Early Registration for Designated Populations

Policy Statement

The University acknowledges the need to make a reasonable accommodation for designated-population students who have traditionally encountered difficulty establishing academic schedules that also accommodate their special needs. Though early registration is not a right, reward, or privilege, the University will make accommodation for designated-population students by allowing them to register for classes in the following order:

Group 1: Designated Populations, Graduates, Post Baccalaureates
Group 2: Group 1 and Seniors
Group 3: Group 2 and Juniors
Group 4: Group 3 and Sophomores
Group 5: Group 4 and Freshman
Group 6: Group 5 and all Visiting Students, and Non-Degree Undergraduate Students

Purpose

The purpose of this policy is to facilitate progress toward degree completion for students in designated populations who might be hampered by scheduling conflicts.

Entities Affected by the Policy

- Students
- Registrar’s Office
- Office of Services for Individuals with Disabilities
- Athletics Department

Who Should Read this Policy

- Office of the Registrar staff
- Office of Services for Individuals with Disabilities staff
- Athletics Department staff
- University Administrators
- Advisors
- Students
Without a policy allowing early registration for designated populations, some students have been unable to maintain a reasonable pace toward degree attainment. Because EKU has an obligation to comply with external regulations and rules, the University determined the need to allow designated populations to register for classes prior to other student populations. Two initial designated population groups were identified.

Students with certain disability-related needs may not achieve their academic goals within a reasonable period of time because of difficulties related to scheduling classes. Examples of appropriate disability-related situations justifying early registration status include, but are not limited to:

1. Mobility impairments that adversely impact a student’s ability to get from class to class in a timely fashion;
2. The need to frequently arrange for on and off-campus service providers (personal care assistants, etc.);
3. The inability to attend classes during certain parts of the day due to documented medical needs (chemotherapy, renal dialysis, etc.); and
4. The need for services requiring significant planning on the Office of Services for Individuals with Disabilities’ part to arrange (sign language interpreting, Braille, etc.).

See Appendix A for additional information from the Office of Services for Individuals with Disabilities.

The difficulty in scheduling classes is especially important to EKU student-athletes because of their need to satisfy stringent National Collegiate Athletic Association (NCAA) progress toward degree requirements which the general EKU student population is not subject to (see Appendix B for a description of those academic progress requirements). Also, student-athletes are engaged in ongoing, regularly scheduled practices each afternoon that they do not have discretion in scheduling. Furthermore, the bulk of the competitions they participate in are scheduled by the Ohio Valley Conference, not the EKU Athletics Department, and therefore the scheduling of those competitions is out of the control of the student-athletes and the Athletics Department.

Criteria for designated population status are:

1. Students who would not otherwise achieve their academic goals within a reasonable period of time due to a disability; and
2. Students involved in service groups that do not have discretion in scheduling frequently and regularly occurring University-sanctioned service activities which significantly benefit the University and who also encounter problems graduating in four years because of course scheduling difficulties related to their service activities.

The Council on Academic Affairs determines whether or not a group meets the criteria for granting early registration status.

**Definitions**

<table>
<thead>
<tr>
<th>Provost</th>
<th>Provost or his/her designee</th>
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<tbody>
<tr>
<td>Service Group Students</td>
<td>Students who would not otherwise achieve their academic goals within a reasonable period of time because they participate in an ongoing, University-sanctioned activity that significantly benefits the University and for which they do not have discretion in scheduling the activities.</td>
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<td>Spirit Groups</td>
<td>Eastern Kentucky University cheerleading and dance teams.</td>
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<tr>
<td>Student-Athletes</td>
<td>Students who participate in intercollegiate sports governed by the NCAA and sponsored by the Intercollegiate Athletics Department.</td>
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<tr>
<td>Students with Disabilities</td>
<td>Students who are registered with the Office of Services for Individuals with Disabilities and would otherwise not achieve their academic goals within a reasonable period of time due to an ongoing disability.</td>
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<td>University</td>
<td>Eastern Kentucky University</td>
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Responsibilities

<table>
<thead>
<tr>
<th>Athletics Department</th>
<th>• Develop a list of students who are eligible for early registration and send it to the Office of the Registrar</th>
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<tr>
<td>Council on Academic Affairs</td>
<td>• Determine whether or not a group meets the criteria for granting early registration status</td>
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<tr>
<td>Office of the Registrar</td>
<td>• Implement registration process</td>
</tr>
<tr>
<td>Office of Services for Individuals with Disabilities</td>
<td>• Develop a list of students who are eligible for early registration and send it to the Office of the Registrar</td>
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<tr>
<td>Student Service Groups</td>
<td>• Provide evidence to the Provost supporting request for designated population status</td>
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Procedures

