

## POLICIES CONCERNING UNDERGRADUATE REGISTRATION CHANGES (DROP/ADD) – FALL 2009

<u>Action</u>	<u>Petition Faculty EC?</u>	<u>Late Fee</u>	<u>Signatures Required</u>
<b>INITIAL drop/add period (before 4:30 pm Wed, Sept 16)</b>			
drops and adds	no	-	add instructor(s), adviser
pass/fail declaration	no	-	instructor, adviser
returnee registration	no	-	add instructor(s), adviser
late registration	no	\$50	add instructor(s), adviser
<b>LATE: 2nd week (4:30 pm Wed, Sept 16 to 4:30 pm Wed, Sept 23)</b>			
reduction of overload	no	-	drop instructor(s), adviser, dean
drops, adds, pass/fail declarations	no	\$100	all instructor(s), adviser, dean
late registration	no	\$100	all instructor(s), adviser, dean
<b>LATE: after 2nd week (4:30 pm Wed, Sept 23 to 4:30 pm Fri, Oct 23) (drop with record begins - W grade on all dropped courses)</b>			
drops, adds, pass/fail declarations	yes	\$100	all instructor(s), adviser, FacultyEC
late registration	yes	\$100	all instructor(s), adviser, FacultyEC
Students unregistered or with unapproved course loads below 12 credits are <i>withdrawn</i> retroactive to the beginning of the term.			
<b>LATE: after 6th week (after 4:30 p.m. on Fri, Oct 23) (WP or WF grades on all dropped courses)</b>			
dropped courses	yes	\$100	all instructor(s), adviser, FacultyEC
<b>LATE: after the last day of exams (WP/WF grades on all dropped courses)</b>			
any registration changes	yes	\$200	all instructor(s), adviser, FacultyEC

### Related Policies

- **full-time course load is 12 credits:** all degree-seeking students must be full time
- **no charges during the same term for circumstances beyond student's control** (medical or departmental convenience changes after appropriate Faculty EC action)
- **section switches** during the same term after the initial drop/add (1<sup>st</sup> week) require only appropriate instructor approvals and charge (no Faculty EC action or adviser or dean signature necessary)
- **100- and 200-level physical education changes** require only P.E. office approval (no adviser or dean signature necessary) through the 2<sup>nd</sup> week. Faculty EC action required after 2<sup>nd</sup> week
- **when a class with an associated non-credit lab or tutorial has been dropped**, the co-requisite section may be dropped without penalty by the student within the first two weeks (no signatures or fee required)
- **overloads and underloads:** A student must obtain an academic dean's approval (Dobin, Ikeda, Knapp, Peppers, Straughan, Leonard) for 11 credits or 15-17 credits, and Faculty EC approval is necessary (see Dean Peppers) to take 18 or more credits or fewer than 11 credits.
- **no charge for fall-term, first-year-student discretionary changes** when authorized by Dean Leonard