

# An Advisor's Guide to Add/Drop Dates

## Spring Semester 2023-24

(based on the [academic calendar](#))

**Finalize Schedule Date** - Friday, February 16 at 4:30 pm (day eight of term). Schedule changes should be finalized by this date.

- The student must be enrolled in a minimum of twelve credits by 4:30 pm on February 16 for full-time status. The student's registered courses at the end of day eight are considered attempted credits for Financial Aid Satisfactory Progress purposes.
- If a new first-year (FY) or transfer student wants to add a course (not an option for new FY students if they already have three four-credit classes), their advisor must submit the [Registration Wrap-up form](#). The course must have open seats. Instructor and advisor approvals are required.
- If a new spring admit wants to drop a course and add an alternate course before day eight, their advisor must submit the [Registration Wrap-up form](#). Students who add a course during week two should exercise caution. Missing more than one week of class at the start of the semester puts students at a significant disadvantage. Advisors should consider this carefully, especially if a student is already at risk. Instructors may not agree to add a student in week two.
- Classes dropped after day eight receive a W (withdraw) on the transcript. The W does not affect GPA but the credits are counted as attempted credits for Financial Aid purposes. If you have questions about this, please contact Mary Windeknecht via email or Google Chat.

The information below regarding dropping a class(es) applies to students who may fail a course. Students should be strongly discouraged from dropping a course for other reasons (such as maintaining a high GPA).

**Drop/Reuse Date** - March 22 at 4:30 pm (Friday of week seven). Dropping a class may be appropriate in limited circumstances.

- To drop a course, a student must submit the [electronic drop form](#). Instructor and advisor approvals are required.
- Students should not drop a course without consulting their instructor and advisor.
- Students who have stopped attending a course should drop by this date (see below for cautions).
- Students who are **failing** a course should consider dropping by this date. Students should meet with the instructor to discuss their current grade and determine what can be done to pass the course. Ask your advisee to articulate the specific steps they will take to improve their grade.
- Students should not drop a course at this time if passing the course is still possible with extra help from the instructor, tutoring, reading/writing support, etc. Let students know they have a later opportunity to drop when they will have a better idea of how they're doing in the course.
- Talk with your advisee about the ramifications of dropping the course. What does it mean for credits completed for the year? For a particular course sequence? For pursuing a particular major?
- Dropping a course by this date means the course will appear on the academic transcript (as a W) but will not count against the 34 credit-hour maximum covered by yearly tuition. In other words, the credits can be reused during the current academic year if the course is dropped by this date. One or two "W" grades on a final transcript are not a problem for most students, but repeated "W" grades are not advisable and may affect a student's graduation timeline.
- Dropping a course by this date may mean the student will fall below full-time status. For most students, this is not a problem unless they do so several terms in a row.

- Cautions:
  - Most **international students** are required to be enrolled in 12 credits to maintain visa status. They cannot fall below 12 credits at any point in the semester. (See your advisee's "Overview" in [Starfish](#). Look for "12 CR Req for Visa" under "Student Information.")
  - **Student athletes** must be enrolled in at least 12 credits to be eligible in the current term. They must complete (pass) twelve credits in a term to be eligible for sports in the following term. Athletes must also meet a [minimum GPA requirement](#) for eligibility.
  - Students on [Financial Aid Warning or Probation](#) should consult the Office of Advising or Financial Aid before dropping a course. You can see your advisee's financial aid standing on the Overview tab in [Starfish](#).
- Students can consider adding a late-start course to recover some of the credits they are dropping. Students who are struggling, however, should be cautious about adding late-start courses.

**Final Drop Date** – April 19 at 4:30 pm (Friday of week ten). Final date to drop a 14-week course this semester.

- To drop a course, a student must submit the [electronic drop form](#). Instructor and advisor approvals are required.
- Most students who are **failing** a course (including an FYI/FYH course) and have no chance of passing should drop the course by this date. (Students can re-take FYI in another term.) Dropping a course is always preferred to staying in the course and receiving an F on the transcript. **This does not apply to international students if dropping the course will put them below 12 credits. See cautions below.** It is easier to recover from a credit-hour deficit than a GPA deficit *and* a credit-hour deficit. (Students failing multiple courses should be referred to the Office of Advising.)
- Your advisee must talk with the instructor to form a realistic expectation of the grade they can earn in the course. Most students think they can turn things around in the final weeks of the term, but often that is not feasible.
- A course dropped by this date will count against the 34 credit-hour maximum covered by yearly tuition. The credits cannot be reused. The course will appear on the academic transcript (as a W) but will not affect the GPA. One or two "W" grades on a final transcript are not a problem for most students, but repeated "W" grades are not advisable and may affect a student's graduation timeline.
- Dropping a course by this date may mean the student will fall below full-time status. Though this may place the student below a 67% completion rate (the minimum required for [Financial Aid Satisfactory Progress](#)), they have the opportunity to raise their completion percentage in the following term. Several consecutive terms below 67% can result in lost financial aid.
- Cautions:
  - Most **international students** are required to be enrolled in 12 credits to maintain visa status. They cannot fall below 12 credits at any point in the term. (See your advisee's "Overview" in [Starfish](#). Look for "12 CR Req for Visa" under "Student Information.")
  - **Student athletes** must be enrolled in at least 12 credits to be eligible in the current term. They must complete (pass) twelve credits in a term to be eligible for sports in the following term. Athletes must also meet a [minimum GPA requirement](#) for eligibility.
  - Students on [Financial Aid Warning or Probation](#) should consult the Office of Advising or Financial Aid before dropping a course. You can see your advisee's financial aid standing on the Overview tab in [Starfish](#).

If you have questions, please contact the [Office of Advising](#) at x8818 or [marywindeknecht@augustana.edu](mailto:marywindeknecht@augustana.edu) or Google Chat.