

Policy Title:	COURSE CHANGES (DROP/ADD)	Area of Responsibility: VICE PRESIDENT, INTERNATIONAL RELATIONS, CAMPUS DEVELOPMENT & STUDENT SERVICES
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1.6.6 COURSE CHANGES (DROP/ADD)

Policy

Any changes to an initial registration must be approved by the program Coordinator and/or subject Chair or designate on the official drop/add form available from the Registrar's Office. The form must be signed by the program and/or subject Chair and returned to the Office of the Registrar by the student.

Adding a Course(s)

If a student wishes to add a course, he/she must do so within the first ten (10) business days of the semester.

NO COURSE(S) CAN BE ADDED after the first ten (10) business days of classes in any semester without Chair approval.

Dropping a Course(s)

Students who “drop” courses during the first 10 (ten) days from the start of classes, will not have these classes recorded on their transcripts.

As of day 11 (eleven) of class, students may “drop” courses within the first two-thirds (2/3) of a given semester. If a student drops a course during this time period, the transcript will appear as ““DR”, signifying DROPPED/DROP.

Students may be permitted to drop a course(s) after the “drop” period, excluding the last week of any semester, with the permission of the academic Chair or designate.

Grades of Withdraw/Passing (WP) or Withdraw/Failing (WF) will be assigned by the instructor(s) based on the student’s performance at the time of withdrawal. Please refer to Policy 1.4.4 Grade Point System for further information relating to the grading impacts of WP, and WF.

The dates for dropping and adding courses will be published each semester. For terms of other than the standard semester length, the drop/add period will be adjusted accordingly. The dates can be found under Important Dates to Remember in the Just the Facts publication from the Registrar’s Office.

NOTE:

Dropped – no impact on Grade Point Average