Drop Limit	
Current Policy	**Proposed Policy and Procedures**
Catalog: https://catalog.iastate.edu/registration/#limitsholdstext	

Drop Limit	**Drop Limit**
Undergraduate students are limited in the number of courses they may drop during their academic career. (This refers to drops processed after the fifth day of classes of each semester.)	Undergraduate students are not limited in the number of courses they may drop during their academic career. (This refers to Drops processed after the fifth day of classes of each semester) will require a schedule change form.
• All students are allowed to drop a maximum of five courses during their undergraduate career.	• All students are allowed to drop a maximum of five courses during their undergraduate career.
• Students in the College of Veterinary Medicine are allowed to drop a maximum of four courses.	• Students in the College of Veterinary Medicine are allowed to drop a maximum of four courses.
• Courses dropped during their first term at Iowa State are not included in this limit, nor does the summer count as a first term for this purpose.	• Courses dropped during their first term at Iowa State are not included in this limit, nor does the summer count as a first term for this purpose.
• Lecture and laboratory courses which are offered as separate courses, but are required to be taken concurrently are considered as one course drop. Students should work with their advisor to adjust their drop limit accordingly.	• Lecture and laboratory courses which are offered as separate courses, but are required to be taken concurrently are considered as one course drop. Students should work with their advisor to adjust their drop limit accordingly.
Exceptions to the drop limit may be made for courses that must be dropped for reasons beyond the student's control. These exceptions are granted only by the dean or other authorized person in the student's college. The number of drops students have left is indicated on their grade report (available on AccessPlus) each term. Students are responsible for not exceeding their limit. At the instructor's discretion, students who attempt to drop a course beyond the limit without special permission by the dean of the student's college will continue to be enrolled in the course and will receive a grade at the end of the term.	Exceptions to the drop limit may be made for courses that must be dropped for reasons beyond the student's control. These exceptions are granted only by the dean or other authorized person in the student's college. The number of drops students have left is indicated on their grade report (available on AccessPlus) each term. Students are responsible for not exceeding their limit. At the instructor's discretion, students who attempt to drop a course beyond the limit without special permission by the dean of the student's college will continue to be enrolled in the course and will receive a grade at the end of the term.
Catalog: https://catalog.iastate.edu/registration/#schedulechangestext	

Making Schedule Changes	**Making Schedule Changes**
Students may make most schedule changes through the first five days of class using the AccessPlus registration system. For courses with permission requirements and/or after the first	Students may make most schedule changes through the first five days of class using the AccessPlus registration system. For courses with permission requirements and/or after the first

week of classes, a Schedule Change form will be needed.
The Schedule Change form can be found in AccessPlus, under the Student tab, within *Registrar Forms* located in the menu on the left column.
Procedures for schedule changes vary by the time period of the semester. The effective date of a schedule change is the date when the change is entered into the registration system.

Schedule change periods for full term courses are as follows:
Period 1 ends on the fifth day of classes in the fall and spring semesters. Schedule changes during period 1 do not require advisor 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 submission of a digital Schedule Change form.

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, period 2 schedule changes require signatures of advisor and instructor and are processed utilizing the digital Schedule Change form.
For students who wish to add or change sections of a course, or adjust course credit hours, the signatures grant permission for a student to make the requested change.
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.
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.
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. 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.	~~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.
Period 3 is anytime 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.	**Period 3 is anytime 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.
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.	**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.	**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.

Approved ASAC, 2022-05-04, 5-1

Approved AAC, 2022-09-21, 8-0

Recommendations from Work Group
Recommendation of Work Group – Drop Limit Policy
Members: Terri Boylston, Martha Selby, Mason Babcock, Howard Tyler, Isaac Ehlers, Alyssa Stafne, Jonathan Compton
Recommendation: Discontinue current drop limit policy which limits undergraduate students to a maximum of 5 courses during their undergraduate career (vote: 5-1)
Summary of discussion:

- Although many other peer institutions may not have a drop limit policy, many have other criteria such as limiting the number of times a student may drop and/or retake a course and if a course can be repeated after the following course in the sequence (for which the course is a prereq) has been taken. The work group thought this would be more difficult to track

- Discussion of criteria for student progress for financial aid includes GPA, progress towards degree (# courses completed/ # courses attempted).

- While most students use less than 5 drops, there are a small % students that receive more than 5 drops. There are inequities across the university, depending on college, department and advisor as to whether the additional drops are requested and granted.

- Looked at drops used by students that graduated and left prior to graduation (by classification and year since entry), as well as by academic standing, college and other demographics, frequency of a course repeated more than once, and courses with high frequency of drops. No major differences across groups with regards to the number of drops used.

- Recommended that number of drops and progress towards degree continue to be a part of the student's record for advising purposes.

