

Changes to the drop-add policy

Effective Spring 2005

The new policy for adjusting your schedule after classes begin can be found on page 13 in the Schedule of Classes for spring 2005.

Adding classes: During the first three weeks of the semester, students may add a class by obtaining permission number from the instructor. During the fourth week, adding a class is normally not permitted, but if an exception is approved, the student will need the signature of the professor as well as the department chair. **After week four, starting February 28, students WILL NOT BE PERMITTED TO ADD any classes.**

How does this affect the enrollment management of your courses? Following enrollment guidelines, including information about class limits, which I will distribute at the beginning of the semester you must make sure that all students attending your classes have been properly added to your class by February 25. There will be no exceptions to the add-a-class deadline.

Withdrawal from classes: During the first three weeks of the semester, students can drop a class through SOLAR. During the fourth week, partial withdrawal is normally not permitted, but if an exception is approved, the student will need the instructor's signature. **After week four, starting February 28, a partial withdrawal is NORMALLY NOT PERMITTED, unless there is a serious and compelling reason (see page 13 in schedule of classes for more details about what constitute a serious and compelling reason).** The bottom line is that a student will normally not be allowed to withdraw from a class after week 4 and you as an instructor need to be attentive to this. In the event a student is able to convince you that he or she has serious and compelling reason (failing the class does not qualify) for a late withdrawal you will be asked to sign the Change of Schedule Petition Form (new forms will be developed for this purpose). The students will then bring the form and supporting documents to the Office of Undergraduate Studies, where a decision will be made on whether to grant the request.

A direct consequence of this policy: As department chair I will no longer be involved in approving late withdrawals and I will not be able to give you a Last Day to Drop With No Questions Asked deadline. Please make sure your students are informed about the new changes to the University Policy regarding late withdrawals. Many students will be accustomed to the department's old policy and will expect the same this coming semester.