

**SGS-BHS POLICY**

SUBJECT:     Registration	TITLE: Course ADD/Drop	AMENDED:     April 2022
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**I. PURPOSE**

This policy specifies the procedure and limits for dropping and adding courses.

**II. ACCOUNTABILITY**

Under the direction of the GSBS Dean, the Manager of Enrollment and Student Academic Services shall have responsibility for this policy.

**III. POLICY**

**Add Policy:**

Students may add courses with the approval of the instructor (when required) and the program director. A student wishing to add a course after the general registration period has closed, must complete the “Add/Drop/Withdraw” form and have appropriate approval of the course instructor (when required) and program director prior to the start of the course. Registration will not be permitted beyond the first week of a course. Credit will not be given for courses in which the student was not registered.

**Drop Policy:**

Students may drop courses with approval of the instructor (when required) and the program director. Students submitting a completed “Add/Drop/withdraw” form to the GSBS Registrar’s office within 10 academic days of the start of the course will receive a full tuition refund and the course will not appear on their official transcript. The drop period of 1-10 \*academic days, is distinguishable from the withdrawal period in that the drop period is without penalty. A completed and approved “Add/Drop/Withdraw” form(s) must be received by the Registrar’s office within the time periods set forth above in order for a course(s) to be “dropped”.

\*An academic day is defined as a day that the GSBS campus at which the student is enrolled is open for business.