

University Senate of Michigan Technological University

Course Add and Drop Policies

[\(Proposal 27-05\)](#)

[\(Proposal 27-04\)](#)

[\(Proposal 17-02\)](#)

[\(Proposal 18-12\)](#)

Senate Policy 301.1

Adding Courses

Signature requirements for permission to add a course are:

First-year students:

Through the first five business days of the semester*, signature approval must be obtained from the student's academic advisor.

After the fifth business day of the semester*, signature approval must be obtained from the student's academic advisor and course instructor. Section changes for the same course do not require an academic advisor approval signature.

All other students:

Through the first five business days of the semester*, no signature approval is required. After the fifth business day of the semester*, students must obtain signature approval from the course instructor to add a course or change a section.

** Or the same percentage of the time if a course is offered in a time module other than a fourteen week semester.*

The last day to officially add a full semester course is the Wednesday of second week.

Dropping Courses

During the first three weeks of the semester, courses dropped will not be recorded on the student's permanent record. Beginning the fourth week through the end of the tenth week of the semester, courses dropped will be indicated by a grade of 'W' on the student's permanent record.

Signature requirements to drop a course are:

First-year students:

During the first three weeks of instruction*, signature approval must be obtained from the student's academic advisor. Students must be made aware of how dropping a course affects

their progress toward graduation. After the third week of instruction*, signature approval must be obtained from the student's academic advisor and course instructor.

All other students:

During the first week through the end of the tenth week of instruction*, no signature approval is required to drop a course.

** Or the same percentage of the time if a course is offered in a time module other than a fourteen week semester.*

After the tenth week, a student may request a late drop from Student Affairs, which will only consider those requests that clearly involve extenuating circumstances beyond a student's control. Comments from the academic advisor and instructor will be requested prior to final approval. The registrar will show the course on the student's permanent record with the grade of W.

Students that drop all of their courses will be withdrawn from school as of the date the last course was dropped.

Proposal 27-05:

Adopted by the Senate: 13 April 2005

Approved by President Mroz: 20 April 2005

Proposal 27-04:

Adopted by Senate: 10 March 2004

Approved by Administration: 10 April 2004

Proposal 17-02:

Adopted by Senate: 30 January 2002

Approved by Administration: 7 February 2002

Proposal 18-12:

Adopted by Senate: 18 April 2012

Approved by Administration: 08 May 2012