Information for Academic Advising Council:

Late adds and drops
These are automatically approved by the Registrar’s Office without committee review, through the 10th week of the term, if they meet the guidelines.

Late course withdrawals:
ARC will consider petitions for late course withdrawals in the event of a registration error if the student can provide evidence beyond their pattern of attendance that they intended to withdraw. Documentation for late course withdrawals is always required, regardless of the point at which a student’s attendance ended. Late course withdrawals are very rarely approved if the student took the final or completed the course.

Audit
Changes to audit are very rarely approved because of the possible motivation, stated or unstated, to avoid a W on the transcript. Petitions from students who are not enrolled in a course and want to add as an audit are generally approved.

Late Change of Grading Basis
A change of program is not a basis for granting these changes because the grade can be certified by the Registrar's Office.

If students want to retake a course on an S/U basis after taking it for a grade, ARC will approve this if it's very clear there is no intention to remedy the first grade.

Withdrawal from the University
If the student has taken finals these petitions are almost never approved.

Course Overload
ARC reviews course overloads when students want to enroll in 25 or more credits. These are generally approved if the head advisor approves.