CHANGES IN SCHEDULE

Each semester, during a scheduled pre-registration period, a student prepares a complete schedule of his studies for the upcoming semester and has it approved by his advisor using the online advising and registration system, Student Planning. Registration is officially documented on the basis of class attendance during the designated census dates each semester or by reporting to the Registrar's Office on those days.

Deadlines for requesting schedule changes or exercising special grading options are listed on the College's Academic Calendar, in the Yearly Calendars (http://bulletin.wabash.edu/academic-policies/final-examination-schedule/) section of this Bulletin.

Adding Courses

The first week of classes is designated as the "add period" each Fall or Spring semester. The Registrar's Office may also provide access to Student Planning for students and advisors to make schedule changes for a limited time prior to the start of each semester. The final date to add full-semester courses or half-semester courses is identified on the College's Academic Calendar. Summer courses have a shorter "add period," and the last day to add a course for a summer term will also be listed on the College's Academic Calendar. A course instructor or may stipulate a shorter add period for a particular course.

A course must be approved by the student's academic advisor in Student Planning before the student will be able to register for the course.

Course Waitlists

As many as 10 students may place themselves on the waitlist for a class once it has closed. Students will be individually notified, via email, by the Registrar's Office if the waitlist has been opened to them. Once contacted, students must add the course within a designated time frame (usually 48 hours) to be enrolled in waitlisted classes. Enrollment from the waitlist into an open seat in a class is not automatic; the student, working with his advisor, is responsible for executing all schedule changes in Student Planning related to enrollment from the waitlist, including registration for the waitlisted course and dropping other courses from his schedule as needed. After the pre-registration period has ended, courses can only be added during the add period and with approval from the student's advisor. Waitlists will not be opened past the posted last day to add a course. The course instructor has discretion to establish whether or not a waitlist will be maintained for a course.

Dropping or Withdrawing from Courses

Any Wabash student receiving financial aid who is unsure of the impact of dropping or withdrawing from courses on his financial aid status or eligibility should consult with the Office of Financial Aid ***prior to*** changing his schedule.

Course drops and course withdrawals (either with or without record) are processed online by the student's advisor. The transcript entry of "W" holds no value in computing the student's GPA.

Dropping a course (without record on transcript)

During the first two weeks of a first or second half-semester course, or the first four weeks of a full semester course, a student may drop a course without record on the transcript. After these dates, a student may withdraw from the course, with the withdrawal recorded on the transcript.

Summer courses offered at Wabash have a shorter time period in which they can be dropped without transcript record. The last day to drop a summer course will be one week after the start date of that course. After this date, a student may withdraw from the course, with the withdrawal recorded on the transcript.

Withdrawal from a full semester course (i.e. Dropping a full semester course with record)

A student may withdraw from a full semester course by the Friday of the 12th week of the semester with a grade of "W" recorded for the course on the permanent academic record. Withdrawals from a full semester course after this date are not permitted, unless the student petitions the Curriculum Appeals Committee for a late withdrawal and the committee approves the petition. Withdrawal from a course after the course has ended is not permitted.

Withdrawal from a half-semester course (i.e. Dropping a half-semester course with record)

A student may withdraw from a first or second half-semester course by the Friday of the fifth week of the course with a grade of "W" recorded for the course on the permanent academic record. A student may not withdraw from a first or second half-semester course after the last class day of the fifth week of the course, unless the student petitions the Curriculum Appeals Committee for a late withdrawal and the committee approves the petition. Withdrawal from a course after the course has ended is not permitted.

Withdrawal from a summer course (i.e. Dropping a summer course with record)

A student may withdraw from a summer course until the date which is two weeks prior to the end of that course, with a grade of "W" recorded for the course on the permanent academic record. A student may not withdraw from a summer course after the date which is two weeks prior to the end of that course, unless the student petitions the Curriculum Appeals Committee for a late withdrawal and the committee approves the petition. Withdrawal from a course after the course has ended is not permitted.

Petitions

A student with extenuating circumstances may petition the Curriculum Appeals Committee to withdraw from a course after the final withdrawal date. The student must obtain the endorsement of his academic advisor and the instructor of the course. The Curriculum Appeals Committee will not review petitions to withdraw from a course, or to a remove a transcript record of withdrawal from a course, once the course has ended.

Withdrawal from the College

A student who seeks to completely withdraw from the College prior to the end of a semester begins the withdrawal process in the Dean of Students Office. The official withdrawal date is the date the student begins the withdrawal process (i.e. picks up a Student Withdrawal Form). A student must complete and return the Student Withdrawal Form to the Dean of Students Office in order to officially withdraw from the College. At that point, the "date of implementation" is established, and fees for tuition and/or housing are discontinued.

If a student cannot complete the official withdrawal process for reasons outside of his control (accident, hospitalization, etc.), the Dean of Students may use the date related to that event or the last documented date of academic activity as the official withdrawal date.

Wabash College does not have a “leave of absence” policy. A student is either enrolled or not. A return to the College after a withdrawal is negotiated via the Dean of Students Office.