Add/Drop Policy – Center of Extended Learning

Regular class attendance is a necessary prerequisite for success in college studies. Thus, students are expected to attend classes regularly and punctually. If more than 30% of a course is missed for any reason, then it will be necessary to withdraw from the course and take it at another time. Failure to withdraw from a course with more than 30% absence will result in a grade of F.

Eight-week courses may not be added after the second class meeting. Courses that are withdrawn after the first class meeting receive a grade of "W". The last day on which a student may withdraw from a course is the day immediately following the fifth meeting of the course. For directed study, independent study and online courses, the withdrawal deadline comes 35 calendar days from the start date. After this deadline, courses cannot be withdrawn from.