

# The University Senate of Michigan Technological University

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## PROPOSAL 27-04

### AMENDMENTS TO PROPOSAL 17-02, LATE COURSE ADD POLICY

A student may add a course to his or her schedule through the end of the first calendar week of a semester (or the same percentage of time if a course is offered under a different time module) without obtaining signatures for permission.

After the first calendar week of instruction (or the same percentage of time if a course is offered under a different time module), to add a course, students must obtain the signature of the course instructor and of their academic advisor.

After the second calendar week of instruction (or the same percentage of time if a course is offered under a different time module), a course may not be added to the student's schedule unless both of the following conditions are met:

1. The course is either an individualized instruction course or has unique registration circumstances as defined by the academic department, or the student is advised by an instructor in a scheduled course to move to a lower/higher level course in the sequence of courses in which the student is enrolled. (Note: Unique registration circumstances as defined by the department as noted above are for such things as learning centers, play tryouts, engineering enterprise, ensembles, etc.)
2. Permission is obtained by signature of the instructor of the course in which the student wishes to enroll and the student's academic advisor.

For purposes of audits and determining student eligibility for financial aid, the last day for adding courses will be Wednesday of the second week of classes (or the same percentage of time if a course is offered under a different time module).

**Adopted by Senate: 10 March 2004**  
**Approved by President: 10 April 2004**  
**Amended with Proposal 27-05**