



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER Page 1 of 3
	CHAPTER:	Academic Policies
	SUBJECT:	Academic Advising & Required Approvals: Late Adds
RELATED POLICIES: Degree Requirements OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE:	May 23, 2007
	SUPERSESION:	TBD
	 Dr. David Svaldi President	

Late Adds

I. POLICY:

In order for a student to add a class to their schedule after the add/drop deadline set by the registrar, they must obtain permission from the instructor, the department chair of the area in which the course is offered, and the APAA. The completed add/drop form, including all required labels, must be accompanied by a memo from the instructor stating that the student has been attending class the entire time, or that they approve the student adding the class and how the student will make up missed work, if applicable.

In order for a student to obtain COF funding for classes added after the add/drop deadline they must demonstrate that there are legitimate reasons for the late add which could not be prevented. Documentation must be provided. ASC recognizes the following as legitimate reasons:

- Medical
- Death in the family
- Military
- Late transfers
- Attendance but no registration prior to census date (administrative glitches)
- Religious reasons

Late registration in Independent Study classes falls under this same late add policy.

II. PURPOSE:

The purpose of this policy is to state the procedure for adding a class after the add/drop deadline has passed.

III. DEFINITIONS:

- A. Add/Drop Deadline: The date after which classes cannot be added or dropped with special permission.
- B. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. Census Date: The date after the last day to add or drop classes, permitting a headcount of all students enrolled. ASC census date is 2.5 weeks after the semester begins.
- D. COF (College Opportunity Fund): The funding provided by the state on behalf of the student to assist them in paying for college. The amount of funding depends on the number of credit hours enrolled in.

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- E. Dean of Student Affairs: The individual responsible for overseeing student services, and determining and implementing student policies. The Dean of Student Affairs is housed in the Office of Student Affairs.
- F. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- G. One Stop Student Services Center: The consolidated service center of the Business office, registration, academic advising, etc, located in the Student Union Building, where students can conduct most college business.
- H. Registrar: The college official responsible for keeping records of such things as student enrollments, creation of courses, and examination results, etc.

IV. PROCEDURES:

- A. The student must complete the add section of the add/drop form which can be obtained at the One Stop Student Services Center.
- B. The student must obtain a permission label from the instructor as well as a memo from the instructor stating that the student has been attending class the entire time, or that s/he approves the student adding the class and how the student will make up missed work, if applicable.
- C. After the instructor has approved adding the class the student must obtain a permission label from the department chair in that area.
- D. If the late add is the result of a legitimate reason that prevented class attendance (listed in section I, Policy, above) documentation must be provided. A memo from the Dean of Students must accompany the request if the reason is medical, religious, or the result of a death in the family, verifying that the reason for the late add is legitimate.
- E. Once the department chair approval is obtained the student must bring the form and memo to the APAA for final approval.
- F. If approved the form is taken to the Records Office by the student or the APAA office staff.

V. RESPONSIBILITY:

- A. The student is responsible for obtaining all the required forms, memos and permission labels.
- B. The Instructor is responsible for giving permission to add a class when appropriate and identifying any requirements the student will have in regards to making up missed work and class time.
- C. The department chair is responsible for approving any added classes within the department.
- D. The Dean of Student Affairs is responsible for verifying legitimate late adds due to medical reasons, religious reasons, or a death in the family.
- E. The APAA is responsible for final approval of added courses, and for ensuring that the procedures and policies identified above are followed.

VI. AUTHORITY:

VII. HISTORY:

May 23, 2006

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VIII.ATTACHMENTS: