

Schedule Adjustment and Course Withdrawal



Keene State College Policies and Procedures

Schedule Adjustment and Course Withdrawal

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Adding a Course

Students may add a course beginning with the first day of the semester through the completion of classes on the seventh calendar day of the semester. Any course added during the one-week period requires the signature of the instructor or department chair on a Schedule Adjustment form. The signed form must be submitted to the Registrar's office prior to the end of the period.

In the case of a course scheduled to begin on a date other than the beginning of a semester, a student has the option of adding the course any time from the start of the semester through the seventh calendar day after the course start date. The instructor or department chair's signature is required on a Schedule Adjustment form. The signed form must be submitted to the Registrar's office prior to the end of the seventh calendar day after the course start date.

Late Course Addition

Normally, courses are not added more than seven calendar days after the beginning of the course. Any course addition occurring more than seven calendar days after the beginning of the course requires the instructor's signature on a Schedule Adjustment form. The signed form must be submitted to the Registrar's office. In the case of Independent Studies, the Schedule Adjustment form must be submitted during the first week of classes. The Special Permission form may follow later once all parties have signed off.

Dropping a Course

Once students register for a course, they are responsible for dropping any course they decide not to attend or are required by policy to drop.

Students may drop a course at any point prior to the first day of the semester through the completion of classes on the seventh calendar day of the semester. Students may drop a course by listing the course on a Schedule Adjustment form and submitting the form to the Registrar's office or dropping the course electronically using their MyKSC account. Any course dropped during this time period will not be recorded on a student's permanent academic record.

Students may drop a course scheduled to begin on a date other than the beginning of a semester at any point prior to the first day of the semester through the seventh calendar day after the course start date using the procedure specified in the preceding paragraph. Courses dropped during this time period will not be recorded on a student's permanent academic record.

Withdrawing from a Course

Students have the option of withdrawing from a course from the end of the schedule adjustment period through the end of the 11th week of classes in a semester. In order to understand the full impact of withdrawing from the course, students should communicate with the course instructor concerning their academic progress in the course, their academic advisor(s) or the Office of Academic and Career Advising and possibly Student Financial Services.

Prior to the end of the course withdrawal period students may drop a course by listing the course on a Schedule Adjustment form and submitting the form to the Registrar's office or dropping the course electronically using their MyKSC account. A "W" will be recorded on the student's permanent record. The "W" will not affect the student's grade point average.

After the 11th week, students will receive a letter grade for the course as assigned by the course instructor. This grade will be recorded on the student's official academic record and, depending on the grade, will be included in the student's grade point average. The default grade for a student who has registered for a course that he or she did not attend will be a "W".

Students requesting a change of grade in a course they believe they have dropped or withdrawn from must initiate the request for change within one calendar year of the conclusion of the semester in question. Course schedule adjustment and withdrawal regulations and timelines for sessions other than the traditional fall and spring semesters (e.g., summer sessions and quarter terms) are published in the Keene State College Academic Calendar or the appropriate bulletins pertaining to those sessions.

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