

**Office of the Chancellor
Pennsylvania State System of Higher Education
Procedures and Standards for University Operations**

**Procedure/Standard Number 2014-18
Drop/Add Procedure**

Approved by: _____

Chancellor

Date: _____

1/28/14

History: Replaces Drop/Add dates approved by the Council of Presidents January 2010
Revised :

Additional History:

Related Policies, Procedures or Standards: [Board of Governors' Policy 1983-19-A: Refund of Tuition and Fees](#)

Additional References:

I. Background

Drop/Add is a course scheduling process that must be tied into enrollment and refund processing. Class lists for course sections are affected, as well as tracking of student course attendance.

A. Criteria for Drop/Add

1. The Drop/Add period will extend to the eighth calendar day excluding holidays, and when the university is closed, to provide student with one full week plus the weekend in a typical semester to obtain any necessary signatures/approval for closed courses or pre-requisite overrides.
2. These periods will be converted to percentages to apply to nontraditional semesters. The drop/add period covers 8.57 percent of the class days (excluding the final exam period), adjusted to a whole number.
3. Universities may devise strategies to handle special circumstances.