

COURSE CHANGES, REPEATS, AND PROGRAM DEPARTURES

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COURSE CHANGES, REPEATS, AND PROGRAM DEPARTURES SUMMARY

Summary below highlights the key features of Verto Education's Course Changes, Repeats, and Program Departures Policy. [Table of Contents](#) on pg. 3 and [full policy](#) begins on pg. 4.

Participants want to make course changes for a variety of reasons, but **when a participant makes the changes may impact how the changes are made.**

Participants have the opportunity to make changes to their schedules during Add/Drop week, typically during the first full week of classes, through their MyVerto portal.

Add/Drop requests are not guaranteed and depend on a number of site-specific factors and partner requirements. Each program location may establish its own procedure for conducting add/drop. Please refer to local staff for details.

Any course changes **made after Add/Drop but before the Course Withdrawal deadline** are considered **course withdrawals**. Participants will receive a "W" on their final transcript, but it will not impact their GPA. Participants may not withdraw below full-time student status. Please refer to the Academic Status policy for additional details.

Participants **cannot withdraw from a course after the withdrawal deadline** and will receive a grade based on the work completed as outlined by the syllabus.

Participants **may request to repeat a course** previously taken through a Verto experience, but these are **reviewed and approved by the University of New Haven on a case-by-case basis.**

Participants who leave the program **before the end of day of the last day of Add/Drop** are categorized as program cancellations. They will not have their final transcript prepared or edited by the University of New Haven. Participants who withdraw **after the end of day of the last day of add/drop** (including over the weekend) are categorized as program withdrawals. They will be withdrawn from all of their courses through the University of New Haven and receive "W" grades for all their courses on their final transcript.

Verto maintains the right to withdraw/dismiss participants from the program for involuntary protective reasons or due to gross violations of the code of responsibility. All participants are subject to the Program Participation Agreement and Verto Payment and Cancellation policies.

Table of Contents

COURSE CHANGES, REPEATS, AND PROGRAM DEPARTURES SUMMARY.....	1
Table of Contents.....	2
COURSE CHANGES, REPEATS, AND PROGRAM DEPARTURES.....	3
Overview.....	3
Add/Drop Period - First Week of Classes.....	3
Course Withdrawals after Add/Drop.....	3
After Add/Drop.....	4
After the Course Withdrawal Deadline.....	4
Course Repeats.....	4
Program Departures.....	5
Program Cancellations.....	5
Program Withdrawal.....	5
Involuntary Protective Withdrawals.....	6
Program Dismissal.....	6

COURSE CHANGES, REPEATS, AND PROGRAM DEPARTURES

Overview

Participants may find that they need to change their course or end their participation in a Verto experience during the course of the semester. Changes are impacted by specific date cutoffs, and participants must be aware of the procedure and implications of such changes.

Degree-seeking and non-degree seeking participants are subject to the same procedures for course changes, repeats, and program departures.

Add/Drop Period - First Week of Classes

Participants may request to add and/or drop a course within the first week of classes with no academic penalty. Any course changes finalized during the Add/Drop period will not appear on the final transcript.

Add/drop requests must be made directly by participants online in [MyVerto](#) during the first week of classes only. Please see the local academic calendar for specific dates. All requests are reviewed by onsite academic staff, and may or may not be approved based on factors including, but not limited to:

- course availability;
- classroom capacity;
- scheduling conflict;
- student academic eligibility;
- course pre- and/or corequisites;
- semester or academic-year enrollment;
- course transferability and/or channel Partner requirements;
- and/or impact on the overall course, student schedule or course load that may impact academic success.

Participants remain enrolled in a minimum 12-credit course load to be a full-time student. Some Channel Partners may require 15 credits for program participants. Please see Enrollment and Academic Standing for additional details.

Course Withdrawals after Add/Drop

Course withdrawals refer to a participant unenrolling from a course after the official Add/Drop period and before the course withdrawal deadline. Participants may choose to withdraw from a

course for a number of reasons, most often to manage their course load or in response to academic grades. Course withdrawals should be considered thoroughly, and onsite academic staff are available to provide advice and support before participants make their decisions.

Prior to add/drop, there are no course withdrawals. Participants should refer to course registration resources to better understand when and how they can make adjustments to their courses and schedules during the registration and/or the add/drop period.

After Add/Drop

Course withdrawals refer to a participant leaving a course after the official Add/Drop period and before the course withdrawal deadline. Add/Drop is held during the first week of classes and the course withdrawal deadline is typically shortly after midterms. Participants should confirm these dates in their local academic calendar which are finalized and posted in the study center.

