

Adding and Dropping Courses Policy

Full-Semester Courses

Any student wishing to **add or drop** a course may do so during the **first seven (7) calendar days** of the semester without financial or grade penalty for all full semester classes (Fall and Spring).

Students wishing to **add** a course during the **second seven (7) calendar days** of the semester may do so only with the permission of the course instructor.

Students wishing to **drop** a course during the **second seven (7) calendar days** of the semester may do so with a grade of W (Withdrawal) and a 50% refund of tuition and fees.

Switching: Students wishing to drop a course during the **second seven (7) calendar days** of the semester may do so without financial or grade penalty IF they are also adding an eligible course with the permission of the course instructor.

Students wishing to drop a course after the **first fourteen (14) calendar days** of the semester may do so with a grade of W (Withdrawal) and no refund of any tuition and fees.

Short-Term Courses

For 2-week Courses (Winter Session)

Students may add or drop a course on the **first (1st) calendar day** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees on the **second (2nd) calendar day** of the course.

Students dropping a course on or after the **third (3rd) calendar day** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

For 5-week Courses (Fall, Spring, Summer Sessions)

Students may add or drop a course during the **first two (2) calendar days** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees during the **second two (2) calendar days** of the course.

Students dropping a course after the **first four (4) calendar days** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

For 7-week Courses (Fall, Spring)

Students may add or drop a course on the **first three (3) calendar days** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees during the **second three (3) calendar days** of the course.

Students dropping a course after the **first six (6) calendar days** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

For 10-week Courses (Fall, Spring, Summer Semester)

Students may add or drop a course on the **first four (4) calendar days** of the course without financial or grade penalty.

Students may add with permission of the course instructor and drop with a grade of W (Withdrawal) and a 50% refund of tuition and fees during the **second four (4) calendar days** of the course.

Students dropping a course after the **first eight (8) calendar days** of the course will receive a grade of W (Withdrawal) and receive no refund of any tuition and fees.

Note

"Calendar days" include Saturdays and Sundays.

Please be advised that ceasing to attend a class **Does Not** constitute a withdrawal. If the proper withdrawal form is not completed, a grade of F (failure) will be recorded.