

02.05.03 Drop/Add Period

Description

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Dropping Courses: Students may drop courses on-line through the end of the fourth week of the semester without instructor permission. The dropped courses will not appear on the academic transcript. Students may receive a partial refund based on the published tuition refund schedule:

<https://www.rochester.edu/adminfinance/bursar/refund-policyeastman-school-of-music/>

Students may not drop a course after the fourth week of classes. Students who drop to fewer than 12 credits (or fewer than 9 credits for most graduate teaching assistants and departmental assistants) will be re-classified to part-time status, which may delay graduation for undergraduate students.

Full-time undergraduate students who, for extraordinary reasons, wish to carry fewer than 12 credits must receive approval from the Associate Dean of Academic Affairs. International students will also be required to get approval from the International Services Office before being permitted to carry less than a full-time course load. See: [Reduced Course Load \(RCL\) Authorization Form](#) at <http://www.iso.rochester.edu/forms.html> (rev. January 2012)

Adding Courses: Students may add courses on-line through the fourth week of the semester. Instructor permission is not required to add a course during the first week of classes. During the second, third, and fourth weeks of the semester, students must obtain a permission code from the instructor or departmental secretary to add a course. A signature will also be accepted for in-person registration in the Registrar's Office. A student wishing to add a course after the first four weeks must have approval from the course instructor and present a petition with the reasons for requesting a late change to the Associate Dean of Academic Affairs (undergraduates) or Associate Dean of Graduate Studies (graduate students). (rev. 8/1/05)

Seven-Week Courses: For courses that meet for half of the semester, the above time-line is reduced by half. (rev. 8/1/05)

Date

2024/07/06