

Drop, Add, Change of Section Policy

In order to alter an original class schedule (withdrawal or change of section), the procedures outlined below must be followed. A student who does not follow these steps risks receiving an F in the course.

Drops and Adds may be made the first week of class without the instructor's signature. During this period, a 100 percent refund will be permitted. After the second class meeting, the instructor's signature will be required to add a course. The refund policy is listed in the Schedule of Classes. Refunds are based upon the date of the official withdrawal application as stated below:

Refund Schedule

Tuition and course related fees are refundable upon proper withdrawal from coursework. Refunds are based on the following schedules:

Courses scheduled 9-16 weeks in length:

For withdrawal during:	Refund %	Forfeit %
1st Week of Classes	100%	0%
2nd Week of Classes	75%	25%
3rd Week of Classes	50%	50%
4th Week of Classes	25%	75%
5th Week of Classes	0%	100%

Courses scheduled 5-8 weeks in length:

For withdrawal during:	Refund %	Forfeit %
1st Week of Classes	100%	0%
2nd Week of Classes	50%	50%
3rd Week of Classes	0%	100%

To be eligible for a refund, students must complete the appropriate forms and submit them to the Records Office at the time of withdrawal.

A Refund Appeal Committee is in place and if a student wishes to appeal the amount of refund received, he/she may pick up the appeal guidelines from the Bursar Office.

Students may withdraw from classes during the automatic withdrawal period with the approval of (in order of preference) the instructor, the divisional chairperson, or their advisor. Withdrawals after the automatic withdrawal period must be approved by the instructor and the chairperson. Instructors will be notified of all withdrawals and notation of all transactions will

be printed on the Final Grade Roster. Complete withdrawal from the University requires the withdrawal procedure for each class. The mere fact the student ceases to attend class does not initiate a withdrawal for the student.

Late Program Change Fee (Mandatory and Non Refundable)

A twelve dollar (\$12) late program fee is assessed in addition to credit hour fees to all students who alter their class schedule (add, even exchange, but not just drop) after the first week of classes. Note: AFTER THE REFUND PERIOD, THERE IS NO REFUND GIVEN FOR A DROPPED COURSE EVEN IF YOU ARE ADDING A COURSE OF EQUAL VALUE OR GREATER VALUE AT THE SAME TIME. YOU MUST PAY FULL FEES FOR THE ADDED COURSE PLUS THE TEN DOLLAR (\$10) LATE PROGRAM FEE. Section changes and audit/credit transactions will continue to be treated as exchanges upon payment of the late program change fee.

Passed: Faculty Senate Handbook 12/95