Participants are encouraged to confer with faculty and onsite academic staff before deciding to withdraw from a course. It is important that participants are aware that withdrawing from a course after Add/Drop and prior to the Course Withdrawal deadline will result in a “W” on their transcript. A ‘W’ on the transcript will have no impact on GPA, but participants must maintain their full-time participant status (enrolled in at least 12 credit hours) for the semester duration. Course withdrawals must be participant-initiated, except in cases where the participant has violated academic policies. Course withdrawals are subject to review and approval and are not guaranteed.

After the Course Withdrawal Deadline

Participants are not permitted to withdraw from individual courses after the published course withdrawal deadline established by the University of New Haven.¹ Participants will remain enrolled in a course and receive a final grade based on the work the participant has completed in accordance with policies outlined in the course syllabus.

Course Repeats

Returning participants who have previously completed one or more semester(s) on a Verto Education program experience may request to re-enroll in courses from which they previously withdrew in future semesters and/or they may also repeat courses. These requests are subject to review and approval from the University of New Haven and are considered on a case-by-case basis. Requests to retake a course are reviewed to determine if it is in the best academic interest of the student and consistent with department policies. Considerations including, but not limited to the following apply:

¹ Some exceptions apply if a participant is in violation of academic policies or other extenuating circumstances evaluated by Verto Education staff in collaboration with UNewHaven.

1. All earned grades remain on the official transcript.
2. Some courses or departments may have established limitations for course repeats or disallow specific courses from being retaken.
3. If a repeat request is granted, the new course grade will only supersede the original grade in the computational GPA if it is higher than the first attempt.
4. Grades for courses repeated at other institutions will not replace the earned grade from UNewHaven and will not be factored into the GPA.
5. UNewHaven will not transcript any course or credits for repeated coursework at another university unless the participant intends to continue with UNewHaven after completing their Verto experience. Any credit transferred back to UNewHaven is subject to the University's Transfer Credit Policy.
6. It is the participant's responsibility to consult with appropriate stakeholders for planned application of transfer credits to another institution and to determine how repetition of coursework may impact financial aid eligibility for post-Verto planning.

For additional details, please refer to the [University of New Haven catalog](#).

Program Departures

Verto wants all participants to complete their experience, but occasionally participants must depart the experience before their Verto experience is complete. Depending on how and when a participant leaves determines how Verto and UNewHaven update the participant's transcript and may have financial implications for the exiting participant.

Program Cancellations

Any participant leaving a program BEFORE the end of Add/Drop is considered a cancellation. Participants must meet with onsite support staff to discuss implications of their decisions before authorizing their departure. If approved, the participant must complete the [Cancellation Form](#).

Participants who cancel their program are subject to [Verto Payment and Cancellation Policies](#) and relevant terms of the Program Participation Agreement. If participants are under the age of 18, the Dean of Students will also contact the participants' parents. Participants will be instructed by onsite staff for check-out protocol and timelines required to vacate premises managed under a Verto Education experience.

Program Withdrawal

Any participant leaving a program AFTER the add/drop period is considered a withdrawal. Participants must meet with onsite support staff to discuss implications of their decisions

before authorizing their departure. If approved, the participant must complete the [Withdrawal Request Form](#).

Participants who withdraw from their program are subject to [Verto Payment and Cancellation Policies](#) and relevant terms of the Program Participation Agreement. If participants withdraw before the course withdrawal deadline, they will also be withdrawn from all of their courses, with a “W” reflected on the final academic transcript. If they withdraw after the course withdrawal deadline, participants will remain enrolled in their courses and receive final grades based on the work the participant has completed up until that point, in accordance with policies outlined in the course syllabus.

If participants are under the age of 18, the Dean of Students will also contact the participants' parents. Participants will be instructed by onsite staff for check-out protocol and timelines required to vacate premises managed under a Verto Education experience.

Involuntary Protective Withdrawals

In most cases, program withdrawals are participant-initiated, but Verto Education maintains the authority to initiate involuntary withdrawals to protect participants and the community. More details on involuntary protective withdrawals may be found [here](#).

Program Dismissal

Program dismissals are only initiated by approved Verto Education staff following gross violations of the Verto [Code of Responsibility](#). Examples of gross violations include harm to another participant or staff member and destruction of property.

Participants who are dismissed from the program are automatically withdrawn from Verto's academic partner in accordance with the course withdrawal policy.