Late Add/Swap Policy for College of Sciences: Effective Fall 2018

Summary of Late Registration Change Requests:
- Late Add – all requests made through COSAS for COS courses.
- Late Swap (Drop/Add) – all requests made through COSAS for COS courses.
- Late Drop (no Add) – request made through Academic Services, MH 210, unless needed due to department/college error. If needed due to department/college error, request made through COSAS.

New COS Policy for Late Add and Late Swap:
After the regular add/swap period closes for each term, COSAS will consider student requests for an exception to the deadline if all the following conditions are met:
- The instructor has completed the "Instructor Support Form for Exception to Add/Swap Deadline" (on reverse side) including a brief plan of how student can make up missed work and still have opportunity to be successful in course. This form will be housed in the Shared File (S:) > COSAS > Registration Forms.
- The request is made to COSAS no later than the second week of classes of a term or session
  - If requested after the second week, the department chair must also approve and sign the form (required for third week or later.)
- The reason for not enrolling on time was extenuating or out of the student's control.
- Overrides or Undergraduate Registration Forms, if needed, are included with request.

Some reasons for denying late add/swap request during second week of classes:
- Student has holds or other blocks that prevent enrollment.
- Reasons for not enrolling on time are not considered extenuating or out of student's control.
- Academic record indicates late add/swap is not in best interest of student.

Exception:
Requests to add **zero-credit** research or internship classes will be accepted and approved for the new mini fall term or session that will be piloted Fall 18 for zero-credit courses ONLY. Students will not be able to enroll for this semester themselves so the request for enrollment must still be made through COSAS. More details to come.

Reminder:
Please make sure faculty are verifying enrollment of research, internships, independent studies of students they are working with. We have had some cases where the student is trying to late add because faculty had been working with them but did not ensure the student was enrolled.

Deadlines for Fall 18:

Drop/Swap Deadline on myUCF   Thursday, August 23, 2018 11:59 PM
Add Deadline on myUCF   Friday, August 24, 2018 11:59 PM

Late Add/Swap Deadline for COS   Friday, August 31, 2018 5:00 PM*****

*any requests made after this deadline must be reviewed and approved by department chair before submitting request to COSAS.