

Adds

After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See Academic Calendar for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

Drops

A student may drop a course(s) during the following times:

1. **During regular registration and the drop/add periods (first five days of classes).** No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for course(s) dropped within those periods.
2. **Between the second and tenth week of the semester (except for summer sessions - see the Summer Schedule of Classes for dates).** Registration fees and tuition must be paid for the course(s) and the academic record will reflect a "W" grade for the dropped course(s).
3. **Following the tenth week deadline if the request meets one of the following exceptions:**
 - a) Illness of the student of such severity or duration to preclude completion of the course(s) as confirmed in writing by a physician (M.D.).
 - b) Death of the student or death in the immediate family (parent, spouse, child or sibling) as confirmed by documentation (death certificate, obituary) indicating the student's relationship to the deceased.
 - c) Involuntary call to active military duty as confirmed by military orders.
 - d) A situation in which the University is in error as confirmed by an appropriate University official.
 - e) Other documented exceptional circumstances beyond the control of the student which precluded completion of the course(s) accompanied by explanatory letter and supporting documentation.

Courses may not be dropped after the last day of classes except in cases of University Administrative error.

Fee Adjustment Options

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar's Office if the student has any of the exceptional circumstances noted above in item 3. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

Deletes

A "delete" completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student's record except in cases of University Administrative error. Requests for course deletions must be submitted only during the semester in which the error has occurred and only with written explanation from college faculty verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee and the Graduate School Dean or designee. Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the Dean of the Graduate School.

Retroactive Actions

Requests for retroactive actions will no longer be considered / approved. *Also see Academic Record.*