

compromised by a medical condition (including mental health conditions). Since certain academic programs, departments, or schools may have additional specific criteria for a medical leave of absence, a student considering a medical leave should also consult their academic program, department, or school in addition to consulting this policy. A medical leave should be sought prior to the semester in which the leave is taken, if possible; however, the student may request a medical leave of absence at any point during active course enrollment. A medical leave of absence is not retroactive and cannot be sought for a previous term.

This policy may not be used in lieu of disciplinary action to address any violations of University rules, regulations, policies, or practices.

### Duration of Medical Leave

The duration of a medical leave will generally be a minimum of one academic semester. A medical leave may be as long as 12 months. The goal of taking a medical leave is to ensure that students return to the University with an increased opportunity for academic success.

### Implications of a Medical Leave

This policy does not have any effect on the exemption of students from student loan repayments. Before taking a medical leave of absence, a student should contact their lender regarding repayment obligations that may arise as a result of their leave. The student should also consult the University's Financial Aid Office to discuss any impact the leave may have on financial aid.

Students on a medical leave of absence are ineligible for any co-curricular activity, athletic participation, campus housing, and student employment. International students must contact the International Center to determine if a medical leave has an impact on their visa status.

If active in coursework at the time of the leave, the student will be removed from all coursework and the last date of attendance will be used to determine financial responsibility following the Refund Policy. The student will receive a "W" in all active courses.

### Procedure

#### Planning for a Medical Leave of Absence

The exit process proceeds as quickly as possible to allow a student experiencing difficulties due to a medical condition to immediately step away from University life and receive the support they need:

- The student should discuss a leave of absence with his or her academic advisor to discuss program progression.
- The student should arrange a payment plan for any outstanding balance.
- The student's medical provider must submit the Medical Leave of Absence form directly to the Health & Wellness Committee that indicates the student's inability to continue enrollment as well as the expected duration for treatment. The Health & Wellness Committee is a three-person committee including the Vice President for Student Success, the Director of Financial Aid or Business Operations Manager, and the student's program director.
- Once the review is completed, the Health & Wellness Committee will then notify the student of the decision to grant or deny a Medical Leave of Absence.
- If the medical leave is granted, the student status will be coded within the University system to reflect the medical leave standing. If the medical is denied, the student is welcome to continue enrollment or pursue a non-medical Leave of Absence.

Students will not be allowed to register for future courses until their balance has been paid in full.

### Returning from a Medical Leave of Absence

During the medical leave, the student will be expected to obtain treatment for the condition that warranted the medical leave. When the student is ready to return from a medical leave of absence, they must take the necessary steps to initiate the re-enrollment process:

- The student will contact the Health & Wellness Committee, in writing, of his/her intent to return at least 45 calendar days prior to the beginning of the term in which the student wishes to begin classes, unless otherwise arranged. This allows the University sufficient time to review the appropriate materials as described below and re-enroll the student.
- If treatment was recommended at the time of the medical leave, the treating provider should complete a form certifying that the student is ready to resume academic and residential (if relevant) responsibilities, with specifications regarding any support or requested accommodations needed to ensure a successful return.
- The student must provide a brief statement when ready to return describing (1) the student's experience away from the University, including the activities undertaken while away, (2) the student's current understanding of the factors that led to the need for the leave, and the insights the student has gained from treatment and time away, and (3) and, how the student plans to ensure a successful return. The student is invited to be open and honest in this statement; however, the student is not required to provide private health information.
- Once a student has sent in all the required documentation, the Health & Wellness Committee will review the materials and schedule a Health and Wellness meeting with the student. The Health & Wellness Meeting may include additional participants at the discretion of the Committee. The student will be informed of additional participants prior to the scheduled meeting. During the Health & Wellness Meeting, the faculty, staff, and student will work together to determine any resources and supports that may aid the student in a successful return to the University.
- Following the Health & Wellness Meeting, the student will contact his/her advisor to re-enroll.

While the return process is time-intensive for the University as well as for students, it is designed to ensure that a student will be in the best possible position to thrive when he or she returns to school.

### Medical Leave of Absence Beyond 12 Months

Specific approval by the Health & Wellness Committee is required a medical leave in excess of 12 months. Students who do not return to the University within 12 months will be withdrawn and must reapply to the University. Students required to reapply to the University may be subject to the program requirements and policies under the current academic catalog.

Students seeking accommodations or leave due to pregnancy and/or parenting should first reference the Pregnant & Parenting section of the Title IX Policy. (<https://www.cuw.edu/about/offices/title-ix/pregnant-parenting.html>)

## Involuntary Leave of Absence

### Purpose

Concordia University Wisconsin & Ann Arbor (CUWAA) is committed to maintaining a learning environment where all persons can carry out Concordia University's mission and goals. We value the health and welfare of everyone in our community. Our goal is to enable all students to participate fully as members of CUWAA's academic community.

