ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

TO: Operating Policy and Procedure Manual

DATE: April 6, 2000

SUBJECT: AOP 12.01 - Academic Add/Drop Policy

PURPOSE

The purpose of this 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 into the semester to drop a course and through the sixth class day to add a course without being assessed a fee or academic penalty.

B. Drop after the fifth class day through the 30th 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 be assessed a fee. The advisor who permits the drop will specify its effective date.

C. Drop after the 30th 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
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 of 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”.

<table>
<thead>
<tr>
<th>Format</th>
<th>Add Day</th>
<th>Drop Day</th>
<th>Drop with W Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-week Session</td>
<td>2</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>10-week Session</td>
<td>3</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Shortened Format (10 -15 class meetings)</td>
<td>2</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Shortened Format (16 -24 class meetings)</td>
<td></td>
<td>1</td>
<td>9</td>
</tr>
</tbody>
</table>

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.
APPROVED:

/s/ Peter L. Ryan ____________________ 10/26/12
Associate Provost for Academic Affairs

/s/ Jerome A. Gilbert ____________________ 10/31/12
Provost and Executive Vice President

/s/ Meghan Millea ____________________ 11/06/12
President, Robert Holland Faculty Senate

REVIEWED BY:

/s/ Lesia Ervin ____________________ 12/04/12
Director, Office of Internal Audit

/s/ Joan L. Lucas ____________________ 01/14/13
General Counsel

APPROVED:

/s/ Mark Keenum ____________________ 02/05/13
President