

## **Drop, Add, and Change of Section Policy**

In order to alter an original registered/enrolled class schedule (withdrawal or change of section), the procedure must be followed properly with the proper forms completed. A student who does not fill out the necessary forms will be regarded as absent from class and receive an F for the class. It is advised that students contact their advisors before dropping/changing classes from their original enrolled class schedules.

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 on the Office of the Registrar's website.

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 Dean of School, or their advisor.

Withdrawals after the automatic withdrawal period must be approved by the instructor and the Dean of the School. Instructors will be notified of all withdrawals and notation of all transactions will be printed on the Final Grade Roster.

Students wishing to withdraw from all of their classes will complete the Total Withdrawal Form.

The mere fact the student ceases to attend class does not initiate a withdrawal for the student.

Passed: Faculty Senate Handbook 12/95  
Revised Admissions and Academic Affairs Committee 4-14-2009