

# Add/Drop Policy

## Add/Drop Policy

A Pierce Mortuary College offers students the opportunity to add and/or drop a course(s) up until ten (10) days from the start date of the quarter. Students can add/drop for only courses within the same quarter

Students who add/drop a course(s), tuition will be billed or refunded in accordance with the tuition and refund policy

**Note:** Dropping a course(s) may impact your financial aid

**Note:** Should a distant learner exercise the “add” a course policy, some courses do not have the availability of an eBook, therefore the hardback book will be sent and the student will be delayed in receiving the book

## Add/Drop Dates

Quarter	Start Date	End Date	End Date of Add/Drop
Winter 2019	1/8/2019	3/22/2019	1/18/2019
Spring 2019	4/9/2019	6/21/2019	4/19/2019
Summer 2019	7/9/2019	9/20/2019	7/19/2019
Fall 2019	10/8/2019	12/20/2019	10/18/2019
Winter 2020	1/7/2020	3/23/2020	1/17/2020
Spring 2020	4/7/2020	6/22/2020	4/17/2020
Summer 2020	7/7/2020	9/21/2020	7/17/2020
Fall 2020	10/6/2020	12/21/2020	10/16/2020

Effective as of January 1<sup>st</sup>, 2019

# Add/Drop Policy

## Student Examples

### *Example 1*

Student A is taking 20 quarter credit hours in their first quarter of the Associate of Applied Science – On-Campus. In their first week of courses, Student A wants to drop their History Course (5 credits) and their English Course (5 credits). Student A doesn't wish to add any courses to their schedule

### *What happens with the tuition costs?*

At the start of the quarter the student is billed based on the tuition policy. The student is taking more than 12 quarter credit hours; therefore the tuition cost is \$3,900.00. With the courses being dropped, the student is now taking 10 quarter credit hours. Because the drops were within the add/drop period, the student's tuition will be adjusted to \$2,600.00 (10 credits \* \$260.00 per credit) from \$3,900.00

### *Example 2*

Student B is taking 19 quarter credits in their fourth quarter of the Associate of Applied Science – On-Campus. In their first week of courses, Student B drops three courses worth 15 quarter credits and adds one course worth 4 quarter credits.

### *What happens with the tuition costs?*

With the change of courses, the student is now taking 8 quarter credit hours at \$260.00 per quarter credit from the full-time (12 or more quarter credits) tuition rate of \$3,900.00

### *Example 3*

Student C is taking 16 quarter credit hours at the beginning of their quarter and wishes to drop one course worth 5 credits and add one course worth 3 credits within the add/drop period of their Funeral Director Program

### *What happens with the tuition costs?*

With the change of courses, the student is still taking more than 12 quarter credit hours. The initial tuition charge of \$3,900.00 will not change