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
- **Summer I, Summer II:** the end of the third day of classes (Summer Venice students cannot change classes)
- **Full Summer Florence and Full Summer Florence + Venice:** the end of the third day of classes in May, and the end of the third day of classes in July (Full Summer Florence + Venice students cannot change courses for the period they are in Venice)

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
- **Summer I, Summer II and Summer Venice:** the last day of the second week of classes
- **Full Summer Florence and Full Summer Florence + Venice:** The last day of the second week of classes that begin in May, and the last day of the second week of classes that begin in July.

Updated: 07/2019