

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 4320

~~Adding and Dropping Courses~~ **Course Adding, Dropping and Schedule Change Policy¹**

Date Adopted: 01 Apr; 1993

Date Revised: 05 December 2018; 11-14 December 2023

Date Reviewed: 24 March 2014; 05 December 2018; 11-14 December 2023

Reference:

A. Purpose

This policy is designed to provide students with a structured and fair process for making changes to their course schedules after registration. This policy aims to ensure that students have the flexibility to make adjustments to their academic plans while maintaining the integrity of academic programs and course availability.

The course add/drop and change in schedule period for each semester shall be defined in the academic calendar, which is usually the first three days of instruction during the semester and the first day of instruction during summer, and may typically extend through the first week of classes.

Students may add, drop, or change courses in their schedule during the designated period without academic or financial penalties.

B. Academic Advising

All students are encouraged to seek guidance from academic advisors before making changes to their schedules to ensure they remain on track with their academic goals.

C. Compliance

All students are expected to adhere to this policy. Failure to do so may result in academic or financial consequences.

D. Exceptional Circumstances for Schedule Change after the Add/Drop Period

After the add/drop period, changes to your course schedule may be considered up to end of the third week of instruction under the following exceptional circumstances:

1. *Instructor's Recommendation.* If an instructor believes that a student's performance and abilities align better with a different course level, they may recommend moving the student either up to a higher-level course or down to a lower-level course. Such recommendations are made with the student's academic success in mind and are subject to approval.
2. *Approved Change of Schedule* by the Vice President for Instructional Affairs (VPIA) and the Vice President for Enrollment Management and Student Services (VPEMSS).

¹This policy uses "they," "them," and "theirs" as third person singular gender-neutral pronouns, in recognition that individuals accessing this policy may have range of gender identities and forms of self-identification.

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E. Review and Updates

This policy may be reviewed periodically and updated as needed to meet the changing needs of the college and its students.

See Administrative Procedure No. 4320.

~~Courses may be added or dropped by students through the first three days of instruction during the semester and the first day of instruction during summer by completing the add/drop form that is available from the Office of Admissions, Records and Retention (OARR). Printable add/drop form may also be downloaded from the college's website.~~

~~Students who fails to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount of the course.~~