

## Adding Courses

During the first four weeks of classes, all adds can be done by students via Web Registration. Instructor approval is NOT required for students to enroll in open classes during the first week of instruction, except for those that require Special Approval. Instructor approval is required (with a "Magic Number") for students to enroll in any class beginning the second week of instruction. During the third and fourth weeks of instruction, a \$2.00 fee is assessed for each course added.

Approval to add a course after the fourth week of classes (see Calendar of Activities and Deadlines for deadline dates), will be granted **only if there is verification that the course is necessary for the student to graduate at the end of the current semester**. The instructor, Department Chair and College Dean's signature are required. The student must submit the completed form in person to the Academic Information & Referrral Center, SBS 133. A \$10.00 fee per course is charged.

## Dropping Courses

During the first four weeks of instruction, a student may drop a class from their schedule via Web Registration without obtaining instructor approval and no notation for the drop will be recorded on the student's academic record. During the third and fourth weeks of class, a \$2.00 fee is assessed for each course dropped. After the first four weeks of classes, Instructor, Department Chair approval, and serious and compelling reason is required. **The student must submit the completed form in person to the Academic Information & Referrral Center, SBS 133**. A "W" grade is recorded on the academic record and a \$10.00 fee will be charged per course. The final drop deadline is the end of the thirteenth week of classes (see Calendar of Activities and Deadlines for deadline dates).

## Retroactive Withdrawals

Requests for withdrawal from a course(s) after the thirteenth week of instruction (retroactive withdrawal) are seldom granted. Students are expected to formally withdraw from classes or the University prior to the end of the thirteenth week of instruction (see Calendar of Activities and Deadlines) if work, personal or health reasons interfere with class attendance or ability to complete work or exams.

Withdrawal from classes or the University after the thirteenth week of instruction will be considered only for: accident or serious illness (physical or mental), serious personal or family problems, where the cause of the withdrawal is due to circumstances clearly beyond the student's control **and the assignment of an incomplete grade is not practicable**. In addition, extenuating circumstances must be shown to have prevented withdrawal in a more timely fashion. **Students may not request a late withdrawal for poor academic performance**. Lack of awareness of the withdrawal procedures is not an extenuating circumstance.