

# **Course Add, Drop, Change, Withdrawal**

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Keene State College Policies and Procedures

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The following changes in registration for program courses may be made with the approval of the student's faculty advisor or program director:

1. Courses may be added up until the date specified by the College for each term on its website, or in the Keene State College Catalog.
2. Courses may be changed from audit to credit up until the date specified by the College for each academic semester on its website, or in the Keene State College Catalog.
3. Courses may be dropped up until the date specified by the College for each academic semester on its website, or in the Keene State College Catalog.
4. For a course withdrawal after the date specified by the College for each academic semester or term on its website, or in the Keene State College Catalog, the instructor is required to submit a final grade, which may be a failure.

Non-Matriculating students may register for courses for which they have completed the prerequisites and have received the permission of the Department Chair or program director, subject to enrollment limitations and the accommodation of students in degree programs.