I. PURPOSE & INTENT
   Students are fundamentally responsible for their registration status. Students may make changes to their registration status and must be aware of the academic and financial impact of those changes as provided in this University of South Florida System (USF System) Policy and other related Regulations and Policies.

II. STATEMENT OF POLICY
   There are several ways that students, instructors (includes primary instructor or faculty member) or the University may adjust student course schedules. The options available are determined by time elapsed in the semester, university deadlines and a student’s academic status at the time of the requested adjustment.

III. PROCESS STEPS
   A. Drops or Adds during the DROP/ADD PERIOD:
      The drop/add period shall begin on the first day of classes and end on the date specified in the Home Institution catalog*, but not later than the end of the first week of classes in the term. During the drop/add period, registered students may add to, delete from or otherwise adjust their schedule of courses. Additionally, students may be deleted from class rolls based on instructor notification of non-attendance at the first class meeting. (* The Registrar at the appropriate institution may establish specific drop/add periods consistent with Financial Aid criteria for
courses and programs that follow an Alternative Calendar or are developed for a specific identified purpose outside of the regular calendar.)

1. **Add**

Students may add courses through the regular drop/add period. Students wishing to add courses past the drop/add period must petition through their Academic Regulations Committee (ARC) representative in the appropriate college or by Graduate Studies Petition.

**General Guidelines for Add Exceptions:** Add transactions may occur on an exceptional basis and after the end of the drop/add period when the student:

a. Initiates the formal request to be approved at the discretion of the instructor, college and department, following the procedures of the ARC or Graduate Studies petition. Demonstrates the exception is justified by extraordinary circumstances including, but not limited to, administrative error; and 3. Receives approval by the ARC Representative or by Graduate Studies petition.

2. **Drop**

a. **First Class Day**

i. **Student Voluntary Cancellation Before First Class Day**

Prior to the first day of classes, students may cancel their registrations by dropping all of their courses via OASIS by the end of the drop/add period. Failure to initiate the drop may result in fee/grade liability.

ii. **Instructor Initiated Cancellation Due to Student’s Failure to Attend**
All instructors teaching undergraduate and graduate courses are required to take attendance on the first day of class and to drop students who do not attend the first day of class. Students who experience extenuating circumstances that are beyond their control and who are unable to attend a first class meeting must notify the instructor via email using the course management system (i.e., Canvas) for that course prior to the first class meeting to request waiver of the first class attendance requirement. Although Instructors are authorized to affect the drop, students are fundamentally responsible for knowing their registration status, and the student must insure that his/her registration status reflects the drop by the end of the drop/add period. For Saturday only courses or courses that begin on a Saturday, students are expected to contact the Registrar’s Office on their respective USF campus to drop the course(s).

USF’s distance learning students must log-in to their course(s) during the first five (5) weekdays from the calendar start date of their online course(s). Students who are unable to log-in to their course(s) due to circumstances beyond their control must notify the instructor or the department prior to the calendar start date of the course to request waiver of the first class attendance requirement.

Instructors who have failed to drop a student for non-attendance during the first week of classes, should initiate the course deletion after the drop/add period, as soon as the instructor discovers that the student has not attended the first class meeting and never attended any subsequent class meetings. When dropped for non-attendance, the student
may be removed from the class roll and will not earn any grade or credits for the course.

b. **Student Initiated Drop:** Students may drop courses through the regular drop/add period (as provided in each USF System Institution’s Catalog, usually within the first five days of each term). If the course is dropped within the drop/add period, no entry of these courses will appear on any permanent academic records, and all refundable tuition and fees will be returned.

**General Guidelines for Drop Exceptions:** Drop transactions may occur on an exceptional basis and after the end of the drop/add period when the student:

i. Initiates the formal request within the University’s required deadline 2. Demonstrates the exception is justified by extraordinary circumstances including, but not limited to, administrative error; and 3. Receives approval by the ARC Committee or via Graduate Studies petition.

3. **Withdrawal**

a. **First Ten Weeks:** Students may withdraw from the USF System or from individual courses without academic penalty for the first ten weeks of any term, except for summer sessions; however students will remain fee liable.

b. **After the Tenth Week:** Students will not be permitted to withdraw from a course to avoid fee or academic penalty after the tenth week; however, appeals for withdrawal after the tenth week of the semester may be made to the Academic Regulations Committee representative
in the appropriate college or by Graduate Studies Petition within the system time (See the USF Fee Adjustment Form).

c. To withdraw, undergraduate students must submit a completed ARC petition form to the college representative of the student’s declared major (see the ARC form). Graduate students must submit a completed Graduate Petition form to their graduate program Advisor. No entry is made on the academic record for withdrawals submitted during the regular drop/add period. All subsequent withdrawals (through the tenth week of classes in the fall and spring semesters) are posted to the permanent academic record with “W” grades assigned to the courses and tuition and fee liability will be assessed. Students who withdraw may not continue attending class.

d. Students who stop attending classes and do not withdraw may be assessed an “F” grade and the University may be required to report the circumstances related to the “F” including non-attendance or non-performance in the class to Financial Aid as required by law.

e. Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes for Summer terms.

f. Undergraduate students who totally withdraw while on the second term of academic probation will be academically dismissed from the USF System. When a student is academically dismissed, approval of the Academic Regulations Committee is required for reentry.

4. Auditing Privilege

Accepted students eligible to enroll in courses may register to audit a course strictly on a space available basis provided the student:
a. requests and receives any necessary approval as determined by the instructor or other designated responsible office;

b. understands that no exams, grades, credit or other academic evaluations may be provided;

c. officially registers to audit the course by the end of drop/add period and does not attend any class session prior to the official registration without affirmative approval by instructor;

d. attends the class as a listener which means instructors may limit the auditing student’s participation in class including class projects or other interactive graded or ungraded activities;

e. complies with all University Regulations and Policies of the University;

f. complies with all conditions of audit registration and any deviation from those conditions will be considered disruptive and a student found to be disruptive to the class or academic process may be removed from the class under USF3.025 Academic Disruption; and

g. is responsible for all fees for audit which are the same as for full enrollment for credit, except out of state tuition is not charged.

The USF System member institutions have unique characteristics. Students must check with their home institutions for specific additional or distinct guidelines regarding auditing privileges.
5. **Tuition and Fee Liability**

   a. Tuition and fees for the term shall be based on the courses remaining on the record at the close of the drop/add period.

   b. No tuition and fees shall be assessed, and no grades or credits shall be awarded, for course(s) dropped during the drop/add period.

   c. If a student adds a course or courses on an exceptional basis, tuition and fees for the added course(s) shall be assessed.

*Current Responsible Office: Academic Affairs*

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.*