AOP 12.01: Academic Add/Drop

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to stimulate a greater sense of responsibility and commitment in students relative to choice of courses, course requirements, and the decisions to drop courses; and to establish an add/drop policy that consists of a definitive set of guidelines.

I. REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

I. Regular Sessions:

A. Add/Drop without penalty - A student has through the fifth class day (by 5:00 pm, Central Time Zone) into the semester to drop a course and until the sixth class day (by 8:00 am, Central Time Zone) to add a course without being assessed a fee or academic penalty.

B. Drop after the fifth class day through the 36th class day into the semester - A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a W on his/her academic record, and will be assessed a fee. The advisor who permits the drop will specify its effective date.

C. Drop after the 36th class day into the semester – A student cannot drop courses after this period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide an undergraduate student with significant assessment of his/her performance. (Claims of lack of assessment within the designated time period must include documentation from the instructor of record.) A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A student receiving permission to drop will receive a W on his/her academic record and be assessed a fee.

D. Instructors of record are expected to provide an undergraduate student with significant evidence or assessment of his/her class performance within the first 30 class days of the semester.

II. Other Session Formats:

Sessions with other formats follow the same rules as in Section I, but with the cutoff dates as shown in Table 1. "Add Day" shows the last day to add without being assessed a fee or academic penalty, "Drop Day" shows the last day to drop without a grade, "Drop with W Day" shows the last day to drop with a "W". As in the case for regular sessions, a drop with a grade of "W" requires advisor permission, and the student will be assessed a fee. The requirement for providing significant assessment has the same date as the last day with a "W".

Format	Add Day	Drop Day	Drop with W Day
5-week Session	2	2	14
10-week Session	3	3	28
Shortened Format (10 -15 class meetings)	2	2	5
Shortened Format (16 -24 class meetings)	2	2	9

III. Relationship to the Honor Code

Students who violate the Honor Code Council Procedure are not allowed to drop a course or to withdraw from the University in an attempt to escape honor code violation consequences. The University Registrar is authorized to reinstate a dropped or withdrawn course on a student's schedule (and assess appropriate tuition and fees) should a student attempt to avoid the honor code sanction.

RESPONSIBILITIES

Position	Section	Year
Associate Provost for Academic Affairs	Review	2019

APPROVED:

/s/ Peter L. Ryan	06/26/2015
Associate Provost for Academic Affairs	Date
/s/ Jerome A. Gilbert	06/28/2015
Provost and Executive Vice President	Date
Cody P. Coyne	07/10/2015
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

/s/ Timothy N. Chamblee	07/20/2015
Assistant Vice President and Director Institutional Research and Effectiveness	Date
/s/ Joan Lucas	07/22/2015
General Counsel	Date

APPROVED:

/s/ Mark Keenum	07/23/2015
President	Date