2. That for record-keeping purposes only, departmental signature be required for all adds and drops. No department shall have the right to withhold its signature from a student wishing to drop through the last day of classes, however, except as noted in No. 4 below.

Rationale: The Committee finds that one of the most significant objections to the present policy is the fact that it is difficult for an instructor to keep track of who is in his class at any given moment. The proposed procedure permits those departments which wish to do so to institute procedures for notifying an instructor immediately of each drop. It also relieves the Admissions and Records office of the increasing pressure for more and more frequent publication of revised class lists.

3. That the signature of the student should also be required on all add/drop forms.

Rationale: At present it is possible for an instructor or department to initiate drop procedures for a student without his knowledge and/or permission. Such a decision properly belongs to the student.

4. That permission of the department should be required to drop limited enrollment courses (designated as such in the semester timetable, in accordance with present drop policy).

Rationale: Studio and laboratory courses with a limited capacity or number of work stations are handled presently in this way to minimize the number of students who might be excluded because other students occupy places for only part of the semester. The policy is an important factor in permitting departments to ensure maximum utilization of limited resources. The Committee wishes to be sure that this policy is spelled out clearly and protected. It should be noted that, as in all matters of timetable, courses are designated "limited enrollment" by the department and this designation is submitted to the Dean for approval.

5. That the present restrictions against taking for credit a course previously audited be eliminated.

Rationale: The present drop policy in effect permits auditing before taking a course for credit. The two policies should be consistent.

R. B. Ingle

[Initials and date]