


<b>Name of Policy</b> <a href="#">Adding and/or dropping a course</a>		 <p><b>Revised:</b> October 18, 2018</p> <p><b>Original effective date:</b> May 1, 2011</p>	
<b>Policy Number:</b> 3364- 71-08			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Provost & Executive Vice President for Academic Affairs			
<b>Scope:</b> Undergraduate students			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(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 15th 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 15<sup>th</sup> 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 part of term (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.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>October 18, 2018</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Provost &amp; Executive Vice President for Academic Affairs, SLT</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul> <p>Initial effective date: May 1, 2011</p> <p>Review/Revision Date: August, 2018, October 18, 2018</p> <p>Next review date: October 18, 2021</p> <p>Policy originally published in 2006-2008 Undergraduate Catalogue and transferred to UT policy website.</p>
--	---