

GENERAL POLICIES AND PROCEDURES

- A. No late fees will be assessed for module registration except where registration is permitted after the specific module has begun.
- B. Modules, first or second session courses, and short courses (those utilizing the flexible scheduling option) will be listed separately at the beginning of a department's courses on the Summer's Class Schedule website: <http://www3.mnsu.edu/courses/>.
- C. Deadlines for schedule adjustment will be as follows:
 1. **Adds**-Students may add short courses (any that are not full-term) through the first two days of the course.
 2. **Change of grading method**-Students may change the grading method of a short course through the first five days of the course if it is more than five days long, or through half the course's length, if it is five or fewer days long.
 3. **Full-Term Drops**-Students must drop full-term courses within the first five days of the term to receive a full refund and to have the drop not affect their completion rate. Full-Term courses can be dropped until 20 days from the last day of the term. For courses dropped after the first five days of the term, the course will be graded as "W" on the student's transcript. (See "G" below, for Full-Term official withdrawing.)
 4. **Drops for less than Full-Term courses**-Students may drop first or second summer session courses through the Friday of the third calendar week of the first or second summer session. Drops of other short courses will be allowed through the first class day if the course is five or fewer days long, and through the first five days if the course is more than five days long.
- D. Refunds for workshops and modules will be granted only if the course is dropped by the first class day. No refund is granted after the first day.
- E. Please note that there is only one term for grading purposes.
- F. A roster is available under Class Management on the following website: <https://www.mnsu.edu/eservices/>.
- G. Students should contact the Office of Student Financial Services to initiate withdrawals. A withdrawal is defined as terminating enrollment in all courses. Simply informing instructors of intent to withdraw or dropping all courses online is not correct procedure. Full-Term official withdrawals can be done until 10 days from the last day of the term. Courses that are withdrawn are graded as "W" on the student's transcript.
- H. If a department chooses to schedule a regular class in the evening for a five week period, those classes should begin on Monday, May 19, or Monday, June 23. The department has the freedom to vary its schedule by days or hours each evening but must schedule the minimum number of contact hours per semester hour of credit available.
- I. Departments may wish to explore the offering of concentrated courses over session weekends—Friday evening, all day Saturday, and ending late Sunday afternoon.