



Policy: Dropping, Withdrawing, Adding, and Swapping Courses

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Registrar

Policy: Students may change their schedules after they have registered for the semester, but must notify the Registrar's Office of these changes.

- 1.0 Dropping and adding courses may impact a student's financial aid and/or student account. Students should contact the Business Office regarding tuition charges and the Financial Aid Office regarding changes to their financial aid prior to dropping and adding courses.
- 2.0 Students who want to drop or add a course before the course's first class period can do so via the portal following discussion with the student's advisor.

Adding Courses

- 3.0 Course additions within the first three days of the semester can be completed by the student via the portal registration process following discussion with the student's advisor.
- 4.0 Course additions are permitted in the second session of each semester, but only during the established Add/Swap period (see the Campus Calendar for dates). Adding courses in the second session of the semester is permitted using the **Add Form**, which requires the signature of the advisor. These changes must be made in the registrar's office and cannot be made on the portal during this time period.
- 5.0 Course additions after the first three days of the session are rare but may occur in special circumstances using the **Late Course Addition** form available on the campus portal. Students who want to add courses should first discuss this change with the course instructor and their advisor prior to submitting the **Late Course Addition** form to the Registrar's Office.
- 6.0 Students whose course additions result in their total semester credit hours exceeding 20 should refer to the **Academic Credit Limit** policy.
- 7.0 Deploy students are permitted to add competencies or modules of competencies to their schedule through the semester but should not be working on completion of a competency or on a module of a competency without being registered properly for it. (it is important for Deploy students to understand that they will be held responsible for completing every competency or module within the framework of the semester for which they are registered.) Adding competencies or competency modules after week 10 will not change a student's financial aid award.

Withdrawing or Dropping Courses

- 8.0 If a student drops a course during the first week of a session, the course is not reflected on the student's transcript.
- 9.0 Dropping a course after the first week but before the mid-point of the session is considered a course withdrawal and a "W" will appear on the student's transcript. The student is responsible to notify the Registrar's Office of a course withdrawal. Failure of a student to do so will result in the course remaining active on the student's schedule.
- 10.0 After the mid-point of the session, the course withdrawal results in an automatic failure ("F") on the transcript.
- 11.0 Students are advised to pay attention to how dropping or withdrawing may impact full-time status and financial aid (see 1.0 of this section).



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- 12.0 Deploy students are permitted to drop competencies or modules of competencies from their schedule through the end of the 10th week of the semester, regardless of when the student started work on the competencies within the semester. (Please note that the dates of the semester are determined by the Registrar's Office and not by the individual program/academic department). Dropping competencies or modules reduces the number of credit equivalencies used in the calculation of full-time status.

Deploy students are permitted to withdraw from competencies or modules of competencies between week 11 and the end of week 13 of the semester. (Please note that the dates of the semester are determined by the Registrar's Office and not by the individual program/academic department). A withdraw means that a final grade of "W" will appear on the student's transcript. A student is responsible to notify the Registrar's Office of a competency withdrawal. Failure to do so will result in the competency or module remaining active on the student's schedule.

Any Deploy student who withdraws or drops a competency or module after week 13 of the semester will earn an automatic "DN" (did not complete) on their final transcript.

Swapping Courses

- 13.0 Swapping is a process for traditional residential students who want to make course enrollment adjustments to their second 8-week session schedule during either the fall or spring semester.
- 14.0 Swapping can occur in the fall and spring semesters only.
- 15.0 Traditional residential students may drop a course but must replace it with the number of credits that are equal to or greater than those they originally registered for that semester.
- 16.0 Traditional residential students who wish to swap courses should complete the **Petition to Swap Courses** form available on the campus portal and submit it to the Registrar's Office during the active swapping time established.
- 17.0 Deploy students are not permitted to swap competencies within a semester because of the sequential nature of the programs.

Petition to Add/Drop Courses and **Petition to Swap Courses** forms are available on the campus portal.

Revision Process and History

- All revisions to the policy must be approved by the Provost Council.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template