Recommendations:

- The policy change should be revisited in 3-5 years to see if there is a difference in the number of drops used by students when there is no drop limit

- Need to evaluate how the removal of the drop limit policy affects other policies related to student progress and determine if those policies should be change
  - Repeat credits
  - Drop dates
  - Withdrawal dates

- Recommendation to review academic probation policy and number of credits allowed when on probation

Background and context
ISU undergraduate students are limited to dropping 5 courses during their undergraduate program.

- this does not include drops that occur at any point in a student's first semester, or
- drops that are within the first week of the semester

No other Big 12 school has a drop limit policy
UNI and UI do not have a drop limit

Students in the College of Veterinary Medicine are allowed to drop a maximum of four courses; the College of Veterinary Medicine regularly allows students to exceed this limit, and, further, has requested the drop limit be removed starting Fall 2022. The Graduate College does not have a drop limit policy in place.

Analysis shows that over the past 12 academic years, ISU undergraduate students average less than 2 drops throughout their academic career (Figure 1). While there are some students who do use all 5 drops, many of those students often need more than 5 drops due to a host of circumstances, and exceptions are made to accommodate them.

Figure 1.
Note: In the column labeled 'degree count', the rows with '1' represent undergraduates enrolled in one degree program. The rows with '2+' represent undergraduates who are pursuing double degrees and or who are enrolled after already earning a undergraduate degree.

Total Count of Drops by Number of Degrees Completed
2008-2020

Degree Year	Degree Count	Drop Count																	Grand Total	Average Number of Drops
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	20		
2008-2009	1	1,128	973	715	417	308	236	81	31	6		2			1			3,898	1.76
	2+	26	23	28	19	6	12	2	3			1						120	2.19
2009-2010	1	1,205	1,090	798	497	271	220	73	26	14	1	1						4,196	1.69
	2+	27	31	22	16	14	12	3										125	2.06
2010-2011	1	1,154	1,119	777	476	308	242	88	29	11	3	1	2					4,210	1.76
	2+	38	27	41	20	17	11	9	3	2								168	2.28
2011-2012	1	1,234	1,167	889	530	323	237	96	41	12	4		1					4,534	1.77
	2+	30	48	26	23	21	15	4	1	2	1	1						172	2.29
2012-2013	1	1,283	1,184	878	515	376	259	105	34	15	1			1				4,651	1.78
	2+	46	47	35	34	21	15	9	2	2		1						212	2.23
2013-2014	1	1,464	1,322	865	580	392	265	117	34	9	1							5,049	1.72
	2+	41	39	36	28	20	16	5	2	1		1			1	1		191	2.25
2014-2015	1	1,578	1,364	936	631	398	242	101	29	19	7	3	2					5,310	1.70
	2+	51	41	37	20	21	11	11	5	3	1							201	2.23
2015-2016	1	1,780	1,486	1,048	615	388	226	98	53	7	4	5	1					5,711	1.61
	2+	51	50	34	21	8	14	4	4	2								188	1.87
2016-2017	1	1,929	1,664	1,091	656	363	253	116	41	12	5	1						6,131	1.58
	2+	62	34	50	33	24	12	7	1									223	1.96
2017-2018	1	2,085	1,724	1,077	651	419	276	98	38	14	5	2		2				6,391	1.56
	2+	71	53	28	20	16	15	5	3	1	1	1	1					215	1.85
2018-2019	1	2,151	1,747	1,153	663	445	257	103	37	14	5	1						6,576	1.54
	2+	53	36	29	24	15	6	8	1	1								173	1.84
2019-2020	1	2,059	1,667	1,165	660	429	265	129	41	14	6	3					1	6,439	1.60
	2+	69	49	37	15	17	12	12	2	1								214	1.82

Further, when this data is disaggregated as it pertains to key student criteria such as multicultural/non-multicultural students, first generation, male/female, and academic standing, the results continue to show most undergraduate students, regardless of unique attributes, use two or fewer drops during their academic career.

An additional point of comparison is from University of Iowa. When they Registrar's Office was queried, they reported that over the last 6 years their undergraduates have averaged just over 2 drops over their academic career which is very similar to ISU.

Why this proposal, and why now?
Configuration of the Workday Student system for ISU is well underway. Through this process it was identified that Workday is not currently configured to administer a drop policy. In order to implement

ISU's current drop policy, significant backend configuration work would be necessary to make it feasible. And, it is anticipated that additional manual intervention may also be required.

Software limitations are not a stand-alone reason to make a policy change. However, because the discrepancy in drop limits between ISU and the other regent institutions, and our peer Big12 schools has been brought to our attention, it is providing an opportunity to reconsider our existing policy.

The historical context for the policy that the SVPP Office has been able to identify, points to the drop limit policy being implemented in the late 1960's when a number of individuals would enroll in college to avoid the mandatory military draft, then drop their courses, followed by the same reenrollment pattern the following semester.

Follow up monitoring
If the proposal is approved, the offices of the Associate Provost for Academic Programs and the Registrar will complete an annual review of course drops and compare this to data in Figure 1. Results will be shared with the relevant faculty senate committees, college student success directors and University Academic Advising Committee.