

PROCEDURES

Policy 2.13: Change of Class Schedule

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 tenth 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 tenth 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 fourteenth day of a regular summer term.

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 1-10 Dropping permitted; grade of *W* will be recorded on student's permanent record.

After Day 10, Dropping permitted; grade of *WP* or *WF* will be recorded on student's permanent record.

After Day 14, Dropping is not permitted.