

PROPOSED REVISION OF DAVIS DIVISION REGULATION 547

Adding or Dropping a Course

Submitted by the Committee on Elections, Rules and Jurisdiction

Endorsed by

This proposal would make the deadlines for adding, dropping, or withdrawing from a course consistent. In addition, this proposal would address the deadlines for adding, dropping, or withdrawing from a course during Summer Session.

Rationale.

The current reading of Davis Division Regulation 547 creates several problems for the Registrar's Office. In order to enforce the policy it requires staff to determine the individual deadlines for each student and each course they want to drop. This is both time consuming and filled with potential for error. Additionally, there is much confusion each term across campus on trying to assist students in understanding when the last day for them to drop or withdraw actually is. In order to figure out the right answer for each student the advisor must spend a significant amount of time trying to review the meeting schedule and even then there is much uncertainty. Finally, the current regulation does not address summer at all therefore the Registrar's Office is left to try to apply the same practice we use during the academic year but that doesn't always work.

Proposed Revision: Davis Division Regulation 547 shall be amended as follows. Deletions are indicated by ~~strikeout~~; additions are in **bold type**.

547. Adding or Dropping a Course

- A. The deadline to drop a course is the twentieth day of instruction, except for courses that a department or program has noted in the Class Search Tool to have a ten-day drop deadline. The deadline to add a course is the twelfth day of instruction. Courses may be added or dropped at any time before these dates by any method mutually agreed upon by the Registrar and the Chair of the Davis Division of the Academic Senate. (Am. 5/27/93; Eff. 9/1/93; Am. 6/8/98; Eff. 9/1/99)
- B. At any time after the add deadline and before the close of business on ~~the business day preceding the scheduled final examination for a course (or close of business on the last day of scheduled final examinations if no final examination is scheduled for a course);~~ **the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session**, approval to add a course may be granted upon petition by the student and certification by the appropriate authority. Approval of such petitions may be granted only in cases where substantial evidence indicates that the student did attempt to add the course prior to the deadline, but was prevented from doing so by clerical error or other

situation beyond the student's control. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name.

- C. At any time after the drop deadline and before the close of business on ~~the business day preceding the scheduled final examination for a course (or before close of business on the last day of scheduled final examinations if no final examination is scheduled for a course)~~ **the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session**, approval may be granted upon petition by the student and certification by an appropriate authority that, due to unexpected circumstances beyond the student's control, one or more courses should be dropped. The circumstances may include illness, serious personal problems, an accident, a death in the immediate family, a large and necessary increase in working hours, or other situations deemed to be of equal gravity. The petition must be approved by the appropriate dean and, in addition, by the appropriate committee of the faculty of the student's college or school or the appropriate subcommittee of the Graduate Council. The faculty committee may authorize an administrative officer to act on its behalf, but at least once each quarter the committee should receive and review a summary of the actions taken in its name. An undergraduate student is permitted to drop a course subsequent to the drop deadline even if doing so would reduce that student's study list below 12 units, but such a student no longer can be certified as a full-time student.
- D. To drop a course or withdraw from the University after close of business on ~~the business day preceding the scheduled final examination for a course (or after close of business on the last day of scheduled final examinations in the case of withdrawal or if no final examination is scheduled for a course)~~, **the last day of instruction for the term, or, for summer sessions (excluding special session) the close of business on the last day of instruction in the fifth week of the session**, the student or an appropriate faculty member must submit a petition to the Davis Division Grade Changes Committee or, for professional faculty or students in professional courses in their own professional schools, to the grade change committee of that school. Approval will be granted only in the most unusual circumstances and only in those cases where it is clear that by not approving the petition the student would be treated unfairly.