



**DONNELLY  
COLLEGE**  
EST. 1949

## Course Schedule Change

Reviewed/Updated Date: January 2024

Approved: February 2024

Responsible Official: Registrar

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### Original Policy Statement

Students may change their schedules during the first week of classes only. Any changes after that time require the written approval of the Dean of the College. A course that is dropped by the deadline identified above will not appear on the student's official record. After the first week of classes, a student may withdraw from a course. Withdrawing from a course results in a "W" on the student's official record. Please refer to Donnelly College's Withdrawal Policy for more information.

The College may remove a course from the schedule before the start of a term due to low enrollment or for other reasons. Students will not be obligated for tuition and fees of courses that have been removed. The College will notify students when a decision has been made to remove a class; however, students are encouraged to confirm their class schedules using EMPOWER Self-Service prior to the term start date.

### Proposed Policy Statement

Students may change their schedules during the first two weeks of classes only. Any changes after that time require the written approval of the Dean of the College. A course that is dropped by the deadline identified above will not appear on the student's official record. After the second week of classes, a student may withdraw from a course. Withdrawing from a course results in a "W" on the student's official record. Please refer to Donnelly College's Withdrawal Policy for more information.

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