



(POLICY)

Policy:	Adding/Dropping a Class	Policy No.:	AA4019
Authority:	SUNY Broome Community College Board of Trustees		
Delegated Authority:	President		
Policy Owner:	VP Academic Affairs	Responsible Party:	Registrar
Approved:	May 16, 2024		
Revised:	(DATE)		

Purpose

The purpose of this policy is to establish the method by which a student may add/drop a class.

Statement of the Policy

Students may adjust their schedule during the first 3 weeks of the semester for full-term classes*:

- Adding classes:
 - May occur during the first week of the semester and under certain circumstances during the second week.
- Dropping classes:
 - May occur within the first 3 weeks of the semester.

Schedule adjustments must be made by following the campus procedure for doing so. Financial implications may apply.

Students will only receive credit for classes for which they are formally registered; this is not applicable to students who are auditing a class. Students who attend classes in which their names do not appear on the class list must contact the Registrar’s Office.

The Add Drop Schedule Adjustment Request Form is located [here](#) and on the Registrar’s [webpage](#).

*For classes other than 15 weeks in length, the College shall post schedule adjustment dates on the Registrar’s webpage.

Related Policies (by number)

AA4006 Academic Code Policy

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	04/26/2024	PK	<i>VP Academic Affairs</i>