Proposed Amended USF System Policy
Number: 10-006
Subject: Changing Courses, Cancellations & Withdrawals from the USF-System & Auditing Registration Changes for Courses by Students and Instructors (Drop/Adds, Withdrawals, Deletions and Auditing)

Date of Origin: 09-01-75 Date Last Amended: 10-30-08 Date Last Reviewed: 10-30-08

I. INTRODUCTION (Purpose and Intent)

Students are fundamentally responsible for their registration status. Students may alter their registrations and withdraw 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 Policies and Regulations from the University of South Florida System (USF System) without academic penalty by following the established policy.

II. STATEMENT OF POLICY

There are several ways that students, instructors 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.

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 (first five days of classes).
Students wishing to add courses past the first five days of classes drop/add period must
petition through their Academic Regulations Committee representative in the appropriate
college or by Graduate School 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:

1. Initiates the formal request within the University’s established six (6) month 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 by
Graduate School 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 before the end of the drop/add period. Failure to initiate
the drop may result in fee/grade liability.
ii. Faculty 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 or the department 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.

Instructors may initiate course deletions after the drop/add period, if the instructor discovers that the student has not attended the first or any subsequent class meeting. 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. Depending on the circumstance and timing, tuition and fees may be refundable.

b. Student Initiated Drop: Students may drop courses through the regular drop/add period (first five days of classes) (as provided in each USF System Institution’s Catalog, usually within the first six days of each term) provided the drops do not exceed the maximum number permitted by established guidelines. 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.
Students may also drop courses between the second and tenth week of the semester, except for summer sessions. All applicable registration fees must be paid for the course(s) and a “W” grade will reflect on the permanent academic record. Students who drop may not continue attending class. Drop deadlines for summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes for Summer Terms.

Appeals for drops after the tenth week of the semester must be made to the Academic Regulations Committee representative in the appropriate college or by Graduate School Petition.

Cancellation Before First Class Day

Students may cancel their registrations by notifying the Office of the Registrar in writing prior to the first day of classes.

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:

1. 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 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 School Petition within the system time (See the USF Fee Adjustment Form).

c. To withdraw, undergraduate students must submit a completed Withdrawal Form to the Office of the Registrar. Graduate students must submit a completed Withdrawal 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.
Withdrawal deadlines for summer sessions are listed in the Academic Calendar and are published in the USF Schedule of Classes for Summer terms.

Undergraduate students who withdraw while on final 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

Students who wish to sit in on a class to review the course material may request approval to do so; however, the student is not allowed will not be permitted to take exams nor will any receive grades or credit be given. The student's status for that class is an audit and his presence in the classroom is as a limited to listener. A student must register to audit courses during the late registration period (first five days of classes) before the end of the drop/add period. Fees for audit are the same as for full enrollment for credit, except out of state tuition is not charged.

Regional campuses (and separately accredited institutions) The separately accredited Regional Institutions of the USF System may have unique characteristics. Students, faculty and staff must check with their individual campuses home institutions and apply System-wide policies in conjunction and consistent with the specific characteristics and guidelines applicable to those campuses Regional Institutions.

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.

Approved and Authorized by:

Ralph Wilcox, Provost and Sr. Vice President

Judy Genshaft, President