

Add/Drop Policy

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Introduction

Purpose

1. This Policy sets out how Northeastern University London students can add or remove classes from their timetable, the process for doing so, the timeline for add/drop and the criteria for making a change.

Scope

2. This Policy applies to undergraduate students (not including degree apprenticeship students).
3. This Policy governs all undergraduate degree programmes taught or delivered by the University.

General Principles

4. The University is committed to giving students autonomy over their academic schedule.
5. The procedure will be conducted in a timely, fair, and reasonable manner.
6. The University will ensure that appropriate action is taken following a request to add/drop.
7. The University will ensure that appropriate guidance and support is available for students when choosing classes.

Criteria

8. Students may only add or drop a class if it is academically necessary for them to do so. Examples include:
 - 8.1. Change of programme.
 - 8.2. In the wrong class for their programme of study.
9. MOBILITY STUDENTS ONLY: May only add or drop a class if they have tested out of a course or previously earned the credits for that course, only where relevant with a students programme of study.
 - 9.1. AP Credit.
 - 9.2. IB Credit.
 - 9.3. Accelerate (NU courses) credit.
 - 9.4. A level exams.
10. Add/Drop Requests will not be considered for the following reasons:

- 10.1. Time or day changes to timetable. (Unless stated in a learning support plan or accommodations plan with Student Support & Development).
- 10.2. Dislike of faculty or teaching style.
- 10.3. Not enjoying the classes.
- 10.4. Change of section.

Process

11. The Add/Drop form will open on the set date as advertised by Academic Advising for students to make their requests.
12. Requests will be considered by Academic Advising including Timetabling and faculty.
13. If the request is accepted, the Timetabling Team will amend CELCAT, Canvas will be updated and Academic Advising will notify the student.
14. If the request is not accepted, Academic Advising will notify the student.

Timeline

15. Add/Drop is scheduled during the first teaching week at the beginning of each semester. Specific dates and times will be advertised on the academic services calendar.
16. There will be a strict cutoff date for change requests as advertised.

Reporting, Monitoring and Reviewing

17. Academic Advisors will maintain a record of add/drop requests.
18. Academic Advising, Timetabling, Faculty, and Canvas teams will review and make recommendations as appropriate.
19. Academic Board reviews this Policy for effectiveness.

Version History

Title: Add/Drop Policy				
Approved by: Academic Board				
Location: Academic Handbook/ Policies and Procedures/ Academic Policies and Procedures				
Version number	Date approved	Date published	Owner	Proposed next review date
23.1.0	July 2023	July 2023	Academic Registrar	May 2024
Related documents	None			
External Reference Point(s)	None			