

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Jesse Nelson, Assistant Vice Provost for Advising and Accessibility, UESS
Policy Title & # (if applicable):	US23/24-08
Submitted on Behalf Of:	Alison Schmitke, UO Senate
Responsible Executive Officer:	Kimberly Johnson, Vice Provost Undergraduate Education and Student Success

SELECT ONE: **New Policy** **Revision** **Repeal**

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: **Yes** **No**

If yes, which attorney(s): Jessie Schuh

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Student Registration Holds policy, number US23/24-08

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

In some instances, registration holds are placed because of federal or state statute and/or institutional policies.

A. Student Health Services

1. Oregon measles vaccination requirement;
<https://www.oregon.gov/oha/ph/preventionwellness/vaccinesimmunization/gettingimmunized/pages/college.aspx>
2. TB Risk Assessment UO policy; <https://health.uoregon.edu/tuberculosis-screening-questionnaire>

B. Prevention requirements administered by the Dean of Students office

1. Drug Free Schools and Communities Act (Title V of the Elementary and Secondary School Act) <https://www.congress.gov/bill/101st-congress/house-bill/3614>
2. Violence Against Women Act; <https://www.congress.gov/bill/117th-congress/house-bill/1620>
3. Oregon HB 3456, requiring ongoing training around sexual misconduct
<https://olis.oregonlegislature.gov/liz/2023R1/Downloads/MeasureDocument/HB3456>

C. Student Billing

1. Terms and Conditions (Paragraph 4, Section B) -
https://pages.uoregon.edu/baofrms/bao_drupal_6/sites/ba.uoregon.edu/files/sba.pdf

D. Academic Policy

1. Major Declaratoin Policy - https://bpb-us-e1.wpmucdn.com/blogs.uoregon.edu/dist/9/13250/files/2017/04/Major-Declaration-Policy_Final-2ie3sbi.pdf
2. First-Term Grade Forgiveness Policy -
https://catalog.uoregon.edu/admissiontograduation/registration_policies/#gradingsystemstext

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

Presently, the University of Oregon does not have institutional guidelines around the use and administration of registration holds. The result is that some departments have used holds to fulfill federal/state mandates and some departments have used holds as motivation for students to complete certain tasks. Given the lack of clear guidelines and central coordination, the use of registration holds has proliferated; over the past few years, we have seen more than 80% of incoming students experience a hold during their first term at the UO. In an effort to facilitate student success, and a smoother transition to the university, the registration holds policy proposal seeks to establish clarity around when holds are appropriate and how the use and application of holds will be governed.

AFFECTED PARTIES

Who is impacted by this change, and how?

Registration holds can be categorized into five primary categories:

1. Student billing
2. Prevention education
3. Student conduct
4. Student health
5. Student orientation
6. Advising and academic standing

The proposed policy wouldn't necessarily impact all of these areas as some current holds will likely be determined to be appropriate. In some cases, however, the governance body for registration holds may need to work with departments to phase out their registration hold in favor of an alternative approach.

Additionally, the Office of the Registrar would be impacted as it manages the holds and course registration process.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Deb Beck	Student Health Services	4/19/24
Anna Schmidt-McKenzie	Student Services and Enrollment Mgmt	4/25/24
Krista Borg	Student Billing	4/25/24
Julia Pomerenk	Office of the Registrar	4/26/24
Marcus Langford	Dean of Students	4/29/24
Cora Bennett	Student Orientation Programs	4/29/24
Karen Ford	Office of the Provost	5/16/24

Written support from each of the above stakeholders is included in the attached document titled "Holds Proposal – Stakeholder Feedback."

Reason for Policy

Presently, the University of Oregon does not have institutional guidelines around the use and administration of registration holds. The result is that some departments have used holds to fulfill federal/state mandates and some departments have used holds as motivation for students to complete certain tasks. Given the lack of clear guidelines and central coordination, the use of registration holds has proliferated; over the past few years, we have seen more than 80% of incoming students experience a hold during their first term at the UO. In an effort to facilitate student success, and a smoother transition to the university, the registration holds policy proposal seeks to establish clarity around when holds are appropriate and how the use and application of holds will be governed.