Applying for Designated Population Status

University service groups must apply for Designated Population Status by providing the following to the Council on Academic Affairs:

• Evidence of their service component (e.g., constitution, mission statement, calendar of service events, and/or evidence of participation in those events)
• Evidence of the lack of discretion in scheduling the activities for the students involved (e.g., activities schedule, written statement by the EKU staff member verifying the student participant list describing how the activities are scheduled)

Determining Designated Population Status

Once an application for Designated Population Status has been submitted, the Council on Academic Affairs determines whether or not a group meets the criteria for granting early registration status.

Creating Designated Population Lists

Prior to the pre-registration period in a semester, the appropriate responsible authority for a designated population creates a current, accurate list of students who are eligible for early registration and sends it to the Office of the Registrar.

Creating Registration Priorities

The Office of the Registrar will take the necessary steps to create the registration priorities, including ensuring Designated Populations have first priority.

Violations of the Policy

Repeated abuse of the ability to register for classes early as a member of a designated population may result in the temporary or permanent loss of the ability to register early for classes as determined by the Council on Academic Affairs.

Interpreting Authority

• Provost and Vice President for Academic Affairs
Relevant Links

NA

Policy Adoption Review and Approval
Appendix A
Office of Services for Individuals with Disabilities
Early Registration Proposal

Students with disabilities may be eligible for early registration for the purpose of class scheduling. Eligibility for early registration is determined on a case-by-case basis by the appropriate coordinator within the Disabilities Office (OSID).

Early registration status permits a student to access the registration system at any time that registration is open (regardless of number of hours earned). With assistance from the OSID, students with early registration status may be able to access the registration system at times when registration is not available to the general student population.

Eligibility is determined by examining the following questions:

1. Will early registration minimize or eliminate substantial barriers to the educational process experienced by the student due to disability?
2. Will early registration enhance the University’s ability to provide appropriate accommodations for the student?

The specific nature of the disability and subsequent need for reasonable accommodation are considered when determining eligibility for early registration. Here are some examples that may warrant early registration:

1. Students who are deaf or hard of hearing who require interpreters and note-takers;
2. Students who are blind or visually impaired who require reading materials in alternate format; and
3. Students with significant mobility impairments who may require specific transportation arrangements.

Students are encouraged to contact the Office of Services for Individuals with Disabilities to discuss eligibility for early registration at 859-622-2933.
Appendix B
NCAA Progress toward Degree Requirements

Each student-athlete must meet specific NCAA progress toward degree requirements that apply according to the student-athlete’s year of initial full-time collegiate enrollment. The Office of the Registrar and the Chad Bratzke Student-Athlete Academic Success (Bratzke) Center staff regularly check each student-athlete for full-time matriculation, minimum credit hour requirements, satisfactory progress toward degree attainment and designated program of study. The Department of Athletics Compliance Office assists in that process. Student-athletes are ultimately responsible for keeping track of their own eligibility status.

**NCAA Rules for Student-Athletes Who Enrolled On or After August 1, 2003**

- **Entering Second Year of Collegiate Enrollment:**
  1. Earned at least 24 semester credits
  2. At least 18 credits earned during the regular academic year
  3. Achieved at least 90 percent of the GPA required for graduation
  4. At least six credits earned per term
  5. A maximum of six semester hours of remedial courses may be used in the first year

- **Entering Third Year of Collegiate Enrollment:**
  1. Earned at least 40 percent of the degree requirements
  2. At least 18 credits earned during the regular academic year
  3. Achieved at least 95 percent of the GPA required for graduation
  4. At least six credits earned per term
  5. Declaration of degree program

- **Entering Fourth Year of Collegiate Enrollment:**
  1. Earned at least 60 percent of the degree requirements
  2. At least 18 credits earned during the regular academic year
  3. Achieved at least 100 percent of the GPA required for graduation
  4. At least six credits earned per term

- **Entering Fifth Year of Collegiate Enrollment:**
  1. Earned at least 80 percent of the degree requirements
  2. At least 18 credits earned during the regular academic year
  3. Achieved at least 100 percent of the GPA required for graduation
  4. At least six credits earned per term