

DATE: May 16, 2008

TO: Deans, Directors, Department Heads, and Advisors

FROM: George Gehrels, Chair, Undergraduate Council (UGC)  
Celeste F. Pardee, Curriculum Associate, Academic Affairs

RE: **Amendment to the Change of Schedule (Drop/Add) Policy**

The Change of Schedule (Drop/Add) Policy has been amended to address drop deadlines in short and non-standard terms. The need to specify deadlines related to courses offered during short and non-standard terms was raised by Undergraduate Council (UGC) members in Spring 2007. The Registrar submitted a proposal in September reflecting current practice for setting the deadlines, which was approved by UGC in January 2008, Graduate Council in March, and Faculty Senate on 5/05/08. The amended policy is effective in Fall 2008 for all courses taken by undergraduate and graduate students in all catalogs. It may be found in the policies section of the 2008-09 General Catalog at the following URL:

<http://catalog.arizona.edu/2008-09/policies/dropadd.htm>

Amended Change of Schedule (Drop/Add) Policy:

Students may drop and/or add courses by following instructions and adhering to deadlines in the appropriate Schedule of Classes

<<http://garnet.ccit.arizona.edu/schedule.cgi?>> each semester. Change of Schedule (drop/add)

<<http://www.registrar.arizona.edu/registration/changereg/onpaper.htm>> forms are available in departments and can also be printed in .pdf format on the Office of the

Registrar's Web site. To see when a Change of Schedule form is required, see Registration Dates and Deadlines

<<http://www.registrar.arizona.edu/schedules/dates.htm>> .

As of the first day of classes and through the last day of registration for credit, as stated in the Academic Calendar

<<http://catalog.arizona.edu/2008-09/0809cal.html>> , a student may not add a course with a Change of Schedule form without the permission and the signature of the instructor of the course.

Fall & Spring Semesters (16-week courses): Course withdrawals filed before the first deadline, at the end of the fourth week of classes, result in cancellation of registration in the course. The course enrollment is deleted from the student's permanent record.

For course withdrawals filed between the first and second withdrawal deadlines-at the end of the eighth week of classes--the grade of "W" is awarded to students who are passing at the time of withdrawal, and the grade of "E" may be awarded to students not passing at the time of withdrawal.

Either grade shows on the student's permanent record, and the "E" averages into the student's grade average.

The second deadline to drop a course is normally the student's last opportunity to drop a course, except for an extraordinary reason approved by the student's college dean (in the case of undergraduate students) or by the Graduate College dean (in the case of graduate students) or by the Dean of Students (in the case of students withdrawing completely

<<http://www.registrar.arizona.edu/schedule084/withdraw.htm>> from the University). With the college dean's approval, undergraduates may drop a course through the last day of regularly scheduled classes-prior to the final examination period. Likewise, graduate students need the approval of the Graduate College dean to drop a course through the last day of classes. for

students in the colleges of Law and Medicine, withdrawals are governed by regulations established by the respective college faculties.

Courses with non-standard start and end dates, including but not limited to all Summer Session and Winter Session courses: The Registrar determines the duration of the first withdrawal period and publishes the specific deadline to drop a course with deletion from the record for shorter or non-standard terms in in the Schedule of Classes

<http://garnet.ccit.arizona.edu/schedule.cgi?>> .

<http://garnet.ccit.arizona.edu/schedule.cgi?>>

For course withdrawals filed between the first and second withdrawal deadlines, the grade of "W" is awarded to students who are passing at the time of withdrawal, and the grade of "E" may be awarded to students not passing at the time of withdrawal. Either grade shows on the student's permanent record, and the "E" averages into the student's grade average. The second drop deadline is set by the Registrar based on the length of the course. The specific deadline to drop a course with a grade of "W" or "E" for shorter or non-standard terms is published in the Schedule of Classes

<http://garnet.ccit.arizona.edu/schedule.cgi?>> .

<http://garnet.ccit.arizona.edu/schedule.cgi?>>

The two drop deadlines for courses with extended terms (i.e., those extending 5 or more months) are proportional with those set for the Fall or Spring Semester.

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<http://www.registrar.arizona.edu/schedule084/withdraw.htm>> from the

University). With the college dean's approval, undergraduates may drop a course through the last day of a class with shorter or non-standard start and end dates-prior to the final examination period. Likewise, graduate students need the approval of the Graduate College dean to drop a course through the last day of a class with shorter or non-standard start and end dates. For students in the colleges of Law and Medicine, withdrawals are governed by regulations established by the respective college faculties.

Rationale for the Amendment:

Faculty who teach summer/winter session courses and/or courses with non-standard start/end dates have questioned the timing of deadlines to drop a course, since those deadlines are disproportional from those set by Faculty Senate for regular semesters. The guideline in effect for a regular 16-week semester is that the first drop deadline occurs at the end of 25% of the term (the end of the 4th week), and the second drop deadline occurs at the end of 50% of the term (the end of the 8th week). However, the first guideline is financially impractical for summer/winter sessions, since the Registrar's Office-Summer/Winter Session Unit needs to know within 2 or 3 days (for a 3-week term or 5-week term respectively) if course enrollment is sufficient to pay the instructor for a scheduled course. The Registrar's Office-Summer/Winter Session Unit has responsibility for setting course drop/refund-of-fees deadlines that enable the Office to meet faculty payroll obligations. The deadlines for shorter terms are roughly proportional to the length of the course, although the first deadline occurs before 25% of the term has passed. The Registrar has determined formulae for setting the first and second drop deadlines for courses offered in shorter and non-standard terms.

Management of the Policy:

**First Deadline to Drop a Course:** The Registrar determines the specific deadline to drop a course with deletion from the record for shorter or non-standard terms using the following formula: a rounding up of  $1 + \left[ \frac{\text{number of weeks in the term}}{4} \right]$  = end of first business day. For example, in a 5-week Summer Session, the deadline to drop with deletion from the record is the close of business on the third day of classes ( $1 + 1.25 = 2.25 = \text{day 3}$ ).

**Second Deadline to Drop a Course:** The specific deadline to drop a course with a grade of "W" or "E" for shorter or non-standard terms is determined using the following formula: number of class days in the term divided by 2 = end of that business day. For example, in a 5-week Summer Session, the deadline to drop with a grade of "W" or "E" is the close of business at the end of the 12th day of classes (24 class days divided by 2 = 12th day).

**Deadlines for Extended Courses:** The first deadline to drop an extended course is set by dividing the number of weeks of the course by 4 (one-quarter of the course term); the second deadline is set by dividing the number of weeks by 2 (one half of the course term). For example, for a course extending 38 weeks, the deadline to drop with deletion from the record is the close of business at the end of week 10 (rounding up 9.5 weeks); the second deadline to drop a course (with a "W" or "E") in this example is the close of business at the end of week 19.

If you have any questions about the Change of Schedule Policy, please contact the Office of Registration and Transcripts at 621-3113.