

## SACI COURSE CHANGE POLICY

Course changes can be made by contacting the Assistant Dean/Registrar (before arrival, by email; once the term begins, in person). Following are the Add/Drop deadlines:

- **Fall and Spring:** the end of the second week of classes
- **Late Spring and Summer:** the end of the third day of classes

After the Add/Drop deadline until the last day of classes, students can only **withdraw** from courses. All class withdrawals must be approved by the student's home institution (when applicable) and by the Assistant Dean/Registrar.

Graduate students enrolled in SACI's Post-Bac, MFA, and MA programs are not allowed to withdraw from courses.

When a student withdraws from a course, no credits are earned and the following grade is assigned:

- **WP** (Withdrawal Passing) when a student withdraws in good standing within the deadline
- **WF** (Withdrawal Failing) when a student withdraws after the deadline has passed

Withdrawal deadlines are:

- **Fall and Spring:** the last Friday before the Midterm Break
- **Late Spring and Summer:** the last day of the second week of classes

*Updated: 10/2018*