

<b>Policy Title:</b>	<b>Course Changes and Withdrawals Policy</b>
<b>Policy Number:</b>	<b>4005</b>
<b>Sponsor:</b>	<b>Vice President – Academic</b>
<b>Contact:</b>	<b>Registrar</b>
<b>Approved by:</b>	<b>Academic Council</b>
<b>Date:</b>	<b>February 26, 2024</b>
<b>Next Review Date:</b>	<b>February 26, 2026</b>

**1. Policy Statement**

Students may drop, add, or change courses after registration within the limits established by the University. The University may impose academic and/or financial penalties on students when they add, drop, or change courses.

**2. Policy**

**Dropping & Adding Courses**

Requests to drop or add courses must be made using the student portal or at the Registrar’s Office. The date that the drop request is entered in the online registration system or the date the request is submitted to the Registrar’s Office is considered to be the official date of the request.

Students may add or drop courses in which they have registered without penalty only prior to the “drop-add deadline” which is 17:00 hours Eastern Time on the Monday of Week 2 of the term.

If a student drops a course by the drop-add deadline for the term, there shall be no academic or financial penalty. Such courses are not transcribed on the student’s permanent record.

Students who withdraw from a course before the drop-add deadline will have their course fees credited to their account according to the Student Refund policy.

If a student drops or adds a course after the drop-add deadline, such courses are transcribed on the student’s permanent record.

Students may not add additional courses to their term registration after the drop-add deadline except with the written permission of the Associate Dean.

If a student wishes to withdraw after the drop-add deadline, he/she must clear all outstanding financial obligations before the withdrawal request will be approved. The student remains responsible for all outstanding financial obligations after the drop-add deadline.

If a student withdraws from a course after the drop-add deadline, the student remains liable to pay fees in accordance with the Student Refund policy.

Students may voluntarily withdraw from a course up to the fifth Monday of the term as specified in the Calendar. If students drop a course by that date, they will receive a 'W' grade on their official transcript. A student who has a grade of 'W' in a given term may re-register in the course when it is next offered, if space is available. The 'W' grade is not calculated into the student's GPA.

If a student withdraws after the fifth Monday of the term as specified in the Calendar, the grade for the course will be entered as 'F' on the student's permanent record and is calculated as '0' in the GPA.

A course withdrawal is only official once the Request to Withdraw form is completed, signed, and received in the Registrar's Office. The official date of withdrawal is upon receipt by the Registrar.

**Section Changes in Courses**

Once a student registers in specific course sections, he/she may apply to change the section of that course provided it is done before the drop-add deadline. The University reserves the right to restrict course changes to balance operational requirements.

**3. Definitions**

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
drop-add deadline	A specific day and time after the term start before which students may make course changes without penalty which is 1700 hours Eastern Time on the Monday of Week 2 of the term

**4. Related policies**

Student Tuition Refunds Policy.

**5. Responsibility**

The student is responsible for submitting a request to drop, add, or change courses according to the drop-add deadline as specified in the Calendar. The student is responsible for any academic or financial penalty which may be incurred as a result of course changes after the drop-add deadline. The Registrar's Office is the initial point of contact for students to requests to drop, add, or change courses. The Registrar's Office is responsible for counseling and advising students on any penalties or other impacts associated with dropping or adding courses.

The Associate Dean is responsible for reviewing, and then approving or denying, any requests for exceptions.

Finance is responsible for processing refunds for course drops and for accepting payment for additional courses according to the financial schedule specified in the Calendar.

The Registrar's Office is responsible for transcribing the student's course record according to the date of the course change. The Registrar's Office is also the final approval stage for course withdrawals.