

**Policy Name:** Cancellation of Student Class Schedule

**Effective Date:** 01/01/2026

**Student Type:** Traditional Undergraduate Students

## Introduction

Muskingum University is committed to supporting students' success and helping them remain enrolled and on track each semester. To ensure continued access to classes, housing, and dining services, students are expected to meet their financial responsibilities, including tuition, fees, housing, and dining, by the University's published payment deadlines.

Students living on campus must also have their accounts in good standing before moving into or returning to their residence halls.

## Policy Details

To maintain an active class schedule and campus housing assignment, traditional undergraduate students must:

- Reduce prior semester balance to **below \$1,000**, or
- Enroll in an **approved payment plan**

by the published due date (e.g., August 1 for Fall semester and January 2 for Spring semester), which falls prior to the start of classes.

These requirements also apply to residence hall occupancy.

Students who do not meet these deadlines may experience changes to their registration and campus services.

### 1. If Payment Requirements Are Not Met

If satisfactory payment arrangements are not in place by the deadline, the following actions may occur:

- a. Class registration cancelled
- b. On-campus housing revoked
- c. Dining/meal plans cancelled

**2. Satisfactory Payment Arrangements**

The following options meet University requirements (after all anticipated financial aid is applied):

- a. Payment in full
- b. Enrollment in an approved payment plan and current on all scheduled installments
  - i. For questions regarding setting up a payment plan, please contact the Student Accounts Office at 740.826.8111.

**3. Re-Registration After Cancellation**

If class registration is cancelled due to non-payment:

- a. The outstanding balance must be paid in full before the student can re-register.
- b. Students are responsible for rebuilding their schedules.
- c. Course availability is not guaranteed.
- d. Re-registration must take place by the end of add/drop week.

**4. Additional Considerations**

In certain situations, the University may review additional information when determining registration status, including:

- a. Academic progress or cumulative GPA
- b. Demonstrated ability or plan to pay
- c. Overall account standing and payment history

These factors help staff make fair and individualized decisions regarding continued enrollment.

**Additional Information**

Students will receive advance notice of potential schedule or housing changes through their Muskingum University email and by text message.

The Student Accounts Office will make reasonable attempts to contact student(s) using the most current information on file. Students are responsible for keeping their contact information up to date through the Registrar's Office.

Students with questions or concerns about their balance, deadlines, or payment options are strongly encouraged to contact the Student Accounts Office as early as possible by calling 740.826.8111 or 740.826.8118. Staff are available to help identify solutions that support continued enrollment.