

Subject: REGISTRATION		Title: Add and Drop
Category: <input type="radio"/> Board of Trustees <input type="radio"/> Presidential <input type="radio"/> Functional <input checked="" type="radio"/> School/Unit		
Coding: 2.2	Responsible Executive: Associate Dean for Academic Affairs	Responsible Office: SHP Office of Enrollment Management
Adopted: 6/05	Amended: 3/10, 6/14	Last Reviewed: 6/2014

I. Purpose

This policy specifies the guidelines for dropping and adding courses.

II. Accountability

The Associate Dean for Academic Affairs is responsible for this policy. The SHP Registrar implements this policy.

III. Policy

Add Policy:

In general, a student may add a course only within the following time periods:

1. For a semester-long course: prior to the start of the second week of class, with the permission of the instructor.
2. For a short-term course: at the discretion of the Instructor and Program Director.

Drop Policy:

A student may drop a course without the course appearing on the transcript prior to the third meeting of the class for a traditional 16-week semester long class. For courses that meet fewer than 16 weeks, a student may drop a course at the discretion of the Program Director but generally not after completion of more than 10% of the course.

Students who do not officially drop a course will be billed for the entire course and receive a WF on their transcript. (see policy 2.03) The Refund Policy is detailed in the Student Handbook.

The student must complete an [Add/Drop form](#) which is located on the SHP website, obtain approval from the Program Director if adding a course, and return the form to the Office of Enrollment Management within the time period set forth above. The official date is the date the form is received by Enrollment Management. A form dated and submitted after these time periods will not be accepted.

[Add/Drop Form](#)