

DROP ADD POLICY

Adding Courses

- 1) Students may add courses during the first 7 calendar days of the term only. Students may not add a course after the first 7 days of the term except for
 - a) Students who were admitted to a program of study after the term begins. They are allowed 7 calendar days after their admission date in which to register for class. The Add Course fee will not apply.

Dropping Courses

- 1) Students who pay tuition by the credit hour may drop a course during the first 7 calendar days of the term with a full refund of tuition. Students who pay flat rate tuition may or may not be eligible for a refund; check with your program administrator for details.
- 2) Students who drop a course during the first 7 calendar days of the term will not be assessed a Drop Course Fee.
- 3) Students who drop a course (or entire program of study if pay flat rate tuition) after the first 7 calendar days of the term will receive a refund as specified in the Tuition Refund Schedule referenced below. Students who drop a course after the first 7 calendar days of the term MUST meet with a financial aid counselor and may be subject to financial aid related penalties. See Financial Aid Policies referenced below. Students who drop a course after the first seven calendar days of the term or who switch from a graded course to an audit must receive approval from their program director or designee.
- 4) Students who drop a course during the first seven calendar days of the term will not receive a grade and the course will not appear on their transcript. Students who drop a course after the first seven calendar days of the term will receive a grade of W on their transcript. Students may not drop a course after 70% of the course has been completed. A grade other than W must be assigned.

Clinical Course Changes

Changes in clinical assignments/rotations during a semester are exempt from the Add/Drop policy.

Students Attending the Correct Course But Enrolled in the Wrong Course

- a) Adding the correct course after the first 7 calendar days of the term will incur an Add Course Fee as outlined in the yearly Course Fee Schedule (<http://www.unmc.edu/student-services/financialaid.htm>).
- b) Dropping the incorrect course after the first 7 calendar days will incur a Drop Course Fee as outlined in the yearly Course Fee Schedule and will receive a refund as specified in the Tuition Refund Schedule.
- c) Dropping the incorrect course will result in a WX being placed on the transcript for the dropped course as described above.
- d) Students will not be allowed to correct an incorrect registration after the 70% point in a course. They will not be allowed to add the correct course or drop the incorrect course.