

## **Guidelines for the Undergraduate Extended Drop Period**

Approved by the Provost, June 2, 2017

Effective Spring 2018 term

### **Scope**

In the fall and spring semesters, the add/drop period is defined as the first two weeks of the semester. Under special circumstances defined in these guidelines, undergraduate students may be eligible to drop a course in the third week of the fall or spring semester. This third week will be designated as an **extended drop period**. There are no changes to the add period.

### **Background**

The Student Government Board's Academic Affairs Committee requested that the University consider extending the drop period. The proposal was reviewed and endorsed by the Provost's Advisory Committee on Undergraduate Programs before approval by the Provost.

### **Eligibility**

Students must meet **all** of the following criteria to drop a course during the extended drop period:

- Undergraduate students at all campuses
- Undergraduate courses
- Fall and spring semesters
- Students must remain in full-time status after dropping the course(s).
- The student's advisor must provide permission to drop.

### **Implementation**

- Students must review the proposed drop with their academic advisor. If the student's advisor finds that the student is eligible, the advisor will process the drop(s). If the student's advisor cannot process the drop for any reason, then the advisor will request that the Registrar's Office at the student's campus process it.
- The Office of the University Registrar will monitor drops processed during the third week to ensure that the student met the eligibility criteria prior to the drop and that the student continues to meet the eligibility criteria after the drop. Identified issues will be resolved in consultation with the Office of the Provost.
- There will be no record of the drop course(s) on the transcript.
- A financial aid review will not be needed, because students will remain full-time.
- In most cases, a drop in the extended drop period will not require an adjustment of the tuition bill. If a student is initially enrolled for more than 18 credits and drops to 12-18 credits, then their tuition bill will be adjusted accordingly.
- The extended drop period has no impact on current practices for withdrawing from all courses.
- The extended drop period will be published in the academic calendar.

### **Related Policies**

Policy 09-04-10 Registration and Add/Drop

Policy 09-01-07 University Grading

Policy 09-05-08 Termination of Registration

Students can ask their advisors for more information.