	Developed	9/1/1997, 12AM EST		Owner	Milford Muskett: VP Academic Affairs
	Last Approved	N/A		Policy Area	Division of Academics
	Effective	N/A			
	Next Review	N/A			

Schedule Change (Add/Drop)

Purpose

To provide an opportunity for a student to change a class during the add/drop time period.

Policy

Students may change courses before late registration closes and before the add/drop deadline by completing a Change in Schedule form. The add/drop deadline is listed on the Academic Calendar.

Scope and Definitions

Applies to currently-enrolled students.

Procedure

- To change their schedule, a student may obtain the Add / Drop form from the the Office of the Registrar or on the Haskell homepage or may complete the schedule change through the Student Portal

- The student must fill in the following information: their name, ID number, course number, course title, and number of credit hours. After review, the academic advisor will sign and date the form.

- If a student wants to add a course that is full, the student must seek and receive permission from the instructor of that course..

Sanctions and Notifications

Students who violate the policy are subject to discipline.

Appeals and Deadlines

See published academic calendar each semester.

Record-Keeping Authority and Designation

Registrar

Vetting Process and Final Approval

A. Faculty Senate - Academic Standards Committee

B. Vice-President for Academics and Academic Deans

C. President's Executive Council

D. President

Approval Signatures

Step Description	Approver	Date
VPA initiates new or revises existing policy in policystat	Francis Arpan: President	Pending