

What is the policy for dropping and adding courses?

Drop/Add Policy

Dropping Live Classes

For all live classes, both live-streamed and in-person, a student may drop the course at any time prior to forty-five days from the first scheduled class date without any mark on his transcript or change to his GPA. However, all dropped classes will be permanently recorded in the student's file. Choosing to drop a course, whether it is a core class or elective class voids all completed attendance and coursework. No credit will be given for the course. If a student withdraws after or following the forty-fifth day of the course, a "drop fail" (DF) will appear permanently on his transcript and the "DF" will be permanently recorded in the student's file. When retaking a course which has received a "drop fail", the highest possible grade the student can attain is 75% (C). This means that the student must earn a grade of 75% or above to pass the course, but any grade above 75 will be recorded on the student transcript as a 75 (C).

Students dropping following the sixtieth day of the course for reasons categorized as reasonable or extenuating circumstances, may receive an Incomplete (I) on their transcript. The incomplete (I) will not affect the student's GPA. The student may return to complete all coursework and can attain a possible grade of 100%. Once all course work is completed, the incomplete (I) will be removed from the student transcript and replaced by the earned letter grade. The Incomplete (I) will be removed from the transcript once the course work is completed, however, it will be recorded in the student file. The Academic Dean will determine whether the student's situation is considered reasonable or extenuating.

Dropping CBTS Pathway Classes

For CBTS Pathway courses, a student may drop the course at any time prior to forty-five days from the day of registration without any mark on his transcript or change to his GPA. However, all dropped classes will be permanently recorded in the student's file. Choosing to drop a course, whether it is a core class or elective class voids all completed attendance and coursework. No credit will be given for the course. If a student withdraws after or following the forty-fifth day of the course, a "drop fail" (DF) will appear permanently on his transcript and the "DF" will be permanently recorded in the student's file. When retaking a course which has received a "drop fail", the highest possible grade the student can attain is 75% (C). This means that the student must earn a grade of 75% or above to pass the course, but any grade above 75 will be recorded on the student transcript as a 75 (C).

Adding a Course

Students may enroll in a live course up to 10 days after the first-class period, only with the written approval of the Academic Dean, who will take into consideration the amount of space remaining in that course. Because the student would have already missed several class periods and would be starting late on their reading, this is not encouraged.

Tuition Refund for Dropping Courses

Students dropping a live class prior to the forty-fifth day of the course will receive a 50% tuition refund. Students dropping a CBTS Pathway class prior to forty-five days from the date of registration will receive a 50% tuition refund. This does not include any fees paid to the institution, such as semester or application fees. Any student choosing to drop after the forty-fifth day will not be refunded any amount of tuition.

50% tuition refund prior to day 45 of any course

0% tuition refund after day 45 of any course

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