Adding Courses

Students may add classes through the registration period. The add deadline for primary-term length and fifteen-week courses is the end of the first week of classes, or with instructor permission, the end of the second week of classes. The add deadline for short-term courses (other than fifteen-week courses) is five working days starting on the first day of the course. Exceptions to the add deadline will be noted in the schedule of classes.

After the registration period concludes, classes may only be added by petition from the student to the instructor of the class and the instructional dean. Permission may be granted for unavoidable extenuating circumstances. The instructor must provide information regarding how the student will make up the missed course work. The approved petition must be submitted to the Admissions and Records Office within five business days of the instructor’s signature date.

Withdrawals

Withdrawals or drops are authorized through the last day of the fourteenth (14) week of instruction or 75 percent of the term, whichever is less. Students who withdraw or drop classes during the first two weeks of the term for primary-length courses or 10 percent of the course for short-term courses, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students. Instructors may continue to drop students through the 75-percent point of the course. To drop students, instructors shall submit signed drop rosters or drop cards to the Admissions and Records Office. Instructors must indicate a last day of attendance for students designated as financial-aid or veterans-benefit recipients.

“Inactive students” include:

A. Students identified as no-shows.

B. Students who officially withdraw.

C. Students who are no longer participating in the courses and are therefore dropped by the instructor.

D. Students with excessive absences as defined by the instructor in the syllabus for the course.
Students will not be permitted to withdraw and receive a “W” in a class more than four times. Students found to have enrolled past the four-“W” limit will be notified of the excessive repetition and dropped from class. Any appropriate fees paid for the dropped class will be promptly refunded. Students may petition to the Committee on Exceptions to enroll in additional repetitions after receiving four “W’s” only under extenuating circumstances beyond the control of the student. If additional repetitions are allowed, the student must receive a grade or a nonevaluative symbol other than a “W” upon completion of the course. Apportionment will not be claimed for additional repetitions under these circumstances.