

1 Course Registration, Add, Attendance, & Drop Policy

2 **Faculty Senate Approval –**
3 **Provost Approval –**

4 5 Registration and Add

6 For the majority of courses, students may register or add courses anytime through the published
7 drop/add deadline. For courses designated "Instructor Approval Required" or "Department
8 Approval Required", students may register or add only with the appropriate approval.
9 Departments must notify the registrar which courses require instructor or department approval,
10 when the courses are scheduled. After the published drop/add deadline, instructor approval is
11 required for all course enrollment. Students registering after the term begins are responsible for
12 all missed assignments and cannot expect that due dates will be altered.

13 To retroactively add a course after the term has ended, students must submit a petition following
14 the guidelines of the Undergraduate Petitions policy.

15 16 Attendance and Drop

17 Instructors establish attendance policies and penalties for absences for individual courses;
18 penalties may include lowering of the grade or even failure if the absences exceed those
19 permitted by the instructor. Such policies and penalties should be included in the course syllabus
20 and available to the students at the first class meeting, or the first day of the term for online
21 courses.

22 Students enrolled before the first day of term may be dropped from a course in which they are
23 registered for being absent from the first two class meetings (for courses meeting more than once
24 a week) or from the first class (for courses meeting only once a week). In the case of online
25 courses, students who do not login to a course for which they are registered in the specified
26 learning management system and complete first week activities may be dropped. The instructor
27 must notify the student and Registrar's Office promptly for the students to be removed from the
28 roll.

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30 Original Policy: [https://www.wright.edu/academic-affairs/policies/registration-add-attendance-](https://www.wright.edu/academic-affairs/policies/registration-add-attendance-and-drop-policy)
31 [and-drop-policy](https://www.wright.edu/academic-affairs/policies/registration-add-attendance-and-drop-policy)

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