

## 03 REGISTRATION AND WITHDRAWAL

### 03.1 Registration

#### 03.11(fs) Quota of semester credits

Students enrolled in courses totaling more than 20 credits must have received the approval of their academic dean or their designee.

#### 03.111 Fees for credits in excess of 20

Students enrolled in courses totaling more than 20 credits after the fifth Friday of classes will be billed the appropriate surcharge on a per-credit basis. (See 03.11(fs) regarding the dean's approval.) Students, during the course of their career, may petition the Registrar for a waiver of these requirements for up to 6 credits in activity-type courses; these may be composed of 3 such 2-credit courses, 6 such 1-credit courses, or 12 such half-credit courses, or a combination thereof.

#### 03.112 Class standing

A.A. and baccalaureate undergraduates are assigned class standing on the basis of semester credit hours of academic work completed with a passing grade, as follows: to be a sophomore, 26 credit hours; to be a junior, 58 credit hours; to be a senior, 90 credit hours. A.A.S. candidates: to be a senior, 26 credit hours. (See also 05.11(fs).)

#### 03.12 Failure to register

Credit will be given only for those courses<sup>1</sup> for which a student has properly registered.

#### 03.13 Auditing

Students of the University may, with the approval of their advisor and the continuing consent of the instructor concerned, audit any course at the University upon payment of the regular fees. The deadline for requesting an audit grade is Friday of the fifth week of classes. The change is accomplished by submitting an Audit Course Form to the Registrar's Office (See also 03.14 and 05.23(fs).)

Subsequent requests for change to audit will be by petition to the Registrar for compelling reasons only, requiring approval of the course instructor, the student's advisor, and the student's academic dean or their designee.

#### 03.14 Change of registration

Within academic deadlines, students may drop or add a course in Webcat by using a Registration Access Code (RAC) or filing a change of registration form with the Registrar's Office, completed with approval from the instructor. (See 03.142(fs) and 03.143(fs).)

#### 03.141(fs) Failing a prerequisite

Students who fail a prerequisite to a course for which they are registered must drop the course, following the procedure outlined in rules 03.142(fs) and 03.143(fs).

#### 03.142(fs) Deadline for adding courses

Students may add a course to their schedule through the end of the add period. The addition may be made in Webcat by use of a Registration Access Code (RAC). A student may add a course after the add deadline only for compelling reasons, which must be presented in a petition signed by the course instructor and approved by the student's advisor and the student's

academic dean or their designee. All registration deadlines can be found on [UNH's academic calendar](#).

#### 03.143(fs) Deadline for dropping courses

A student may drop a course through the end of the drop period in Webcat by use of a Registration Access Code (RAC).

A student may drop a course after the drop period only for compelling non-academic reasons, which must be presented in a petition signed by the course instructor and approved by the student's advisor and the student's academic dean or their designee. This petition is subject to approval by the Academic Standards and Advising Committee. (See 7.132(fs) and 7.11(fs) regarding grades for courses dropped; and 12.341 regarding refund of tuition.) All registration deadlines can be found on [UNH's academic calendar](#).

#### 03.144 Variable credits

Credits in a variable credit course are established either by the student with departmental approval or assigned by the department at the beginning of the semester. In either case, the student may make the change in Webcat by the end of the add period.

## 03.2 Transfers

### 03.21 Change of college

A bachelor's degree candidate may change from one college in the University to another only with the approval of the academic deans and departments of the colleges involved by submitting a request through the online change of major process. This change must be approved by the academic department of the major to which the student wishes to transfer. An associate degree candidate must apply through the Office of Admissions to change colleges.

### 03.22 Change of curriculum or major

Students may change their curriculum or major to another within the same college by submitting a request through the online change of major process. This change must be approved by the academic department of the major to which the student wishes to transfer. Dual Majors: Students with dual majors must maintain a 2.5 grade point average to continue as dual majors.

### 03.23 Issuance of transcripts

A student is required to satisfy University accounts before the Registrar will issue an official transcript and/or diploma as evidence of work done at this University. (See 12.32.)

## 03.3 Withdrawal from the University

### 03.31 General rule

A student may withdraw from the University in any semester by obtaining, completing, and submitting a withdrawal form from the Registrar's Office. Until mid-semester, students may withdraw from the University without academic liability. Students withdrawing from the University after the drop period and before mid-semester receive a "W" in all courses.

Students withdrawing from the University after mid-semester must be assigned a WP or WF by their instructors.

The WF will be computed into the student's grade-point averages. Failure to register in any regular semester or to formally withdraw is considered a lapse in a student's degree status and a transcript notation is recorded "degree status discontinued." The student must subsequently apply for

readmission. (For tuition rebate, see 12.341 for housing rebate, see 12.343; for dining rebate, see 15.5. For withdrawal grades, see 7.132(fs). For leaves for reasons of health, see 03.32.)

### 03.32 Leave of absence

Any student not subject to any academic or conduct action wishing to seek a leave of absence from their degree program may consult with their respective college dean's office or the Office of the University Registrar. Reasons for requesting a leave of absence may include financial, academic, personal, or health reasons. Students who request a leave that begins while they are enrolled for a given semester will be subject to the rules governing refunds and the award of W, WP, and WF as noted in section 3.31. In most instances, however, leaves that are not health-related begin after the completion of a semester. Students on a Leave of Absence for any reason, except Military Leave of Absence, may not earn transfer credit for courses taken while on the leave of absence.

Any student taking a leave of absence from UNH for health reasons may consider the Health Leave of Absence process. More information about Health Leaves can be found at <https://www.unh.edu/health-leaves>. Students who are granted a Health Leave of Absence are prohibited from study away program participation during the duration of the leave, must remain on leave for one complete semester following the granting of the leave, and must submit a letter of support from a treatment provider to be reviewed by the Dean of Students prior to approval and reinstatement.

Students returning from a leave for a fall semester must notify the Registrar by June 1 of their intent to return and by November 1 when returning for spring semester. Students will be reinstated into the same major at the point of their leave's start. Normally, leaves of absence may not exceed three academic years or six semesters, exclusive of J-Term and Summer Session. Exceptions to the leave of absence policy will be granted by the University Academic Standards and Advising Committee and only in unusual circumstances.

Until mid-semester, students may take a Leave of Absence from the University without academic liability. Students withdrawing from the University after the drop period and before mid-semester receive a "W" in all courses. Students taking a Leave of Absence from the University after mid-semester must be assigned a WP or WF by their instructors. The WF will be computed into the student's grade-point averages. Failure to return from a leave of absence or to formally withdraw is considered a lapse in a student's degree status in the next semester after three academic years have elapsed and a transcript notation is recorded "degree status discontinued." The student must subsequently apply for readmission. (For tuition rebate, see 12.341 for housing rebate, see 12.343; for dining rebate, see 15.5. For withdrawal grades, see 7.132(fs). For leaves for reasons of health, see 03.32.)

<sup>1</sup> Course refers to a unit of work, such as ENGL 401 First-Year Writing, MATH 425 Calculus I, while "curriculum" refers to a group of courses, such as the chemistry curriculum, and general liberal arts curriculum, etc.