



Policy 3.11

Drops/Adds and Withdrawals Policy

Revised 7/2011

Drop/Add Policy: Students may make a change in their course schedules (drops and adds) through the fifth class day of the semester. Students will not be obligated for tuition and fees for courses dropped within the specified time frame. Dropped classes do not appear on a student's transcript but must be initiated by the student. Although it is considered the student's responsibility to drop courses, the College reserves the right to drop students from courses for non-payment and/or non-attendance while holding students responsible for payment of tuition and fees.

If a student is obligated for a dropped class, the student may petition to apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

Drop/Add Policy for Courses which Begin on Irregular Start Dates:

Students may drop or add courses which begin on an irregular schedule prior to the second class session or within three days after the first class session, whichever comes first. Students will not be held financially responsible for courses dropped within the aforementioned time frame.

Financial aid for all registered credits will be disbursed at the regularly scheduled disbursement date (tenth day of the semester). Students who drop "irregular start date" courses for which they have received financial aid will be required to repay in accordance with federal and state repayment policies.

Withdrawals Policy: Students may withdraw from courses after the **5th class day of the semester through the 60th day of the semester**. Students may petition for a late "W" after the 60th day of the semester in which he/she is registered for the class. The petition must be signed by the instructor prior to the last day of finals in the semester in which the course was taken. Grades of withdrawal ("W") will be recorded on the student's transcript. Students must initiate course withdrawals by seeing an advisor. Withdrawals which are not officially processed through the Records Office will be recorded on students' permanent records with a grade of "F."

No refunds will be issued for partial withdrawals. Refunds for total withdrawal are issued in accordance with the College's "Refunds Policy."

Withdrawals Policy for Summer Session Courses: Students may withdraw from a course(s) beginning the 4th class day until 5 days before the semester ends. They may do so through the day before the last day of the summer session. Grades of withdrawal ("W") will be recorded on the student's transcript. Students must initiate course withdrawals by seeing an advisor. Withdrawals which are not officially processed through the Records Office will be recorded on students' permanent records with a grade of "F." No refunds will be issued for partial withdrawals. Refunds for total withdrawal are issued in accordance with the College's "Refunds Policy."

Review/Revision History:

Adopted 6/2007

Revised and approved through Shared Governance on March 15, 2011

Revised 7/20/2011