

Changes of Schedule

Students who add or drop classes may need to repay some or all of the financial aid funds received. Classes must be added or dropped prior to the last day to add/drop classes for adjustments to be considered. Courses dropped after the add/drop date will be charged in full. Depending on a student's program and number of credits enrolled in, adjustments to tuition &/or fees may/may not occur. Adjustments will be determined based on the documentation submitted by the Office of the Registrar. Students who add or drop classes must follow the official procedure as set forth by the Office of the Registrar. Failure to do so may result in the student owing all or part of the tuition/fees charged.

Once a student's class schedule has been approved, changes are to be submitted on a drop/add form available in the Office of the Registrar. First-semester freshmen need the approval of their advisor. No courses may be added after the eighth instructional day of class without the approval of the instructor. A \$50 per course late fee may be assessed if a course is added after the eighth instructional day. Courses will not be recorded on the academic record if the class is dropped by the eighth instructional day of the term. Students may withdraw from a class anytime during an academic session up to the Friday one week before final test week provided they follow the drop/add procedures. Since credit is not received, the student's grade point average is not affected. A student who withdraws from a course before two weeks after mid-term will have the course recorded on the permanent transcript with a grade of "W" and will be charged for that course on a pro-rated basis.

A student who elects to withdraw from a course after this period will receive a grade of "WP" or "WF" as determined by the instructor.