



Enrollment Policies 2022-2023

It is the student's responsibility to follow all University policies and requirements found in the catalog and student handbook.

COURSE OFFERINGS ~ CHANGES and CANCELLATIONS

Nebraska Wesleyan University reserves the right to add or delete classes from its offering and to change the meeting times, locations and instructors. It is the student's responsibility to check Self-Service schedule for term or the Registrar's Office for all schedule corrections, changes, additions, and deletions.

Classes enrolling fewer than six students are subject to cancellation.

REGISTRATION and ENROLLMENT DEADLINES

Refer to the academic calendar for deadlines concerning registration, adding and dropping of classes, pass/fail declaration, and withdrawal from courses.

CANCELLATION OF STUDENT ENROLLMENT

A student may be administratively withdrawn from his or her classes after the first week of the semester if arrangements for payment have not been completed. When a student is administratively withdrawn, he or she will be charged 10% of the tuition and fees applying to his or her registration.

Once a student's enrollment has been canceled or a student has been administratively withdrawn, he or she must appeal to the academic dean to re-register for that semester.

WITHDRAWAL POLICY

Withdrawal from a Course

A student who withdraws from a course before the withdrawal deadline receives a "W" (Withdrawal). A withdrawal is not computed in the grade point average. After the withdrawal deadline, a student may not withdraw and a grade must be recorded. If extenuating circumstances dictate discontinuation from a class after the deadline, a student may petition the Executive Committee for consideration of a late withdrawal. Executive Committee petition for late withdrawal deadlines are Friday before Culmination Week for semester-long course or end of 7th week of class for 8-week course.

Withdrawal from All Courses

If a traditional undergraduate, full-time student discontinues enrollment at Nebraska Wesleyan during the first ten weeks of the semester, the student must contact the Dean of Undergraduate Programs to file a withdrawal from all courses request to avoid receiving automatic "F" grades in all courses. Students who find it necessary to discontinue enrollment after the tenth week of the semester must petition the Executive Committee for permission to withdraw.

TEXTBOOK INFORMATION

Textbook information for each course is available on Self-Service course catalog section details. For additional details refer to the Prairie Wolves' Bookstore website: <https://nebrwesleyan.bncollege.com/>

PAYMENT OF TUITION and FEES

Refer to the current listing of Costs for all tuition and fee amounts.

Students pay or make arrangements for payment of tuition and fees with the Business Office by the end of the first week of the semester. If payment is not received or arrangements are not made by the end of the first week of the semester, the student may be administratively withdrawn. Payment or arrangements for payment can be made in one or more of the following ways:

1. Payment of all tuition and fees, room and board.
2. Payments through the Monthly Payment Plan (see below).
(For students receiving financial aid in the form of scholarship and/or grant and/or loan, one half of the amount is available each semester.)

Monthly Payment Plan

NWU offers a monthly payment plan through Nelnet Business Solutions to help students and their parents budget the cost of education. No interest is charged, but a service fee is added. The plan may cover any portion of the costs up to full tuition, fees, room and board. Contact the Business Office for details.

NWU POLICY FOR PELL RECIPIENTS TO CHARGE BOOKS

Pell Grant recipients with a credit balance will be eligible for assistance from NWU to purchase books and supplies using their NWU account **during the first week of classes**. To be eligible, students must have received the Pell Grant, must have a Federal Title IV credit balance for the term/semester, and must have met all requirements for an early disbursement. A federal Title IV credit balance is created when all federal financial aid funds exceed allowable charges (tuition, fees, room and board) for the term/semester.)

Eligibility will be reviewed each term/semester per student request.

Once a student is determined eligible for the book provision policy by the NWU Business Office, they can charge their books from the Prairie Wolves' Bookstore up to an amount approved by the Business Office. Eligibility for subsequent terms will be evaluated as each term begins per student request.

If a qualifying Pell Grant recipient does not want a book credit, they do not need to submit a receipt to the Business Office for approval.

