

# COURSE CHANGES

*Updated August 3, 2023*

## Add/Drop Policy

Participants enrolled with an Academic Provider may 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 may be made directly by participants online in the [student portal](#) during the first week of classes only (Mon-Fri). All requests will be reviewed by Academic Staff onsite and may be approved or denied based on a variety of factors, including, but not limited to, course capacity, classroom capacity, scheduling conflicts, student eligibility, course pre- and/or corequisites, Channel Partner requirements, and/or impact to the overall course, student schedule or course load.

Participants must register for a minimum 12-credit course load to be a full-time student. Participants should maintain this credit minimum to avoid impacts to institutional aid, subject to the participant's existing aid package, including the Opportunity Grant.

- To remain enrolled with the Academic Provider, participants must maintain a minimum 12-credit course load for the duration of the semester, unless they have received written permission from the Academic Provider and are in good standing.
- Generally speaking, participants are encouraged to maintain a 15-17 credit course load in order to stay on track for a four-year graduation.
- It is not advised to take more than 17 credits per semester in order to have a manageable workload. If a participant enrolls in more than 17 credits, they will need to receive specific approval from the University of New Haven. Please reach out to [registrar@verttoeducation.org](mailto:registrar@verttoeducation.org) to request a credit approval for 18 or more credits.

Additionally, if an individual is entering a Study Abroad Experience with advance placement, dual enrollment, prior college learning, or other college-equivalent credit, they should seek advice from their Academic Success Coordinator before reducing their course load.

## Course Withdrawal Process

If an individual would like to withdraw from a course, they are advised to do so by the Withdrawal Date, as outlined in the Verto Academic Calendar for each semester.

Individuals will receive a grade of "W", which does not impact GPA, but will remain on an official transcript.

Participants should discuss withdrawing from their classes first with professors and Academic Success Coordinators. To initiate a request to withdraw from a course, participants will need to contact their Academic Success Coordinator to request and document course withdrawals. All participants must complete, and sign, a course withdrawal form in order to have the withdrawal processed. Once the withdrawal has been completed, the course will be removed from your Canvas account.