Recommendation of the Academic Policy Committee to amend Faculty Document 555 dated March 12, 1970, concerning policy on adding classes.

**OLD**

Adding Courses

Students at the University of Wisconsin-Milwaukee may add courses to their schedule, with the approval of the instructor, through the third week of classes.

**NEW**

Adding Courses

A University of Wisconsin-Milwaukee student may add a course(s), with the approval of the instructor or department, during the first two weeks of classes of a semester.

RATIONALE:

Faculty Document 555 was adopted before the UW System Central Data Request that specifies end-of-second-week as the cut-off for official enrollment counts. "Adds" after the second week of the semester are not included in the enrollment count. The Coordinator of Institutional Studies reports that 1500-2000 credits, currently being added during the third week, are not counted. This is the equivalent of 100 to 130 undergraduate enrollments, even more assuming that a portion of the adds are by graduate students.

The Academic Policy Committee believes that this change of policy for adding courses will result in stimulating earlier decision and action by students adding courses. This will result in improving enrollment counts and funding for them. Earlier action will also improve the academic environment by reducing the volume of make-up work and resulting problems that can affect students, instructors, and advisors.

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