



## Colorado College Single Block Off Policies and Procedures

The following document pertains to students taking a single block off at Colorado College within a single semester. Students who take 2 or more blocks off must complete a Leave of Absence request on the Advising Hub website. When taking a single block off during this time the student retains full-time status at the College.

Students must request a single block off on or before the drop deadline (second Tuesday) of the block they intend to take off. After the drop deadline, single block off requests will not be approved and students must work with the Registrar's office to consider alternative options.

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### Relevant Policies

Colorado College values and expects a high level of student engagement both in and out of the classroom. **All students are expected to be enrolled as full-time students.** First-year and sophomore students are required to take four blocks each semester. Transfer students are required to enroll in four blocks each semester in each of their first two semesters at the college, even if they matriculate with two years of credit or reach the equivalent of 16 blocks of credit in their first or second semester at the college.

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### Procedures

On or before the second Tuesday of the block (the drop deadline), students must first drop their course in Banner. They should then complete the "Single block off" request form on the Hub website. The student's Hub advisor will review the request and either approve or deny the request within 48 hours. Requests for blocks off after second Tuesday (the drop deadline) will not be approved, and students must work with the Registrar's office to consider alternative options.

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### Implications and Impacts

When students' complete paperwork to take a block off, drop a class without replacing it, or fail to register for a block, they accept the following:

- When taking a single block off during a semester, students retain full-time status. There are no refunds of tuition for one block off.
- To maintain "Satisfactory Academic Progress," first- and second-year students must earn at least six units per year and juniors and seniors must earn seven units per year.
- For immigration purposes, international students studying on an F-1 or J-1 visa must be enrolled for at least 3 units of credit for 3 out of 4 blocks of the semester.
- If students do not return as planned, they may be subject to the federal financial aid Title IV refund policy and may be required to return funds they have already received.