

Add/Drop Policy

Students are permitted to add or drop courses until Monday at 5:00 pm of the second week of classes. Dropping courses does not result in any transcript notation. Students should consult with their Department Chair or Faculty Advisor prior to adding or dropping courses.

To add or drop a course, students and Faculty Advisors must complete the [Add/Drop Form](#) available from the Office of the University Registrar. It is the responsibility of students to submit this form with all required signatures by the add/drop deadline. Non-attendance does not constitute dropping a course. The only way a students' registration may be adjusted is for them to file a completed [Add/Drop Form](#) with the Office of the University Registrar.

Students are not allowed to add or drop courses after the end of the add/drop period. No refund or credit will be granted for any courses that are not officially dropped by the appropriate deadline.