Add Drop Policy

Adding or Dropping Non-Core Q&I Curriculum

A full-semester course may be **added** during the first week of the semester without the instructor’s approval. During the second week of the semester, a full-semester course may be **added** with the instructor's approval.

A full-semester course may be **dropped** during the first 2 weeks of a semester without being recorded on the student’s permanent record and without instructor consent. A student who does not attend the first day of class may be dropped at the instructor’s prerogative. This is done only for impacted courses (closed courses with students waiting to add the course).

A full-semester course may be **dropped** (withdrawn from) during week 3 through 11 with a grade of “W” and with the instructor’s or dean/department chair’s approval. Students may not withdraw from full-semester courses after week 11. Only students withdrawing from the university will be granted withdrawal status after week 11.

**Adding and Dropping** courses that meet during the first or second half of the semester must be made during the first week of the course.

All dates for adding, dropping and withdrawing are published in advance of the academic year. **Students may not petition because of a missed deadline.**

Failure to follow the official procedures outlined above will result in credit not being granted for courses not officially added or the assigning of the grade of “F” for courses not officially dropped. Non-attendance does not constitute withdraw from a class.

Adding or Dropping Core Q&I Curriculum

A Core Q&I course, which may not be dropped, may be added and/or changed during the first 2 weeks of the semester with consent of the academic advisor.

Students are not permitted to withdraw from a Core Q&I course without the written approval of the instructor and Core Q&I Director. Such approval will normally be considered for 1 of 2 reasons:

1. An exceptional, documented personal tragedy that has prevented the student from participating in and fulfilling the requirements of the course, or
2. Complete withdrawal from the university.

Under normal circumstances and in accordance with academic virtues of responsibility, merit, and integrity, no student will be permitted to withdraw from a Core Q&I course because of academic performance.

Add/drop forms and additional information may be obtained in the office of the Registrar.