ADDING OR DROPPING A CLASS

Policy Statement

Students need to be aware of deadlines for adding or dropping classes, and follow procedures necessary to withdraw from school or obtain a refund if necessary. Failure to maintain an appropriate grade point average can result in academic probation and perhaps academic suspension.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding adding or dropping a class.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-stua-reg-004

Definitions

Policy/Procedures

A student is permitted to drop a course without academic penalty up to and including approved dates published in the Class Schedule Guide. After the deadline, a student may drop a course only in the event of extenuating circumstances and with permission of the instructor, department chair of the department offering the course, at which time the student will receive a grade of WP or WF.
A student is permitted to add a course after the deadline of five class days with the permission of the instructor, department chair and dean of the college offering the course. However, a student will not be allowed to drop a course after the last day to drop without academic penalty as published in the Class Schedule Guide. Adding classes after the 100 percent refund period could result in additional tuition charges.

A student withdrawing from the university prior to the deadline for dropping classes will not receive any grades. His or her record will show the date of withdrawal only. A student withdrawing after the deadline for dropping courses will receive a grade of \textbf{WP} or a grade of \textbf{WF}. Mini-session and intensive courses completed before the withdrawal is processed will be awarded grades on the official transcript.

\textbf{WITHDRAWAL PROCEDURES}

A student finding it necessary to withdraw from the university must begin the process with the dean of his or her college. A student who is undecided (general studies) on a major must begin the process in the Division of Undergraduate Studies office. The Web may not be utilized to withdraw.

\textbf{REFUND POLICY}

The withdrawal deadline for receipt of a grade has nothing to do with the refund schedule for fees. A student who officially withdraws after enrollment may obtain a refund in accordance with the refund policy. Upon notification to the Registrar and Business Services offices, a review will be made on a case-by-case basis for withdrawals that did not follow official withdrawal policy.

Appeals for refunds due to extenuating circumstances may be made in writing to:

Business Services  
The University of Southern Mississippi  
118 College Drive #5133  
Hattiesburg, MS 39406-0001

\textbf{ACADEMIC PROBATION}

If a student does not attain the minimum cumulative GPA as indicated above, he or she is placed on \textbf{academic probation} at the end of the semester. Academic probation will be removed when the student attains an acceptable cumulative GPA. If the cumulative GPA at the end of the semester the student was on academic probation is lower than the minimums specified above or the semester GPA was at least a 2.00, the student will be placed on \textbf{academic probation continued}. A student may remain on academic probation continued for as long as he or she earns a semester GPA of at least a 2.00. A student placed on academic probation continued may not enroll in a subsequent semester without the prior written approval of the chair or director of the student’s current department or school and the dean of his or her college. A student placed on academic probation continued who fulfills the conditions of his or her contract may not enroll
in a subsequent semester without the prior written approval of the chair or director of the student’s current department or school. Southern Miss Gulf Coast students should contact the Office of the Academic Dean, Gulf Coast. Attaining the required minimum cumulative GPA will clear all probation categories.

ACADEMIC SUSPENSION

A student will be suspended from the university the first semester he or she does not earn at least a 2.00 semester GPA while on academic probation continued. Also, regardless of hours attempted or probation status, any student earning a semester GPA of 0.00 (excluding Audit and P grades) will be suspended from the university, unless the cumulative GPA at the end of that semester meets the minimums listed above. The student may appeal suspension through a formal appeals process initiated with the chair or director of his or her major department or school. Any exception to the suspension policy must then be approved by the dean of the respective college with final approval for denied appeals only granted by the provost.

A student placed on academic suspension may not enroll at The University of Southern Mississippi until after the next semester (fall, spring or summer). The student may not transfer credits earned at any other university or college without prior written approval of the chair or director of the student’s current department or school and the dean of his or her college. Any credits earned contrary to this policy will not count toward graduation requirements at Southern Miss. Southern Miss Gulf Coast students should contact the Office of the Academic Dean, Gulf Coast.

After one semester on suspension, a student may be readmitted with prior written approval of the chair or director of the student’s current department or school and the dean of his or her college. A student readmitted following academic suspension must earn a minimum semester GPA of at least 2.25 or attain the required cumulative GPA. A student readmitted after academic suspension but who fails to attain the required semester GPA will be suspended for two semesters (fall, spring or summer).

Readmission after the required suspension period requires reinstatement to the university through “the change of academic status” process initiated with the chair or director of the student’s current department or school and the dean of the college in which the student was enrolled as a major.

Review

The Academic Council, Business Office and Registrar are responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices
N/A

Related Information

N/A

History

11/01/11: Formatted for Institutional Policies page.
02/26/13: Formatted for template. Minor editing throughout.
**Amendments:** Month, Day, Year – summary of changes
Authorization

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STUA-REG-000-004

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]

Responsible Officer

3-15-2013
Date