



## MISSISSIPPI STATE UNIVERSITY

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 6, 2000  
Revised: November 10, 2006

SUBJECT: AOP 12.01 - Academic Add/Drop Policy

#### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to stimulate a greater sense of responsibility and commitment in students relative to choice of courses, course requirements, and the decisions to drop courses; and to establish an add/drop policy that consists of a definitive set of guidelines.

#### I. REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

#### POLICY/PROCEDURE

##### I. Regular Sessions:

- A. Add/Drop without penalty - A student has through the fifth class day into the semester to drop a course and through the sixth class day to add a course without being assessed a fee or academic penalty.
- B. Drop after the fifth class day through the 30<sup>th</sup> class day into the semester - A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a W on his/her academic record, and be assessed a fee. The advisor who permits the drop will specify its effective date.
- C. Drop after the 30<sup>th</sup> class day into the semester – A student cannot drop courses after this period except in documented cases of serious illness, extreme hardship, or failure of the

instructor to provide significant assessment of his/her performance. A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A student receiving permission to drop will receive a W on his/her academic record and be assessed a fee.

D. Faculty are expected to provide a student with significant evidence or assessment of his/her class performance within the first 30 class days of the semester.

## II. Summer Sessions:

### A. Five-week sessions

1. Add/Drop without penalty – A student has through the first class day of the session to drop a course, and through the second class day to add a course without being assessed a fee or an academic penalty.
2. Drop after the first class day of the session through the 14<sup>th</sup> class day: A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a W on his/her academic record, and be assessed a fee. The advisor who permits the drop will specify its effective date.
3. Drop after the 14<sup>th</sup> class day: A student cannot drop a course after this period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A student receiving permission to drop will receive a W on his/her academic record and be assessed a fee.
4. Faculty are expected to provide a student with significant evidence or assessment of his/her class performance within the first 14 class days of the session.

### B. Ten-week session

1. Add/Drop without penalty – A student has through the second class day of the session to drop a course, and through the third class day to add a course without being assessed a fee or an academic penalty.
2. Drop after the second class day of the session through the 28<sup>th</sup> class day: A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a W on his/her academic record, and be assessed a fee. The advisor who permits the drop will specify its effective date.
3. Drop after the 28<sup>th</sup> class day: A student cannot drop a course after this period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A

student receiving permission to drop will receive a W on his/her academic record and be assessed a fee.

4. Faculty are expected to provide a student with significant evidence or assessment of his/her class performance within the first 28 class days of the session.

### III. Shortened Format Classes

#### A. Courses with 10-15 class days

1. Add/Drop without penalty: A student has through the first class day of the session to drop a course, and through the second class day to add a course without being assessed a fee or an academic penalty
2. Drop after the first class day of the session through the fifth day of class: A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a W on his/her academic record, and be assessed a fee. The advisor who permits the drop will specify its effective date.
3. Drop after the fifth class day: A student cannot drop a course after this period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A student receiving permission to drop will receive a W on his/her academic record and be assessed a fee.
4. Faculty are expected to provide a student with significant evidence of assessment of his/her course performance within the first five days of class.

#### B. Courses with 16-24 class days

1. Add/Drop without penalty: A student has through the first day of the session to drop a course, and through the second class day to add a course without being assessed a fee or an academic penalty.
2. Drop after the first class day of the session through the ninth day of class: A student who elects to drop a course during this period must receive the approval of his/her advisor, will be assigned a W on his/her academic record, and be assessed a fee. The advisor who permits the drop will specify its effective date.
3. Drop after the ninth class day: A student cannot drop a course after this period except in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of his/her performance. A request to drop a course during this period must be approved by the student's advisor and academic dean. The dean who permits the drop will specify its effective date. A student receiving permission to drop will receive a W on his/her academic record and be assessed a fee.

4. Faculty are expected to provide a student with significant evidence of assessment of his/her course performance within the first nine days of class.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2010

APPROVED:

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>08-25-06</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>08-25-06</u> Date
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<u>/s/ Robert Wolverton</u> President, Robert Holland Faculty Senate	<u>09-01-06</u> Date
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REVIEWED BY:

<u>/s/ Don Zant</u> Director, Internal Audit	<u>09-08-06</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>09-12-06</u> Date
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APPROVED:

<u>/s/ Robert H. Foglesong</u> President	<u>11-10-06</u> Date
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