Entities Affected by this Policy

Office of the Registrar – administrative unit that manages the registration process for the university, including authorization process for units to apply holds.

The following areas currently use registration holds:

1. Student billing
 2. Prevention education
 3. Student conduct
 4. Student health
 5. Student orientation
 6. Advising and academic standing
-

Web Site Address for this Policy

[Provided by Office of the University Secretary after policy is posted online]

<https://senate.uoregon.edu/senate-motions/us2324-08-student-registration-holds-policy>

Responsible Office

For questions about this policy, please contact Jesse Nelson in Undergraduate Education and Student Success: (541) 346-8171, jyn@uoregon.edu

Enactment & Revision History

February 21, 2024. Notice given at University Senate

March 13, 2024. Motion approved by University Senate

Policy

Section I

1.1 The University of Oregon utilizes administrative holds to support student success and protect the institution's interests by enforcing policy.

1.2 Registration holds prevent course enrollment and should only be used when other options are not available, and the prevention of future enrollment is a reasonable consequence.

1.3 Registration holds may be proposed only to enforce university of administrative policy, laws, or regulations. UO units may only place holds that have been approved by the Academic Council and signed by the Provost of their designee.

Section II

2.1 For approval, proposed registration holds must meet all of the following criteria:

A. Prevention of future enrollment is a reasonable and intended consequence of non-compliance.

B. An alternative, less-restrictive option of comparable value is not available.

C. The responsible unit has capacity to effectively administer hold and adhere to best practices outlined by the Academic Council.

Related Resources

Registration Holds Supporting Document: https://senate.uoregon.edu/sites/default/files/2024-02/Student%20Registration%20Holds%20policy_02.22.2024docx.pdf

Reason for Policy

Presently, the University of Oregon does not have institutional guidelines around the use and administration of registration holds. The result is that some departments have used holds to fulfill federal/state mandates and some departments have used holds as motivation for students to complete certain tasks. Given the lack of clear guidelines and central coordination, the use of registration holds has proliferated; over the past few years, we have seen more than 80% of incoming students experience a hold during their first term at the UO. In an effort to facilitate student success, and a smoother transition to the university, the registration holds policy proposal seeks to establish clarity around when holds are appropriate and how the use and application of holds will be governed.

Entities Affected by this Policy

Office of the Registrar – administrative unit that manages the registration process for the university, including authorization process for units to apply holds.

The following areas currently use registration holds:

1. Student billing
 2. Prevention education
 3. Student conduct
 4. Student health
 5. Student orientation
 6. Advising and academic standing
-

Web Site Address for this Policy

[Provided by Office of the University Secretary after policy is posted online]

<https://senate.uoregon.edu/senate-motions/us2324-08-student-registration-holds-policy>

Responsible Office

For questions about this policy, please contact Jesse Nelson in Undergraduate Education and Student Success: (541) 346-8171, jyn@uoregon.edu

Enactment & Revision History

February 21, 2024. Notice given at University Senate

March 13, 2024. Motion approved by University Senate

Policy

Section I

1.1 The University of Oregon utilizes administrative holds to support student success and protect the institution's interests by enforcing policy.

1.2 Registration holds prevent course enrollment and should only be used when other options are not available, and the prevention of future enrollment is a reasonable consequence.

1.3 Registration holds may be proposed only to enforce university of administrative policy, laws, or regulations. UO units may only place holds that have been approved by the Academic Council and signed by the Provost of their designee.

Section II

2.1 For approval, proposed registration holds must meet all of the following criteria:

A. Prevention of future enrollment is a reasonable and intended consequence of non-compliance.

B. An alternative, less-restrictive option of comparable value is not available.

C. The responsible unit has capacity to effectively administer hold and adhere to best practices outlined by the Academic Council.

Related Resources

Registration Holds Supporting Document: https://senate.uoregon.edu/sites/default/files/2024-02/Student%20Registration%20Holds%20policy_02.22.2024docx.pdf