

VII. CHANGE OF SCHEDULES

A. Adding a Class

A student wishing to add a course to his/her schedule may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin or on the web.

A student adding a course to his/her schedule may need for an instructor to place an override or a combination of overrides on the My Washburn account. Placing an override on the student's account provides special approval to enroll for a student who has circumstances which have prevented the student from adding the class. Some types of overrides that may be needed by the student to register include: capacity, class (classification), level (i.e., undergraduate, graduate, law), link (linked courses), corequisite, prerequisite, special (special permission), and time (time conflicts). Students may add a class at any time throughout the registration period prior to the last day to enroll in a course without instructor's permission. After this date, all course additions require the student to utilize the late add process found on the registration screen on the My Washburn account. Courses added after the last day to enroll without instructor's permission require that the instructor provide a late add override through the My Washburn account thereby permitting the student to register if the instructor believes this is appropriate. When an instructor places a late add override on a student account after the last day to enroll without instructor's permission, this single override will take the place of all overrides the student might need and assures the student will be added into the class.

B. Dropping/Withdrawing

1. *Initiated by Student: Withdrawing from class(es) or from the University*

A student who wishes to withdraw from a course may do so on the web when it is available for registration/enrollment. Specific instructions will be available in the appropriate Class Schedule Bulletin on the web.

The date of withdrawal is determined by the day the withdrawal is processed. Students who cannot complete the withdrawal process on the web must notify the University of their intent to withdraw by sending an e-mail using their MyWashburn account to enrollment@washburn.edu. To verify that the withdrawal process has been successfully completed, students should access their MyWashburn account on-line and view the "Detail Course Schedule" link on the Student Tab. The status will indicate withdrawn and the date the course was withdrawn successfully. The responsibility for initiating and processing withdrawals rests with the student, not the faculty. Failure of the student to officially withdraw requires the instructor to record an "F" grade at the end of the semester/term. Students are responsible for all assessed charges.

Specific dates for withdrawal deadlines are listed in the academic calendar, in the appropriate Class Schedule Bulletin, and on the web using the "last day" deadline link. When a student drops a course, an e-mail is automatically generated and sent to the instructors' MyWashburn account as notification of the drop.

2. *Initiated by Instructor*

a. Withdrawal for Lack of Attendance

An instructor, after giving due notice to the student, may request withdrawal of a student from a course because of nonattendance during the semester. (Instructors may not initiate or process any other type of withdrawal since it is the responsibility of the student to withdraw.)

The Instructor must inform the University Registrar's Office in writing if the student is being withdrawn for lack of attendance. In such cases the grade W is recorded if the withdrawal is on or before the last day to withdraw. After the last day to withdraw, a student cannot be withdrawn by the instructor.

b. Administrative Withdrawal

Instructors may administratively remove students from the class roster who are inappropriately registered in a class or classes at the completion of registration/enrollment. The most common example of inappropriate registration would be that the student has not satisfied the prerequisites for the course. The instructor may write a memo to the Office of the University Registrar providing the name of the student, his/her student identification number, and the name and course reference number of the class as well as stating the reason for the removal of the student from the class. The request for administrative withdrawal must be submitted by the end of the second week.

c. Changes to an Individual Class

A student may make other changes to his/her class (i.e. change of section; involving pass/fail, audit, or grade status; change in credit hours, etc.) by submitting the change on the web registration form.