

CHANGE OF PROGRAM TABLE

Changes of Program are official only after they have been processed on-line or at the Enrollment Center.

Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis	Late Registration
Weeks 1-3 8/30 - 9/17/2010	Drop Class(es) using the Change of Program form (instructor approval not required). Or Drop on the Web in <u>myCI</u>	Drop using the Change of Program form (instructor approval not required). Or Drop on the Web in <u>myCI</u> Consult Financial Aid if receiving funds	Add using the Change of Program form (instructor approval required) Fees due immediately	File Change of Program form at Enrollment Center. Or on the Web in <u>myCI</u> (instructor approval not required)	Register using the Change of Program form (instructor approval required) \$25.00 Late Registration Fee in addition to other registration fees. Fees due immediately
Week 4 9/20 - 9/24/2010 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File a Change of Program form (instructor and program chair approval required). Reason must be entered on form; documentation may be required.		Add using the Change of Program form (instructor and program chair approval required). Enter reasons on form; documentation may be required. Fees due immediately	NOT PERMITTED	Normally not permitted. File a Change of Program form (instructor and program chair approval required). Enter reasons on form; documentation may be required. \$25.00 Late Registration Fee in addition to other registration fees. Fees due immediately
Weeks 5-10 9/27 - 11/5/2010 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File a Change of Program form (instructor and program chair approval required). Reason must be entered on form; documentation may be required.		NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
Last 6 weeks of instruction to end of term 11/8 - 12/17/2010	NOT PERMITTED	Allowed only for serious and compelling circumstances beyond the student's control. File a Withdrawal Request for Term form. Signatures must be obtained by Academic Affairs, Financial Aid, Cashiers/Finance, Housing (<i>if applicable</i>) and the University Registrar. Reason must be entered on the form; documentation is required.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED

Please make every effort to complete all your changes during the first three weeks of the semester.

* Student eligibility for financial aid is based on enrollment. A student who completely withdraws from semester may be subject to repayment (including medical withdrawals). Financial aid recipients should consult a financial aid representative for additional information.

Criteria for Late Add/Drop or Changes in the Basis of Grading

Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading after the third week. Students must present proof of a serious and compelling reason for withdrawal. Please see Registration Experience section of this Schedule of Classes for procedures.

Medical Withdrawal

A medical withdrawal constitutes complete withdrawal from the University for the term in question. Beginning with the fourth week of the semester, students who find it necessary to withdraw from the University for medical reasons will be required to present documentation from a licensed health care professional, in addition to the Withdrawal Request for Term form, supporting their request. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal. Students living on campus should also consult with Housing and Residential Education concerning their contractual obligations. Students granted a medical withdrawal must provide evidence clearance from their health care professional prior to subsequent term registration. Please see Registration Experience section of this Schedule of Classes for procedures.