

3364-71-08 Adding and/or dropping a course.**(A) Policy statement**

The university recognizes a student may need to adjust their current schedule of courses to make satisfactory academic progress towards degree completion. The add/drop period for a regularly scheduled academic term will be the first fifteen calendar days of the term. Any term which varies from a regularly scheduled academic term will have a prorated add/drop period based on the length of term; this includes intersessions. All add/drop dates are available on the academic calendar. This policy applies to all types of adding and/or dropping including honors, research intensive, etc. The treasurer's office publishes all fees associated with the add/drop periods. Fees are subject to change.

(B) Purpose of policy

The policy recognizes a student may need to adjust their current schedule of courses by adding a course to meet satisfactory academic progress.

(C) Scope

This policy applies to all undergraduate students. Each college may publish detailed implementation strategies specific to that college.

(D) Procedure

A student may add/drop a course or courses during the official add/drop period for the term or part of term in which the student is enrolled using the procedures outlined. The academic calendar lists all official add/drop period for each term and each part of term "POT."

For courses offered over a regularly scheduled academic term, a student may add a course or courses within the first five calendar days of a fall or spring term with no signature required. Between the sixth calendar day and the fifteenth calendar day of a regularly scheduled academic term, a student may be able to add a course or courses with approval and signature of the course instructor. After the fifteenth day, the signature of the course instructor, and dean (or designee) of the college in which the student is enrolled is needed to add a course or courses. During a regularly scheduled academic term, a student may drop a course or courses electronically

through the fifteenth calendar day of the term.

For courses offered during summer term, comprised of four sessions, and/or for courses offered for a POT, the add/drop period is prorated.

On or after the first day of the term, a late registration fees applies. The treasurer's office posts the fee schedule which is subject to change.

All add/drop dates for all courses and all terms and/or term types are available on the academic calendar.

Forms for adding/dropping a course are available on the registrar's web site.

Effective: 3/21/2019

CERTIFIED ELECTRONICALLY

Certification

03/11/2019

Date

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