



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## Add/Drop Policy

### Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

### 1. Purpose

The purpose of the Course Add/Drop Policy is to provide students with a structured and equitable process for adjusting their academic schedules within a defined timeframe. This policy ensures that students have the opportunity to make informed decisions about their course enrollment based on academic goals, personal circumstances, and advising support. By establishing clear deadlines and procedures, the policy promotes academic integrity, supports student success, and maintains the operational efficiency of the university's registration and instructional systems.

### 2. Scope

This policy applies to all undergraduate and graduate students enrolled in credit-bearing courses at the university, including those in traditional, online, and hybrid formats. It governs the procedures and timelines for adding or dropping courses during the academic term, including regular semesters and non-traditional sessions such as summer or intersession. The policy also applies to faculty and administrative staff responsible for advising, registration, and academic recordkeeping. Exceptions to this policy may be granted only under documented extenuating circumstances and must follow the university's formal petition process.

### 3. Definitions, Roles and Responsibilities

#### 3.1. Definitions

3.1.1. **Drop Period:** The designated timeframe at the beginning of an academic term during which students may remove courses from their schedule without academic or financial penalty.



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3.1.2. **Withdrawal:** The formal process of exiting a course after the official drop period has ended, typically resulting in a grade of “W” on the transcript and possible financial implications.

3.1.3. **Credit-Bearing Course:** A course that contributes to the total number of credits required for degree completion and is recorded on the student’s academic transcript.

3.1.4. **Non-Traditional Term:** Any academic session outside the standard fall or spring semester, such as summer, winter, or intersession, which may have modified add/drop timelines.

3.1.5. **Petition for Exception:** A formal request submitted by a student to seek approval for a deviation from the standard add/drop policy due to extenuating circumstances.

3.2. **Roles and Responsibilities**

3.2.1. **Students:**

3.2.1.1. Review academic calendars and deadlines related to course add/drop periods.

3.2.1.2. Consult with academic advisors before making schedule changes.

3.2.1.3. Submit add/drop requests through the university’s registration system within the designated timeframe.

3.2.1.4. Monitor their academic and financial records to ensure changes are accurately reflected.

3.2.2. **Academic Advisors:**

3.2.2.1. Provide guidance to students on course selection, degree requirements, and the impact of schedule changes.

3.2.2.2. Assist students in understanding the implications of adding or dropping courses.

3.2.2.3. Approve schedule changes when required by university policy.

3.2.3. **Faculty Members:**

3.2.3.1. Communicate course expectations and requirements clearly at the start of the term.

3.2.3.2. Confirm student attendance and participation for accurate enrollment records.

3.2.3.3. Notify the registrar of any discrepancies in student enrollment.

3.2.4. **Registrar’s Office:**



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- 3.2.4.1. Maintain and enforce the official academic calendar and deadlines.
- 3.2.4.2. Process add/drop requests and ensure accurate updates to student records.
- 3.2.4.3. Provide support and documentation for students and staff regarding registration procedures.

**3.2.5. Financial Aid Office:**

- 3.2.5.1. Assess the impact of course changes on students' financial aid eligibility.
- 3.2.5.2. Communicate any changes in aid status resulting from add/drop activity.
- 3.2.5.3. Advise students on financial implications before finalizing schedule changes.

## **4. Policy**

- 4.1. Students may add or drop courses through the eighth calendar day of a regular Fall or Spring semester. For non-traditional terms (e.g., summer or intersession), the add/drop period will be prorated accordingly. After the drop period, students may withdraw from a course following the university's withdrawal procedures. All schedule changes must be completed through the official registration system and may require advisor approval.
- 4.2. Exceptions to this policy may be granted only through the add/delete course form and must be supported by documentation of extenuating circumstances. Approval is subject to review by the appropriate academic and administrative offices.

## **5. Procedures, Standards, and Guidelines**

**5.1. Course Add Requests:**

- 5.1.1. Students may add courses through the university's registration system during the official add period (typically the first 8 calendar days of a regular semester).
- 5.1.2. Advisor approval may be required for certain courses, including those with prerequisites or capacity limits.
- 5.1.3. Late add requests must be submitted via a formal petition and are subject to review.

**5.2. Course Drop Requests:**

- 5.2.1. Students may drop courses without academic or financial penalty during the official drop period.
- 5.2.2. Drops must be completed through the registration system and may require advisor consultation.



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5.2.3. After the drop period, students must follow the withdrawal process.

5.3. **Standards**

5.3.1. All schedule changes must comply with published academic calendars and deadlines.

5.3.2. Faculty must verify enrollment accuracy and report discrepancies promptly.

5.3.3. Advisors must ensure students understand the academic and financial impact of schedule changes.

5.4. **Guidelines**

5.4.1. Students should consult with advisors before making any schedule changes to ensure alignment with degree progress.

5.4.2. Changes to course schedules should be made as early as possible to minimize disruption to learning and instruction.

5.4.3. Students are encouraged to monitor their registration status and transcript for accuracy after making changes.

5.4.4. The university reserves the right to deny add/drop requests that do not meet policy criteria or are submitted after deadlines without valid justification.

6. **Compliance and Enforcement**

5.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.

5.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. **Additional Information**

7.1. **Supporting Documents**

7.1.1 [PRP 3434- Change of Undergraduate Schedule] [[PRP 3434 - Change of Undergraduate Schedule | Commonwealth University](#)]

7.2. **History**

7.1.2 This policy supersedes PRP3434, which was approved by Bloomsburg University Faculty Senate, May 6, 1971. Amended by the Representative Assembly, December 10, 1079. Amended at BUCC April 26, 1995. Presented at BUCC February 6, 2008 as



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Information Item. Presented at University Forum February 27, 2008 as Information Item. Revised by BUCC on April 26, 2017. This revised policy will serve Commonwealth University.

7.1.3 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

7.1.4 Revised - [Date of Revision]

7.1.5 Next Review Date - [Date of Revision]

7.2 **Related Policies** - Withdrawal from a Course [IAP 49]

7.3. **Contacts for Additional Information and Reporting**

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

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