

**ACADEMIC COUNCIL POLICY RECOMMENDATION**

The Academic Council at its meeting of April 9, 1973 passed the following policy as presented by Dr. R. Spicher, Chairman, Instruction and Research Committee (supersedes A/C policy #S71-13)

**CHANGE OF PROGRAM**

Each student is responsible for every course listed on his' official program.

Any change, which is an addition or deletion of a course or change in

**RESOLVED:** section, must be made on the proper form, be signed by the instructor and department chairman involved, and filed with. the Registrar's office on or before the dates listed in the Schedule of Classes.

**RESOLVED:** The following regulations apply to Change of Program:

1. A student may add or change sections only during the first three weeks of instruction.

2. Courses may be dropped without penalty through the second week of instruction. Forms for Change of Program may be obtained from the Registrar's office. A change is not officially made until all forms have been filled out properly, fees paid, if applicable, signatures obtained, and the forms filed with the Registrar's Office within the periods listed in the Schedule of Classes.
  
3. Dropping a course (or courses) after the second week and through the thirteenth week of instruction is permissible only for serious and compelling reasons. Unsatisfactory performance in course work is not a serious and compelling reason in itself for requesting permission to drop.
  
4. Permission to delete courses from the official program of study may be granted only with the approval of the instructor and the department chairman. Forms for Change of Program may be obtained from the Registrar's Office. A change is not officially made until all forms have been filled out properly, fees paid, if applicable, signatures obtained, and the forms filed with the Registrar's Office within the period listed in the Schedule of Classes.
  
5. After the second week and through the thirteenth week of instruction, a student receiving permission to drop a course in which he is enrolled will receive the symbol "W". (The thirteenth week of instruction is the beginning date for instructors to give "Incomplete," if the student qualifies.)
  
6. No courses shall be dropped after the thirteenth week of instruction except in cases such as accident or serious illness where the cause is clearly due to circumstances beyond the student's control and the assignment of an incomplete is not practicable. Ordinarily, dropping of courses in this category would involve complete withdrawal from the University, except that credit, or an incomplete may be assigned for courses in which sufficient work had been completed to permit an evaluation to be made.
  
7. Requests for permission to withdraw under these circumstances are handled and filed as indicated in number 4 above, except that such requests after the thirteen week of instruction also must be endorsed by the Dean of Undergraduate Studies or the Dean of Graduate Studies and Research, whichever is appropriate for the student.
  
8. A student dropping a class unofficially will receive a grade of "F" (Failure) in all courses which he stops attending. An unofficial drop is one in which a student stops attending classes without filing an official change of Program form within the deadline established for dropping courses.

**ACTION BY UNIVERSITY PRESIDENT:**

Approved, John H. Bunzel, May 15, 1973