Policy 3.11
Drops/Adds and Withdrawals
Policy Revised 6/2019

**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.

For courses greater than four (4) weeks in length, students are permitted to add/drop courses up through the first five (5) business days of the semester, or one business day after the first class meeting, whichever is later. For courses four (4) weeks or less in length, students are permitted to add/drop courses up through the second business day of the class.

Financial aid for all registered credits will be disbursed at the regularly scheduled disbursement date (twelfth 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.

For the purpose of these policies, business days are defined as Monday through Friday (excluding posted holidays).

**Registration Cancellation for Non-payment**
Minnesota State Colleges & Universities policy requires that students who are unable to make full payment for the current term by the first (1st) day must meet one of the following criteria or they will be dropped from all classes:

- A minimum of 15% or $300 down payment and enrollment in an approved payment plan with Nelnet (FACTS)
- A completed and filed Financial Aid Application (FAFSA)
- An approved voucher by a 3rd party (Workforce Center, scholarships, tribal funding, etc.)

Please contact the college business office if you have any questions regarding this policy. On campus payment plans will no longer be available. Students who are removed from on-campus housing due to conduct violations will be responsible for payment of rental fees through the term of the contract. Students who are suspended or expelled will be held responsible for the tuition and fees for the semester in which the disciplinary action was taken.
**Withdrawal**

Students may withdraw from courses after the 5th class day of the semester through the date on which 80% of the days in the academic semester have elapsed. Students may petition for a late "W" after the last date to withdraw. This petition must be signed by the instructor prior to the last day of class in the semester in which the course was taken. Grades of withdrawal ("W") will be recorded on the student’s transcript. Students must initiate the paperwork process to complete course withdrawals by seeing an academic advisor. Students cannot complete this process online. Withdrawals which are not officially processed through the Records Office will be recorded on students’ permanent records with a grade of “F or FN.”

No refunds will be issued for partial withdrawals. Refunds for total withdrawal are issued in accordance with the Refund and Repayment Policy.

*All students are advised to check with an academic advisor and/or financial aid officer prior to dropping or withdrawing from courses to check on your refund/repayment schedule, satisfactory academic progress, and financial aid eligibility.*

Any student who stops attending and does not officially withdraw will be considered an "unofficial withdrawal." Unofficial withdrawals will receive no refund of tuition or fees paid, nor will they receive "W" grades for their coursework. Return of Federal/State/Institutional Financial Aid policies will apply.

**REFUNDS FOR TOTAL WITHDRAWAL**

A refund of tuition and mandatory fees shall be provided to a student who totally withdraws from all classes according to the following schedule:

**Fall/Spring Semester**

<table>
<thead>
<tr>
<th>Refund Amount</th>
<th>1st-5th business day</th>
<th>6th-10th business day</th>
<th>11th-15th business day</th>
<th>16th-20th business day</th>
<th>After 20th business day</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% refund</td>
<td>75% refund</td>
<td>50% refund</td>
<td>25% refund</td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>

**Second Summer Session**

<table>
<thead>
<tr>
<th>Refund Amount</th>
<th>1st-5th business day</th>
<th>6th-10th business day</th>
<th>After 10th business day</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% refund</td>
<td>50% refund</td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>

**Class Terms Less than 3 Weeks in Length**

(e.g. First Summer Session, Home Health Aide)

<table>
<thead>
<tr>
<th>Refund Amount</th>
<th>1st business day</th>
<th>2nd-3rd business day</th>
<th>After 3rd business day</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% refund</td>
<td>50% refund</td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>
CREDITS AND REFUNDS WHEN CALLED FOR ACTIVE DUTY  The granting of credit and refund to a student who is enrolled at MRC and is called to active duty prior to the end of the semester shall be processed as follows:

- If a student leaves prior to the time when three fourths of the sessions have elapsed, a full refund of tuition and special fees will be made, but no credit will be granted.
- If a student leaves during the last one fourth of the session, the student shall receive full credit for the courses enrolled in if doing satisfactory work. If granted full credit in all courses, no refund of tuition and special fees will be made.
- If a student leaves during the last one fourth of the session and if credit is granted in some courses and not in others, the refund of tuition and special fees will be proportional to the amount of credit not granted.

NOTE: The student must provide a copy of activation orders.

TOTAL WITHDRAWAL  Students may totally withdraw from Mesabi Community College by completing the Total Withdrawal Form, which is available in the Student Services Office, or from an academic advisor/counselor. Students who cannot physically appear in the Student Services Office or to one of the academic advisors/counselors to totally withdraw can notify the Student Services Office or academic advisor/counselor by phone, e-mail or U.S. mail. Contact with any other college office or employee will not be considered an official withdrawal.