4.03 Adding & Dropping Courses

Policy 4.03
Volume 4 Enrollment Management
Chapter 03 Adding & Dropping Courses Policy
Responsible Office: Registrar
Originally issued: unknown
Revised: 1/21/2009

Policy Statement

Addition of courses to a student’s course schedule will not be allowed after the deadline for adding courses as set forth in the Academic Calendar.

A course may be dropped without penalty up to the midterm date set forth in the Academic Calendar. Following this deadline, a student who drops a course will receive a grade of WF (Withdrawn Failing), except in cases of hardship as determined by the appropriate academic dean. WF grades will be treated as F grades for grade point calculations.

Courses may be added or dropped only by procedures established by the Registrar of Georgia Health Sciences University.

Reason For Policy

Rules must be in place to govern the addition and drop of courses to/from a student’s course schedule to maintain equity across all schools.
and colleges at Georgia Health Sciences University.

**Entities Affected By This Policy**

All students who are enrolled at Georgia Health Sciences University and the faculty who teach them are affected by this policy.

**Who Should Read This Policy**

Students at Georgia Health Sciences University

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>706-721-2201</td>
<td><a href="http://www.georgiahealth.edu/students/Registrar/registrar@georgiahealth.edu">http://www.georgiahealth.edu/students/Registrar/registrar@georgiahealth.edu</a></td>
</tr>
</tbody>
</table>

**Related Documents**

Georgia Health Sciences University Catalog: [http://catalog.georgiahealth.acalog.com/](http://catalog.georgiahealth.acalog.com/)

**Definitions**

These definitions apply to these terms as they are used in this policy:

**Academic Calendar**: Calendar posted on Georgia Health Sciences University Web site ([http://calendar.georgiahealth.edu/](http://calendar.georgiahealth.edu/)) that contains all dates relevant to the academic mission of the institution. Dates posted on the Academic Calendar change yearly.

**Overview**

Courses cannot be added to a student’s course schedule after the Drop/Add dates posted in the Academic Calendar. Courses may be dropped without penalty up to the midterm date as set forth in the Academic Calendar. Courses dropped from a student’s schedule after the Drop/Add date will receive a grade of WF (Withdrawn Failing), except in cases of hardship as determined by the appropriate academic dean.
WF grades will be treated as F grades for grade point calculations.

**Process/Procedures**

If a student wishes to add or drop a course from his/her student record, the course director must send a Drop/Add form (available in the Registrar’s Office) to the Registrar’s office along with a notation as to why the course is being added or removed from the student record.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.03, Adding & Dropping Classes Policy, are:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Obtain Drop/Add form from the respective department at request of and after consultation with student. Sign Drop/Add form and submit to the Registrar’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>Process Drop/Add request in Banner</td>
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</tbody>
</table>

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