

## **Program Amendments Procedure**

### **PROCEDURES**

#### **Course Withdrawal**

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.
2. The Program Coordinator must complete the Record Amendment form to remove this (these) course(s) from the student's record.

#### **Course Addition**

1. A student may add a course to his/her program of study by obtaining the Program Coordinator's permission within the timeframes stipulated in the Academic Calendar.
2. The Program Coordinator will complete the Record Amendment form to register the student.

**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.**