

## Course and Program Change Policies

This Course and Program Change Policies document explains how to add courses, request a course extension, and withdraw from a course or program. It also outlines the policy for administrative withdrawal. Each change policy also outlines the timelines and implications associated with taking these actions as a Foundry College student. We strongly suggest that all students discuss their plans with their coach prior to making any decisions.

*Foundry College reserves the right to regularly update this document. The date of the latest update is included in the footer. As a student, it is your responsibility to be aware of any updates.*

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### Course Addition Policy

Students may add any Professional Skills or Business Major course or courses to their schedule within the first two weeks of the trimester for the part-time schedule. Students who add course or courses are responsible for reviewing any missed classes and completing quizzes or assessments from the initial two weeks of the course(s) they added.

Students may not add a Credential course to their schedule once the trimester has begun.

Adding a course is contingent on there being space in the course. You will be notified within 48 hours of filing a Course Addition Form if there is no space available. The addition of a course or courses will require the payment of additional tuition\*. Please see our Tuition and Payment Policies for more information.

Adding a course does not result in the automatic withdrawal from another course. If you plan to withdraw from a course in addition to adding a course (i.e. switching or changing your course selection), you must file a separate Course Withdrawal Form. Please refer to the following Course Withdrawal Policy section for further information.

We strongly recommend that students discuss adding a course or changing their course selection with their coach prior to filing a Course Addition Form.

### Course Withdrawal Policy

Students who wish to withdraw from a course have two options:

1. If a student withdraws from a course within the first four weeks of the trimester of the part-time schedule, no record of the course will be included on the student's transcript.

2. If a student withdraws from a course from the beginning of the fifth week until the end of the fourteenth week of the trimester for the part-time schedule, a record of their withdrawal (W) from the course will be included on their transcript, per Foundry College's Grading Policy.

Students who withdraw from a course will no longer be eligible to attend classes for that course within that trimester.

The tuition\* refund amount, if applicable, will depend on the effective date of withdrawal. Please see the Tuition and Payment Policies document for more information about refunds and financial implications of withdrawal.

Withdrawing from all courses in a trimester will result in a student being placed on a leave of absence from the Foundry College program for the remainder of that trimester. Please refer to the below Program Withdrawal Policy for more information about leaves of absence and to complete a Program Withdrawal Form.

To request to be withdrawn from a course, please file a Course Withdrawal Form.

We strongly recommend that students discuss their plans to withdraw from a course with their coach as these decisions can have serious implications for your time to program completion.

## Administrative Withdrawal Policy

Foundry College retains the right to administratively withdraw a student at any point during a trimester for violations of the Academic Integrity Policy, Student Code of Conduct, lack of meaningful academic progress (where applicable), or other exceptional circumstances. A student may be administratively withdrawn from a specific course or from the full program.

## Course Extension Policy

A course extension may be requested from the beginning of week eight until the end of week fourteen on the part-time schedule. In order to be granted a course extension, a student must have completed at least 75% of all quizzes or assessments in the course on the date of application or receive permission from the Student Services Manager. **Extensions are not possible for Credential courses without the express permission of the Student Services Manager.** Once an extension has been granted, the student will no longer be eligible to attend classes for that course within that trimester. Requesting a course extension allows the student to complete any remaining quizzes and assessments by the end of the subsequent trimester. Students who choose this option will be granted access to the video recordings of the course, slides, outstanding quizzes or assessments, and the final mastery assessment.

If a student successfully passes or makes six (6) attempts on all the quizzes and receives a 100% on the Mastery Assessment OR passes all required assessments of a Credential course (where applicable), their (E) Extension will be turned into an (M) Mastered on their transcript. If a student has not passed or made 6 attempts on all end-of-class quizzes and/or does not take or does not pass the Mastery Assessment OR does not pass all required assessments of a Credential course, the (E) Extension will be turned into an (NM) Not Mastered on their transcript.

Extended Professional Skills or Business Major courses that are Not Mastered (NM) must be retaken in order to graduate. Extended Credential courses that are Not Mastered (NM) will either need to be retaken or a student will need to choose a different Credential course to take. For more information, please refer to Foundry College's Grading Policy.

We strongly recommend that students discuss their plans to request an extension with their coach as these decisions can have serious implications for your time to program completion.

To request a course extension, please file an Extension Form.

## Program Withdrawal Policy

Students may choose to take either a temporary leave of absence or permanently withdraw from Foundry College. Students have the following options when applying for a program withdrawal:

### 1. Temporary Withdrawal / Leave of Absence\*\*

- A student may choose to withdraw from all courses, which will trigger a leave of absence for the remainder of that trimester. If withdrawing from all courses, students should complete a Program Withdrawal Form. A Temporary Withdrawal Agreement will be provided to the student upon receipt of a Program Withdrawal Form.
- A student may apply for a leave of absence to take effect immediately (in the current trimester in which s/he is enrolled) or for the beginning of the next trimester.
- Prior to returning to the program, the student must set up an appointment with a coach to discuss his or her plans for the upcoming trimester. Students who fail to meet with a coach before the first day of classes will not be readmitted to the program without the permission of the Student Services Manager.

To request a leave of absence, please file a Program Withdrawal Form to start the leave of absence process. Please note that a student who files for a leave of absence must also complete a Temporary Withdrawal Agreement. A link to the Temporary Withdrawal Agreement is included as part of the Program Withdrawal Form process and must be completed before submission of the form.

### 2. Permanent Withdrawal

Students may also request to permanently withdraw from Foundry College. A student may apply for a permanent withdrawal to take effect immediately or at the outset of the next trimester. A student who permanently withdraws will need to re-apply to Foundry College if s/he wishes to take courses again at a future date. A student who is permanently withdrawn by Foundry College may be barred from re-applying.

To permanently withdraw, please file a Program Withdrawal Form to start the withdrawal process. Please note that a student who files to permanently withdraw must also complete a Permanent Withdrawal Agreement. A link to the Permanent Withdrawal Agreement is included as part of the Program Withdrawal Form process and must be completed before submission of the form.

The tuition\* refund amount, if applicable, will depend on the effective date of withdrawal. Please see the Tuition and Payment Policies document for more information about refunds and financial implications of withdrawal.

We strongly recommend that students discuss their plans to withdraw from Foundry College with their coach as these decisions can have a major impact on your time to program completion.

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*\* Tuition fees do not apply to students who are members of early cohorts for Foundry College's degree program, or members of select partner programs, per the terms of the Participation or Enrollment Agreements these students signed. For more information about payments, please see the Tuition and Payment Policies document.*

*\*\*Students who are members of the early cohorts of the degree program may only take a maximum of two trimesters as a leave of absence, and members of the certificate program may only take a maximum of one trimester as a leave of absence. These students should review their Participation or Enrollment Agreements for more information about the terms of their admittance.*