

# POLICIES CONCERNING UNDERGRADUATE REGISTRATION CHANGES (DROP/ADD) – SPRING 2008

<b>Action</b>	<b>Petition Faculty EC?</b>	<b>Late Fee?</b>	<b>Signatures Required</b>
<b>during the drop/add period (through Thursday, April 24 at 4:30 p.m.)</b>			
drops and adds	no	-	add instructor(s), adviser
returnee registration	no	-	add instructor(s), adviser
late registration	no	\$25	add instructor(s), adviser
<b>2nd and 3rd week (through Friday, May 9 at 4:30 p.m.)</b>			
reduction of overload	no	-	drop instructor(s), adviser, dean
drops, adds, pass/fail declarations	no	\$25	all instructor(s), adviser, dean
late registration	no	\$50	all instructor(s), adviser, dean
<b>after 3rd week (beginning Monday, May 12)</b>			
drops, adds, pass/fail declarations	yes	\$50	all instructor(s), adviser, FacultyEC
late registration	yes	\$50	all instructor(s), adviser, FacultyEC
<b>after midterm (Monday, May 12)</b>			
Students unregistered or with unapproved course loads below 3 credits are <i>withdrawn</i> retroactive to the beginning of the term.			
<b>after the last day of exams of any term</b>			
drop, adds, pass/fail, registration	yes	\$100	all instructor(s), adviser, FacultyEC

## Miscellaneous Policies

- ***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 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). Faculty EC action required after 3<sup>rd</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 three weeks (no signatures or fee required)
- ***overloads and underloads***: During Spring, a student must obtain an academic dean's approval (Dobin, Ikeda, Knapp, Peppers, Straughan, Leonard) for 9 credits and Faculty EC approval is necessary (see Dean Peppers) to take 10 or more credits or fewer than 3 credits.