

# STOCKTON UNIVERSITY



## PROCEDURE

### Drop / Add and Withdrawal from a Course Procedure

Procedure Administrator: Vice Provost

Authority:

Effective Date: February 2, 1977; February 9, 1977; June 23, 2010; July 8, 2014

Index Cross-References:

Procedure File Number: 2018

Approved By: Herman J. Saatkamp, Jr., President

#### I. PURPOSE:

To provide a satisfactory method for students to drop or add a course.

#### II. PROCEDURE:

##### A. DROP/ADD PERIOD

Specific deadline dates for the Drop/Add period are outlined in the [Academic Calendar](#). Students have the ability to adjust their schedules through the [goStockton portal](#). Students should log into their student account to complete the transaction.

Courses dropped during this period do not appear on the student's transcript; however, to add a course, students should consult the instructions in the [goStockton portal](#). If a "Permission of Instructor" is issued, the student is responsible for activating the permit, thus becoming enrolled officially in the course.

##### B. WITHDRAWAL FROM A COURSE

A withdrawal from a course can be completed online. A student may withdraw from courses after the Drop/Add period and before the end of the eleventh (11<sup>th</sup>) week of a full term or the fifth (5<sup>th</sup>) week of a sub term. Specific deadline dates are posted on the [Academic Calendar](#). Courses from which a student withdraws within the established time limits appear with W notations on the student's transcript.

Withdrawal from a class, if done prior to the deadline, is accomplished by the same method as dropping a class during the registration or drop/add period. Students should log into the [goStockton portal](#), and on the Student Services tab, go to the Registration Tools channel. Students who have a “hold” on their accounts will not be able to complete this transaction, and should resolve the situation causing the “hold” as soon as possible.

Ceasing to attend the class is not sufficient to complete a course withdrawal, even if the student informs the instructor. *Failure to complete the withdrawal successfully online could result in a grade of F.*

Approval History:

	Date
Faculty Senate	5/29/14
Provost Council	5/6/14
Provost	6/3/14
President	7/8/14