

TO: **The University Senate**
FROM: **Educational Policy Committee**
SUBJECT: **Change to Academic Regulations and Procedures on Drop and Add Dates**
DISPOSITION: **University Senate for Discussion**
REFERENCES: Purdue University Academic Regulations
RATIONALE:

The proposed change is to allow the online drop dates to match the add dates. This would result in assigning a W grade at the end of the first week. Summer and other shortened courses not meeting during the full fall or spring 16 week term are proportionately adjusted.

Concerns have been expressed by students, advisors and faculty relating to the students' ability to add/drop on-line during the first two weeks of the semester. Students can add and drop during the first week and only drop during the second week.

This creates the following issues:

- Faculty will not be able to have a final class roster until the second week of the semester;
- Advisors want students to have a solid schedule by the end of the first week of the semester;
- Students want to be able to ensure if they drop a course they can add another course in its place.

PSG is willing to support this proposal with EPC, with an expressed intent to facilitate a course syllabus for every course be made available in a timely manner, preferably at the time registration decisions are being made.

Note: The deletion of the referral to the North Central campus was done with their approval.

Current	Proposed
Academic Regulations and Procedures	Academic Regulations and Procedures
Registration and Course Assignment	Registration and Course Assignment
F. Schedule Revisions (Applies to West Lafayette and North Central campuses only. University Senate Document 81-10, February 15, 1982, and University Senate Documents 83-7, March 26, 1984, and 83-8, March 26, 1984)	F. Schedule Revisions (Applies to the West Lafayette and North Central campuses only. University Senate Document 81-10, February 15, 1982, and University Senate Documents 83-7, March 26, 1984, and 83-8, March 26, 1984)
Schedule revisions may occur following the beginning of a semester or session and are governed by policies intended to be uniformly administered across the various schools of the University. Students may revise their schedule in accordance with the following policy:	Schedule revisions may occur following the beginning of a semester or summer session and are governed by policies intended to be uniformly administered across the various schools and colleges of the University. Students may revise their schedule in accordance with the following policy:
1. Course Additions, Change of Level, or Change of Pass/Not-Pass Option. A student	

may add a course, change course level, or change the pass/not-pass option during the first four weeks of a semester or the first two weeks of a summer session by obtaining on the schedule revision form the signatures of the academic advisor and the instructor of the course to be added or changed, if in their judgments the student could satisfactorily fulfill the course objectives.

In the case of extenuating circumstances, course changes may be made during weeks five through nine of a semester or during weeks three through four and one-half of a summer session, upon recommendation of the student's academic advisor, instructor, and head of the department in which the course is listed. Such course changes shall not be made during the last seven weeks of a semester or three and one-half weeks of a summer session.

Week	Restrictions
1	No approval required
2-4	Approval of academic advisor and instructor
5-9	Extenuating circumstances only. Approval of academic advisor, instructor, and head of the department in which the course is listed.
10-16	Not permitted

2. Cancellation of Assignment. Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly cancelled at the registrar's office upon presentation by the student of a request approved by the academic advisor. If there are extenuating circumstances, these must be stated on the request.

When a course assignment is cancelled prior to the end of two weeks of a semester or one week of a summer session, the course will not be recorded on the student's record. When a course assignment is cancelled after two weeks and prior to the end of four weeks of a semester or after one week and prior to the end of two weeks of a summer session, a grade of W shall be recorded.

1. Course Additions, Change of Level, or Change of Pass/Not-Pass Option.

A student may add a course **during the first week of a fall or spring semester or the equivalent portion of a summer session with no prior approvals.**

Students may add a course, change course level or change the pass/not-pass option during ~~the first four weeks~~ **two through four** of a **fall or spring** semester **or the equivalent portion of a summer session** ~~or the first two weeks of a summer session~~ by obtaining **the signatures of the academic advisor and the instructor of the course** on the schedule revision form **and presenting to the Office of the Registrar.** ~~the signatures of the academic advisor and the instructor of the course to be added or changed, if in their judgments the student could satisfactorily fulfill the course objectives.~~ **In the case of extenuating circumstances, Students may submit** course changes ~~may be made~~ during weeks five through nine of a **fall or spring** semester **or the equivalent portion of a summer session** ~~or during weeks three through four and one-half of a summer session,~~ **upon recommendation by obtaining the signatures** of the student's academic advisor, instructor, and head of the department in which the course is listed **on the schedule revision form and presenting to the Office of the Registrar.** Such course changes shall not be made during the last seven weeks of a **fall or spring** semester **or the equivalent portion of a summer session** ~~or three and one-half weeks of a summer session.~~

Week	Fall/Spring Restrictions
1	No approval required
2-4	Approval of academic advisor and instructor
5-9	Extenuating circumstances only. Approval of academic advisor, instructor, and head of the department in which the course is listed.
10-16	Not permitted

2. Drop With No Record or Withdraw from Course(s) Cancellation of

After four weeks and prior to the end of nine weeks of a semester or after two weeks and prior to the end of four and one-half weeks of a summer session, a course assignment may be cancelled upon the request of the student with the approval of the academic advisor. The instructor shall indicate whether the student is passing or failing (see [Academic Procedures and Regulations: Grades and Grade Reports](#), section D). If the student is not passing, the case may be referred by either the student or the instructor to the dean of students, who, after consultations with the dean or the designee of the student's school and other appropriate University agencies, shall determine whether there are sufficient extenuating circumstances beyond the student's reasonable control to justify the cancellation of the course assignment without a failing grade.

