

**POLICY ON ADDING COURSES AFTER
THE FIRST TWO WEEKS OF INSTRUCTION**

Beginning with the first day of the third week of instruction and through the last day of the fourth week of instruction, a student may add a class with the approval of the instructor and the approval of the Vice President for Academic Affairs (or designee) as indicated by their signatures on the appropriate form(s).

Adding a class after the fourth week of instruction is normally not permitted. Petitions to add classes after the fourth week of instruction will only be granted for serious and compelling reasons as judged by the Vice President for Academic Affairs (or designee). Students seeking to add classes after the fourth week of instruction must prepare a written justification and obtain approval of the instructor and the approval of the Vice President for Academic Affairs (or designee) as indicated by their signatures on the appropriate form(s).

Rationale:

This policy was recommended by our Director of Admissions and Records, Linda MacMichael. She recommends the policy because the proposed date corresponds to the census date. The university does not receive credit for students adding courses after the fourth week of instruction.

The Special Committee on Academic Policies and Regulations and the Executive Committee of the Academic Senate has reviewed this policy and recommends its approval.