

Effective: October 1997

**Administrative Policy
DROP/ADD POLICY**

Approved: October 1997
Revised: 2002; 2004; June 8, 2011
Deans' Council

Students may drop or add courses online from the early registration period until the end of the drop/add period at the start of the term. Courses that are dropped will not be recorded on a student's academic transcript.

Students are responsible for making official changes to their class schedules. There is no automatic drop policy for nonattendance.

PASSHE universities are expected to adhere to the System-wide policies on drop/add and withdrawal periods. In addition, universities must adhere to semester starting dates as specified in PASSHE Policy 2002-04. Accordingly, the drop/add period for fall and spring semesters will extend to the 7th calendar day after the start of classes. Students will be permitted to withdraw from a course and receive a grade of "W" up to the end of the tenth week of classes. After the tenth week and through the last day of classes, students who withdraw will receive a grade consistent with university policy which will be determined by the instructor.

During summer and winter sessions, the Registrar will determine the dates for the drop/add and withdrawal periods based on System guidelines and the duration of individual terms and/or classes.