Add, Drop, Withdrawal

Add -
Students may add a course (given there is room) without permission within the first week of classes. After that time, students may complete a “late add form” to add the course. This form requires instructor, department, and dean approval. There are times when students who have been enrolled and attending class are administratively dropped. In these cases, a late add form is required to reinstate them in the class.

If a course requires a “permit” for enrollment, the department office is given the names of the people to be permitted, issues the permit, and then the student will be able to add the course through normal procedures.

If a course is closed due to max enrollment, students may contact you and request to be “permitted” into the course. Please note that Adjunct Faculty do not grant permission to add students due to course enrollments. Please contact the Program Coordinator or send the student to him/her for the request. We make every attempt not to overload courses while also assisting with student progression.

Drop –
Courses may be dropped during the first eight calendar weeks of a regular term. Developmental Studies courses cannot be dropped without written permission of the director on the Drop/Add Form and must be processed in the Office of the Registrar. Courses dropped during the first two weeks will not appear on the student’s permanent record. Students who drop a course after the second full week of classes through the eighth calendar week will receive the grade of "W." (During the Summer Session, or when courses do not conform with established term dates, this schedule is adjusted appropriately to fit the condensed time frame.)

Late Drops –
- Definition: dropping one or more courses after 8 weeks of a fall or spring semester
  - Student remains enrolled in at least one course
  - Dates published for all terms in Schedule of Classes
- Required condition: Extenuating circumstances
- Instructor verifies grade on a form
  - Does NOT approve the drop
  - http://catalog.etsu.edu/content.php?catoid=9&navoid=431#Dropping_A_Course
Withdrawal

Withdrawal means that the student drops ALL classes. No one’s approval is needed, but the student forfeits the fees that were paid.

5.3 Withdrawal Policy (effective spring 2008) Students withdrawing from the University — discontinuing matriculation in the University — during the first two weeks of classes will not have the courses appear on their permanent records. Students who withdraw from the beginning of the third week of classes through the end of the eighth week will receive a grade of “W” in all courses. Withdrawals from the University after the eighth week will be recorded with “W” or “WF” at the discretion of the instructor. (During the summer session or other shortened terms, this schedule is adjusted appropriately to fit the condensed time frame.) All requests for withdrawal must be received in the Office of the Registrar no later than the close of business hours two days before the last day of classes of any academic term. Under no circumstances will a student be permitted to withdraw from the University after that time. A student who does not withdraw by the official procedure will receive an “F” for each course. (See the Schedule Bulletin for more details.)