Cheyney University Policy AA-2010-1055

Policy on Administrative Drop Add Period

Approved by: President’s Cabinet/ Academic Affairs Council

History: Revised -2-17-2009

Additional History -- n/a

Related Policies: n/a

Additional References: n/a

After the close of the regularly scheduled add/drop period (Please refer to the academic calendar for the semester specific course), the administrative add/drop period will extend to the end of the third week of classes. During the administrative add/drop period, only a student’s advisor with the consent of the student and professor of record, has the ability to add/drop eligible courses through I.Q. Web or the registration management system.

The administrative add/drop period is typically the last opportunity for a student to modify their course schedule without being considered a special case and requiring approval from their Dean.