

# COURSE SWAP POLICY

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## Switching Courses

Prior to the start of the semester and during the first week students may swap courses via the web for 12-week, 8-week, and 3-week courses. Beginning the second week, students must complete the Course Registration Form in Registrar Forms (<https://www.hiram.edu/academics/courses-registration/registrar/registrar-forms/>), including student signature and instructor, if necessary.

Faculty instructors are not expected to adjust course expectations for students who add a course after the course has begun, nor, in all cases, admit them to the course. Tuition is charged on a class cohort of 12-18 credit hours per semester. Extra hour charges will be billed for hours less than 12 or more than 18.

**Any course receiving a "W" is counted in total billed hours. If a student adds additional hours because of withdrawing from a course, and the added hours place the student above the tuition allotted 18 hours, additional charges will be billed during the semester in which they are taken.**

**Please Note:** Dropping and withdrawing from courses at any point in the semester may affect tuition, financial aid, housing, and/or athletic eligibility. Students should consult with the appropriate College departments before making any course schedule changes. Students on academic probation are responsible for fulfilling the terms of probation as set forth by the Academic Review Board. If a student is unsure of the terms of probation, they should contact their advisor or the registrar's office before making any course schedule changes.