

Schedule Changes

Catalog URL:

<http://catalog.iastate.edu/registration/#schedulechangestext>

Current Policy	Proposed Policy and Procedures
<p>Schedule change periods for full term courses are as follows:</p> <p>Period 1 ends on the fifth day of classes in the fall and spring semesters. Schedule changes during period 1 are free and do not require adviser signatures. Instructor or departmental approval may be required for adds or section changes for some courses during period 1. Course drops during this period do not count toward a student's ISU course drop limit, and will not appear on a student's permanent record. Schedule changes during period 1 may be processed through the AccessPlus registration system or by presenting a Schedule Change form to the Registrar's Student Scheduling Office, 10 Enrollment Services Center.</p> <p>Period 2 ends the Friday of week 10 in the fall and spring semesters. During this period, schedule changes require signatures of adviser and instructor and are processed on a Schedule Change form. A schedule change fee is assessed for adds, drops, and section changes during this period. Course drops after period 1 count toward a student's ISU drop limit and appear as an X on the permanent record. A section change does not require a drop.</p> <p>Drops and other schedule changes that are judged to be beyond the student's control may be processed as administrative actions if approved by the college dean. There is no schedule change fee for administrative schedule changes. Administrative drops do not count toward a student's ISU drop limit and do not appear as an X on the permanent record. The effective date of an administrative action is the date it is approved by the college dean or authorized representative.</p> <p>Period 3 is anytime after period 2. Schedule changes during this period are permitted only for extenuating circumstances, may require a written</p>	<p>Schedule change periods for full term courses are as follows:</p> <p>Period 1 ends on the fifth day of classes in the fall and spring semesters. Schedule changes during period 1 are free and do not require adviser signatures. Instructor or departmental approval may be required for adds or section changes for some courses during period 1. Course drops during this period do not count toward a student's ISU course drop limit, and will not appear on a student's permanent record. Schedule changes during period 1 may be processed through the AccessPlus registration system or by presenting a Schedule Change form to the Registrar's Student Scheduling Office, 10 Enrollment Services Center.</p> <p>Period 2 ends the Friday of week 10 in the fall and spring semesters. It is important for students to make well-informed decisions when adjusting their course schedules, particularly because such decisions often have financial and/or academic implications. To best support students' decision-making process, students need to obtain signatures from their academic adviser and course instructor on a Schedule Change form.</p> <p>For students who wish to add or change sections of a course, or adjust course credit hours, the need a signature from their academic adviser and a signature from the course instructor. These signatures grant permission for a student to make the requested change. Students who wish to drop a course need a signature from their academic adviser. Veterinary students in the College of Veterinary Medicine who wish to drop a course must follow the College's required procedures.</p> <p>In most cases, the decision to drop a course rests with the student; as such, this signature is not one of permission, but rather to indicate a conversation has occurred between the student and the advisor and instructor.</p>

statement of support from the instructor and the student, and must be approved by the dean of the student's college or authorized representative.

HALF-SEMESTER AND PARTIAL TERM COURSES

Specific deadlines for adding and dropping half-semester courses are published in the university calendar. Prorated adjustments to add and drop deadlines are made for other partial term courses. To find out specific deadlines for partial term courses, contact the Registrar's Student Scheduling Office, 10 Enrollment Services Center, 294-2331.

R-CREDIT COURSES (REQUIRED COURSES)

Processing a scheduling change for a required course is usually considered administrative. There is no fee for administrative schedule changes. Administrative drops do not count toward a student's ISU drop limit and do not appear as an X on the permanent record. To make a Period 3 R-credit drop administrative requires approval of the college dean.

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Period 3 is any time after period 2. Schedule changes during this period are permitted only for extenuating circumstances, may require a written statement of support from the instructor and the student, and must be approved by the dean of the student's college or authorized representative.

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Approved by FS ASAC, unanimous, 2/13/2020

Approved by AAC, unanimous, 3/25/2020

Approved by FS Executive Board, unanimous, 3/31/2020

Edited to maintain current drop policy (require advisor and instructor signature) for students in the College of Veterinary Medicine in 4th year rotations, 4/13/2020
Revised to maintain signatures from advisor and instructor for drops in Period 2. Kept explanation regarding purpose of signatures, 4/23/2020