FORT HAYS STATE UNIVERSITY

POLICY TITLE: Virtual College Courses

POLICY PURPOSE: New add policy statement for students enrolling in or adding virtual college courses.

BACKGROUND:

APPLIES TO:

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: Add Policy Statement: Students may officially enroll in or add full-semester courses up to and including the 7th calendar day after classes begin. All open, full-semester classes (16 weeks) offered through the Virtual College will officially close 14 calendar days after the start of each semester. Courses offered through the Virtual College that meet for less than a full semester will follow the guidelines shown in the chart below.

Last day to enroll in a course offered through the Virtual College.

Course Length	Calendar Days After Classes Begin					
	1	4	5	7	10	14
1 day to 2 weeks	X					
3 to 4 weeks		X				
5 to 6 weeks			X			
7 to 8 weeks				X		
9 to 12 weeks					X	
13 to 16 weeks						X

*Students who are seeking an exception to the University add policy should

contact the Registrar's Office for academic appeal information.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

RELATED DOCUMENTS: **Policies:**

                              Forms:

                              Other:

KEYWORDS:

RESPONSIBLE OFFICE: Vice President for Student Affairs

RESPONSIBLE UNIVERSITY OFFICIAL: Vice President for Student Affairs

ORIGINATION DATE: 12/3/03

CHANGE HISTORY: Adopted by ELT 4/8/16

                              Adopted by President's Cabinet 12/3/2003