



## **Intensive English Program Drop/Add Policy and Procedure**

Drop/add requests are permitted only for part-time students and students in the 500-700 level or Specific Purpose Track courses. The drop/add period is Monday through Wednesday of the first week of the session. No requests for changes will be accepted after Wednesday of the first week. Students who start the session after the drop/add period due to a hold or late arrival will not be eligible to change their schedules. All requests to drop or add a class must be made via the online drop/add request form. Requests related to time, classroom location, lecturer, or section are not permitted.

If you believe you have not been placed in the correct level, please do the following:

- Tell your teachers you believe you are in the wrong level and would like to move up or down a level
- Attend the classes on your current schedule for the first week and keep the receipts for all your textbooks and do not write in the books or use the online code (in case you need to return them).
- Check your GT e-mail on Friday afternoon of Week 1. Students who are recommended for a level change will be notified via e-mail.

If ALL of your teachers agree that you have been placed in the wrong level, you will have the option to move up or down one level. Since the placement test is a good measure of English ability, most students do not change levels. Your teachers are very experienced in determining the accuracy of student placement, and they will make the recommendation for changing levels if they feel it is necessary. Students do not choose their level of study.