

Academic Schedule Changes

1. **Drop/Add** A student who has a justifiable reason for making a schedule change may do so during the official change in registration period by (1) reporting to the Office of Student Services for course changes, and (2) reporting to the Business Office to pay additional fees, or request a refund (if applicable).
2. **Audit** Students may apply to audit one or more courses without credit. The same registration procedure is followed as for courses bearing credit and the same fee is charged as for courses bearing credit. Students registered for credit may change to audit at any time through the first three weeks of the semester. No change from credit to audit will be permitted after this date. Changes must be made with the instructor and the Dean of Instruction. Students who choose to change from credit to audit are expected to attend classes in the same manner as students who are taking the class for credit, and audit students must perform normal class activities. The only exception to this is that the audit student is not required to take the final examination. If the audit student does not perform class activities assigned to him by the instructor, the instructor may change the grade from Audit to F on the final grade report. A student may audit an ADN course only after successfully completing that course.