



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Adding & Dropping Courses Policy

Policy 4.03

Volume 4 Enrollment
Management
Chapter 03 Adding & Dropping
Courses Policy
Responsible Office: Registrar
Originally issued: unknown
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Policy Statement

Addition of courses to a student's course schedule will not be allowed after the deadline for adding courses as set forth in the Academic Calendar.

A course may be dropped without penalty up to the midterm date set forth in the Academic Calendar. Following this deadline, a student who drops a course will receive a grade of WF (Withdrew Failing), except in cases of hardship as determined by the appropriate academic dean. WF grades will be treated as F grades for grade point calculations.

Courses may be added or dropped only by procedures established by the Registrar of the Medical College of Georgia.

Reason For Policy

Rules must be in place to govern the addition and drop of courses to/from a student's course schedule to maintain equity across all schools and colleges at the Medical College of Georgia.

Entities Affected By This Policy

All students who are enrolled at the Medical College of Georgia and the faculty who teach them are affected by this policy.

Who Should Read This Policy

Students at the Medical College of Georgia and the faculty who teach them should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	http://www.mcg.edu/students/Registrar/registrar@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p403.pdf>

Related Documents

Medical College of Georgia Catalog:
<http://www.mcg.edu/students/Registrar/regulations/adding-dropping.html>

Definitions

These definitions apply to these terms as they are used in this policy:

Academic Calendar Calendar posted on the Medical College of Georgia Web site (<http://calendar.mcg.edu/>) that contains all dates relevant to the academic mission of the institution. Dates posted on the Academic Calendar change yearly.

Overview

Courses cannot be added to a student’s course schedule after the Drop/Add dates posted in the Academic Calendar. Courses may be dropped without penalty up to the midterm date as set forth in the Academic Calendar. Courses dropped from a student’s schedule after the Drop/Add date will receive a grade of WF (Withdrawn Failing), except in cases of hardship as determined by the appropriate academic dean. WF grades will be treated as F grades for grade point calculations.

Process/Procedures

If a student wishes to add or drop a course from his/her student record, the course director must send a Drop/Add form (available in the Registrar’s Office) to the Registrar’s office along with a notation as to why the course is being added or removed from the student record.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.03, Adding & Dropping Classes Policy, are:

Faculty	Obtain Drop/Add form from the respective department at request of and after consultation with student. Sign Drop/Add form and submit to the Registrar’s Office
Registrar	Process Drop/Add request in Banner