



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Add-Drop
Effective Date: April 26, 2014
Document Status: Approved

Purpose

This policy defines procedures to add or drop courses that do not begin at the traditional UTHSC start-of-term. This policy recognizes that it is possible that a student may not be able to indicate their intended enrollment in such a classes during the traditional registration period. This policy does not apply to courses that begin at the traditional start-of-term.

Policy Details

Per UTHSC policy, students registered for courses that begin at the traditional start-of-term (as published in the UTHSC Catalog) must indicate their intention to drop the course(s) within 14 business days of start-of-term. Similarly, students may add courses that start at the start-of-term within the same 14 business day period.

Students wishing to enroll in a course that does not begin at the traditional start-of-term may register for the class during the normal registration period. Students wishing to add such a class after the registration period is closed may do so up until the first meeting date of the class. Students who are enrolled in such a class have 14 business days from the start of the class to drop the course. College grading policies apply to all dropped courses.

Students must be aware that a minimum number of hours are required to be considered full-time for College and Federal purposes. Falling below these minimums may impede academic progress and have financial consequences.

Policy Scope

Applies to all enrolled students.

Applies to all courses that do not begin with the traditional start-of-term.



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Related Policies

[UTHSC Drop-Add Policy](#)

Grading

Residency Requirements - Doctor of Philosophy

Residency Requirements - Masters

Tuition Waiver

Definitions

Full-time enrollment (College). Nine or more credit hours.

Full-time enrollment (Federal). Five or more credit hours.

Traditional start-of-term. The date published in the academic calendar for entering and continuing students.

Procedures

1. Download the [drop-add form](#).
2. Complete the form and obtain the signature of the instructor on the form.
3. Return the form to the Registrar's office.

Exhibits / Appendices / Forms

[Drop-add Form](#)

Document History

Approved April 26, 2016 by Graduate Studies Council.

Administratively revised July 5, 2022 to update add-drop form links.