

<b>UT Health Science Center: EM101 Course Add Drop Policy</b>	
<b>Version 2</b>	<b>Publication Date: 03/18/2024</b>

<b>No./Title: EM101 – COURSE ADD/DROP POLICY</b>		<b>Resp. Office: REGISTRAR Approval Body: CASA</b>	<b>Effective Date: 07/01/2014</b>
<b>Category: Students</b>		<b>Last Review: 08/01/2023</b>	<b>Next Review: 12/04/2027</b>
<b>Contact: University Registrar</b>		<b>☎ 901.448.7703</b>	<b>✉ <a href="mailto:registrar@uthsc.edu">registrar@uthsc.edu</a></b>
<b>Related Policies:</b>	Withdrawal Policy Attendance Policy		
<b>Related Forms:</b>	<b>Add/Drop Form</b> is available at: <a href="http://www.uthsc.edu/registrar/documents/DropAddForm.pdf">http://www.uthsc.edu/registrar/documents/DropAddForm.pdf</a>		

## POLICY

To assure compliance with federal requirements for reporting changes in enrollment status, UTHSC requires students to report any intended enrollment changes in a timely manner. For students enrolled in programs that provide flexibility in course selection, courses may be added or dropped online via Self-Service Banner during the official add/drop period and after consultation with the College. Students must request consideration from the Academic Dean of the College to add or drop a course after the official add/drop period has ended. If approved, the Academic Dean or designee will submit the necessary add/drop form for each course to the Registrar. Depending on the timing of the change and college/program policies related to course withdrawals, the resultant change in total enrolled credit hours could affect:

1. enrollment status (e.g. status may change from full time to part time or to withdrawn),
2. eligibility for tuition refunds - see <http://www.uthsc.edu/finance/bursar/documents/refund-repay.pdf>
3. eligibility for financial aid - see <http://www.uthsc.edu/finaid/>
4. effect on student loan deferrals/requirement for student loan repayments,
5. grade recorded on the transcript.

Note: many of the academic programs at UTHSC have fixed curricula and it may not be possible to withdraw from a single course without withdrawing from the program. Options for adding courses may also be limited. Students are advised to consult with college officials regarding any planned changes in enrollment.

## POLICY RATIONALE AND PROCEDURE

If applicable to the curriculum, courses may be added or dropped during the first 8% of the term or part-of-term that classes start with the permission of the course director/instructor of record. The dates will be published on the Registrar's Office website. Students are advised to consult with college officials before submitting course changes online via Self-Service Banner. If a student cannot add or drop a

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course online, a college official must complete the Add/Drop Form(s), by downloading the form from the Registrar's web site - <http://www.uthsc.edu/registrar/documents/DropAddForm.pdf>. All forms must be submitted to the Registrar's Office in a timely manner; any adjustments to tuition related to the change in credit hours will be determined by the date that the form is received by the Registrar (see below).

### **Effect of Dropping a Course on Tuition Refunds**

If a student drops one or more classes but not all classes, the student may be eligible for a partial refund of tuition. The amount of the refund is dependent on two things:

1. whether the drop occurs prior to or during the term that the course is offered;
2. whether dropping the(se) course(s) affects student status (e.g. will student be enrolled in a sufficient number of credit hours to qualify as a full time student)

If the student is still considered full-time after the drop, no refund is due. If not, the refund due is calculated as a percentage, based on the applicable semester rate per credit hour and the date the course is dropped. Students should contact the Bursar's Office for assistance.

### **A full (100%) refund of tuition and mandatory fees paid will be provided:**

1. To students called to active military or National Guard service during the period of enrollment.
2. In the event of a death of a student during the period of enrollment.
3. For a course canceled by the University of Tennessee Health Science Center.
4. To students who are compelled by the University of Tennessee Health Science Center to withdraw when it is determined that through the university error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

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Tuition and fees are not affected by the addition of credit hours if the student is already enrolled in a sufficient number of credit hours to be considered full time. Rules relating to enrollment status are published in the Student handbook, CenterScope <http://catalog.uthsc.edu/index.php>.

### **Grades Recorded for Dropped Courses**

If a student drops a course after the applicable 8% deadline, grades will be assigned as defined in [Academic Affairs Policy AA110 – Grading Policy](#).

### **Limits for Dropping Courses**

Once a course has passed the 8% deadline, the following guidelines will apply:

- If the drop occurs before 50% of the course is completed, the grade for the dropped course is recorded as a 'W' on the official transcript.
- If the drop occurs after 50%, but before the course is 70% completed, the grade for the dropped course is recorded as either 'WP' or 'WF' as outlined in the Grading Policy.
- Once a course is over 70% completed, a drop is not permitted except under extenuating circumstances. Grades will be assigned as outlined in the Grading Policy.

### **Auditing Courses**

A student who does not wish to receive credit in a course may enroll in a course for audit, with permission of the Academic Dean of the College. Audit enrollments follow the same resident and non-resident tuition and fee policies as credit enrollments. Further, audited courses do not count in the determination for full-time student status and do not apply toward Veteran Affairs benefits and are not covered under financial aid.

### **Limits for Auditing Courses**

- The allowable time to change from audit to credit is during the first 8% of the course term.
- The allowable time to change from credit to audit is during the first 8% of the course term.
- Changes after the first 8% of the term are not permissible.

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The appropriate paper or electronic form should be completed by the instructor of record, or designee, before sending to the Registrar’s office.

**APPROVAL HISTORY**

Effective: July 1, 2014

Revision: May 1, 2016, Committee on Academic and Student Affairs

(CASA) Revised: December 4, 2018, CASA

Approved: December 5, 2018, Chancellor

Reviewed: August 1, 2023