

Effective Date: 8-16-2012

Revised Date: 5-17-2018

School of Graduate Studies in the Health Sciences

DOCUMENT TYPE: policy

REVIEW PERIOD: 3 years

TITLE: Course ADD/DROP **Policy**

PURPOSE: To establish criteria for addition or drop of booked course.

POLICY: Classes may be added or dropped until the day specified by the academic calendar. Registration for a course makes the student responsible for attending that class until the course is completed or until the program director and dean or designee of the Graduate School authorizes withdrawal from that course. Approved withdrawal from a course, if completed on or before the day specified by the academic calendar, will not be recorded on the student's record. A withdrawal authorized after that date will be recorded as W. A student can withdraw from a course and receive a W at any time up to the submission of the final grade. Once the final grade has been submitted, withdrawal is not permitted. Students may challenge grades within 30 days of issuance of final grades by the Office of Student Records and Registrar; otherwise, grades will stand as recorded.

The request form to add or drop a class is found on the SGSHS website under forms

<https://www.umc.edu/graduateschool/files/sgs-adddroprequest082412.pdf>

SCOPE: All SGSHS students.