FINANCIAL AID POLICY FOR REPEATING COURSES

The first and second time a student enrolls in a course, the course will be considered eligible hours for federal financial aid. However, the third time a student repeats a course for which he/she received a passing grade of D- or better, the repeated credit hours will be ineligible for federal financial aid calculations, regardless of whether or not the student was receiving financial aid the first and second time they enrolled in the course.

A student may repeat classes with failing grades (F) and receive financial aid.

REFUND POLICY

Students who find it necessary to withdraw from all courses in a semester for any reason shall receive refunds for tuition as follows:

Traditional Semester

End of 1 st week [drop] (Friday, 5 pm)	100%
End of 2 nd week [withdrawal] (Friday, 5 pm).....	80%
End of 3 rd week [withdrawal] (Friday, 5 pm)	60%
End of 4 th week [withdrawal] (Friday, 5 pm)	40%
End of 5 th week [withdrawal] (Friday, 5 pm)	20%

Eight-week Sessions

End of 1 st week [drop] (Friday, 5 p.m.)	100%
End 2 nd week [withdrawal] (Friday, 5 p.m.)	40%
End of 3 rd week [withdrawal] (Friday, 5 p.m.)	20%

Five-week Sessions

End of 1 st week [drop] (Friday, 5 p.m.)	100%
End of 2 nd week [withdrawal] (Friday, 5 p.m.).....	20%

After five weeks of the semester's classes have elapsed, no refund will be given to a withdrawing student. Calculations are based upon the date of the first meeting of classes. Items designated as fees will not be refunded. Room and board payments will be refunded as stated in the current housing contract.

No refunds are made to a student who withdraws from a special program, activity, or field trip after the deadline for acceptance into the program has passed. Students should consult the director of the special program.

If a student registers for more than 18 credit hours and later wishes to reduce the load for any reason, the student must complete the procedure for withdrawal during the first five weeks of the semester to qualify for any refund of tuition charges for extra credit hours. Such refunds will be reduced by the original charge for each successive week of the semester as stated in the tuition refund schedule above.

If individuals believe extenuating circumstances merit a departure from the tuition refund schedule, they may appeal in writing to the academic dean for special consideration.

TITLE IV REFUND CALCULATION POLICY

The Higher Education Amendment of 1998 established a new procedure for the return of Title IV Federal Student Aid when a student who is receiving Title IV aid withdraws from college before the end of a semester. The Return of Title IV Funds policy is as follows:

The Financial Aid Office will determine the Title IV Federal Student Aid refund percentage based upon the student withdrawal information on file in the Registrar's Office. The date of withdrawal is the date on the completed "Withdrawal from university" form is given to the Registrar's Office. The number of days enrolled will include weekends but will not include scheduled breaks which are five days or longer.

For example, if a student withdraws at the end of five calendar weeks, the percentage of the semester attended would be calculated as follows: 5 weeks x 7 days = 35 days divided by the number of days in the semester (not including scheduled breaks of five days or longer, $35 \div 112 = 31\%$). In this example, the student will be entitled to 31% of the Title IV aid but 69% will have to be returned to the Federal government.

When a student has attended 60% or more of the semester (68 days in this example), no Title IV aid has to be returned. Returned aid is allocated in the following order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct Parent (PLUS) Loan, Federal Pell Grant, and Federal SEOG Grant.

If a student who has been awarded a federal loan and/or grant does not officially withdraw and fails to earn a passing grade in at least one course over an entire semester, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the semester. Federal regulations require a Title IV refund calculation must be processed by the Director of Scholarships and Financial Aid (see description of calculations above).

If there is a balance due on tuition and fees and/or room and board after the return of Title IV Federal Student Aid, the student will be responsible for the balance due.

PRIVACY OF EDUCATION RECORDS

The Family Educational Rights and Privacy Act protects the privacy of student education records and provides students the following rights with respect to their education records:

- 1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**
Students should submit to the Registrar, Dean, Department Chair or Program Director, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.**
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.**

NOTE: FERPA is not a grade-appeal law. The right to challenge grades under FERPA is limited to situations where the grade assigned was inaccurately recorded.

