POLICY TITLE: Adding, Dropping and Withdrawing Courses

OVERVIEW: Procedures for adding, dropping and withdrawing courses

OFFICE/DEPARTMENT RESPONSIBLE: Registration and Records

DATE UPDATED: July 2014

ADDING COURSES

Please note: Switching from one section to another of the same course is the same as adding and dropping courses. The reason for this is that the same steps are required. Therefore, non-attendance of one section of a course and attending a different section of the same course without processing an official add/drop transaction either online or in person at the Office of Registration and Records does not constitute dropping one section and adding the other. Remember: Nothing has been dropped or added until an official online or in-person transaction has been processed.

FIRST-SEMESTER FRESHMEN— All adds require the signature of your advisor and the instructor.

Because first-semester freshmen are administratively “block-scheduled” into courses to insure that their general education course requirements are efficiently registered, first-semester freshmen may only add or late add with the signature of their advisor on their advisement form (printed schedule) starting with the first day of the semester. To add a course, the instructor’s signature is required in addition to the advisor’s signature even if the course still shows open seats and even for second quarter and late starting courses. First-semester freshmen cannot make schedule adjustments online. Schedule adjustments with the required signatures must be processed in person at the Office of Registration and Records, 201 Rakov. Any questions should be directed to the student’s advisor or to the Office of Academic Advisement, (585) 395-2711, 101 Rakov. Go to www.brockport.edu/registrar and click Dates and Deadlines for add, late add, drop and withdrawal deadlines.

ALL OTHER REGISTERED UNDERGRADUATE AND GRADUATE STUDENTS
Starting with the first day of the semester, all adds are by permission from the course instructor (either Permission Override Number to add online or the instructor’s signature to add in person at the Office of Registration and Records) even if the course still shows open seats and even for second quarter and late starting courses. For more information on Permission Override Numbers, go to www.brockport.edu/registrar and click Registration FAQs and then Permission Override Number. Undergraduate and graduate students who are registered with full-time status prior to the first day of the semester may make adjustments to their schedules either online or in person according to the published Dates and Deadlines at www.brockport.edu/registrar.
ADD PERIOD — The first week of a spring or fall semester, no fee is charged to add to an existing full-time schedule.

**Please note:** Switching from one section to another of the same course is the same as adding and dropping courses. The reason for this is that the same steps are required. Therefore, non-attendance of one section of a course and attending a different section of the same course without processing an official add/drop transaction either online or in person at the Office of Registration and Records does not constitute dropping one section and adding the other. Remember: Nothing has been dropped or added until an official online or in-person transaction has been processed.

Students already registered prior to the first day of the semester may add a course to their existing full-time (12 credits) schedule during the first week of the semester (regular add period) without a fee. **Starting with the first day of the semester, all adds are by permission from the course instructor** (either Permission Override Number to add online or instructor’s signature to add in person at the Office of Registration and Records) *even if the course still shows open seats and even for second quarter and late starting courses.* Please note that it is always the prerogative of the instructor to admit or exclude a student from a course during the add period.

**SPECIAL ADD PROCEDURES** — The following signatures are required to add these courses:

ENL 101, 102 and 112 — signature from Mr. Bob Baker, 101A Hartwell Hall, 395-5234  
MTH 110 and 112 — signature from Mr. Bernie LoBracco, 295 Brown Bldg, 395-2072  
GEP 100 and 120 — signature from Dr. Fox, 618 Allen Admin. Bldg, 395-2504

The Department of Business Administration and Economics has its own arrangements for handling adds to BUS, ACC and ECN courses. Check with the department at (585) 395-2623 for instructions.

Developmental courses for EOP students require the signature of Ms. Debra Joseph-McEwen, C-25, Cooper Hall, 395-5411

Exceptional Talent students who are taking developmental courses require the signature of Mr. Michael Dentino, B-10, Cooper Hall, 395-2292.
LATE ADD PERIOD — During the second and third weeks of a spring or fall semester, a $20 late add fee is charged.

