



For regular semester length courses:

- x Where seats are available, students may **add** courses or **change** courses or sections until the end of the first week of classes (Sunday). Students may **add** courses or **change** courses or sections during the **second** week of classes with permission from the instructor, in accordance with departmental guidelines.
  
- x Students may **withdraw** from courses until the end of the second



Unless otherwise instructed, students are expected to attend all classes of courses in which they are enrolled and excessive absence (as defined in an instructor's course outline and departmental policy) may be considered sufficient cause for dismissal from a course, resulting in a grade of W, UN or F as appropriate (see [Grading Systems](#) policy). Regular fees will be assessed and payable in accordance with the college fee payment and refund policy.

## E. PROCEDURES

### [Standard Operating Procedures](#)

- x [Course and Status Changes Policy – Reassigning Seats of Students Who Do Not Attend Class](#)

## F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- x Curriculum Development and Approval

## G. RELATED ACTS AND REGULATIONS

- x To be Determined.

## H. RELATED COLLECTIVE AGREEMENT CLAUSES

- x To be Announced.