

SPANISH DEPARTMENT DROP/ADD POLICY

The following add/drop policy for the Department of Spanish & Portuguese and the School of Humanities initially went into effect in Fall 1995 (**last revised: March 2007**).

1. ADD/DROP DEADLINES

- a. While a student may, by their own decision, **add** or **drop** a course, or request a change in **grading option** in the School of Humanities **through the last day of the second week** of classes, they still need the instructor/TA's initials and the **Language Curriculum Director's (LCD)** signature (or stamp) on the Add/Drop/Change card.
- b. Requests to add, or drop, or request a change in grading option **after the second week** of classes will be granted only by the **Language Curriculum Director**, and only for exceptional circumstances (see 2.b. below, and also the respective provision(s) in the course syllabus).

2. DROPPING A STUDENT (after the second week)

- a. **Up through the end of the second week**, the Department will place a stamp on his/her drop card. Instructors/TAs must **initial**, but **not sign**, drop cards.
- b. **After the second week**, students must go to the Humanities Undergraduate Counseling Office to obtain a special form to petition the intended Drop along with an **explanation of why** they are requesting the late Drop. The instructor/TA, will **initial the petition** (not a card!) and therewith **certify to the LCD that the student is not failing the class**. The student will then submit the initialed petition to the LCD who will determine whether to approve it based on the reason and/or special documentation provided. The LCD, as the official "Instructor-on-Record", **will then sign the petition** (not the card) and the student will need to take the petition, along with a properly filled out card, to the Humanities Undergraduate Counseling Office for final approval and to get the drop card signed.

3. ADDING A STUDENT

- a. Instructors/TAs will **wait until after the third class meeting** before adding students to their classes from their unofficial waiting list. Before adding a student, and **provided there is room** in the class, the instructor/TA will make sure the student is actually **eligible** to add this class; that is, the student is placed into, or has fulfilled the prerequisite for this particular level, and he/she does not appear on the "Deficient Students" list. It is the **student's responsibility** to prove to the instructor/TA that any previous deficiencies are made up in order for that student to remain in the class. The same proof is also required of those students already enrolled, but whose names appear on our "Deficient Students" list.
- b. Instructors/TAs must **initial**, but **not sign** any cards.
- c. **During the first two weeks** of the quarter, students must take the card, initialed by you, to the Department to obtain a stamp. **After the second week**, students must go to the Humanities Undergraduate Counseling Office to obtain a special form to petition the intended Add along with an **explanation of why** they are requesting the Add. The instructor/TA, will **initial the petition** (not the card!, and in accordance with 3.a. above). The student will then submit the initialed petition to the LCD who will determine whether to approve it based on the reason and/or special documentation provided. **The Language Curriculum Director**, as the official "Instructor-on-Record", **will then sign the petition** (not the card) and the student will need to take it to the Humanities Undergraduate Counseling Office for final approval and to get the add card signed.

- d. Eligible students are to be added **only** if there is room, and then in strict compliance with the below **order of priority** (remember to have student **show appropriate PROOF!**).

4. CHANGE OF GRADING OPTION

- a. Changes in the grading option **after the second week** of classes require approval of the LCD **and** the student's academic dean. The instructors/TA will initial the card (not a petition!) and the student will then submit the initialed card to the LCD who will determine whether to approve it.
- b. **The LCD**, as the official "Instructor-on-Record", **will then sign the card** and the student will need to take it to the Academic Counseling Office of his/her major for the final approval by his/her dean who will then sign (or not) the student's card.

5. DEPARTMENTAL ORDER OF PRIORITY FOR ADDING STUDENTS:

1. Students previously enrolled but later dropped by the Registrar's Office for **non-payment of fees**.
2. "**Bumped**" students, that is, those that are already **officially enrolled** in one of our classes, and who, **upon OUR recommendation(s)**, are moved either **up** (a) course(s) or **down**.
3. **Continuing** students (within **our** Spanish Series).
4. **Student athletes** who need a particular section due to their sports training sessions.
5. Students who recently returned from a study abroad program and consequently are being placed at a specific level, based on their work abroad.
6. Students **accepted to EAP**, and in need to become / remain current.
7. a) **Declared Spanish Majors** on the **Registrar's** waiting list.
b) **Declared Spanish Majors** on the **unofficial** waiting list.
8. **Seniors** and/or **EAP reciprocity students**, as outlined above for Majors.
9. **Graduate** students.
10. **Spanish Minors**, as outlined above for Majors.
11. **Juniors**, as outlined above for Majors.
12. **Sophomores**, as outlined above for Majors.
13. **Freshmen**, as outlined above for Majors.
14. **University Extension** students ("Concurrent Enrollment"), as outlined above for Majors.

[NO EXCEPTIONS!]