

COURSES – ADDING, DROPPING, WITHDRAWING, REPEATING, AUDITING

Timetables and deadlines given below pertain to fall and spring semesters. Students should consult the Registrar's web page (<http://www.rider.edu/academics/academic-support-resources/registrar/>) for summer session deadlines.

Adding Courses

Students may add courses through the first week of the regular semester at their own discretion provided the course is still open for registration.

Dropping Courses

Students may drop courses through the second week of the regular semester at their own discretion. In such cases, the courses are deleted from the student's record. After the second week of the semester, a withdrawal from the course is necessary and a 'W' is recorded on the transcript.

Course Withdrawals

Students may withdraw from courses and receive a grade of 'W' during the third through seventh weeks of the semester. In the semester's eighth through eleventh weeks, students may withdraw from courses with the written consent of the course instructor and receive a grade of 'W'. Differing subject matters, instructional methodologies and course objectives make it likely that instructors will have differing criteria for giving consent to withdrawal in this period.

After the end of the eleventh week of the semester, students may withdraw from courses and receive a grade of 'W' only for validated reasons of physical or psychological incapacity. Validated reasons of physical or psychological incapacity serve as justification for a student to withdraw from courses with a grade of 'W' at any time beyond the add/drop period. Reasons must be validated by the Dean of Students and approved by the academic dean of the college in which the student is enrolled.

Students are required to notify Student Financial Services when withdrawing from courses as these circumstances may impact financial aid eligibility.

Student-athletes are required to notify the Associate Director of Athletics for Compliance and Academic Support or the Director of Athletics prior to withdrawing from courses.

Students receiving veterans benefits must report such changes to the Registrar's Office immediately.

Course withdrawal forms are available on the Registrar's Office (<https://www.rider.edu/academics/academic-support/registrar/>) website.

Withdrawal policies during special sessions (summer session, J-term) observe time limits proportional to the time limits of a regular semester.

Repeating Courses

Students may request permission from the academic dean to repeat a course to earn a better grade provided that the course is one that cannot be repeated for additional credit (e.g., applied music lessons, acting

courses, coaching, ensembles and productions, stagecraft, studio dance, and other related classes). The grade first earned will remain on the transcript but only the latest grade will be used in computing grade point average and determining whether or not degree requirements have been met.

Students who fail a required course must repeat the course until a passing grade is received. Students do not have to repeat a failed elective, but must pass another acceptable elective of comparable credit in order to meet graduation requirements.

Students receiving financial aid should consult with Student Financial Services before repeating a course already passed to determine the possible impact upon the student's continuing eligibility for financial aid.

Auditing Courses

Students who want to attend classes without taking examinations or receiving grades may audit courses subject to space availability and the permission of the instructor. No credit is earned for audited courses. Transcripts will record an audit with the notation of 'AU.'

Performance based courses cannot be audited (e.g., applied music lessons, acting courses, coaching, ensembles and productions, stagecraft, studio dance, and other related classes). For a complete list of performance-based classes, please see the WCA Assistant Registrar.

The extent to which an auditor may take part in a course's activities is determined by the student and the instructor. In addition to the audit fee, students auditing a course carrying separate fees must pay all such required fees.

Students should apply and register through their dean's office and the Registrar. Westminster Choir College students who wish to audit courses should apply and register in the office of the Registrar during the first week of class.

Students who register on an audit basis may not change from audit to credit during a semester, except during the add period. Students originally registered for credit may change to audit status during the add/drop period. Students should refer to the academic calendar (<http://www.rider.edu/academics/academic-support-services/registrar/academic-calendars/>) of each term (Spring, Summer, Fall, or JTerm) for specific add and drop / add dates. Students who have audited a course may take that same course for credit in a later semester at full tuition.