



Drop/Add Policy

- A. General Drop/Add Deadlines:** The general drop/add deadlines for the fall, spring, and regular on-campus summer semesters are listed on the official academic calendar, which is maintained by the Registrar's Office.
- 1. Fall and spring semesters:** Unless noted otherwise on the official academic calendar, and except as noted below, in a fall or spring semester, a student may drop or add courses in the fall or spring semesters until 5:00 p.m. on the sixth weekday of classes for the semester. However, a student may not add a course if the number of classes already missed equals or exceeds the number of absences a student is allowed under the applicable the attendance policy or the attendance rules in the professor's syllabus, whichever is most strict.
 - 2. Regular on-campus summer session:** Unless noted otherwise on the official academic calendar, and except as noted below, for the summer session, a student may drop or add courses until 5:00 p.m. on the third weekday of classes of the regular on-campus session. However, a student may not add a course if the number of classes already missed equals or exceeds the number of absences a student is allowed under the applicable the attendance policy or the attendance rules in the professor's syllabus, whichever is most strict.
- B. Automatic Drop for Failing to Attend First Class Session:** A student who fails to attend the first session in an elective course in which the student is enrolled will be automatically dropped from the course unless the student first notifies the Registrar's Office of his or her anticipated absence. A student dropped from a course in this manner may be re-added in the discretion of the course professor, in consultation with the Registrar, if the student can still meet the attendance requirements for the class and the course does not have a wait list. If the course has a wait list, the student will be placed at the end of that list and treated like other students on the list.
- C. Dropping a Required Course:** A student may not drop or be dropped from a course in the first-year J.D. required curriculum without the permission of the Associate Dean for Academics. Permission to drop will be granted only in extraordinary circumstances, or as may be required by applicable law.
- D. Dropping Credits for Advocacy Boards, Interscholastic Competition Teams, and Academic Journals:** A student may not drop his or her registration on ADR Board, Moot Court Board, Trial Team, an interscholastic competition team, or an academic journal without the written permission of the faculty advisor and Associate Dean for Academics.
- E. Drop/Add Policies for Dual-Degree, Exchange, and Study-Abroad Programs:** A student who has been accepted into a dual-degree, exchange, or study-abroad program

will be subject to any drop/add policies established for that specific program, if different from the provisions of this policy.

- F. Drop/Add Deadlines for Clinics and Internships:** The last day a student may drop a clinic or internship is generally the final day of classes of the prior academic semester. However, an earlier drop date may be specified in the application or assignment letter for the clinic or internship. After initial assignments are made, a student may not add a clinic or internship without the written permission of the supervising faculty member.
- G. Drop/Add Deadlines for Courses That Satisfy the Skills Requirement:** Other than a clinic or internship, a student may drop a course that satisfies the skills requirement no later than 5:00 p.m. on the next class day following the first class session in the course. A student may enroll in a course that satisfies the skills requirement no later than: (1) one hour before the start of the second class in the course or (2) the end of the normal drop/add period, whichever occurs first. A student may not add a skills course if the number of classes already missed equals or exceeds the number of absences a student is allowed under the applicable the attendance policy or the attendance rules in the professor's syllabus, whichever is most strict.
- H. Drop/Add Deadlines for Condensed Courses, Mini-Courses, and Courses with Alternative Schedules:** The drop/add deadline for condensed courses, mini-courses, and courses with alternative schedules is fourteen calendar days before first class meeting, unless another date is published in the course registration packet distributed by the Registrar's Office.
- I. Impact on a Student's Transcript:** If a student drops a course before the relevant deadline, the course will not appear on the student's transcript.
- J. Withdrawing from a Course After the Drop/Add Deadline:** A student may not withdraw from a course after the relevant drop/add deadline; however, the Associate Dean for Academics may, upon a showing of good cause, allow a student to withdraw from a class after the drop/add period in accordance with the *Course Withdrawals* policy.
- K. Relationship to Financial Aid:** Dropping a class can affect financial-aid eligibility. When aid eligibility depends on minimum enrollment under the *Eligibility to Receive Federal Financial Aid* policy, aid disbursement can be delayed until enrollment at the requisite level is verified and the drop/add period has passed. Students are urged to meet with a representative from the Office of Admissions and Student Financial Planning to understand how specific schedule changes can affect their aid.

Cross-references: Course Attendance, Student Guidebook for Clinic and Internship Programs, Electronic Education policies, Required Courses, Further Required Curriculum, Auditing Courses, Eligibility to Receive Federal Financial Aid. Also consult specific attendance policies for special programs.

Faculty policy originally approved in 1999 as part of the Course Attendance, Enrollment, and Withdrawal policy; separate and revised policy approved March 16, 2011.