

# Enrollment Options

Explaining the Academic Penalty Deadline

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# “Free Drop/Add” vs. “Academic Penalty Deadline”

# What is Free Drop/Add?

- **First two weeks of the semester**
- You can:
  - Change sections of a course
  - Drop a course
  - Add a course
  - Swap out a course for another one
- No financial fees or penalties

Free Drop/Add  
ended February 22

# What is the Academic Penalty Deadline?

- **After free drop/add ends, until about the middle of the semester**
- You can:
  - Change the enrollment option of a course
  - Withdraw from a course
- There are some financial fees and penalties

# The Academic Penalty Deadline is April 15

# What are your enrollment options?

# Enrollment Options

- Standard Grading
- Pass/Fail
- Audit (“Listener”)
- Withdraw



# What is **Standard Grading**?

- You are graded!
- Your final grade is a (standard) letter grade: A, B, C, D or F
- Your final grade counts toward your GPA
- Direct requirements for your academic plan require standard grading



## FINANCE MAJOR CHECKSHEET

For students admitted to the University as of Fall 2018 – Present

Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Everything except  
your “free electives”  
are direct  
requirements and  
require standard  
grading

Course	Credits	Grade	Semester
<b>Creative Arts and Humanities (CAH)</b>			
* _____	3	_____	_____
<b>History and Cultural Change (HCC)</b>			
* _____	3	_____	_____
<b>Additional CAH, HCC or Foreign Language</b>			
_____	3	_____	_____
<b>Social and Behavioral Sciences</b> (Note: ECON 101 and 103, BUAD 301 and 309 may not apply)			
_____	3	_____	_____
<b>Economics Elective</b> (Note: ECON 251 or Economics elective 300-level or above, excluding ECON 308)			
_____	3	_____	_____
<b>Natural Sciences &amp; Technology</b> (Note: ECON 415, MATH, STAT & CISC courses may not apply)			
_____	4	_____	_____
_____	3	_____	_____
<b>Skills</b>			
*ENGL 110	3	_____	_____
*MATH 221	3	_____	_____
*MATH 201	3	_____	_____
*MATH 202 or *MISY 262	3	_____	_____
*MATH 230	3	_____	_____
COMM 212 or HOSP 230	3	_____	_____
ENGL 301, 312 or 410	3	_____	_____

Free Electives

Course	Credits	Grade	Semester
<b>Core Courses</b>			
*ACCT 207	3	_____	_____
*ACCT 208	3	_____	_____
ACCT 352	3	_____	_____
*BUAD 301	3	_____	_____
*BUAD 306	3	_____	_____
*BUAD 309	3	_____	_____
* <sup>2</sup> BUAD 441	3	_____	_____
*ECON 101	3	_____	_____
*ECON 103	3	_____	_____
*FINC 311	3	_____	_____
MISY 160	3	_____	_____
MISY 261	3	_____	_____

### MAJOR AREA

ECON 308	3	_____	_____
<sup>3</sup> FINC 312	3	_____	_____
<sup>3</sup> FINC 314	3	_____	_____
<sup>3,4</sup> FINC _____	3	_____	_____
<sup>3,4</sup> FINC _____	3	_____	_____
<sup>3,4</sup> FINC _____	3	_____	_____

### ACCT, BUAD, ENTR, FINC or MISY Electives

(Note: 300-level or higher. ACCT 302, 350 & 351 may not apply)

_____	3	_____	_____
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\*Grade of “C-” or better required in these courses

<sup>1</sup>Course satisfies the FYE requirement

<sup>2</sup>Course satisfies the Capstone requirement

<sup>3</sup>Grade of “C-” or better in four out of the five FINC courses

# What is Pass/Fail?

- You are graded!
- Your final grade is either a “P” for passing (the equivalent of an A, A-, B, B-, C, C-, D, or D-) or an “F” for failing.
- **A grade of “P” for passing does not affect your GPA,** however you retain the credits toward your degree as (usually) free elective credits.
- **A grade of “F” for failing does affect your GPA,** and (like with any failing grade) you do not retain the credits toward your degree.

