

**COLLEGE OF HEALTH PROFESSIONS
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 Health Professions has defined the Add/Drop period as the first ten days of the fall and spring semesters and the first five days of the summer semester. For courses that do not begin on the first day of the semester, the Add/Drop period is defined as the first 20% of the course contact hours.

ADDING COURSES

Starting with the first day of the semester, all adds are by permission from the course instructor or department chairperson of the course. Please note the course instructor or department chairperson reserves the right to admit or exclude a person from a course during the Add/Drop period. Therefore, adds must be processed using an [Add/Drop](#) form and courses cannot be added via [MyUpstate](#). To add a course during the Add/Drop period:

- 1) obtain the signature of the course instructor on the Add/Drop form
- 2) for matriculated students, obtain the signature of your Academic Advisor or Department Chairperson
- 3) submit the completed Add/Drop form to the Registrar's Office, Room 203, Campus Activities Building

Please note – Switching from one section to another section of the same course is considered the same as adding and dropping a course. Therefore, the same process must be followed to ensure that you are properly enrolled in your courses.

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 during the Add/Drop period and no record of the course will appear on your academic transcript. After the Add/Drop period has ended, the course is not dropped from your academic transcript, but rather you are withdrawn from the course. To drop a course during the Add/Drop period:

- 1) obtain the signature of the course instructor on the Add/Drop form
- 2) for matriculated students, obtain the signature of your Academic Advisor or Department Chairperson
- 3) submit the completed Add/Drop form to the Registrar's Office, Room 203, Campus Activities Building

Please note – Switching from one section to another section of the same course is considered the same as adding and dropping a course. Therefore, the same process must be followed to ensure that you are properly enrolled in your courses.

WITHDRAWING FROM A COURSE

After the defined Add/Drop period, if you no longer want to remain enrolled in a course, 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 “W”, “WP”, “WS”, “WF”, or “WU” will be recorded on the academic transcript for the course, depending on when during the semester you withdraw from the course. Refer to the [Academic Calendar](#) for deadlines for tuition liability and grading options. To withdraw from a course after the Add/Drop period has ended:

- 1) obtain the signature of the course instructor on the Add/Drop form
- 2) for matriculated students, obtain the signature of your Academic Advisor or Department Chairperson
- 3) remit the late fee of \$20.00 to the Bursar’s Office, Room 200, Campus Activities Building
- 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.