

Document Information	
Related to Policy No:	E-1.14
Approved by:	Registrar
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OFFICE OF THE REGISTRAR DEADLINES - CHANGE OF ENROLMENT STATUS -

Any deviation from these deadlines must be in consultation with and approved by the Registrar.

Add/Drop Period: The period starting on the first day of classes and ending on the last day to register within which students may continue to Add, Drop, or change their status from Audit to Credit in classes without academic penalty as outlined in the schedule below.

Length of Course	Add/Drop Period
1 to 4 weeks	By 4:00 pm three (3) business days from the start of class
5 to 11 weeks	By 4:00 pm on the Friday of the first (1 st) week of class
12 or more weeks	By 4:00 pm on the Friday of the second (2 nd) week of class

Withdrawal Period: A timeframe starting from the first day of classes and ending on the last day students may withdraw from a course or program without academic penalty as outlined in the schedule below:

Length of Course	Withdrawal Period – without Academic Penalty.
1 to 4 weeks	By 4:00 pm seven (7) business days from the start of class
5 to 11 weeks	By 4:00 pm on the Friday of the third (3 rd) week of class
12 to 17 weeks	By 4:00 pm on the Friday of the ninth (9 th) week of class
18 to 24 weeks	By 4:00 pm on the Friday of the twelfth (12 th) week of class
24 or more weeks	By 4:00 pm on the Friday of the fifteenth (15 th) week of class