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**Policy: Adding/Dropping a Course**

**Number: 01.00.06**

**Approval Date: Not Available**

**Revision Dates:**

**Section: Academic Affairs**

**Area:**

**Subject: Adding and Dropping Courses**

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## **POLICY**

Students have until the close of the announced registration period to add or drop courses for the subsequent semester without penalty. A student may add courses, if approved by the course instructor and the student's faculty advisor/department chairman, within the ten working days after the close of registration.

A student may drop a class using the appropriate form with the required signatures and fee until the fifth day of class. No notation will appear on the transcript concerning the deletion of a course. The change(s) in course work will be assessed or remitted at 100% of the applicable tuition. After the fifth day and at least one week before the end of the semester, a course can be dropped with the fees adjusted based on "refund of fee policy" found in the current year's catalog. Students who withdraw by the established date on the CHP Academic Calendar will receive a "W" (withdraw); those who withdraw after the established date for a "W" mark and by the deadline for withdrawals will receive either a "WP" (withdraw passing) or "WF" (withdraw failing). The deadlines for course withdrawals are five working days before the end of the semester. A mark of "WF" is averaged into the GPA as a grade of "F."

The appropriate form for the adding and dropping of courses may be obtained from the Office of the University Registrar.

## **APPROVAL**

Information about the original approval of this policy is not available.