
STUDENT PROGRAM CHANGES

PURPOSE: To establish a standard procedure for students to initiate a change in their class schedules after classes begin and prior to the final date to make changes.

I. Policy Statement

Students may make registration and class changes by securing a drop/add form from the Registrar's Office or the department of their major. The completed drop/add form must be filed with the Registrar's Office. No registration or class change is effective until dated and signed by the Registrar's Office.

II. Responsibility

The Registrar is responsible for implementing, enforcing, and interpreting academic policies. Each advisor and faculty member is responsible for monitoring and ensuring the authenticity of each signature authorizing the student's registration and class change. The student has the primary responsibility for initiating and completing any registration or class change.

III. Procedures

- A. **Deadline Date:** No registrations or class changes will be accepted after the last day to make registration or class changes (see academic calendar or Directory of Classes for exact date).
- B. **Adding a Course:** Students may add courses on a space available basis after pre-registration until the first day of the semester (see academic calendar or Directory of Classes for exact date). From the first day of the semester through the tenth day of the semester, adds require instructor approval. Adds are not permitted after the tenth day of the semester except for independent study, internship, and challenge courses. These courses may be added through the end of the sixth week of the semester. Detailed procedural information and instructions are printed each semester in the Directory of Classes.

Dropping a Course: Students may drop courses through the last day to make registration or class changes for a semester. (See academic calendar or Directory of Classes for exact date.) Instructor permission is not required to drop a course.

- 1. Students may not drop course(s) after the end of the sixth week of the semester.
- 2. Students dropping a course(s) after the tenth day of the semester will have a "W" (withdrawal) recorded on their transcript. BSU limits the number of "W's" a student can accrue in their academic career. Please see BSU 2220.

- C. **Audit/Credit:** Students enrolling in courses for credit are required to attend class regularly, complete all assignments and take necessary examinations. Students may enroll in courses without credit or grade for audit on a space available basis. Fees for auditing classes are the same as enrolling for credit. Audit indicates that a student was allowed a place in class but may or may not have participated in class activities. Students failing to meet audit requirements established by the instructor may be assigned a grade of "NG" (No Grade); and in that case, there will be no record of the course entered on the student's transcript.

Students may change from/to audit through the end of the tenth day of the semester.

- D. **Late Registration:** Students will not be allowed to register for classes after the tenth day of the semester. Students wishing to appeal this policy are required to petition the University Appeals Committee.
- E. **Change of Advisor:** Students may change advisors at any time. If changing majors, the student should contact his/her new major department and request a new advisor.

If the major remains the same, the student requests a change of advisor within the department. Students must obtain and complete a Student Information Update form (available in the Registrar's Office) to officially change their advisor, or students may also change their advisor by updating the advisor section of the registration form.

IV. Right of Petition

Students have the right to petition. Petitions for late registration after the tenth day of the semester or to drop or add courses after the semester or session is over must be directed to the University Appeals Committee. Forms are available in the Registrar's Office. Appeals to drop or add after the sixth week of the semester must be approved by the dean of the college of their major. If the petition is granted, a letter from the dean and a completed drop/add form must be filed with the Registrar's Office.