

# BLUE MOUNTAIN COLLEGE

## Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.13

**SUBJECT:** Change of Class Schedule

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1. Undergraduate

A. General

Changes in class schedules involving either the adding or dropping of a course or changing from one course to another course must be made in writing in the Office of the Registrar. Such changes will not be made without the permission of the student's advisor and/or the Vice President for Academic Affairs. Students will not be allowed to drop one course and add another course after the second week of a semester or after the third class meeting of a regular summer term unless special permission is granted by the Vice President for Academic Affairs in consultation with the instructor of the course. Blue Mountain College does allow a student to register late for a part-time course load anytime prior to the beginning of the fourth week of a regular semester and prior to the sixth class meeting of a regular summer term.

A course that is dropped in writing in the Office of the Registrar, before the end of the second week of the semester or before the fourth class meeting of a regular summer term will not be entered on the student's permanent record unless the student withdraws from school. After that time and up to the end of the eighth week of the semester or the eleventh class meeting of a regular summer term, a non-punitive grade of *W* will be posted on the student's permanent record. Any course dropped after the eighth week of the semester or the eleventh class meeting of a regular summer term will be assigned a grade of *WP* or *WF* by the instructor of the course involved based upon the quality of course work done by the student up to the drop date. Students may not drop a course after the twelfth week of the semester or after the seventeenth day of a regular summer term. If a student drops out of a course without executing the official drop form in the Office of the Registrar, a grade of *F* is recorded for the course at the end of the semester on the student's permanent record.

In rare circumstances, exceptions to the above deadlines and/or grading policies may be made by the Vice President for Academic Affairs. [Cross reference with Policy 2.14: Withdrawal from the College.]

B. Deadlines for Changes of Schedule

Deadlines are calculated from the first day of classes, not registration day.

*Regular Semester*

Weeks 1-2 Both adding and dropping of courses permitted. Full-time enrollment is allowed.

Courses may be dropped without appearing on student's permanent record.

Weeks 1-3 Part-time enrollment is allowed.

Weeks 1-8 Dropping permitted; grade of *W* will be recorded on student's permanent record.

After Week 8, Dropping permitted; grade of *WP* or *WF* will be recorded on student's permanent record.

After Week 12, Dropping is not permitted.

#### *Summer Term*

Days 1-3 Both adding and dropping of courses permitted. Full-time enrollment is allowed. Courses may be dropped without appearing on student's permanent record.

Days 1-5 Part-time enrollment is allowed.

Days 1-11 Dropping permitted; grade of *W* will be recorded on student's permanent record.

After Day 11, Dropping permitted; grade of *WP* or *WF* will be recorded on student's permanent record.

After Day 17, Dropping is not permitted.

## 2. Graduate

### A. General

Changes in schedule involving either the adding or dropping of a course and/or changing to another course must be made through the Office of Graduate and Continuing Education. Such changes will not be made without the permission of the Graduate Program Coordinator. Students will not be allowed to enter a course after the first week of a semester or after the beginning of the second class period of a regular summer term unless special permission is granted by the Graduate Program Coordinator.

A course that is dropped officially before the third week of the semester or before the end of the first week of a summer term will not be entered on the student's permanent record. After that time and up to the official drop date of the semester or term, if a student drops a course, a *W* will appear on the student's permanent record. However, a grade of *F* is given when one simply drops out of a course without following the procedure for dropping it officially.

A grade of *F* is given for any course that is dropped after the official drop date for the semester or term. In rare circumstances, the Graduate Program Coordinator may allow a student to drop a course after the official drop date and may receive a grade of *W* instead of *F*. However, the following conditions must be met: there are extenuating circumstances (beyond the student's control); the student must be passing the course(s); and the student has attended class with regularity, and has demonstrated general good

faith toward completing the requirements of the course. The judgement of the student's advisor and Graduate Program Coordinator may be taken into account in considering an exception, but the final decision must be approved by the Vice President for Academic Affairs. Withdrawal after the official drop date is not allowed simply to avoid a low grade. In no case will a W grade be given unless the student has a passing average at the time of withdrawal.

For any change of schedule that is not originated by a faculty member or administrative official of the College, there is a fee assessed to the student.

B. Deadlines for Change of Schedule

The first week of the semester is the calendar week in which registration BEGINS.

Regular Semester

Week 1	Both adding and dropping of courses permitted
Weeks 1-3	Courses may be dropped without appearing on the student's permanent record.
4 <sup>th</sup> Week to Official Drop Date	Dropping permitted; grade of W will appear on student's permanent record.
After Official Drop Date	Dropping not permitted; grade of F for courses not completed

Without following the official withdrawal procedure, a student will receive an automatic grade of F in the course.

Summer Term

Comparable deadlines come much quicker in summer school because of the condensed schedule. See summer registration class schedule for specific dates.

When a student is taking only one course in summer term and drops it, it is considered a withdrawal from the College and a withdrawal form should be processed through the Office of Business Affairs.

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**SOURCE:** Board of Trustees: October 04, 2002; February 25, 2005; October 07, 2005; November 27, 2006.