

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.13 CHANGE OF CLASS SCHEDULE

A course that is officially dropped **with the student's advisor or in the Office of the Registrar** before the end of the second week of the semester or before the fourth class meeting of a regular summer term will not be entered on the student's permanent record unless the student withdraws from school. After that time and up to the end of the eighth week of the semester or the tenth class meeting of a regular summer term, a non-punitive grade of *W* will be posted on the student's permanent record. Any course dropped after the eighth week of the semester or the tenth class meeting of a regular summer term will be assigned a grade of *WP* or *WF* by the instructor of the course involved based upon the quality of course work done by the student up to the drop date. Students may not drop a course after the twelfth week of the semester or after the fourteenth day of a regular summer term.

Deadlines for Changes of Schedule

Deadlines are calculated from the first day of classes, not registration day.

Regular Semester

Week 1 Both adding and dropping of courses permitted with the approval of the academic advisor.

Courses may be dropped without appearing on student's permanent record.

Weeks 2-9 Dropping permitted; grade of *W* will be recorded on student's permanent record.

After Week 9 Dropping permitted; grade of *WP* or *WF* will be recorded on student's permanent record.

After Week 12 Dropping is not permitted.

Summer Term

Day 1 Both adding and dropping of courses permitted. Courses may be dropped without appearing on student's permanent record.

Days 2-8 Dropping permitted; grade of *W* will be recorded on student's permanent record.

After Day 8 Dropping permitted; grade of *WP* or *WF* will be recorded on student's permanent record.

After Day 11 Dropping is not permitted.

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Eight Week Distance Education Term

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| Week 1 | Dropping permitted; grade of <i>W</i> will be recorded on student's permanent record. |
| Week 2-4 | Dropping permitted; grade of <i>WP</i> or <i>WF</i> will be recorded on student's permanent record. |
| After Week 4 | Dropping is not permitted. |

REVISED: February 22, 2013; September 12, 2012; September 23, 2011; February 25, 2011; February 27, 2009; February 29, 2008