



Procedures Manual

Number: AC-113

Office of Primary Responsibility: Registrar

Effective Date: Autumn 2019

Last Day to Drop a Course Procedure

Purpose:

In support of an All-Inclusive Pricing Model, the goal of this procedure is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution and to increase retention.

Procedures:

The last day for students to drop a course will be determined according to the following schedule:

16 week courses	Course(s) must be dropped no later than Week 10 of the semester (Friday at 5:00pm)
1 st 8-week courses	Course(s) must be dropped no later than Week 5 of the 1 st 8 weeks of the semester (Friday at 5:00pm)
2 nd 8-week courses	Course(s) must be dropped no later than Week 5 of the 2 nd 8 week term (Friday at 5:00pm)

Courses with a start date other than listed above must be dropped the day before the course begins.

Students may not drop a course after the course has ended or after a grade has been posted