

Board Policies

ACADEMIC AFFAIRS

254.00 ADDING/DROPPING A CLASS

Adding a Credit Class

The last day to add a class for each semester and sub-term will be published when registration for the semester begins. . Students who wish to add a class after the beginning of the semester must do so within seven calendar days of the first class meeting for nine- to 16-week classes, and within three calendar days of the first class meeting for eight-week classes unless enrollment is closed when classes start, as determined by the Vice President of Academic Affairs. The last day to add a class less than eight weeks in length will be determined by the registrar and published each semester in the schedule of classes. Students may not attend a course unless officially enrolled in the course. Any student seeking to add a class outside the add period will need special permission from the Academic Affairs office.

Dropping a Credit Class

Students may drop a class prior to the completion of 12 % of the class and after that time may withdraw from a class A dropped class will not appear on the student's transcript, however a class from which a student has withdrawn will appear on the transcript with a grade of "W".

Students who withdraw from a class after the refund period must still pay tuition and fees for the class. The last date to drop a class with a refund will be printed on the student's schedule for each class.

Courses with the same number of credit hours that are dropped and added simultaneously will be treated as an even exchange of cost per credit hour during the refund period of each semester or session. For courses with different total credit hour that are dropped and added simultaneously, students will receive the appropriate refund for the dropped course and pay the total cost per credit hour for the added course.

After the expirations of the refund period, an even exchange for tuition purposes may be granted in the following situations:

1. Changes in sections for the same subterm;
2. Changes to adjust math and English placement may occur until 25% of the initial class has been completed. Students will not be granted an even exchange when dropping any other regular-start class and adding a late-start class or adding a self-paced class.

If a student drops a class and adds a different class after the expiration of the refund period, the student will be required to pay the additional tuition and fees.

All changes occurring after the expiration of the refund period require approval by the academic affairs office.

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