



## **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.

### **POLICY/PROCEDURE**

#### **I. Regular Sessions**

- A. Add/Drop without penalty – A student has through the fifth-class day (by 11:59 pm, Central Time Zone) into the semester to drop a course and until the sixth-class day (by 5:00 pm, Central Time Zone) to add a course without being assessed a fee or academic penalty.
- B. Add after 5:00 pm on the sixth-class day – An Add/Drop form must be used. The student must obtain the Professor's/Instructor's, Advisor's, and Dean's approval for adding (registering for) classes after the registration period has ended. Each class added late will be assessed a fee, and the student will be responsible for any additional tuition and/or course fees.
- C. Add after a Force Drop – An Add/Drop form must be used. The student must obtain the Professor's/Instructor's, Advisor's and Dean's approval for re-adding the course.
- D. Drop after the fifth-class day through the 36<sup>th</sup> 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 grade of W on his/her academic record, and will be assessed a fee.
- E. Drop after the 36<sup>th</sup> 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 grade of W on his/her academic record and be assessed a fee.
- F. Instructors of record are expected to provide undergraduate students with significant evidence or assessment of their 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 grade of “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 grade of “W.”

*Table 1. Cutoff dates for sessions with other formats*

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.

### **REVIEW**

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

**REVIEWED:**

/s/ Peter Ryan  
Executive Vice Provost for Academic Affairs

1/25/2021  
Date

/s/ David Shaw  
Provost and Executive Vice President

1/25/2021  
Date

/s/ Rebecca Robichaux-Davis  
President, Robert Holland Faculty Senate

1/25/2021  
Date

/s/ Tracey N. Baham  
Director, Institutional Research and Effectiveness

1/25/2021  
Date

/s/ Joan Lucas  
General Counsel

1/25/2021  
Date

**APPROVED**

/s/ Mark Keenum  
President

1/25/2021  
Date