

To: President Jeffrey Leak

From: Faculty Academic Policy and Standards Committee, Gregory Mixon, Chair

Re: Drop/Add Proposal

Date: February 26, 2016

Attached is a proposal to change the deadline for when students can Drop and Add a course to their schedule at the beginning of the semester.

Faculty Academic Policy and Standards Committee

Add/Drop Proposal

Context

Currently, students have 8 instructional days (10 calendar days) to add or drop a course without penalty. The average add/drop period for a UNC system school or neighboring South Carolina school is 7/8 calendar days. For a while now, UNC Charlotte kept a longer than usual add/drop period in an effort to increase enrollment. Faculty want add/drop reduced to slow student turnover in the classroom and get started earlier in the semester, rather than waiting until the third week for classes to settle.

FAPSC was asked to consider recommending a change to the deadlines. After consultation with the Registrar's office, Office of Student Accounts, Graduate School, Graduate Council, Graduate Student Association, and feedback from the FEC, the Committee hereby offers its recommendation.

Recommendation

Unanimously, FAPSC agreed that add/drop time frame should be reduced. Our recommendation for the new registration deadline is 8 calendar days for both adding courses and dropping courses (i.e., a 8/8 calendar days Add/Drop timeline). In a typical Fall semester, the add/drop period would start on Monday and end on Monday at 11:59 pm (it would include the weekend to accommodate the Saturday student). A Monday only daytime class that does not meet the first week due to New Student Convocation would still meet once before the add/drop period ends.

UNC Charlotte Academic Policy: Registration

I. Introduction

There is no introduction for this policy.

II. Policy Statement

The Office of the Registrar is responsible for the management of the registration process by which students enroll in, drop, and withdraw from courses. Through the registration process, students assume academic and financial responsibility for the courses in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with deadlines specified in the Academic Calendar and the corresponding prorated refund schedule available on the [Student Accounts website](#).

REGISTRATION APPOINTMENT TIMES

Assignments are made according to student classification and cumulative hours earned for undergraduate students and can be viewed [online](#).

REGISTRATION DEADLINES

University policies determine when students may enroll or adjust their enrollment in courses. General deadlines are shown below and specific deadlines for a given term are available [online](#).

ADD/DROP PERIOD

The Add/Drop period runs through the eighth [instructional-calendar](#) day of the fall and spring semesters (the second instructional day for the first and second summer sessions).

During the Add/Drop Period, students can:

- Register for courses.
- Drop a course(s) without record (and remain enrolled in other courses).
- Drop all courses without record.
- Change the grade type to Audit or Pass/No Credit (refer to Auditing a Course and Pass/No Credit Option sections).
- Elect to retake a course with Grade Replacement (refer to Repeating Courses section).

After the Add/Drop Period students can withdraw from one or more courses in accordance with the [Academic Policy on Withdrawals](#).

Students who experience a personal or medical crisis have the option of requesting a withdrawal from all courses via the Dean of Students Office during the term the crisis begins. If approved, the Dean of Students Office will notify the student's academic department(s).

Any student who leaves the University before the close of a term without withdrawing officially will receive a failing or unsatisfactory grade (F for undergraduate credit and U for graduate credit) in each course for which he/she is registered.

PREREQUISITES AND PERMITS

All students, including visitors and non-degree students, are required to meet course prerequisites and to obtain the required permissions to enroll in courses through the department which sponsors the course.

AUDITING A COURSE

With the permission of the instructor, a student may audit any course in which space is available. Fees and procedures for this non-credit enrollment are the same as those for a credit enrollment. The procedure for adding, dropping, or withdrawing from an audit course is the same as for credit enrollments. No student will be allowed to change the designation of a course from audit to credit or from credit to audit after the eighth [instructional calendar](#) day of a semester (or a proportional period for summer school). Participation of auditors in course discussions and in tests or examinations is optional with the instructor. Students who audit receive no University credit, but they are expected to attend the course regularly.

DUAL UNDERGRADUATE AND GRADUATE REGISTRATION

Undergraduate students at UNC Charlotte who are required to take fewer than 12 semester hours of undergraduate work to fulfill all requirements for the bachelor's degree may be allowed during their final semester to enroll in certain courses for the purpose of obtaining graduate credit. Authorization for dual undergraduate/graduate registration may be obtained by submitting to the Dean of the Graduate School a "Special Request" form approved by the student's undergraduate academic advisor, the instructor(s) of the graduate course(s), and the dean(s) of the college(s) offering the graduate course(s), accompanied by the regular application for admission to graduate study and supporting credentials. The total hours to be carried in this status shall not exceed 12 hours, of which no more than nine may be for graduate credit. On the basis of work attempted prior to the final semester, such students must meet the grade point criteria for admission to a graduate degree program at the University. No course for which credit is applied to an undergraduate degree may receive graduate credit. Permission to take graduate courses under dual registration does not constitute admission to any graduate degree program at the University.

INTER-INSTITUTIONAL REGISTRATION

An inter-institutional registration program is available, for a limited number of undergraduate and graduate students, with the University of North Carolina at Greensboro, North Carolina State University, University of North Carolina at Chapel Hill, Duke University, and North Carolina Central University. The registration process is initiated in the Office of the Registrar and requires the approval of the student's college dean.

NC ONLINE

The University of North Carolina Online offers comprehensive descriptions of and contact, application, admission, and tuition and fee information for more than 170 online programs in 22

fields of study offered by the 16 constituent universities of one of the world's most prestigious university systems. For details, visit [online](#).