



## Adding and Dropping Classes

### No. 6325

**Policy Effective Date:**  
1/9/1990

**Last Revision Date:**  
8/24/2023

**Policy Owner:**  
Cyril Clarke

**Policy Author:** (*Contact Person*)  
Rick Sparks

**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

**1.0 Purpose**  
**2.0 Policy**  
**3.0 Procedures**  
**4.0 Definitions**  
**5.0 References**  
**6.0 Approval and Revisions**

### 1.0 Purpose

The implied purpose of the Drop-Add Period is to allow students to provide for themselves the most satisfactory program of study.

### 2.0 Policy

The deadline for adding courses shall be at midnight on the fifth class day of each fall and spring semester and at midnight on the third class day for summer 1(S1) and summer 2(S2) part of term and at midnight on the fourth class day for the summer 3(S3) part of term.

The period in which courses may be dropped without grade penalty and without permission of the student's dean shall be through the thirtieth class day of each Fall and Spring Semester and through the tenth class day of each summer term. The deadline shall be at midnight on these days.

### 3.0 Procedures

#### 3.1 Drop-Add Procedure

After class schedules are produced, students may use the online access, Hokie SPA, to adjust their schedules.

Late Adds and Drops adjustments to a student's schedule after the last date to carry out a specific transaction (see Hokie SPA for deadline dates) require permission of their own academic dean. A late-drop request based on mental or physical illness requires a recommendation from Schiffert Health Center and/or Cook Counseling Center. Faculty cannot add or drop students from their rosters.

A dean's approval is required for any adds that will create an overload (see Policy 6320) or for adds or drops after the specified deadlines.

#### 3.2 Force-Adds

In certain situations, a student may request to force-add a course

1. if a course is full and the student must have it the current term for some unusual reason,
2. if a department requires force-adds rather than regular adds to get into certain courses,
3. if a regular add did not go through.

Force adding a course permits admission to a class over the desired enrollment threshold, but not over the room capacity. Whether or not a student is able to force-add a course is up to the department offering the course and/or the course instructor. A force-add is intended to be a FINAL SOLUTION for a critical problem in scheduling NEEDED courses.

Some departments have specific force-add procedures, so it is imperative that the student identify the department's procedures. If the department does not have its own procedures,



then the student must see the course instructor. If the instructor agrees to force-add the student to the course, the student must get the instructor's or departmental representative's signature on a force-add form, which are available from any academic department. Once the form is signed by the course instructor or departmental representative, the student must turn it in to the department of the class for processing.

The form may optionally be signed by a student's advisor. A dean's approval is required for any adds that will create an overload (see Policy 6320) or for adds or drops after the specified deadlines.

## 4.0 Definitions

## 5.0 References

## 6.0 Approval and Revisions

Approved January 9, 1990, by University Registrar, Wanda Dean.

Reviewed August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe. No changes.

- Revision 1  
Revised Section 3.1 to reflect online DROPADD process.  
Approved January 12, 1999, by Associate Vice Provost for Academic Affairs, David R. Ford.
- Revision 2
  - Revised Section 2. Policy – Changed deadlines from 5:00 p.m. to midnight.
  - Revised Section 3.1 to reflect online Hokie SPA process.Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.
- Revision 3  
Policy revised to reflect deadlines for summer terms. Obsolete policy language revised to reflect current parameters and procedures over dropping and adding classes based on mental or physical illness and student consideration of departmental procedures.  
Approved August 24, 2023 by University Registrar, Rick Sparks.