



Policy AC036: Add-Drop

Recommended for Approval by:

A blue ink signature of Dr. Scott E. Miller, written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

A blue ink signature of Dr. Dale-Elizabeth Pehrsson, written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
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Effective Date: 07/01/2022

A. Intent

To describe the process and procedure for making an adjustment to the student's course schedule during the Add-Drop period.

B. Definition(s)

Capacity Permit: A permission form approved by the course instructor or department chair that allows the student to register for a class section that has reached capacity (i.e., has no remaining seats available).

C. Policy

The Add-Drop period will extend through the eighth calendar day (11:59pm EST) of the semester, excluding holidays and when the University is closed, to provide students with one full week plus the weekend to make schedule adjustments. These periods will be converted to percentages to apply to nontraditional terms (i.e., winter session; summer sessions; sessions within a semester). The Add-Drop period covers 8.57 percent of the class days (excluding the final exam period), adjusted to a whole number.

Add-Drop deadlines shall be publicized by the registrar in the Academic Calendar.

During the Add-Drop period, the student may adjust their class schedule by adding and dropping classes. Courses dropped from the student's schedule will not appear on the student's transcript for that semester/term.

A student seeking admission to a closed section should consult with the instructor or chairperson of the department that offers the course to either be added to the class waitlist or to receive a

Capacity Permit to gain access to the class section.

D. Procedure(s)

1. A student may add and drop classes to/from their schedule during the Add-Drop period by using the self-service portal.
2. If a desired class is closed, the student should contact the instructor or department chairperson to be added to the class waitlist. Depending on the student's position on the waitlist, if a seat becomes available during the Add-Drop period, the student will be automatically enrolled into the class. If the class does not have a waitlist, the student may request a Capacity Permit from the instructor or department chair that offers the course; if this is approved, the department chair will code the Capacity Permit into the Banner registration system, after which the student may register for the class using the self-service portal.

E. Related policies

Auditing a Course Policy (AC012)

Class Withdrawal Policy (AC046)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.