

Course Adjustment (Add/ Drop/Withdraw) Policy

1. ADDING COURSES

- 1.1 Students may add courses without permission during the Week 1 (5 days) of monsoon or spring semester and during the first two (2) days of summer terms.
- 1.2 Students must have permission of the instructor to enroll in a course during Week 2 -days six (6) through ten (10) - of monsoon or spring semester and during the third (3rd) day of summer terms.
- 1.3 After this date, students must have permission of the instructor of the course and their college dean to enroll in a course.

2. DROPPING OR WITHDRAWING FROM COURSES

- 2.1 Courses may be dropped until the end of the Week 2 without permission. However, in order to receive financial aid, students must meet the minimum course load requirements. Dropping below full-time enrollment could impact financial aid.
- 2.2 Students may drop from a course through Weeks 3 and 4 (20 days) of regular monsoon and spring semesters and during the first six (6) days of summer terms, with the permission of the Dean.
 - 2.2.1 Undergraduate student course drops after Week 4 are considered to be course withdrawals and will result in a W grade on the transcript.
 - 2.2.2 Course withdrawals that would result in full-time undergraduate students falling below the minimum full-time course load requirements will not be allowed except as noted in Section 3.
- 2.3.3. Undergraduate students will be limited to a maximum of sixteen (16) hours of course withdrawals over their academic career.
- 2.3.4. All hours from course withdrawals will count as attempted hours for course repeats, determining eligibility to continue enrollment, determining eligibility to receive financial aid.
- 2.4 Faculty are encouraged to provide evaluative feedback to students in their classes prior to these deadlines.
- 2.5 Courses may not be dropped after final grades have been posted.

3. EXCEPTIONS

- 3.1 Exceptions to the deadlines above are granted only for documented medical reasons or other verified, unforeseen grounds of personal or family hardship.
- 3.2 Undergraduate student exceptions require approval by the Dean of Academic Affairs/ Undergraduate Programmes

4. UNDERGRADUATE SEMESTER WITHDRAWAL

- 4.1 Undergraduate students are expected to complete all courses for which they are enrolled at the end of Week 4 of the Monsoon or Spring semester. Therefore semester withdrawals after this date will only be permitted for undergraduate students as per the Leave of Absence Policy

4.2 Undergraduate students who withdraw from a semester after Week 4 of the Monsoon or Spring semester will have their courses recorded on the transcript with a W grade in addition to a withdrawal notation.

All Dates are from the 1st day of classes.

	Add course
Week 1	Add a course without permission, subject to course cap
Week 2	Add a course with permission of instructor, subject to course cap
Weeks 3 -4	Add a course with permission of instructor and Dean, subject to course cap
	Drop course
Weeks 1-2	Self-drop without permission
Weeks 3-4	Drop with permission of Dean
	Withdraw from Course
Weeks 4-8	Drop with permission of Dean but 'W' will show.
Week 9 and later	'W' with F (Fail notation) or X (Exceptional circumstances notation).