Memo

To: Leslie Zenk, Assistant Provost

From: Christopher B. Knauer, University Registrar

Date: June 8, 2017

Re: Add/Drop Proposal Request

Leslie, this is a request to have the Add/Drop policy reviewed by FAPSC in the 2017-18 Academic Year based on conversations with the Associate Dean's Group and with other advisors across campus. Currently, the policy allows the Add/Drop period to be eight calendar days from the start of the semester. In the spring semester, the last date to Add/Drop falls on the MLK Holiday. Although the process is an automated one in Banner Self Service, the inability for students to speak with an advisor due to the University being closed has created concern on the part of the advisors across campus. I brought this to the Associate Dean's Group and they asked me to draft two possibilities for revising the policy to be submitted to FAPSC for their review.

Option 1 takes the current policy and changes the deadline from calendar days to business days. This avoids the possibility of the last day of Add/Drop falling on the holiday. In addition, this lengthens the Add/Drop Policy into the second week of the semester. The original intent of revising the policy a year ago was to shorten the period for students to be able to enter classes in order to stabilize enrollments in courses earlier in the term.

Option 2 shortens the Add/Drop period to five business days. Students would need to complete their transactions by the end of the fifth day. This seems consonant with the desire of the faculty to shorten the Add/Drop period and stabilize course enrollments earlier in the term. The Associate Deans did discuss Saturday classes and the ability for those students to have an opportunity to adjust their schedules after attending at least one class period and did not see any problem with handling these as exceptions. The number of Saturday classes is very low and there did not seem to be a concern about handling these situations on an individual basis through the Academic Petition process.

Please let me know if you need additional information.

Option 1:

Add/Drop Period

The Add/Drop period runs through the ~~eighth~~ sixth business~~calendar~~ day of the Fall and Spring semesters (the second ~~instructional~~ business day for the first and second Summer sessions). During the Add/Drop Period, students can:

- Register for courses.
- Drop a course(s) without record (and remain enrolled in other courses).
- Drop all courses without record.
- Change the grade type to Audit or Pass/No Credit (refer to Auditing a Course and Pass/No Credit Option sections).
- Elect to retake a course with Grade Replacement (refer to Repeating Courses section).

After the Add/Drop Period students can withdraw from one or more courses in accordance with the Withdrawal policy.

Option 2:

Add/Drop Period

The Add/Drop period runs through the ~~eighth~~ fifth business ~~calendar~~ day day of the Fall and Spring semesters (the second ~~instructional~~ business day for the first and second Summer sessions). During the Add/Drop Period, students can:

- Register for courses.
- Drop a course(s) without record (and remain enrolled in other courses).
- Drop all courses without record.
- Change the grade type to Audit or Pass/No Credit (refer to Auditing a Course and Pass/No Credit Option sections).
- Elect to retake a course with Grade Replacement (refer to Repeating Courses section).

After the Add/Drop Period students can withdraw from one or more courses in accordance with the Withdrawal policy.