



<b>SUBJECT</b>	<b>Program Amendments</b>
<p><b><u>BACKGROUND</u></b></p> <p>The College is concerned that a student who is considering amending his/her program of study by adding or deleting a course(s) be provided with all possible help in assessing his/her situation and determining an appropriate course of action. For this reason, such a student is required to meet with an advisor and coordinator, and, when appropriate, with members of the teaching staff before his/her application for program amendments is approved.</p> <p><b><u>POLICY</u></b></p> <p>A student may amend his/her course selection in a semester within the dates stipulated in the Academic Calendar.</p> <p>A student must successfully complete all program requirements in order to graduate.</p> <p><b><u>PROCEDURE</u></b></p> <p><b><u>COURSE WITHDRAWAL</u></b></p> <ol style="list-style-type: none"> <li>1. A student withdrawing from a course in his/her program of study may do so within the timeframes stipulated in the Academic Calendar; however, all program requirements must be met to successfully complete the program.</li> <li>2. The department coordinator must complete the Request for Record Amendment form to remove this (these) course(s) from the student's record.</li> </ol> <p><b><u>COURSE ADDITION</u></b></p> <ol style="list-style-type: none"> <li>1. A student may add a course to his/her program of study by obtaining the department coordinator's permission within the timeframes stipulated in the Academic Calendar.</li> <li>2. The department coordinator will complete the Request for Record Amendment form to register the student.</li> </ol>	

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**SUBJECT**

**Program Amendments**

Adherence to the deadline dates as annually set forth in the Academic Calendar will be strictly enforced.

The Coordinator shall direct the student to confer with Student Services regarding the effect on fees for the addition or deletion of courses.

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