

# Change of Schedule

During the first five class days of first and second semester, a student is permitted to add or drop any course without penalty. A Course Change Form, available from the Office of the Registrar, must be filled out and signed by the student and advisor and submitted to the Registrar, in order to be applied. After these first five days, no courses may be added or dropped.

To withdraw from a course, the student must pick up a Course Withdraw Form from the Office of the Registrar. In order for the request to be processed, all sections of the form, complete with signatures, must be completed and submitted directly to the Registrar. Students can withdraw from a course beginning in the second week of the semester through the end of week nine.

After the ninth week of the semester until the first day of finals, a student who wishes to withdraw from a course will need to pick up a Course Withdraw Form from the Office of the Registrar. The student will receive a "WP" withdrawal while passing or "WF" withdrawal while failing, rather than a "W". "WP" and "WF" do not carry any quality points or credits. All sections of the form, including required signatures, must be completed and submitted directly to the Registrar.