

AGC Decision Form

8.21 Blocking Late Enrollments

Decision

On January 18, 2022 the AGC membership voted to endorse the new policy 8.21, with the following language:

- GRCC permits the late registration of students in classes until 11:59 pm on Friday following the start of the semester for classes that run the full length of the semester (14 weeks). GRCC permits the late registration of students in classes until 11:59pm on the second school day following the start of an accelerated session (any class meeting less than the full 14 week semester span). These dates are published on the Academic Calendar.
- Missed classes as a result of enrolling after the class begins still apply toward the 14 day absence rule and any course requirements. Students are responsible for contacting their instructors regarding absences in accordance with the attendance policy (8.8).

Sponsor/Champion of Proposed Policy

Co-Chairs: Valerie Butterfield (Registrar) and Michelle Richter (Nursing Faculty)

Team members: Greg Forbes (Biology Faculty), Dana Sammons (Mathematics Faculty), Kaelee Steffens (Academic Advising Faculty), Fred Zomer (Academic Advising Faculty), Ann Isackson (Enrollment and Financial Aid), and Chris Remley (Assistant Registrar)

Rationale

The Blocking Late Enrollments Team recommended that language of this policy be changed for the following reasons:

- Develop a policy statement update which reflects the changing composition of course modality and schedule offerings (more hybrid, online, and accelerated classes).
- Attempt to balance the flexibility that was requested by AGC in 20-21 for student enrollment and also considering student success in classes as mentioned in feedback.

- Seek to address late enrollment proportionally based on the variety of class meeting patterns GRCC offers (i.e. a one day a week class misses the same percentage of class time as a two or three day class).
- In the case of late starting classes, encourage earlier enrollment since more class time is held each week.
- Select a cut-off date that is a day of the week that services are open to assist students with issues.

Supporting Data

The Blocking Late Enrollments Team:

- Presented institutional data to provide late enrollment impact on student success.
- Reviewed and synthesized the transcribed feedback from AGC discussions and breakout room conversations.

Implications for Action

The Blocking Late Enrollments Team recommended the following:

When a student enrolls in a course after it has begun:

- Notify faculty of the late enrollment
- Notify the student of the following:
 - In accordance with the attendance policy (8.8) the student is responsible for contacting their instructor(s) regarding absences (including absences incurred due to enrolling after the class start date)
 - Enrollment after the course begins may impact a student's ability to meet the academic requirements of the course successfully.
 - Any missed class time still applies towards both the 14 day absence rule as well as any attendance policies of that course.
- Students seeking to enroll in a class following the deadline must obtain permission from the academic department offering the course.

Date of Decision by AGC

Date: January 18, 2022

Vote: 87% approved, 11% not approved, 2% abstained

Policy was approved.

Section to be Completed by the Provost

Evaluation Plan

A dissent paper was filed as a follow up to the AGC decision to approve the revised policy. AGC Exec and I reviewed the paper. While some concerns were expressed in the paper, I am moving forward with approving the policy revision.

I am going to ask the Registrar's office to lead the development of an evaluation plan that will provide us with data and information related to student success and date of registration. This will be critical data to have when the policy is up for review again in 2025.

Response from Provost

Approved for Fall 2022 implementation.

 5/10/22