



Adding and Dropping Classes

No. 6325

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Policy Owner:
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Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

The implied purpose of the Drop 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 of each summer 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 make adjustments to their schedules. Students have access to Hokie SPA from the terminals in the computer labs, the University Registrar's Office, and at various locations provided by their dean or departmental office. In addition, students may access Hokie SPA from their dorm room or from their apartment off campus if they have a modem pool authorization and a PID. Instructions regarding obtaining terminal emulation software, a PID, and modem pool authorizations can be obtained by calling 4-HELP.

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.

A force-add is intended to be a FINAL SOLUTION for a critical problem in scheduling NEEDED courses.

The pink "Force-Add Request" form is obtained from departments. It should be completed and signed by the student, who should then obtain the permission and signature of the



course instructor or departmental representative. The department will give the student the "Student" copy of the request and retain the rest to be processed. The student should retain the copy indefinitely in case of an error or malfunction in processing. It may also be required for admittance to class or to support any requests for corrections in registration a student may need to make.

The form may optionally be signed by a student's course 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

Policy Memorandum No. 12, "Add and Drop Deadlines," approved by University Council on April 23, 1979, approved by the President on June 4, 1979, and issued June 22, 1979. 21, 1984.

Policy Memorandum No. 51, "Lengthening of the Drop Period," approved by University Council on May 7, 1984, and issued May 21, 1984.

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.