

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE  
CINCINNATI, OHIO

**POLICY TITLE: ADD/DROP COURSES**

Adding a Course

Student may add a course through the end of the second week of a semester. After the end of the second week, student may petition to enter a class. The petition must be approved by the Department Chair and the applicable professor.

Dropping a Course

A student may drop a course up to and including the first day of the semester without any financial or academic penalty. However, after that date, dropping a course is considered a withdrawal and there are financial and academic policies that address withdrawing from a course(s).

The Registrar's Office must be notified of course and section changes in writing.

A Change of Status Form must be completed and signed. Electronic/FAX add/drops are acceptable.

If a tuition adjustment applies, a refund of tuition will be made according to the current refund policy.

Procedure:

The following departments are notified of all add/drop:

1. Department Chairs
2. Financial Aid
3. Faculty Secretary
4. Bursar
5. Dean of Enrollment Management

Approved By:  Date: 9/27/2010

Effective Date: 9/27/2010

Review/Revision Dates: 4/04, 11/04, 4/08, 6/10, 9/10

Responsible Committee: Enrollment Management