

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 1	DIRECTIVE NO. E8
	ORIGINATOR Registrar	
	APPROVED BY President's Executive Committee	
TITLE CHANGES TO ORIGINAL REGISTRATION - COURSE DROP/ADD	EFFECTIVE DATE 2006.06.07	REPLACES 2001.05.23

POLICY

Students who wish to make changes to their original registration may do so. It is the student's responsibility to be aware of the effect of Drop/Add activity on his/her transcript.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. All changes to original registration (Drops, Adds, section changes) must be approved by the appropriate Academic Chair(s), whether through prior approval by activating courses for online service, or through in-person service in the department.
2. A student whose status changes to full or part-time as a result of a change in initial registration may have his/her fees adjusted according to the published fee schedule.
3. If a course is officially dropped within the first third of the course section duration, all reference to the course is removed from the student's academic record.
4. If a course is officially dropped within the second third of the course section duration, a "W" (indicating withdrawal) will be recorded beside the course on the student's transcript.
5. If a course is officially dropped after the two-thirds point of a course section duration, a grade of "F" will be assigned to the course on the student's transcript.

RELATED DIRECTIVES

Grading System - E11
 Registration - E12
 Course Load - E7
 Glossary of Terms

(Original signed by)
 Vice President, Academic

(Original signed by)
 Registrar