

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.13

SUBJECT: Change of Class Schedule

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.

The College establishes and publishes withdrawal dates on each academic calendar for semesters and terms. Students may not withdraw beyond the published dates. 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. Dropping classes and/or withdrawing from all classes may have an immediate and/or future affect on financial aid eligibility.

B. Deadlines for Changes of Schedule

Deadlines for change of schedule (adding/dropping courses) are calculated from the first day of classes, not registration day and are published on the current academic calendar.

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

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.

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

B. Deadlines for Change of Schedule

Deadlines for change of schedule (adding/dropping courses) are calculated from the first day of classes, not registration day and are published on the current academic calendar. The first week of the semester is the calendar week in which registration BEGINS.

The College establishes and publishes withdrawal dates on each academic calendar for semesters and terms. Students may not withdraw beyond the published dates. If a student drops out of a course without executing the official drop form in the Office of Graduate and Continuing Education, a grade of *F* is recorded for the course at the end of the semester on the student's permanent record. Dropping classes and/or withdrawing from all classes may have an immediate and/or future affect on financial aid eligibility.

Summer Term

Comparable deadlines for dropping graduate courses and/or withdrawing come much quicker in summer school because of the condensed schedule. The summer registration class schedule includes the specific dates for dropping graduate courses and/or withdrawing.

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. [Cross reference with Policy 2.14: Withdrawal from the College.]

SOURCE: Board of Trustees: October 04, 2002; February 25, 2005; October 07, 2005; November 27, 2006; February 29, 2008