Please note: Switching from one section to another of the same course is the same as adding and dropping courses. The reason for this is that the same steps are required. Therefore, non-attendance of one section of a course and attending a different section of the same course without processing an official add/drop transaction either online or in person at the Office of Registration and Records does not constitute dropping one section and adding the other. Remember: Nothing has been dropped or added until an official online or in-person transaction has been processed.

Adding during the second and/or third week of the semester constitutes a late add and a $20 late add fee will be charged to the student’s account to add any course. This applies to any course including late starting courses and second quarter courses. Late fees will apply if adds are not processed by the published deadlines. Go to www.brockport.edu/registrar and click Dates and Deadlines for schedule adjustment deadlines.

SPECIAL LATE ADD PROCEDURES — The following signatures are required to late add these courses:

ENL 101, 102 and 112 — signature from Mr. Bob Baker, 101A Hartwell Hall, 395-5234
MTH 110 and 112 — signature from Mr. Bernie LoBracco, 295 Brown, 395-2072
GEP 100 and 120 — signature from Dr. Fox, 618 Allen Admin. Bldg, 395-2504

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Exceptional Talent students who are taking developmental courses require the signature of Mr. Michael Dentino, B-10, Cooper Hall, 395-2292.

AFTER THE LATE ADD PERIOD HAS ENDED - The signature of the appropriate dean is required to add a course once the late add period has ended. The required permission form is available from the Office of Registration and Records, 201 Rakov. A $20 late fee will be charged.
DROPPING COURSES

Please note: Switching from one section to another of the same course is the same as adding and dropping courses. The reason for this is that the same steps are required. Therefore, non-attendance of one section of a course and attending a different section of the same course without processing an official add/drop transaction either online or in person at the Office of Registration and Records does not constitute dropping one section and adding the other. Remember: Nothing has been dropped or added until an official online or in-person transaction has been processed.

FIRST-SEMESTER FRESHMEN— All drops require the signature of both your advisor and the instructor.

It is important to distinguish between dropping and withdrawing from courses since they are two different processes with very different guidelines. A drop is done during the first four weeks of a regular spring or fall semester. Withdrawals are necessary after the drop period has ended and are governed by different dates and different procedures. These are two important terms to remember because the rules change dramatically at the end of the first four weeks of the semester. If a course is dropped, it will not appear on the transcript. However, it would be a courtesy to let the instructor know as soon as the decision has been made to drop so that s/he will know there is a seat available for someone else. During the first four weeks of the semester, students may drop most courses without the instructor’s permission and there is no fee to drop a course. Please note that first and second quarter courses have different drop deadlines than full semester courses. Go to www.brockport.edu/registrar and click Dates and Deadlines.

SPECIAL DROP PROCEDURES — The following signatures are required to drop these courses:

ENL 101, 102 and 112— signature from Mr. Bob Baker, 101A Hartwell Hall, 395-5234
MTH 110 and 112— signature from Mr. Bernie LoBracco, 295 Brown, 395-2072
GEP 100 and 120 — signature from Dr. Fox, 618 Allen Admin. Bldg, 395-2504

Developmental courses for EOP students require the signature of Ms. Debra Joseph-McEwen, C-25, Cooper Hall, 395-5411

Exceptional Talent students who are taking developmental courses require the signature of Mr. Michael Dentino, B-10, Cooper Hall, 395-2292.

SECOND QUARTER DROP

Note: The second quarter drop deadline is after the full semester course drop deadline. Go to www.brockport.edu/registrar and click Dates and Deadlines for the second quarter drop deadline.
TUITION LIABILITY
Students incur liability for tuition over the first five weeks of the semester and students are liable for courses dropped in addition to new courses added. For more information on liability, go to the Office of Student Accounts Web page at www.brockport.edu/bursar/bill-pay-refund/refund_calculations.htm.

