

Class Attendance

Attendance and engagement during classes are vital to student success. As such, CPS retains the following policies surrounding class attendance*:

- Full Semester Courses: CPS follows the University [Class Attendance Policy](#) for all full semester courses.
- Fast Forward Courses: Absences by students in Fast Forward classes are problematic due to the limited number of class sessions. If a student expects to miss more than one session, they should reconsider enrolling in the class.
- Weekend Courses: Students are required to attend all sessions of a course offered over a weekend.

Drop, Add, Withdrawal, and Refund Policies

- Full Semester Courses: CPS follows the University Policies and Deadlines found on the [academic calendar](#) for dropping/adding, withdrawal and refunds from full semester courses.
- Fast Forward Courses: Students may add or drop a Fast Forward course within the first week of the class meeting. Dropping a Fast Forward course before this deadline creates no financial penalty, per the [Tuition Refund Schedule](#) via the Bursar's Office.

Students may receive an authorized withdrawal from a Fast Forward course without academic penalty and receive a grade of "WX" up to Week 4 (four) of the course. After that date, a student seeking authorized withdrawal without penalty must petition the Dean, who has sole authority to grant withdrawals without penalty. Students dropping or withdrawing from any course should review the Bursar's [Website](#) for information on tuition refunds.