Week	Restrictions
1-2	No approval required, course will not be recorded.
3-4	Approval of academic advisor; course will be recorded with grade of W.
5-9	Approval of academic advisor. The instructor shall indicate whether the student is passing or failing (University Senate Document 91-5, February 24, 1992). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus (University Senate Document 93-14, September 26,

Assignment.

When a course is dropped prior to the end of the first week of a fall or spring semester or the equivalent portion of a summer session, the course will not be recorded on the student's record. No approval is required.

Students shall receive a grade for every course in which they are assigned unless the course assignment has been properly **withdrawn** cancelled at the Office of the Registrar upon presentation by the student of a request approved by the academic advisor **and instructor**. ~~If there are extenuating circumstances, these must be stated on the request.~~

~~When a course assignment is cancelled prior to the end of two weeks of a semester or one week of a summer session, the course will not be recorded on the student's record. When a course assignment is cancelled after two weeks and prior to the end of four weeks of a semester or after one week and prior to the end of two weeks of a summer session, a grade of W shall be recorded.~~

After the first week and prior to the end of the fourth week of a fall or spring semester or the equivalent portion of a summer session, a course may be withdrawn with a grade of W upon the request of the student with the signature of the advisor and instructor on the schedule revision form and presenting to the Office of the Registrar.

After four weeks and prior to the end of nine weeks of a **fall or spring** semester ~~or after two weeks and prior to the end of four and one half weeks of a summer session~~ **or the equivalent portion of a summer session**, a course assignment may be **withdrawn** cancelled upon the request of the student with the **approval signatures** of the academic advisor **and instructor on the schedule revision form and presenting to the Office of the Registrar**.

The instructor shall indicate whether the student is passing or failing (see [Academic](#)

	<p>1994). Undergraduate students with a semester classification of 0 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W (University Senate Document 91-5, February 24, 1992).</p>	<p>Procedures and Regulations: Grades and Grade Reports, section D). If the student is not passing, the case may be referred by either the student or the instructor to the Dean of Students, who, after consultations with the Dean or the designee of the student's school and other appropriate University agencies offices, shall determine whether there are sufficient extenuating circumstances beyond the student's reasonable control to justify the cancellation withdrawal of the course assignment without a failing grade.</p> <p>No course assignment shall be withdrawn cancelled within the last seven weeks of any fall or spring semester or the equivalent portion of a summer session. or three and one-half weeks of a summer session. The withdrawal from cancellation of all courses assignments constitutes withdrawal from the University. Cancellation of Withdrawal from all courses assignments as a result of withdrawal shall be treated and recorded in the same manner as the withdrawal cancellation of from a single course assignment with the additional provision that the Dean of Students shall determine and assign the appropriate effective date to the withdrawal.</p>
10-16	<p>Course assignments cannot be cancelled during this period.</p> <p>No course assignment shall be cancelled within the last seven weeks of any semester or three and one-half weeks of a summer session. The cancellation of all course assignments constitutes withdrawal from the University. Cancellation of all course assignments as a result of withdrawal shall be treated and recorded in the same manner as the cancellation of a single course assignment with the additional provision that the dean of students shall determine and assign the appropriate effective date to the withdrawal.</p> <p>3. Exceptions. Exceptions to the preceding regulations for registration, schedule revision, and cancellation of assignment may be made for courses that do not span the regular semester or summer session.</p>	

Week	Restrictions
1-2	No approval required, course will not be recorded.
2-3-4	Approval of academic advisor and instructor ; course will be recorded with grade of W.
5-9	Approval of academic advisor and instructor . The instructor shall indicate whether the student is passing or failing (University Senate Document 91-5, February 24, 1992). A grade of W, WF, WN, or WU will be recorded. In case of a W, WF, WN, or WU, exceptions shall be determined by the dean of students. This restriction includes weeks 5-12 at the North Central Campus (University Senate Document 93-14, September 26, 1994). Undergraduate students with a semester classification of 0-1 or 2 and fewer than 31 hours of college credit, or with a semester classification of 1 or 2, need not have the instructor's signature. Grades recorded for these students will be W (University Senate Document 91-5, February 24, 1992).
10-16	Course assignments Withdrawals cannot be cancelled requested during this period.
	<p>3. Exceptions. Exceptions to the preceding regulations for registration, schedule revision, and cancellation of assignment drop with no record or withdraw from courses may be made for courses that do not span the regular semester or summer sessions. Refer to the Office of the Registrar Drop/Add calendar for specific dates.</p>

Respectfully submitted on behalf of the Purdue University Senate Educational Policy
Committee,
Hal P. Kirkwood
Chair, Educational Policy Committee
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