SUNY BROOME

(PROCEDURE)

Procedure:	Adding/Dropping a Class	Procedure No.:	AA4019.1
Delegated Authority:	College President	Associated Policy Reference No.:	AA4019
Procedure Owner:	VP Academic Affairs	Responsible Party:	*Registrar*
Approved:	May 2,2024		
Revised:	(DATE)		

Purpose:
The purpose of this procedure is to provide information to students who wish to add/drop a class.

Statement of the Procedure
Adding classes: During the first week of the term, if seats are available, the student will be able to add a class with the assistance of the Registrar's Office using the "Add Drop Schedule Adjustment Request Form" found on the Registrar's Office webpage or in the Registrar's Office.

After the first week of the term, if seats are available, students should check with the department Chairperson to see if they can be allowed into the class. If the Chairperson, in consultation with the instructor permits it, students must then file the "Add Drop Schedule Adjustment Request Form" with the Chairperson's signature in order to become officially registered in additional classes.

It is strongly recommended that the student consult with their advisor to ensure that the class fits into their schedule and academic program.

It is the student's responsibility to contact the instructor when a class is added to discuss how they may make up any missed work or assignments.

Dropping Classes: If a student wishes to drop a class after the start of the term, an official "Add Drop Schedule Adjustment Request Form" needs to be submitted to the Registrar's Office. The "Add Drop Schedule Adjustment Request Form" is available on the Registrar's Office webpage or in the Registrar's Office. The Add Drop Schedule Adjustment Request Form must be signed by an Advisor, Chairperson, or their designee for matriculated students. Non-matriculated students do not require a signature from an Advisor; however, they are encouraged to meet with an Advisor to discuss their academic plan.

Related Policies (by number)
AA4006 Academic Code Policy
AA4019 Adding/Dropping a Class Policy

Forms for further clarification of procedure
Add Drop Schedule Adjustment Request Form

Action (Created,Reviewed, Retired)	Date	Initials	Position Title
Created	04/26/2024	PK	VP Academic Affairs