

## Student Resources

select a major by the end of their sophomore year and to consult with an advisor in planning a program of study. Academic plans are also available in the Academic Advising Office and the Education Department.

A student's schedule of classes will not be considered final until it has been processed through the Registrar's Office each semester. The opportunity to adjust a class schedule is provided to students during the first week of class each semester.

### ***Schedule Changes and Drop/Add***

Traditional students are permitted to drop courses during the standard add/drop period (i.e., the first week of the semester). Traditional students who have **never attended any classes in any of their courses** during the first three weeks of a semester will be **administratively dropped** from their entire course load. This process will take place between the third and fifth week of the semester based on a verification of non-attendance provided by faculty members. For example, a student who is enrolled for 15 credit hours (i.e., five courses), but is only attending classes in one course will not be dropped. Students are permitted to **withdraw** from their courses through the Registrar. (See below.)

Accelerated Degree Program students should consult their program handbook for policies pertaining to course changes.

### ***Withdrawal from Classes***

After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request

## Student Resources

does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

After the last day established for class changes and/or adding/dropping courses, students may withdraw from a course in which they are registered with permission from the course instructor. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. Written requests for withdrawal must be received by the Registrar by the last day of classes prior to the final examination date specified in the Catalog. The request is forwarded to the instructor who then decides to accept or deny the request. If the request is honored, the student will receive a notification of official withdrawal. If it is denied, the notification will indicate why the withdrawal was disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without written permission automatically incurs a grade of "FW" failure to withdraw. See Refund Schedule.

Accelerated Degree Program students should consult their program handbook for withdrawal procedures pertaining to their specific programs.

### **Failure to Withdrawal (FW) Policy**

If the student does not complete withdrawal paperwork with the Registrar's Office nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control the student will receive a Failure to withdraw (FW). This grade is submitted by the instructor at the end of term.

## **Course Load and Class Standing**

### **Class Load**

Full-time students carry a minimum of 12 semester hours of graded courses in regular, 15-week term, or a minimum of six credit hours in a 6-week session.

Part-time students carry fewer than 12 semester hours of graded courses in a regular 15-week term or less than six credit hours in a 6-week session.

### **Class Standing**

Undergraduate students are classified according to the number of credit hours they have earned.

- 1<sup>st</sup> Semester Freshman: 0 to 12 credit hours.
- 2<sup>nd</sup> Semester Freshman: 13 to 27 credit hours.
- Sophomore: 28 to 57 credit hours.
- Junior: 58 to 91 credit hours.
- Senior: 92+ credit hours.