FERPA allows the University to disclose records, without consent, to the following parties or under the following conditions:

- Nebraska Wesleyan University officials with a legitimate educational interest*
- Other schools to which a student is requesting transfer or enrollment
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

FERPA permits the University to disclose educational record information to a student's parent or guardian if the student is their dependent for federal tax purposes. (**See Parental or Third Party Access to Academic Records)

FERPA also allows the University to disclose directory information without the written consent of the student. **Directory information** is information that generally would not be considered harmful or an invasion of privacy if disclosed. Nebraska Wesleyan University has designated the following as directory information:

- Name
- Addresses
- Telephone numbers
- Email addresses
- Student Level and Classification at Nebraska Wesleyan
- Degree programs, certificate programs, majors, and minors declared at Nebraska Wesleyan
- Dates of attendance at Nebraska Wesleyan, enrollment status, and anticipated graduation date
- Degrees, certificates, and awards received at Nebraska Wesleyan
- Institutions attended prior to admission to Nebraska Wesleyan
- Participation in recognized activities and sports at Nebraska Wesleyan
- Photographs taken and maintained by the University
- Weight and height of members of Nebraska Wesleyan athletic teams

Students have the right to withhold disclosure of this directory information. Students must notify the Registrar's Office in writing or via approved electronic means, if they do not wish directory information to be released without their permission.

FERPA requires the University to record the disclosure of information to third parties, except for disclosures to school officials, disclosures related to judicial orders and subpoenas, disclosures of directory information and disclosures to the student. Students may inspect and review the record of such disclosures.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with requirements of FERPA.**

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Phone: 1-800-872-5327

** A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including security and student health personnel); a person or company with whom the University has contracted (including attorneys, auditors, collection agency, the National Student Clearinghouse); a person serving on the Board of Governors; or a student serving on an official committee or assisting another school official in performing his or her tasks.*

****Parental or Third Party Access to Academic Records**
All academic information is sent directly to students. Therefore, parents should establish communication with their sons and daughters if they wish to be informed about their students' schedule and academic progress. Under FERPA, parents of Nebraska Wesleyan students may request in writing and receive their son or daughter's grade information if the student has granted NWU authorization or after providing proof that the student is a dependent and is claimed as a tax exemption. Also, a student may grant a parent (or other third party) access to his/her academic and financial records through his/her WebAdvisor account.

STUDENTS WITH DISABILITIES

Federal law requires that Nebraska Wesleyan University make “reasonable accommodations” to ensure that persons with disabilities will have equal access to all educational programs, activities, and services.

Therefore, Nebraska Wesleyan University, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the American Disabilities Act of 1990 (ADA), recognizes the university’s obligation to make reasonable accommodations for qualified students with disabilities, including intellectual disabilities.

A “reasonable accommodation” is defined as any change in an environment or in the way things are customarily done that (1) enables an individual with a disability to enjoy equal opportunities; and (2) does not fundamentally alter the nature of the activity, service, or program.

A “disabled” person is defined as one who has a physical or mental impairment that substantially affects one or more major life activities or has a record of such an impairment, or is regarded as having such an impairment.

To facilitate plans for any reasonable accommodations, students with disabilities must identify and document their needs following the admission to Nebraska Wesleyan University. It is the responsibility of the student to notify the University of his/her disability; to document the disability; and to request accommodation.

Students should contact Sandra McBride, Students with Disabilities Coordinator, (402) 465-2346 for details.

NON-DISCRIMINATION POLICY

Diversity is a core value of NWU’s mission and we embrace it as a source of strength. NWU provides equal educational and employment opportunities to qualified persons in all areas of university operation without regard to religion or creed, age, genetic information, gender identity and expression, sexual identity and orientation, veteran status, disability, marital status, race, or ethnic origin, in compliance with state and federal laws, including but not limited to Title XII, Title IX, and the ADA.