Add/Drop Period
2019-2020 General Academic Proposal/Policy Cover Sheet

General Catalog Information

** Read before you begin**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) and Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy.

Topic*	Add/Drop Period

Are you Proposing:*	☐ New academic policy or regulations .
	☑ Change academic policy or regulations .
	☐ Delete academic policy or regulations

Visit our current catalog here and paste the policy you're proposing to change or delete below. Then edit it to show the changes. If you are proposing a new policy, enter the text below.

Policy*

Add/Drop Period

Students may make schedule adjustments (adds and/or drops)

- until 5: 00 p. m. on the ~~sixth~~ **tenth** day of classes for fall and spring full term courses ~~that meet more than once per week. until 5: 00 p. m. on~~; adds after **the** ~~tenth sixth~~ **sixth day require permission** of ~~classes for fall and spring full term coursers~~ ~~courses that meet once per week~~ **the chair**.
- until 5: 00 p. m. on the third business day after the officially stipulated begin date in abbreviated term, intersession or summer courses of at least three weeks.
- until 5: 00 p. m. of the officially stipulated begin date for any

courses which are less than three weeks in duration. If the first meeting time of such a course is after 3: 00 p. m., then a student has until noon of the business day following the officially stipulated begin date to add/drop the course.

All registration and drop/add transactions for new students (both transfer and new admits) must have the approval of the academic advisor and must be processed through appropriate procedures by the deadline to become effective.

A consultation with the advisor is encouraged for any change made during this period. Student athletes should not make any schedule changes without consulting with the Office of Student Athlete Academic Services. Courses dropped during this period do not appear on the transcript.

Hierarchy Owner*

Longwood University

Longwood University

BACKGROUND

Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal*

This proposal started as a request from student government to faculty senate. The senate executive committee sent it to ACC which came up with the attached small change.

SUMMARY

Provide a brief list or statement describing the content of the new policy or the proposed changes or deletions to an existing policy*

The add/drop deadline will be extended to the end of the tenth full day of classes for those regular semester classes (fall or spring semester) that meet only once per week.

RATIONALE

Provide a brief statement as to why the new

In order to get a feel for classes the current add/drop deadline allows students to attend most courses at least twice. This change will allow students to attend

policy, the proposed changes, or the deletion is needed*

courses that meet once per week twice before the deadline.