

ADDING OR DROPPING COURSES

Approved by: Office of the Registrar | Office of Academic Affairs

History: N/A

Related Policies: Withdrawal or Leave of Absence (<http://catalog.stkate.edu/policies/stu-acad/grad/wd-loa>) | Complaints, Petitions and Grievances (<http://catalog.stkate.edu/policies/stu-acad/grad/comp-pet-griev>)

Related Forms, Procedures and References: Academic Calendars (<https://www2.stkate.edu/registrar/academic-cal-landing>) | Student Registration Schedules (<https://www.stkate.edu/academics/academic-resources/registrar/registration-schedules>) | Tuition Refund Schedules (<https://www.stkate.edu/academics/academic-resources/student-accounts/refund-schedules>)

For Questions Contact: Office of the Registrar | 651.690.6531 | Student Accounts Office | 651.690.6503

Adding or Dropping Courses

The academic calendars (<https://www2.stkate.edu/registrar/academic-cal-landing>) contain the deadlines for adding, dropping and withdrawing from courses. Students may add and drop courses online until published deadlines. After online registration closes, changes to registration are made with the Office the Registrar. Note: This policy does not apply to complete withdrawals (i.e., dropping or withdrawing from every course in a given semester). Students who are withdrawing from all of their courses must contact the academic program office to request a withdrawal or leave of absence. See Withdrawal / Leave of Absence (<http://catalog.stkate.edu/graduate/withdrawal-leave-of-absence>) in this catalog for more information.

Courses may be dropped for a period of time without notation (W) on the transcript. Courses dropped after this date and before the last day to withdraw, result in a W (Withdrawal) notation on the transcript. Courses dropped after the last day to withdraw automatically receive a grade of F. Students are encouraged to contact their academic advisor and financial aid counselor before dropping or withdrawing from a course to discuss the impact on program progression and financial aid.

Students are financially responsible for every course for which they register; the amount of tuition refunded for a dropped/withdrawn course is established by deadlines found online in the Summary of Financial Procedures found on the Student Accounts website (<https://www.stkate.edu/academics/academic-resources/student-accounts>). Students are expected to read this publication and adhere to published deadlines.