

Dropping and Adding Online Classes

Policy Information

Issuing Office

Registrar's Office

Affected Parties

Students

Policy Language

Liberty University Online students may register for courses online through ASIST. Students may drop a course at any time prior to the sub-term begin date for a full refund. After this time period, no class may be added or dropped without a grade. The course must be dropped prior to the start date of the course. This is also possible during the first week of class until students have attended.

Policy Rationale

To ensure that students clearly understand the options for, and ramifications of, adding and dropping courses.

Definition of Glossary Terms

None specified

Procedural Information

Procedures

Students may drop the course by selecting ?drop via web? on their current schedule through the add/drop page under registration on the ?Student? tab on ASIST (up until two weeks before the start of the course), or by contacting Liberty University Online Advising by phone or email any time before the first day. The course must be dropped prior to the start date of the course. This is also possible during the first week of class until students have attended. In an effort to comply with U.S. Department of Education policies, attendance is defined as any submission to Blackboard? within the enrollment dates of the course, any required submissions outside of Blackboard within the enrollment dates of the course, or initiating any communication with your professor regarding an academic assignment.

For information regarding withdrawing from courses, please see the policy, ?[Withdrawing from Courses for Online Students](#),? in the policy directory.

Sanctions

None specified

Exceptions

None