

## **Course Additions, Incompletes, Failures, and Withdrawals**

Students are permitted to drop or add semester-long courses with approval of their faculty advisor and the instructor for a period of approximately one week following the day of registration. The precise dates for the drop/add period are specified for each semester and demi-semester in the College academic calendar. Students have two days at the beginning of each demi-semester to drop or add a demi course. Normally students may not add a semester-long course after the first week of the semester and may not add a demi course after the first two days of the demi-semester. Additional fees and permission are required to add a course after the drop/add period. Following the drop/add period, students may withdraw from a course with the permission of their faculty advisor and the instructor. There is an additional fee for withdrawal from a course. A grade of W is recorded when a student withdraws from a course and the credits remain on the student's transcript and report card as credits attempted. Students may not withdraw from a course after the 10th class-day following the day mid-semester grades are due in the Fall and Spring Semesters without the approval of the Associate Dean for Academic Affairs. Students must register for a general education course each semester when appropriate for their level and are not permitted to drop or withdraw from the course.

### **Incompletes**

An incomplete, I, is given only when circumstances do not justify giving a specific grade. It must be removed within the first four weeks of the semester following the one in which the incomplete was received. If not, the incomplete becomes a failure, F. A failure, F, cannot be removed from a student's record. If the course is required for graduation or for a major, it should be repeated the next time it is offered. A course for which credit has been received cannot be repeated without permission of the Associate Dean for Academic Affairs. When students withdraw from a course for any reason after the last day of the drop/add period with the instructor's and faculty advisor's approvals, a grade of W will be recorded.