

# BETHUNE-COOKMAN UNIVERSITY

## Add-Drop Policy



**BETHUNE-COOKMAN UNIVERSITY**

**Policy:**

Add – Drop Policy

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**Date Revised:**

**Policy #**

**Office Responsible:**

Office of the Registrar

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### **Policy**

#### Adding a Class

Students desiring to add a course may do so only during the registration period until the last day of late registration. Approval of the student's academic student success coach is recommended before any course change can be made. Added courses are not finalized until appropriate forms are delivered to the Office of the Registrar by the student. The student will receive a dated and signed copy of the form upon receipt.

#### Dropping a Class

A student desiring to drop a course should initiate drop procedures via a conversation with the classroom instructor. A course may be dropped from the first day of classes to the last day of the drop period as defined in the University calendar. Dropped classes are not official until a properly completed Drop/Add Form is completed by the student and submitted to the Office of the Registrar. The student will receive a dated and signed copy of the form upon receipt.

A reduction in course load below 12 hours may jeopardize a student's eligibility to receive a full financial aid package and the ability to participate in campus and intercollegiate activities.