

Disclaimer – these are college guidelines only and not official policy.

Faculty and Unit Heads –

The deadline for students to make changes to their Fall and Winter schedules for full semester classes without prior approval is the Friday of the first week of classes by 5:00 p.m. After that day/time, students who wish to add classes will need to obtain approval from both the assigned professor and the unit head for the department offering the course. The CLAS Deans Office provides the final approval for late add requests. The majority of these requests will come during the 2nd and 3rd weeks of the semester, and it is primarily up to the professor to determine if it is feasible for the student to be successful by adding the course after the first week. Courses such as independent studies or internships fall outside of these guidelines since they are routinely approved after the drop/add deadline due to the nature of those courses and the reasons for the late admission to them.

Students are required to use the [Registration Drop/Add form](#) available on the Registrar's website. The form can be filled out electronically, saved and routed via email to the professor and then the unit head for review. CLAS also requires that the student provide some kind of explanation – it doesn't need to be lengthy – that outlines the reasons for the late request and a potential plan for making up the missed work. Again, that document can be saved electronically and routed along with the drop/add form. If the professor approves the late add (via electronic signature), it then gets routed to the unit head for review. Finally, it comes to AD Schaner (schanerb@gvsu.edu) in the dean's office for final review. The student and professor will be notified if/when it is approved. Payment of any associated fees or tuition is due immediately or the student risks having the class dropped from their schedule.

For requests to add a completely new course, there are several things to consider when making the decision:

- Approval to add the course late is at the discretion of the professor. There are no expectations that all late adds will be approved nor should faculty feel an obligation to accommodate all requests.
- Please refer the student to both Student Accounts and Financial Aid to determine the financial impact of making a late change to their schedule, especially if students are dropping and adding courses at the same time. After the first week of classes, students will incur additional tuition and fees if they drop and add classes to their schedules. This can be a significant amount of money and students are often unaware of these consequences. **It is best if this is done prior to your consideration of the late add request.**
- There will be instances where the student is switching from one section to another of the same course, and those are typically approved and are completed without an impact on tuition.
- Consider the timing of the request. Those that come during the second or third week may be more reasonable than those that come after the 75% refund deadline (fourth week).
- We are seeing a troubling number of requests that come even later in the semester. These should be approved only in truly extenuating circumstances.
- Consider the reasons behind the request.
 - If possible, accommodating requests from students who have changed their majors after the early weeks of the semester allows them to settle into a new program in a timely manner and avoid waiting a full semester to get started in the new program.
 - Students sometimes have unavoidable changes to their work schedules or "life happens" and changes to their schedules are necessitated by unanticipated events.
- Provide the student with a thorough overview of the work that has been missed and determine if the student has a realistic plan for making up that missed work. Missed work should not be excused nor is the professor expected to fully review multiple weeks of content for students who add the class late.
- If you approve the late add, please provide the student with clear deadlines on making up the missed work.

If you have questions as you are considering late additions to your classes, please contact AD Schaner (schanerb@gvsu.edu)