

## **ADD/DROP**

### **Policy**

After the initial registration period, a student who wishes to add or drop a course must complete an Add/Drop Form available on the institutional website. Fall and spring deadlines for submitting the Add/Drop Form are provided on the Academic Calendar. Late Drop Forms will be charged a \$50 late fee, when applicable, as per the fee schedule. The following specific provisions apply for adding and dropping courses.

### **Adding Courses**

- Kodesh courses may be added with the approval of an Academic Advisor and written permission of the Executive Dean/Menacheles. Kodesh courses may be added up until the date designated on the Academic Calendar.
- General studies courses may be added with the approval of an Academic Advisor. Courses may be added up until the date designated on the Academic Calendar.
- A student who joins a course late is responsible for making up all missed work. Missed classes will be considered absences.

### **Dropping Courses**

- Kodesh courses may not be dropped after the start of a semester without written approval of the Executive Dean/Menacheles and proof of extreme circumstances.
- General studies courses dropped before the deadline to drop without a W as designated on the Academic Calendar will not show on transcripts.
- General studies courses dropped before the deadline to drop without an F as designated on the Academic Calendar will show as a W on transcripts.
- After that drop deadline designed on the Academic Calendar, a student must complete the course or receive a grade of F.
- Dropping a course due to health reasons requires documentation and must be approved by the Executive Dean/Menacheles and/or Academic Dean and will have no academic or financial penalty.
- Students who stop attending a course without following the correct procedure will receive a grade of F for the course.

For courses being completed under partnership agreements with other institutions, a student must follow the add/drop policies of the other institution, as well as complete the appropriate paperwork with the Student Services Coordinator. A student may not add or drop such courses directly through the partner institution.