

# Add/Drop/Withdrawal Policies and Instructions

## On-line Registration Module

The terms “drop” and “withdrawal” both refer to unregistering from a class. A course that is dropped during the published drop date will not appear on the student’s transcript, but a course from which a student withdraws after the published drop date will be recorded on the transcript with the notation ‘W’. A notation of ‘W’ does not have any impact on a student’s grade point average.

Students should be aware that dropping or withdrawing from a course may impact satisfactory academic progress to the completion of their degree. Please refer to the *Satisfactory Academic Progress Policy*.

1. Before the session begins a student can choose to drop or add a course using the On-line Registration Module. This module is on the University’s Web site at <https://mysiena.sienaheights.edu/ics>.
2. If the class is closed or full, Adrian campus students must contact the faculty member teaching the course. The faculty member must grant the student permission to register via the on-line system for the closed or full class. For off-campus courses, the student will need to contact the Center directly.
3. Students are not allowed to withdraw from all courses via the On-line Registration Module at any time. To withdraw from the University, students must contact the Director of Advising, Director of Retention, or the Associate Director of Advising and Registration.
4. For the Adrian campus, the On-line Registration Module remains open to drop/add through the first week of courses. After the first week, students must follow the withdrawal procedure stated below for dropping a course.

## Withdrawal Policy

Withdrawing from a course may be student or university initiated. Any withdrawal from a course, for whatever reason, may affect a student’s eligibility for financial aid.

## Withdrawal Types

### Student Initiated Drop

- A student may drop one or more courses during a brief period during the beginning of a session (dates will be posted for each format). Any courses dropped during this period will not appear on the transcript.

### Student Initiated Withdraw

- Official (student initiated withdraw) – A student begins the withdrawal process or otherwise provides official notification of intent to withdraw.
- Students may withdraw from a course during the first 70% of the course and receive a “W” for the course on his/her transcript.

### University Initiated Withdrawal-Administrative Withdrawal

- Unofficial (university initiated & administrative withdrawal) – Official notification not provided by the student because of circumstances beyond the student’s control, expulsion and all other instances where a student withdraws without providing official notification

A student may be administratively withdrawn from a course if:

- The student has not officially withdrawn from course(s) and has been reported as not attending or engaging for a period of fourteen (14) days. The date of administrative withdrawal is based on the last day of the student’s academically-related activity.

- Academically-related activities include but are not limited to:
  - Physically attending a class where there is opportunity for direct interaction between the instructor and the students.
  - Submitting an academic assignment.
  - Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction.
  - Attending a study group that is assigned by the school.
  - Participating in online discussion about academic matters.
  - Initialing contact with a faculty member to ask a question about the academic subject studied in the course.
- Academically related activity does NOT include:
  - Living in institutional housing.
  - Participating in the school's meal plan.
  - Logging into an online class without active participation.
  - Participating in academic counseling or advisement.
- The student has received a student conduct sanction during a session which would prevent the student from completing the session or sub session.
- The student is a threat to him/herself or others or the student is causing significant disruption to the university community.

Students who are administratively withdrawn as a result of non-attendance or lack of defined academic engagement will receive a grade of "WE" on his/her transcript.

The University may identify a "W" on the student transcript at any point following the published drop period through 70% of the academic term for documented medical or compassionate reasons. Following the 70% point of the academic term, any approved medical or compassionate withdraw should be identified as an incomplete, "W", or posted grade. .

#### **Leave of Absence**

- Leave of Absence Related – A student takes an unapproved leave of absence or does not return from an approved leave of absence. Please refer to the *Leave of Absence Policy* or contact the Registrar's Office for additional information.

### **Procedures for Add/Drop and Withdrawal**

#### **Traditional Method of Drop/Add**

1. Obtain a drop/add and withdrawal form from MySiena or the Registrar's Office, SHH 207.
2. Fill out class department, number, section, course title.
3. Obtain all signatures of approval.
4. Return form to the Registrar's Office for processing.

*No grounded courses can be added after the first week of class without a formal petition and following the Traditional Method of Drop/Add above. No blended or online courses can be added after the first week of class.*

#### **Dropping and/or withdrawing from Grounded Courses after the first week of class**

- 1) Obtain a drop/add and withdrawal form from MySiena or the Registrar's Office, SHH 207.
- 2) Fill out class department, number, section, course title and the last date of attendance (LDA) or engagement for instructor to verify.
- 3) Obtain all signatures of approval. The instructor will verify LDA records at this time and update if needed.
- 4) Return form to the Registrar's office in SHH 207 for processing.

### **Dropping and/or withdrawing from Blended and/or Online Courses after the start of the session**

- 1) The *Drop/Add* and *Withdrawal form* is not applicable to blended and/or online courses.
- 2) Student should e-mail / phone his or her academic advisor or the Associate Director of Advising & Registration the intent to drop and/or withdrawal from class(s).
- 3) Student should communicate the last date of engagement in the class(s). This date will be verified with the instructor(s).
- 4) The Associate Director of Advising & Registration will verify all information and complete the drop and/or withdrawal and notify the following:
  - a. Registrar's office
  - b. Financial Aid
  - c. Student Accounts
  - d. Student
  - e. Advisor

### **Other Conditions**

1. Add/Drop and Withdrawal dates for each session are published in the academic calendar.
2. Students should contact their site location to determine if they can add an 8-week course once the session or sub session has begun. On the Adrian campus, permission of the instructor will be needed for any closed courses.
3. Directed and Independent Studies will follow the same guidelines for add/drop/withdrawal unless permission is granted by the Academic Dean.
4. Accelerated courses and other specially scheduled courses may be dropped on or before the day after the second-class meeting. Eight-week blended and completely online courses may be dropped by the Friday of the first (1<sup>st</sup>) week of the course.
5. A course dropped during the published drop period will not appear on the transcript.
6. Undergraduate students must carry a minimum of 12 hours within their degree program to be eligible for full-time financial aid.
7. Up until their last session, student-athletes carry 12 hours each session (except summer). It is the student-athlete's responsibility to determine if he/she complies with athletic eligibility requirements. Please see the university's *Athletic Eligibility Policy*.
8. Students must carry a minimum of 12 hours or gain permission to be eligible to live in the residence hall.
9. International students must abide by all USCIS regulations for F-1 students and abide by the 'INSTRUCTION TO STUDENTS' as detailed on page 2 of the I-20.
10. The Registrar and/or the appropriate Dean must approve exceptions to any of the above policies.