

Drop/Add Policy

Before the Drop/Add Deadline

The drop/add deadlines for Spring/Summer and Fall/Winter (14-week and 7-week) courses can be viewed online at <http://www.bus.umich.edu/Academics/Registration/TimesDates/RegistrationDates.htm>. Prior to these deadlines, approval from Academic Services is not required to drop/add and no 'W' will be posted on the student's transcript for courses dropped.

After the Drop/Add Deadline

To drop or add a course after the deadline, this form (DAVF) must be completed by the student, signed by the course instructor and submitted to Academic Services during walk-in hours (see below for process steps).

Considerations for Late Drops*:

1. If the course to be dropped is the only class registered in the term, do not use this form but follow procedures for a Term Withdrawal (see <http://www.bus.umich.edu/Academics/Registration/Register/default.htm>).
2. When a course is dropped after the deadline, a "W" notation appears on the student's transcript indicating that the student elected the course and later dropped it, even if the student never attended the class. This "W" has no effect on GPA.
3. Tuition charges are not reduced by a late drop if the student has other courses remaining on his/her schedule.
4. Dropping a course may affect current financial aid and/or future financial aid eligibility. For further information, undergraduates should contact Central Financial Aid (763-6600) and graduate students should contact Ross Financial Aid (764-5139).
5. International students who wish to drop below full time status should contact the International Center concerning the impact on I-20 Visa status. (Full time for visa purposes is 12.00 credits for undergraduates and 8.00 credits for graduate students.)
6. Athletes who wish to drop below full time status should contact the Athletic Department concerning eligibility requirements.
7. Core courses may not be dropped. (Evening MBAs only are exempt from this rule.)
8. Elective courses may be dropped only up to the last regular class meeting, with instructor approval.

Considerations for Late Adds:

1. Adding credits may affect tuition. Contact the Office of Tuition and Fees (615-1572) for further information.
2. Full time students adding credits above 18.00 in a full term will need approval of an advisor. Evening students adding credits above 7.00 in the Fall or Winter terms or 3.00 in the Spring or Summer terms will also need approval. Because policy constraints may prevent increases above these limits, credit limit increase requests should be sent to rossacadservices@umich.edu.
3. Late adds must have the full support of the instructor regardless of seat capacity in the class.

Process Steps:

1. Submit this completed DAVF to Academic Services in E2420 for processing during walk-in hours. Be sure that the instructor's portion on the reverse side of this form is signed and filled out completely.
2. Obtain a stamped and signed drop/add form (University of Michigan Election Worksheet).
3. Present the Election Worksheet to the Student Services unit in the Office of the Registrar located at 1207 LSA Building (500 S. State St.) or B430 LL North Pierpont Commons (2101 Bonisteel Blvd.) for processing.
NOTE: The proposed change will **not** appear on your schedule/academic record until it is processed by the Office of the Registrar.
4. Evening MBA students may fax or email their DAVF to Academic Services and request assistance with the processing of their add/drop form (University of Michigan Election Worksheet).
5. Check your transcript on Wolverine Access to confirm that the late drop or add has been processed.

*Requests for late drops not covered by these guidelines will be reviewed by the School Registrar only in cases of grave personal emergency.