

## AA21. Schedule Modification Policy

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Title:	<b>Schedule Modification (Drop and Add) Policy</b>
Policy Number:	AA 21/ 08, 2014
Effective Date:	reviewed, July 2025
Issuing Authority:	Vice President For Academic Affairs

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### RATIONALE

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The student may modify the course schedule after registration by adding and dropping courses during the official drop and add period noted in the academic calendar. The student completes the Schedule Modifications Form, attains the approval of the academic advisor and the department chairperson, and settles consequential financial obligations immediately after completing the transaction on the RHUSIS.

### POLICY

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#### 1- Dropping Courses

Students who do not plan to continue in a course must drop it during the drop/add period; otherwise, the student remains financially accountable for the course. A course dropped during the official drop and add period will be deleted from the student's schedule. The student will be relieved from the financial liability associated with the deleted course. If a refund is due, the provisions of the refund policy will apply.

#### 2- Adding Courses

Students may add one or more courses during the drop/add period. The student must settle the financial obligations due to the course(s) addition by the prescribed deadlines.

#### 3- Late Registration

Students who could not register during the regular registration period may register during the drop/add period and pay a late registration fee. Due to urgent circumstances, the fee may be waived for new students or those who could not register earlier

### RELATED DOCUMENTS

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- > University policies and procedures
- > University catalogues

### 1. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Human Resources Department, Finance Department, Academic units, Quality Assurance Office.

**EFFECTIVE DATE:** July 15, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:** 

**Date:** July 15, 2018