Policy Reminder: Department Access After the Drop Deadline (Susan Dorsey)

As a reminder, departments no longer have access to process section changes (also known as swaps) after the add deadline. Doing so puts a “W” grade on the student’s record, which should not occur for section changes. Instead, department administrators should send the student to the Office of the Registrar with a completed Special Action Form. Our office will process the section change without leaving a “W” grade on the student’s record.

Be sure to complete ALL highlighted fields below: