

**Catalog URL:** <https://catalog.iastate.edu/registration/#schedulechangestext>

**Catalog:** 2024-2025 (Takes effect with Workday)

**Summary of Proposed Changes**

- Primary Purpose: Define Out of Term Schedule Changes and add criteria for approval of out of term schedule changes
- Additional Changes to Policy for Clarity:
  - Added Schedule Change Definitions
  - Clarified the time periods for Periods 2 and 3
  - Added a notation that adds during Period 2 would also be dependent upon available seats
  - Moved the information on Administrative Schedule Changes to the end of the policy (previously was part of information for Period 2.
  - Changed ‘signature’ to ‘approval’

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<b>Current Policy</b>	<b>Proposed Policy</b>

### **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 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.

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### **Making Schedule Changes**

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#### **Schedule Change Definitions:**

- **Add:** Adding a course to a student's schedule prior to period 2.
- **Administrative Schedule Change:** Adding and/or dropping a course due to an administrative need. This transaction can occur at any point within and outside the academic period. Administrative drops do not appear on the student's permanent academic record.
- **Course Drop:** Dropping a course during or prior to Period 1.
- **Course Swap:** The exchange of one course section for another course section during or prior to Period 1. Course swaps can be used for the same course (i.e., a section change) or for different courses.
- **Course Withdrawal:** Dropping a course after Period 1. A course withdrawal will appear as a "W" on the student's permanent academic record.
- **Late Add: Adding a course to a student's schedule during period 2 or 3.**
- **Out of Term Schedule Change:** Adding, dropping, and/or withdrawing a course, requested for a prior academic period (i.e., after Period 3) due to extenuating circumstances beyond the student's control.
- **Prerequisite Drop:** Dropping a course due to a prerequisite enforcement.

**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 will not appear on a student's permanent academic record.

**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 should be made in collaboration with their advisor and instructor as appropriate and necessary.

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.

The decision to drop a course rests with the student; as such, the advisor's signature is not one of permission, but rather to indicate a conversation about the implications of dropping has occurred. Course drops after period 1 appear on the permanent academic 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 appear on the permanent academic 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

## Schedule Change Policy

Schedule change periods for full term courses are as follows:

### Period 1

**Period 1 ends on the fifth day of classes in the fall and spring semesters.** Schedule changes during Period 1 do not require advisor **approval**. Instructor or departmental approval may be required for adds or section changes for some courses during Period 1. Course drops during this period will not appear on a student's permanent academic record.

### Period 2

**Period 2 is from week 2 through 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 should be made in collaboration with their advisor and instructor as appropriate and necessary.

For students who wish to add or change sections of a course, or adjust course credit hours, **approvals by the advisor and the instructor** grant permission for a student to make the requested change, **provided there is room in the desired course section**.

The decision to pursue a course withdrawal rests with the student; as such, **the advisor's approval** is not one of permission, but rather to indicate a conversation about the implications of withdrawing from the course has occurred. Course **withdrawals** after Period 1 appear **as a W** on the student's permanent academic record.

### Period 3

**Period 3 is from week 11 through the Friday of week 15 in the fall and spring semesters.** Schedule changes during this period are permitted only for extenuating circumstances, may require a written statement of

<p>authorized representative.</p>	<p>support from the instructor and the student, and must be approved by the Dean of the student's primary college or designee.</p> <p><b>Out of Term</b>  <b>Out of Term is any time after Period 3.</b> Requests for out of term schedule changes are held to a higher standard, given these requests alter an established permanent academic record and could have significant impact on financial aid eligibility, academic status, and future academic success. Schedule Changes that occur during this period must be approved by the Dean (or designee) of the student's primary college.</p> <p>Once a degree has been conferred, changes to the student's permanent academic record will not be considered.</p>
<p><b>HALF-SEMESTER AND PARTIAL TERM COURSES</b>  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.</p> <p><b>R-CREDIT COURSES (REQUIRED COURSES)</b>  Processing a scheduling change for a required course is usually considered administrative. Administrative drops do not appear on the permanent academic record. To make a Period 3 R-credit drop administrative requires approval of the college dean.</p>	<p><b>Administrative Schedule Changes</b>  Administrative Schedule Changes will be reviewed by the University Registrar (or designee) prior to processing. The Office of the Registrar reserves the right to request a review and final approval through the Office of the Senior Vice President and Provost.</p> <p><b>Institutional Withdrawal and Leave of Absence</b>  For information about institutional separation policies and procedures, please refer to <b>XXXXX section.</b></p> <p><b>Partial Academic Period Courses</b>  Specific deadlines for the course adds, drops, and withdrawals for the three periods are adjusted on a prorated basis for <b>non-standard term lengths, including summer session.</b> All dates for schedule changes are published on the university calendar and on the Office of the Registrar website.</p>

Approved ASAC, 5-0-0, 3/28/2023

Discussed AAC, 4/4/2023. Returned to ASAC to consider end date for Period 3.

Approved ASAC, as amended, with end date for Period changed to the Friday of week 15 (rather than Friday of Finals Week).

Approved, 8-0-0, 4/11/2023

Approved by AAC, 9-0-0, 4/18/2023