



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.3090

DIVISION: Academic Affairs

TITLE: Access to Educational Resources

DATE: March 8, 2011

REVISED:

AUTHORIZED: Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy addresses access to educational resources for students who have not met their financial obligations to the University.

II. Policy

1. The University expects students to be responsible in their financial obligations to the University or to any department or division of the University. Accordingly, when a student fails to pay, or make appropriate arrangements to pay, by the due date on any official statement issued by the University, tuition, fees, expenses or other obligations, that student's class schedule may be cancelled.
2. Class schedules may be reinstated when students make payment or arrangements for payment within the period allowed for such reinstatement. However, in limiting access to educational resources, including on-line course materials, the University must weigh the demands for financial responsibility against the pedagogical effect of restricting access to educational resources.

III. Procedure

1. Class schedules may be canceled for students who fail to pay or make arrangements to pay tuition, fees, and other expenses by the due dates and procedures established by the Office of the Bursar. Each semester, cancellation of class schedules will occur in two phases:
 - a. *Phase 1:* The student is notified by the Bursar via WKU email that his/her class schedule has been cancelled and is informed of the duration (typically two weeks) of the "grace period" during which reinstatement can occur. Such students will be advised that, despite the provisions of III.2, grades will not be issued for any class that semester unless reinstatement occurs during the "grace period."

- b. *Phase 2*: At the end of the “grace period,” the opportunity for reinstatement is removed. At that time, student access to educational resources (including on-line resources) will be terminated, and his/her name will not appear on the grade records for any course in which the student was enrolled for the semester in question.
2. In order to provide continuity of educational experience for students who choose to reinstate, students having class schedules canceled for non-payment will not be prohibited from attending class or from access to educational resources (including online resources) necessary for completion of their courses during the “grace period.”
3. In truly extenuating circumstances, the Student Ombud may permit reinstatement after the end of the “grace period.” However, it will be emphasized to students reinstated in this manner that they must accept any academic penalties that may be associated with lack of access to educational resources between the end of the “grace period” and the date of reinstatement.

IV. Related Policies

V. Reason for Revision