In rare circumstances, students may experience situations that significantly inhibit their ability to function successfully and safely in their role as students. When such circumstances arise, the University encourages students to voluntarily seek a Leave of Absence for a period of time so that they may address their needs. Students may request a Leave of Absence in accordance with CUWAA policies. Students may also voluntarily withdraw from CUWAA at any time during matriculation.

When a student does not take a voluntary leave of absence and the best available objective evidence indicates that they pose a serious risk to the health and safety of themselves or to the University community, or where the student's behavior significantly disrupts the University environment or its customary functions, the University has the discretion to place a student on Involuntary Leave of Absence (ILOA).

Prior to placing a student on an ILOA, the University will conduct an individualized assessment, including consulting with the Accessibility Services Office, to determine if there are reasonable accommodations that would permit the student to continue to safely participate in the University environment without taking an ILOA.

This policy will not be used in lieu of disciplinary actions to address violations of University rules, regulations, or policies. Unless sanctioned separately through the disciplinary process, students on an ILOA will not be considered as having a student conduct record nor will they be in violation of CUWAA policy for the circumstances or behaviors which led to the ILOA. Student conduct, academic or other proceedings, may continue even when a student is subject to an ILOA pursuant to this policy.

### Involuntary Leave of Absence Process

When the Dean of Students or designee (Dean of Students), receives credible information that a student may be a serious risk to the health or safety to themselves or others, or where the student's behavior significantly disrupts the University environment or its customary functions, the Dean of Students will, in consultation with the Good Samaritan Team and other appropriate offices and University officials, determine if an individualized assessment should be conducted.

If an individualized assessment is to be conducted, the Dean of Students, in consultation with the Good Samaritan Team, will determine what information is necessary to complete the individualized assessment.

- In an effort to gather the most current information about the student, the University may require the student to provide documentation or require an evaluation as part of the individualized assessment. Any required evaluation will be at the expense of the University. In addition, the student may be asked to sign a release to enable the Dean of Students to discuss the student's condition with his/her treating health professional. If a student declines to release relevant medical information to the University, the Dean may be unable to assess the student's satisfaction of conditions to permit the student to return to the University.

At this point in the process, the student will be:

- Notified of the individualized assessment, including the reasons why an individualized assessment is being conducted;
- Notified of any required documents or evaluations;
- Provided information on the process of the individualized assessment and potential outcomes, including information on appeals; and
- Given the opportunity to provide any information they believe should be considered in this process.

Once the individualized assessment is completed, the Dean of Students will determine whether an ILOA should be imposed. The Dean of Students will confer with other appropriate campus professionals, including the Accessibility Services Office, to assess the level of risk or disruption posed by the student and whether there are any reasonable accommodations or mitigating measures which will allow the student to safely remain in some or all activities or programs of the University.

If it is determined that the student can safely and effectively maintain enrollment, the student will be notified regarding any additional accommodations or mitigating measures, and informed of any conditions required by the University to maintain enrollment (Lesser Interventions). Lesser Interventions may include adhering to individualized behavioral contracts and/or restrictions on access to the campus, or compliance with a medically prescribed treatment plan. The student's failure to comply with the Lesser Interventions may, after appropriate consideration, result in the imposition of an ILOA. The student will also be told how and to whom to appeal any Lesser Interventions.

Before placing any student on an ILOA, the University, whenever practicable, will encourage the student to take a voluntary leave of absence. If the student does not take a voluntary leave of absence, and it is determined that an ILOA is necessary, the student will be notified of:

- The rationale for the decision in writing and of any limitations placed on the student's access to University property, services, activities or academic programs;
- The conditions necessary for the student to return to the University; and
- Information on how and to whom to appeal this outcome will be provided to the student.

### Interim Involuntary Withdrawal

If a threat to health or safety presents an immediate risk of harm or a genuine emergency, the Dean of Students may implement an interim involuntary withdrawal to temporarily remove the student from the University and/or restrict the student's access to the University's campus, services, or activities. Before imposing an interim involuntary withdrawal, the Dean of Students will first seek the voluntary cooperation of the student. The interim involuntary withdrawal may continue until the individualized assessment is complete, and an ILOA outcome is determined.

A student subject to an interim involuntary withdrawal shall be given an opportunity to personally appear before the Dean of Students within two (2) business days from the effective date of the interim involuntary withdrawal to discuss the reliability of the information concerning the student's behavior. Following this meeting, the Dean of Students may either continue or cancel the interim involuntary withdrawal. If the interim involuntary withdrawal is cancelled, the procedures described in this policy regarding ILOA may still proceed.

