

COURSE CHANGES AND WITHDRAWAL

Students are permitted to change courses and/or sections of a course during the add/drop period in each term. This is referred to as the official Course Change period. Course and section changes are made by the student, using Minerva to access their record directly. Contact Music Student Affairs Office if you are unable to change a course or section. For more information, see the Course Change Period page.

Late course change requests, including section changes, if approved, will be charged the applicable Late Course Change Fee. No charge will be made for late changes imposed by the Faculty. If students' registrations must be corrected after the Course Change period to bring their records into conformity with the courses they are actually taking, the students will be charged the late fee. For complete information on administrative fee charges and fines, please consult the Student Accounts website.

Small ensembles such as chamber music (MUEN 560 Chamber Music Ensemble.), jazz combo (MUEN 570 Jazz Combo.) and early music (MUEN 580 Early Music Ensemble.) have multiple sections based on group assignments at the beginning of each semester. It is students' responsibility to ensure they are registered in the correct ensemble section before the add/drop deadline. Failure to enroll in the accurate ensemble section will lead to a failing grade of J due to registration error.

Course Withdrawal

Students are not permitted to withdraw from practical instruction, practical exams (courses with MUIN prefixes) and/or ensembles (courses with MUEN prefixes) without instructor or departmental approval. For most other courses, students may withdraw from one or more courses on Minerva before the course withdrawal deadlines. In such cases, the student's mark in the course will be W. This grade does not affect the student's cumulative grade point average (CGPA). For more information, consult Important Dates.

Depending on when the student withdrew from a course online, the student may be eligible for a refund. For information on the **Refund Policy**, consult Course Withdrawal.

Late Course Withdrawal

Students are expected to abide by the University's course withdrawal deadlines. It is only under extenuating circumstances students may appeal for a course withdrawal after the course withdrawal without refund deadline. Late course withdrawal requests must be submitted before the end of the semester for which the course is taken.