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) USF 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 term, University deadlines and a student’s academic status at the time of the requested adjustment.

I. PROCESS STEPS
III. PROCEDURES

A. Initial Registration: All eligible students register online through OASIS in MyUSF. Students register at or after their respective appointment date and time and until the fifth day of an academic term. There are additional, separate registration procedures for Senior Citizen Auditors, State Employees and USF employees utilizing tuition waivers.

1. Senior Citizen Auditors: The Senior Auditing Privilege is available to Florida residents, 60 years of age or older, who register for courses on a “space available” basis on the sixth day of a term.
   a. Fee waivers are not available for seniors who pre-register prior to the sixth day of the term.
   b. Seniors opting to participate in the fee waiver program may not have access to fee-based campus resources.
   c. Seniors must submit the registration worksheet, complete with signatures of the applicable academic departments, to the Office of the Registrar or Records and Registration campus location.
   d. All other auditing requirements apply to seniors; see Auditing Privilege.

2. State Employees: The State Employees waiver is available on a “space available” basis.
   a. Fee waivers are not available for State Employees who pre-register.
   b. For more information and to participate, state employees must register on the date specified on the University Controller’s Office website.

3. USF Employees: The Employee Tuition Program (ETP) allows full time USF employees (excluding temporary employees) to waive the tuition costs of up to 6 credit hours per terms.
   a. Completed ETP forms must be submitted for approval to the employee’s supervisor and then to Human Resources by the fourth day of the term to be eligible.
   b. Some courses are exempt.
   c. For more information about eligibility requirements and to participate, USF employees should review the Educational Benefits Policy on the USF Human Resources website.

4. For the Doctor of Medicine (MD), the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and the Doctor of Pharmacy (PharmD) Programs – registration and drop/add deadlines and procedures are conducted in accordance with the applicable USF Health degree program guidelines and can be found at the following:
   MD https://health.usf.edu/medicine/mdprogram/student-affairs/handbook
   DPT https://health.usf.edu/medicine/dpt/resources
B. 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* Office of the Registrar website, but no 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 class schedules of courses. Additionally, students may be deleted from class rolls based on instructor notification of non-attendance at the first class meeting in the learning management system. (*The University 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 2. 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.

b. Demonstrates the exception is justified by extraordinary circumstances including, but not limited to, administrative error; and

c. 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 ensure 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 of the Registrar or Records and Registration location on their respective USF campus to drop the course(s).

USF’s distance learning students must log-in to their course(s) and complete an academic activity 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) published on the Office of the Registrar’s webpages. 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;
Demonstrates the exception is justified by extraordinary circumstances
including, but not limited to, administrative error; and

ii. Demonstrates the exception is justified by extraordinary circumstances
including, but not limited to, administrative error; and

iii. Receives approval by the ARC Committee or via Graduate Studies
petition.

3. Withdrawal

a. First Ten Weeks:
Students may withdraw completely from the USF System in the first ten weeks,
or from individual courses between the second and tenth week, without
academic penalty for the first ten weeks of any term, except for summer
sessions; however students will remain fee liable after the Drop/Add period.

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 **six months of the course of the end of the course** the system time (See the USF Fee Adjustment Form). 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.

c. 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.

d. Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in Office of the USF Schedule of Classes for Summer terms Registrar’s website.

e. 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, unless participating in the Senior Citizen Auditor program, 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 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.

Signatures on file*:

Ralph Wilcox, Provost and Executive Vice President
Judy Genshaft, President

*Names may change between updates.

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