

Title:	Add/Drop Policy
Effective Date:	07/29/2013
Date of Last Revision:	05/09/2023
Review Date:	
Cancellation:	
Responsible Office:	Registrar's Office

Add/Drop Policy

Policy

At the start of each part of term or course, a period exists where students may change their schedule. Courses may be added or dropped from a student's schedule without financial penalty during this time frame, known as the Add/Drop Period. Schedule changes may be made during this period using the online system or by completing a Registration Form.

Students are encouraged to consult with their academic or faculty advisor prior to making any schedule changes as progress towards graduation may be affected. Schedule changes may also impact eligibility for financial aid.

Course additions are not permitted after the end of the Add/Drop period except in special circumstances. Such additions require the approval of the Divisional Dean.

Attachments:

Reference:

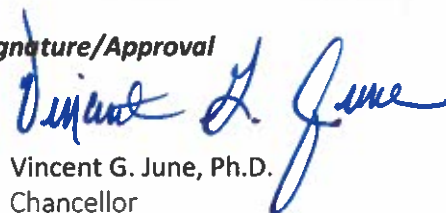
Policy Reference:

Review Process: SS-205

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>	Init. 07/25/2013 Rev 1. 05/09/2023		
<i>Committee for Institutional Policy Review</i>	Init. 07/25/2013 Rev 1. 05/09/2023	07/25/2013 05/09/2023	
<i>Executive Leadership Team</i>	Init. 07/25/2013 Rev 1. 05/17/2023	07/25/2013 05/25/2023	07/29/2013

Chancellor's Signature/Approval

SIGNATURE:


 Vincent G. June, Ph.D.
 Chancellor

DATE:

5/25/23

Final Distribution: SS-205

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review