



PAYNE THEOLOGICAL SEMINARY

Payne Theological Seminary **DROP/ADD POLICY**

- Classes may be dropped and credit issued to the student's account during the first two weeks of the SESSION only.
- SESSIONS include: R = Residential; O = Online Session 1; O2= Online Session 2; I = Intensive Class
- The student account is charged or credited as follows for R, O, and O2 class:
 - 100% credit for classes dropped during the first week of the SESSION
 - 50% credit for classes dropped during the second week of the SESSION
 - No credit will be issued after the second week of the SESSION
- Intensive classes - (I) - may be dropped for 100% credit up to 14 days before the first day of class. No credit will be issued after this point.
- Classes **added** after the beginning of the semester will be charged at the full rate and are subject to late registration charges (see Tuition/Fee section on website). Students must pay in full for new classes before the student will be added to the class roster.
- During the first **TWO** weeks of the SESSION only, if students **Drop and Add** at the same time there is no additional charge. If classes do not have the same credit hours a charge or credit will be issued for the difference.
- All request forms must be filled out completely. Incomplete forms will not be processed.
- A class dropped within the designated period will create a DROPPED CLASS CREDIT on the student's account, which will roll forward to the next semester. Credit balances will be reconciled upon the student's graduation or formal withdrawal from Payne Theological Seminary. Scholarship credits will revert back to the donor.
- Changes to student registration must be reviewed and/or revised to ensure compliance with the Federal Financial Aid Direct Loan regulations.
- Credits for dropped classes are issued by the **Business Office** only.
- A copy of the Drop/Add form will be forwarded to the student's Advisor.