

# Adding and Dropping Courses Policy

Policy #	AA-103	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

## 1. Impetus

A student may change his/her schedule by adding or dropping courses or changing sections after the approval of designated authorities.

## 2. Definitions

- 2.1. **Study Plan:** A set of compulsory, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 2.2. **Course:** A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. A course may have a requirement of prerequisites and/or concurrent courses and may be a prerequisite and/or co-requisite for other courses in the program.
- 2.3. **Semester Course Load:** The total number of study units that a student is allowed to register for in a semester, and the maximum and minimum course load are determined by the University Council.

## 3. Policy

### 3.1. General Provisions

- 3.1.1. The initial drop/add period normally ends by the second week of the semester. This period can be extended with the approval of the Chancellor upon the recommendation of Admission and Registration Director.
- 3.1.2. Throughout the drop/add period, the dropped courses will not appear on the student's transcript. Courses dropped beyond this period (until the final course drop deadline) will appear as (W) on the student's permanent academic record.
- 3.1.3. Adding and dropping courses is performed online using the registration system or using a "Drop/Add Application Form". The form requires the academic advisor's signature for students on academic probation. The form must be submitted to the Registrar's Office during the drop/add period of the respective semester.
- 3.1.4. Non-attendance does not constitute a drop or a withdrawal from a course.
- 3.1.5. Any student receiving a scholarship from FBSU is required to maintain a full-time status of 12-credits load in a regular semester (6 credits in a summer session); otherwise, he/she loses the scholarship.

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### 3.2. Adding Courses

Adding courses is subject to the following conditions:

- 3.2.1. Students may add courses with available seats only.
- 3.2.2. Added course(s) must not be in conflict with other registered courses in the student's schedule.
- 3.2.3. The semester course load must remain at or below the maximum allowable limit (see Registration Policy AA-102).

### 3.3. Dropping Courses

Dropping courses is subject to the following conditions:

- 3.3.1. The semester course load must remain at or above the minimum allowable limit (12 credits for a regular semester and 1 credit for a summer session).
- 3.3.2. If the course dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously, or continue to be studied together.
- 3.3.3. The process for dropping courses may not be used to officially withdraw from university after the first day of the semester.

### 3.4. Changing Sections

If a student wishes to change a section of a registered course, he/she may choose a section that will not create a time conflict with his/her current schedule, and must fill out the "Change of Section Application Form". The form requires the signatures of the course instructor, the academic advisor and the department chairperson, and must be submitted to the Registrar's Office during the drop/add period.

### 3.5. Tuition Adjustment for Dropping and Adding Courses

Tuition fees at FBSU are computed on a semester basis rather than credit-basis. This means that regardless of the number of credits for which a student is registered per semester, he/she pays the same amount of tuition, as long as he/she is taking the minimum number of credits permitted by the University.

## 4. Related Documents

- 4.1. Registration Policy (AA-102)
- 4.2. Overload Registration Application Form (AA-102-F3)
- 4.3. Add and Drop Procedure (AA-103-P1)
- 4.4. Add and Drop Application Form (AA-103-F1)
- 4.5. Change of Section Application Form (AA-103-F2)
- 4.6. Course Withdrawal Application Form (AA-104-F1)