



## **Course Change Policy**

**-070118-**

Students are responsible for discussing and reviewing course choices with their parents, PEC (if currently enrolled), or an enrollment counselor prior to selecting enrollment into any course. Under terms of our accreditation, we are required to provide an accurate transcript for all courses a student has attempted, therefore it is critical that students understand that CMASAS is required to place their current course on their transcript and thus will count toward their tuition plan. The only exception to this policy is outlined below.

### **Course Changes**

A course change can be made with approval of a Lead Director of Education within the first 15 days of enrollment and completion of less than 25% of the course.

If approved, the following Course Change Fee will apply: \$250.00

In the case of a Platinum tuition enrollment option, a course change fee will apply for any courses which appear as an Incomplete or Withdrawal on the student transcript.