# Choose your pass/fail option wisely!

**Students can only pass/fail one three-credit class during a semester. If you pass/fail a direct requirement (e.g. MATH221), you will still need to retake the class for a letter grade (specifically: a C- or better).**

## Fun Fact:

When a student changes the enrollment status of a class to pass/fail, the class automatically becomes a free elective.\*

*\*not always a “fun” fact*

# What is **Audit (“Listener”)** Status?

- You are not graded!
- However, your participation requirement is decided by the instructor.
- Since you are not graded, you do not receive a final grade. If you meet all the participation requirements for being a listener then you receive an “L” for the class for listener status.
- You do not retain any credits toward your degree for auditing.

# You Still Have to Show Up

If you change your enrollment status to Audit (“Listener”) but do not attend enough class meetings then you run the risk of receiving an “LW” on your transcript. This means “listener withdrawn.”

# What is **Withdraw**?

- After the end of free drop/add you still have the choice to withdraw from a course (to drop it).
- If you withdraw, you are no longer enrolled in the course and you are no longer responsible for any assignments, etc. The course has been withdrawn from your schedule. A “W” appears on your transcript for this course (this is not a bad thing!).
- When you withdraw, you do not get your tuition back\* and there is an administrative fee for withdrawing from a course.

*\*with the new tuition policy, students pay the same amount after 12 credits*



“How Do I Know Which Enrollment Option is Best For Me?”

# Let's Use Some Examples

# Student struggles with a degree requirement

Jim is a Finance major. His degree plan requires that he take *MATH221 Calculus*. Jim is having a difficult time in the course and is not sure if he can pass the class. **Jim needs at least a C- in MATH221 to satisfy the degree requirement.** Jim has met with his instructor and has tried tutoring, and he still feels unsure about the likelihood of finishing with at least a C-. The free drop/add deadline has passed but Jim still has time to change his enrollment status to pass/fail, audit, or withdraw from the class. Or, Jim can keep the class at standard grading.

What should Jim do?

# Jim's struggle with MATH221

*Jim is a Finance major. His degree plan requires that he take MATH221 Calculus. Jim is having a difficult time in the course and is not sure if he can pass the class. Jim needs at least a C- in the course to satisfy the degree requirement. The free drop/add deadline has passed but Jim still has time to change his enrollment status to pass/fail, audit, or withdraw from the class. Or, Jim can keep the class at standard grading.*

*What should Jim do?*

**If after considering his options discussed with his instructor and after his experience with tutoring he feels that he still cannot finish with the minimum required C- as a final grade, then Jim should seriously consider either:**

**→ withdraw from MATH221**

**or**

**→ audit MATH221**

# Student has difficulty in a breadth class

**Stacey's degree plan for her Economics major requires that she take nine credits of Creative Arts and Humanities (CAH) breadth classes, and she can choose which CAH classes she takes to satisfy this requirement.** Stacey chose *THEA242 Page to Stage* to satisfy three of the nine CAH credits required. Stacey enjoys the class, but she received a 58% on her first exam and has missed two homework assignments. Stacey has not gone to her instructor's office hours to talk about the difficulty she has been experiencing in the class. The free drop/add deadline has passed but Stacey still has time to change her enrollment status to pass/fail, audit, or withdraw from the class. Or, Stacey can keep the class at standard grading.

What should Stacey do?

# Stacey's difficulty with THEA242

*Stacey's degree plan for her Economics major requires that she take nine credits of Creative Arts and Humanities (CAH) breadth classes, and she can choose which CAH classes she takes to satisfy this requirement. Stacey chose THEA242 Page to Stage to satisfy three of the nine CAH credits required. Stacey enjoys the class, but she received a 58% on her first exam and has missed two homework assignments. Stacey has not gone to her instructor's office hours to talk about the difficulty she has been experiencing in the class. The free drop/add deadline has passed but Stacey still has time to change her enrollment status to pass/fail, audit, or withdraw from the class. Or, Stacey can keep the class at standard grading.*

