

COLLEGE OF GRADUATE STUDIES
ADDING, DROPPING, WITHDRAWING COURSES

ADD/DROP PERIOD

By [SUNY Policy](#), Policy Title:Fees, Rentals, and Other Charges, Document Number:7804; Effective Date:September 20, 2011), campuses are required to define an Add/Drop period and charge a late fee of \$20.00 for any add/drop/withdrawal that occurs after the defined Add/Drop period has ended. The College of Graduate Studies has defined the Add/Drop period as the first ten days of the fall and spring semesters.

ADDING COURSES

The decision to add a course must be made before 20% of the course is completed. To add a course after the online enrollment has ended:

- 1) Obtain an [Add/Drop](#) form from the College of Graduate Studies
- 2) Secure all necessary approvals (Academic Advisor, Course Instructor, Department Chair or Program Director, and for MD/PhD students, one of the MD/PhD Directors)
- 3) The completed form is then returned to the Office of Graduate Studies for the Dean's approval
- 4) Remit the late fee of \$20.00 to the Bursar's Office, Room 200, Campus Activities Building, if the add is to be processed after the Add/Drop period has ended
- 5) Submit the completed Add/Drop form to the Registrar's Office, Room 203, Campus Activities Building

DROPPING COURSES

It is important to recognize the difference between dropping and withdrawing from a course, and that even though a course may be dropped from your academic transcript, you may still have a tuition liability. You may drop a course up to the one third mark of the course and no record of the course will appear on your academic transcript. After the one third mark has expired and you have attended the course, the course is not deleted from your academic transcript, but rather you are withdrawn from the course. To drop a course:

- 1) Obtain an [Add/Drop](#) form from the College of Graduate Studies
- 2) Secure all necessary approvals (Academic Advisor, Course Instructor, Department Chair or Program Director, and for MD/PhD students, one of the MD/PhD Directors)
- 3) Remit the late fee of \$20.00 to the Bursar's Office, Room 200, Campus Activities Building, if the drop is to be processed after the Add/Drop period has ended
- 4) Submit the completed Add/Drop form to the Registrar's Office, Room 203, Campus Activities Building

WITHDRAWING FROM A COURSE

If a course is attended and you no longer want to remain enrolled in the course beyond the one third mark of classes held, you need to withdraw from the course. You will still have a tuition liability when you withdraw from a course. The course will remain on the academic transcript and a grade of "WS" (Withdrew/Satisfactory) or "WU" (Withdrew/Unsatisfactory) will be recorded on the academic transcript for the course, depending on your status at the time you withdraw from the course. "W/U" is regarded as a "failure" and is included in the student's GPA until the course is completed or re-taken with a passing grade. No academic credit will be given.

To withdraw from a course:

- 1) Obtain an Add/Drop form from the College of Graduate Studies
- 2) Secure all necessary approvals (Academic Advisor, Course Instructor, Department Chair or Program Director, and for MD/PhD students, one of the MD/PhD Directors)
- 3) Remit the late fee of \$20.00 to the Bursar's Office, Room 200, Campus Activities Building, if the drop is to be processed after the Add/Drop period has ended
- 4) Submit the completed Add/Drop form to the Registrar's Office, Room 203, Campus Activities Building

PLEASE NOTE: Your schedule and your academic transcript will only reflect an Add, a Drop, or a Withdrawal if the Add/Drop form has been filed with the Registrar's Office and payment of any late fee has been made as applicable. You can confirm an Add, a Drop, or a Withdrawal has been processed by checking your schedule in [MyUpstate](#) or contacting the Registrar's Office. Failure to submit the Add/Drop form or to pay the late fee, if applicable, will result in a final grade being recorded as determined by the course grading policy. It is the responsibility of the student to process a course add, drop, or withdrawal, to adhere to the deadlines, and to remit the late fee if applicable.