Where an interim involuntary withdrawal has been implemented, the Dean of Students must reassess the necessity of the interim involuntary withdrawal in light of any new information that comes to their attention.

### Implications of an Involuntary Leave of Absence

Students on an ILOA are ineligible for any co-curricular activity, athletic participation, campus housing, or student employment.

Students on an ILOA will not be enrolled in classes at any point during the term(s) in question and is not able to return to the University in the same semester the ILOA is issued. If active in coursework at the time of the leave, the student will be removed from all future coursework and the last date of attendance for active coursework will be used to determine financial responsibility following the Refund Policy. The student will receive a "W" in all active courses.

Students on an ILOA should consult the University's Financial Aid Office to discuss any impact the leave may have on financial aid. International students must contact the International Center to determine if an ILOA has an impact on their visa status.

### Re-Enrollment Process

During an ILOA, a student will be expected to satisfy any requirements or specific conditions imposed by the University. When the conditions have been completed, the student may initiate the re-enrollment process.

To initiate the re-enrollment process, the student must contact the Dean of Students in writing at least 45 calendar days prior to the beginning of the term in which the student wishes to return, unless otherwise arranged. The student should provide the following documentation to the Dean of Students at the time of request to re-enroll:

- Documentation outlined by the University as required as a condition for return;
- If treatment was recommended at the time of the ILOA, the treating provider must complete a form certifying that the student is ready to resume academic and residential (if relevant) responsibilities, with specifications regarding any support or requested accommodations needed to ensure a successful return. A copy of this form can be found here; (<https://falcon.cuw.edu/formrepo/UploadedForms/HealthRecommendationReturnMedicalLeave.docx>)
  - The student may be asked to sign a release to enable the Dean of Students to discuss the student's condition with their treating health professional. If a student declines to release relevant medical information to the University, the Dean may be unable to assess the student's satisfaction of conditions to permit the student to return to the University.
- Additional information which the student believes supports their request.

The Dean of Students will investigate if the student has met the conditions of return, consult with appropriate members of the Good Samaritan Team or offices/individuals included in previous safety assessments involving the student, and carefully consider the recommendations of the student's licensed healthcare provider.

The Dean of Students will notify the student, in writing, if additional information is necessary to determine eligibility for return within ten (10) business days of when the student initiated the re-enrollment process.

The Dean of Students may decide to either: (a) continue the leave; (b) authorize the student to return; or (c) authorize the student to return, subject to specified conditions. The student will be provided this decision

in writing, along with information on how and to whom to appeal this decision.

- Should the Dean of Student authorize the student to return subject to specified conditions, the student must abide those conditions to maintain enrollment. The conditions will be provided to the student in writing may include, but are not limited to, adherence to individually tailored behavioral contracts. The University reserves the right to modify these conditions at any time.

Once a student has been approved to return by the Dean of Students, the Health & Wellness Committee will schedule a Health and Wellness meeting with the student. The Health & Wellness Meeting may include additional participants at the discretion of the Committee. The student will be informed of any additional participants prior to the scheduled meeting. During the Health & Wellness Meeting, the faculty, staff, and student will work together to determine any resources and supports that may aid the student in a successful return to the University. Following the Health & Wellness Meeting, the student will contact his/her advisor to re-enroll.

### Appeals

While an ILOA will take effect immediately, a student may appeal the decision to institute (or continue) an ILOA or the stated conditions necessary to return to the University to the Vice President for Student Success. Appeals must be in writing, made within five (5) business days from the date of the decision by the University, and include:

- A statement identifying which portion of the decision they wish to appeal; and
- The reasons why an appeal should be granted.

The Vice President for Student Success will review the written appeal and issue a determination on the appeal in a timely fashion. The Vice President for Student Success' decision is final.

### Change of Name or Address

Students are to promptly notify the Registrar's Office in writing of any change in name or address. It is critical that current contact information is on file for each student as important documents may be mailed to the student's name and address on file.

Student official academic records are maintained by the Registrar's Office. Concordia University maintains the standards of the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232 et seq. (1975) which guarantees the confidentiality of all student records, while allowing the student the right to examine their official records.

A written request signed by the student shall be presented to the Registrar or appropriate office. The Registrar or other appropriate office will arrange a time and date, within 45 days after receipt of the request, for the student to review the record.

A student's name of record includes the first name, middle initial or full middle name, and the family name. Currently-enrolled students may request a name of record change on the official academic record through a written request along with legal documentation of the name change. Request forms are available on the CUW/CUAA Registrar website or in the Registrar office. Any previous names will be archived; however, the official record will reflect the new name.

Concordia University reserves the right to make changes to the name of record based on receiving the appropriate written request and valid legal documentation of the name change.

Name changes for alumni can be done through the Office of Advancement or Alumni Relations.