*What should Stacey do?*

**FIRST: Stacey should speak with her instructor during office hours. If after considering her options discussed with her instructor she still feels that she may get a D in the class, then Stacey should strongly consider either:**

**→ pass/fail THEA242 (and the course becomes a free elective)      or      → withdraw from THEA242**

# Student is failing a lab science

**Zheyi is a Marketing major and part of his degree plan requires that he take one lab science class.** He chose *CHEM101 General Chemistry* to satisfy this degree requirement. Despite his best efforts made in the class, and speaking to the instructor during office hours and participating in group tutoring for the class, Zheyi is currently failing the class. The free drop/add deadline has passed but he still has time to change his enrollment status to pass/fail, audit, or withdraw from the class. Or, Zheyi can keep the class at standard grading.

What should Zheyi do?

# Zheyi is failing CHEM101

*Zheyi is a Marketing major and part of his degree plan requires that he take one lab science class. He chose CHEM101 General Chemistry to satisfy this degree requirement. Despite his best efforts made in the class, and speaking to the instructor during office hours and participating in group tutoring for the class, Zheyi is currently failing the class. The free drop/add deadline has passed but he still has time to change his enrollment status to pass/fail, audit, or withdraw from the class. Or, Zheyi can keep the class at standard grading.*

*What should Zheyi do?*

**Even though Zheyi's degree plan requires that he take one lab science class, he can choose which lab science class he takes. If he has exhausted his resources to try and pass the class but still is failing, then he should seriously consider:**

**→ withdraw from CHEM101**



# Student struggles in major requirement and a breadth class

**Jessica is an Accounting major and her degree plan requires *ACCT207 Accounting I*. Jessica is also taking *ANTH101 Introduction to Social and Cultural Anthropology* in order to satisfy her remaining three credits needed for her History and Cultural Change (HCC) breadth requirement. Jessica currently is failing both classes. Jessica has spoken to her instructor for ACCT207 and has gone to tutoring but she still feels nervous about finishing with the required final grade of C- for the class. Jessica has also spoken to her instructor for ANTH101, and she feels that she could likely finish the class with a grade of “D” but is nervous about how that grade might affect her GPA. The free drop/add deadline has passed but Jessica still has time to change her enrollment status to pass/fail, audit, or withdraw. Or, she can keep the classes at standard grading. **Jessica is currently enrolled in 15 credits; as an international student, she must remain enrolled in at least 12 credits.****

What should Jessica do?

# Jessica is failing two classes...

Jessica has spoken with her instructors for both classes, and has participated in tutoring for ACCT207. Jessica feels sure she can finish her ANTH101 with no lower than a D but is nervous about how that grade might affect her GPA. Jessica feels sure that she cannot finish ACCT207 with the required final grade of C-. Since Jessica must remain in at least 12 credits, she cannot withdraw from both classes (that would leave her enrolled in just 9 credits).

**Jessica should seriously consider:**

**→ pass/fail ANTH101 to protect her GPA and remain enrolled in 15 (or 12) credits**

**→ audit ACCT207      or      → withdraw from ACCT207**

When (and how) does  
it benefit you to **audit**  
a class?

# Benefits of Auditing

You are still exposed to the material in class, which (in theory) makes you better prepared for when you need to take the class for a letter grade.

# You Still Have to Show Up

If you change your enrollment status to Audit (“Listener”) but do not attend enough class meetings then you run the risk of receiving an “LW” on your transcript. This means “listener withdrawn.”

Planning on changing  
your enrollment status  
or withdrawing from a  
course?

# Changing Your Enrollment Option or Withdrawing From a Course

## International Students:

- You **must complete the Course Permit Form**
  - Located in your “webforms” box of your homepage of UDSIS

## Domestic Students:

- Log on to UDSIS and use the Web Registration Application to change your enrolment status or withdraw

# The Academic Penalty Deadline is April 15



# If Ever You Have Questions...

- **Talk to Your Advisor!**

- Schedule an appointment by using the advising platform: [www.advising.udel.edu/success](http://www.advising.udel.edu/success); or schedule an appointment by calling the front desk in 103 Lerner Hall: 302-831-4369