WITHDRAWING FROM COURSES

FIRST-SEMESTER FRESHMEN— All withdrawals require the signature of your advisor and the instructor.

It is important to distinguish between dropping and withdrawing from courses since they are two different processes with very different guidelines.

A drop is done during the first four weeks of a spring or fall semester, and once the course is dropped, it will not appear on the transcript. Withdrawals are necessary during weeks five through the Friday before the last week of classes and are governed by different dates and different procedures. Courses withdrawn will appear on the transcript with a grade of “W.”

Check the summer session and winter session web sites from www.brockport.edu for proportionate withdrawal deadlines for summer and winter session courses. There is no refund for courses withdrawn.

The withdrawal period runs in two different stages for spring and fall semesters and the rules are different depending on when the withdrawal is processed (see below. Withdrawals cannot be processed online and students must do so in person at the Office of Registration and Records. Completion of a withdrawal form is required to withdraw from any course at any time. A $20 fee is charged to the student’s account to withdraw. The signature of the appropriate dean is required on the withdrawal form to withdraw after the withdrawal period has ended.

WITHDRAWAL PERIOD — Weeks five (5) through ten (10)

The first stage of the withdrawal period runs from week five through week ten of a regular spring or fall semester. Permission to withdraw is not required during this period. Withdrawals cannot be processed online. The student is required to complete and submit a Withdrawal Form to the Office of Registration and Records for processing. The form is available either online from the Forms page at www.brockport.edu/registrar or at the Office of Registration and Records, 201 Rakov, by the week ten withdrawal deadline. Go to www.brockport.edu/registrar and click Dates and Deadlines for withdrawal deadlines. A $20 fee is charged to the student’s account and a grade of “W” will appear on the transcript. There is no refund for courses withdrawn.

Failure to submit a withdrawal form to Registration and Records by the appropriate deadline will result in a final grade as determined by the grading policy of the course. Students should check with the Office of Financial Aid to determine the financial implications for any withdrawal.
WITHDRAWAL PERIOD — Week eleven (11) through the Friday before the last week of classes

The second stage of the withdrawal period runs from week eleven through the Friday before the last week of classes. Permission to withdraw is required during this period. Withdrawals cannot be processed online. The student is required to complete and submit a Withdrawal Form and the Explanation for Withdrawal Form available either online from the Forms page at www.brockport.edu/registrar or at the Office of Registration and Records. S/he must then get the signature of the department chairperson on the form and take it to the Office of Registration and Records for processing by the Friday before the last week of classes. Go to www.brockport.edu/registrar and click Dates and Deadlines for withdrawal deadlines. A $20 fee is charged to the student’s account and a grade of “W” will appear on the transcript. There is no refund for courses withdrawn.

Failure to submit a withdrawal form by the appropriate deadline will result in a final grade as determined by the grading policy of the course. Students should check with the Office of Financial Aid to determine the financial implications for any withdrawal.

A student must provide the chairperson with appropriate documentation to support approval of the request for withdrawal for any of the following reasons:

- Documented personal illness or injury with serious impact on course performance.
- Documented illness or injury of a close family member for whom the student has extensive responsibility.
- Documented serious family problem that might reasonably be expected to cause significant emotional reaction to the student.
- Documented change in the student’s work hours (required by employer) that interfere with class times or documented increase in work hours (required by employer) that prevent the student’s further participation in the course.

Other documented circumstances, not under the student’s control, that might reasonably be expected to have had a significant negative impact on the student’s ability to complete the course(s).

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APPEALS

A student may appeal a department chairperson’s denial to approve a withdrawal. If denied, the department chairperson will state the reason(s) for the denial on the Withdrawal Form. The student may then appeal to the dean of the appropriate department. The dean will then make a decision based on the written materials submitted. Appeals must reach the dean’s office before the withdrawal deadline for the semester. Students have one calendar year from the end of the semester in which the course was registered to appeal a denial, after which, the withdrawal is not accepted.