

COURSE CHANGES

Course Changes – Initiated by Students

Students may **add courses** to their schedule by enrolling through Banner. Banner displays all courses for which a student is enrolled. Credit can be awarded only for those courses in which the student is enrolled. The end of the first week of classes is the last day to add a full-semester course.

Students may **drop courses** from their schedule. Courses dropped from a student's schedule will not be displayed on the student's schedule or transcript, or on the instructor's course roster. The end of the third week of classes is the last day to drop a course.

After the third week of the semester, a student may **withdraw** from a course by completing the required course withdrawal form (available from the Office of the Registrar). Courses from which a student has withdrawn will be displayed on the student's record with a final grade of W. This has no effect on a student's GPA calculation and does not satisfy any graduation requirements. The last day to withdraw from a semester-long course is the Friday of the 9th week of the semester. The last day to withdraw from an eight-week session course offered with the fall or spring semester is indicated on the Academic Calendar, included in this *Catalog*.

NOTE: Discontinuing attendance in a class does not constitute dropping the course. A Drop (or Add) is not official until the student successfully completes and verifies the action in Banner or completes the appropriate form and submits it to the Office of the Registrar. No student should assume that an instructor has dropped them from a course. Each student is responsible for seeing that their schedule is accurate in Banner.

During the Add/Drop Periods, students may make changes in their course schedules without written permission from their advisors. After the first three weeks of the semester, withdrawal from a course requires written approval of both the advisor and the course instructor (provided on the Course Withdrawal form). Students living in campus housing are expected to maintain a course load of at least 12 credits.

Instructor Initiated Course Changes

An instructor may drop a student from a class roster if the student fails to come to the first class meeting of any class or does not attend the first class meeting after the student adds the class. Students with a legitimate reason for missing the first class meeting should make prior arrangements with the instructor. For majority online courses, an instructor may drop a student from a course if the student has not logged into the course during the first three days after the start of the semester or term. ***Since instructors are not required to drop students in this manner, no student should assume that they have been dropped from a class for non-attendance. If a student does not plan to attend a class, they should follow regular drop procedures.***