

Add POLICY

Academic Standards Committee

Revised December 1, 2003

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Current General Catalog Statement (From <http://www.eou.edu/catalog/acpolicies.html>)

ADDING A COURSE

Courses may be added on-line via web registration until 10 percent of the total class time for that class has elapsed. A fee of \$10 per class dropped will be charged after the seventh class day of the term.

Proposed Changes

During the first two weeks (or up to 20% of the duration of a class) students may add classes at the discretion of the instructor, who must provide a signature on a paper add form.

Thereafter , only the School Dean may approve exceptions, along with the Dean of Distance Education when appropriate. Requests for exceptions may be brought to the Deans only upon prior approval of the instructor to approve the request.

No class may be added after the end of the regular instructional period under any circumstances. This means that no courses may be added during finals week, nor may they be added after the end of the term.

Add/drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes .

Proposed Administrative Change

Requires creation of a new add exception request form, with room for signatures of instructor and dean(s).

Rationale

- Current language indicates: student may add a course through the last day of the term. There is currently no stipulation that a student may not add a course after the course has ended (i.e., no restriction from adding a course retroactively).
- This policy aligns with most other Oregon universities' add policies. In addition, this permits for more accurate enrollment counts. Furthermore, the aim of this revision is to foster student commitment to their courses early in the term, in order to promote improved performance and higher retention rates within courses, term by term. Currently, students sometimes participate in courses and add them on the last day or late in the term, if and only if they are pleased with their grade.
- The reason for permitting adds by signature into the second week is that some students may have been attending, waiting for classmates to drop the course during the first week. These students will want

to add the course if and when seats open up, and this will sometimes require that adds occur after the official add period has ended.