

Schedule Adjustment Policy

Students may add courses online from the designated registration dates for each respective term through the first day of that term. Departments can add students to courses through the first fifteen days of each respective term (five days for summer terms). Should students need to add courses after the first fifteen class days of the term, they need to obtain a Schedule Adjustment Form from their advisor in their Academic Dean's Office. This form is used to process course additions. The form is processed in the [Office of the Registrar](#). Students may drop courses online through midterm of each respective term with no academic penalty. Should students need to drop a course after midterm, permission must be granted. The student obtains the Schedule Adjustment form from his/her advisor in their Academic Dean's Office. If the form is used for dropping courses after midterm, the instructor must sign the form and a grade of W or WF must be assigned. A drop after mid-term can result in the student receiving an academic penalty. A drop after mid-term will only be granted when extenuating circumstances exist. See the section "Withdrawal from a course" in the AU Bulletin.