Adding or Dropping Courses
General Information on Drops (and Adds)

Campus versus College Drop Deadlines

The University of Illinois has a very liberal policy on course drops. Students may freely drop any unrestricted course up to mid-term as long as they remain full time. However, there are courses restricted by the College of Engineering and by its Departments which can only be freely dropped up to the tenth day of class.

Therefore, there are **TWO late drop deadlines** for regular semester courses:

- **Mid-term** of the semester is the Drop Deadline for **UNRESTRICTED** courses.
- **The TENTH day of classes** is the Drop Deadline for **RESTRICTED** courses.

Half-semester courses will have different deadlines to reflect their reduced length. **The FIFTH day of the class for the course is the deadline for add or free drop. Check the campus deadlines.**

Drop requests after the deadlines are NOT automatically granted

Not all requests will be approved, and requested changes to **restricted courses** will require you visit department and/or college advisors for a review. Carefully review the Drop Policy below for more information. Requests to drop classes due to poor academic performance alone will not be approved, because it is explicitly forbidden by the Student Code.

Drop Policy Details on Restricted Courses

10th day of classes is the Deadline for Schedule Changes with no approval required

- **Within the first ten days of classes:** students can change their schedule on their own using the [Enterpris e/Self-Service system](#).
  - Students should take the schedule selected in consultation with their departmental adviser. If students wish to make substantial changes, particularly in technical courses, they should consult their adviser again.
  - Students must be registered for at least 12 hours, except in their final semester. This ensures that students have full-time status. Dropping below 12 hours requires the approval of a dean in 206 Engineering Hall. For more details on underload and overload policy, see here.
  - Credit overloads above 18 hours must be approved by a dean in the Undergraduate Programs Office (206 Engineering Hall). Enrolling in extra courses with the intention of dropping some later is strongly discouraged. Drop requests under these circumstances may be denied after the tenth day of classes. Overload requests for this purpose will not be approved.

- **After the tenth day of classes:** All **Restricted Courses** by engineering Departments/College cannot be dropped without special review and approval by the department chief advisor/college dean. To drop a restricted course AFTER the tenth day (or to drop any unrestricted class after the mid-term drop deadline), students MUST have extenuating circumstances beyond their control that directly affected academics (documented sickness, personal emergency or crisis, etc.). Exception is possible only if a specific course is not required by the major of enrollment.
  - **For College-Restricted courses:** Drop requires approval from an Academic Advisor or Dean in the Undergraduate Programs Office (206 Engineering Hall).
  - **For Department-Restricted courses:** Drop requires approval from the Chief Advisor of the student’s home department and an Academic Advisor or Dean in the Undergraduate Programs Office (206 Engineering Hall).

- **After mid-term of the semester campus drop deadline:** all changes of schedule require approval. To drop any class (restricted or not), students MUST have extenuating circumstances beyond their control that directly affected academics (documented sickness, personal emergency or crisis, etc.). Students should visit 206 Engineering Hall to request any change on their schedule, and discuss their situation.

Questions?

- What is the deadline to drop an undergraduate semester course without a 'W'?
The deadline is usually at the end of the eighth week of classes each semester. Please refer to the Registrar for details.

- **What is a 'W' and how does that affect me?**

  A 'W' indicates that you registered and subsequently dropped the class and will appear on your transcript. Some professional schools (such as law) will evaluate 'W' grades as failing grades.

- **If I come in after the campus drop deadline to drop a semester course without a 'W' and request to drop a course, will my request automatically be approved?**

  No. You must have extenuating circumstances beyond your control that affected your academic performance and are well documented. If your drop request is approved, you will get a 'W' on your transcript.

- **Whom to Contact with further questions?**
  - KNOW YOUR COLLEGE - Your life as an undergraduate student is regulated by the undergraduate program office in 206 Engineering Hall where academic advisors and deans are the only individuals who can consider requests to add/drop classes.
  - Avoid sending messages to random college of engineering personnel whom you may identify through websites or directories. **Sending a request to the wrong person can only delay attention to your case.**
  - Please visit 206 Engineering Hall to discuss your situation with an Academic Advisor or Dean: We are here to help, guide and assist. We will work with you and help you find solutions, whether you have extenuating circumstances or not.

If you have any questions about the Drop Policy or the Add-Drop portal, contact 206 Engineering Hall (engineering@illinois.edu or 217/333-2280).