



## **Academic Schedule Adjustment**

### **1. PURPOSE**

This policy establishes the expectations for academic students at Northern Pennsylvania Regional College (“NPRC” or the “College”) to be able to add and/or drop courses within the defined academic schedule adjustment period without incurring financial penalties or impacting their academic transcripts.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all academic students enrolled in credit-bearing courses.

### **3. REFERENCES**

3.1 CLDR-1110: Policy Review Schedule

3.2 NPRC-9415: Withdrawal

3.3 NPRC-8015: Assessment, Payment, and Refund of Tuition and Fees

### **4. DEFINITIONS**

4.1 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.

4.2 Schedule Adjustment is the timeframe for each academic term (fall, spring, summer) denoted on the academic calendar during which a currently registered student may change their course(s) of enrollment for the current term by adding or dropping course(s).

4.3 An Academic Term includes the period commencing with the first day of class and concluding with the last day of the final exam period as communicated by the academic calendar.

4.4 Withdrawal is the process by which a student voluntarily requests and is granted removal in one or more, but not all, credit-bearing courses of enrollment during a given academic term by the established date listed in the academic calendar and whereby a grade of W is assigned as the course grade(s).

4.5 Academic Calendar defines the landmark dates that drive the day-to-day business of the College and establishes significant enrollment and academic progress reporting dates.

## **5. POLICY**

5.1 For fall and spring academic terms:

- 5.1.1 Schedule adjustment is open for the first week of classes starting on a Wednesday through end of business at 5pm on the subsequent Wednesday as published on the academic calendar.

5.2 For the summer academic term:

- 5.2.1 Schedule adjustment for courses scheduled for four-week parts of term closes at noon on the first Tuesday of each part of term as published on the academic calendar.
- 5.2.2 Schedule adjustment for courses scheduled for the full academic term closes at noon on the first Wednesday as published on the academic calendar.

5.3 Schedule adjustment deadline occurs no sooner than the completion 6.25% and no later than before 12.5% of the scheduled instructional minutes have elapsed for an academic term or part-of-term within an academic term.

5.4 No grade is assigned for course(s) which are dropped during schedule adjustment.

5.5 Student accounts and, when applicable, financial aid awards are adjusted to reflect the total credit hours of enrollment at the conclusion of schedule adjustment. Student account adjustments by the Office of Business Operations and financial aid award adjustments by the Office of Financial Aid may result in a balance or refund. Students are responsible for all financial obligations resulting from schedule adjustment.

5.6 Once schedule adjustment closes, a student's schedule is final.

## **6. RESPONSIBILITIES AND TIMELINES**

6.1 Students are responsible for contacting their Student Engagement Specialist to discuss the impact of schedule adjustment on their intended degree attainment timeline.

6.2 Students are responsible for contacting the Office of Business Operations, and as applicable, the Office of Financial Aid, to discuss any financial consequences which may result from schedule adjustment.

6.3 The Office of Business Operations is responsible for determining the balance or refund due to the student following schedule adjustment.

6.4 Students are responsible for all financial obligations resulting from schedule adjustment.

6.5 The Registrar or designee is responsible for ensuring all schedule adjustments for a student's term enrollment are appropriately processed.

6.6 The Vice President of Academic and Student Affairs is responsible to the administration of this policy.

## 7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

## 8. SIGNATURES

*Signature on file*

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Chairperson, Board of Trustees      Date

*Signature on file*

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President      Date

Revision Notes: Policy in Origination, Policy in Revision, Final Approved Policy