

Current catalog language shows in black. Deletions have been lined through, and new language is added in red.

ADDING A COURSE

ON CAMPUS

~~Prior to the first day of class,~~ **During the first week of the term** students may add on-line via web registration (**Webster**). ~~Once classes begin, during the first two weeks (or up to 20% of the duration of a class)~~ **During the second through the fourth weeks of the term,** students may add classes at the discretion of the instructor, who must provide a signature on a paper add form. Thereafter, only the ~~School~~ **College** Dean may approve exceptions, ~~along with the Dean of Distance Education when appropriate.~~ Requests for exceptions may be brought to the Deans only upon ~~prior approval of the instructor's to approve~~ **prior approval of** the request.

No class may be added after the end of the regular instructional period under any circumstances. This means that no courses may be added during finals week **or** ~~, nor may they be added~~ after the end of the term.

Add/drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes.

DISTANCE EDUCATION COURSES

Prior to the first day of class, students may add on-line via web registration (Webster). Thereafter only weekend classes will be allowed to be added on a space available basis.

WITHDRAWAL

There are two types of withdrawal - withdrawal from (**or dropping**) a course and withdrawal from the University.

From a Course:

During the first five weeks of the term, ~~week of on-campus classes (or 10% of the duration of an on-campus class)~~ a student may drop a class **via Webster** without being held responsible for a grade, ~~and without an instructor's signature.~~

~~During weeks 2-5 (or up to 50% of the duration of a class) students must obtain an instructor's signature of acknowledgement before dropping a class.~~

Thereafter, a student ~~may~~ **must** withdraw from the class, but the instructor should grant the W only if the student is doing passing work. Otherwise, a grade of F will be recorded. Withdrawals

must be filed in the Registrar's Office by the last day of regularly scheduled class, (i.e. prior to finals week). All ~~drop~~ **withdrawal** slips must be submitted within two regularly scheduled school days after the instructor signs the slip, and no later than the last day of regularly scheduled classes of the ~~fifth~~ **tenth** week.

Courses through Distance Education may be dropped via the web, no signatures required, up to 50% of the current term.

Drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes.

From the University:

A student may withdraw from the University at any time during the term by the last day of regularly scheduled classes by completing the proper form in the Registrar's Office. Official notification in writing must be received before any withdrawal from the University is processed.

March 6, 2007