

Elective Add/Drop Policy and Deadlines Fall 2025

Due to the unique term schedule by which the Jones Graduate School of Business abides, MBA students have special procedures by which they follow to make schedule changes. The Jones School has implemented an add/drop policy which allows students the opportunity to add/drop electives at various times throughout the semester.

Policies:

- A student may add/drop a class based on the deadlines indicated below. Requests to make changes outside of these deadline periods are considered on a case-by-case basis and, if approved, late drops will result in a W on the student transcript.
- A student **MUST** attend the first class, and may not miss a class during the first week. Professors have the authority to drop a student from a course if s/he is not present at the first class meeting.
- The drop deadlines listed below also apply to requests to change a course status from “credit” to “audit” and vice versa.

Deadlines:

Deadlines for standard term courses are listed below and are based on the schedule in which the course appears.

Weekly Courses MBA & Professional MBA – Evening

Term(s)	Credits	Add Deadline	Drop/Audit Deadline
0	1.5	Wednesday, August 6, 2025	Sunday, August 10, 2025
1	1.5	Sunday, August 31, 2025	Friday, September 5, 2025
1 – 2	3.0	Sunday, August 31, 2025	Friday, September 5, 2025
2	1.5	Sunday, November 2, 2025	Friday, November 7, 2025

Weekend Courses Professional MBA – Weekend, Hybrid MBA, and Executive MBA

Term(s)	Credits	Add Deadline	Drop/Audit Deadline
0	1.5	Sunday, August 10, 2025	Friday, August 15, 2025
1	1.5	Sunday, September 7, 2025	Friday, September 12, 2025
PW-Friday	1.5	Sunday, September 7, 2025	Friday, September 12, 2025
HMBA - Friday	1.5	Sunday, October 5, 2025	Friday, October 10, 2025
2	1.5	Sunday, November 2, 2025	Friday, November 7, 2025

Other Courses

For any course that does not fit in one of the schedules and terms above.

Term(s)	Credits	Add Deadline	Drop/Audit Deadline
	0.75-3.0	prior to first class meeting	prior to first class meeting

Students should contact the Jones Graduate School’s Registrar team (jgsbregistrar@rice.edu) for questions or assistance.