

TITLE: WITHDRAWING FROM, DROPPING, OR ADDING COURSES

Drop/Add

1. During the Drop and Add period at the beginning of each semester a student may make changes in his/her schedule.
2. After the Drop and Add period students may withdraw from a class up to the beginning of announced/published dates for the semester (not including final exam week) by filling out a DROP form, which must contain the signature of the instructor of the course dropped and the college administration.
3. Students who officially withdraw from a class will receive a "W". Students who do not go through the official drop procedures will receive an "F" grade for courses not completed.
4. Dropping a course can have an effect on a student's current and future Financial Aid, including Veterans Benefits. Refer to the Financial Aids section of the catalog for details.
5. Students will not be permitted to drop a course after the published last day to drop/withdraw (does not include final exam week).
6. All Drop Forms are secured from and must be filed in the Office of Dean of Student Services.

Withdrawal

1. A Student finding it necessary to withdraw from college after the official Drop and Add period must complete a Drop form and file a Withdrawal Form with the Dean of Student Services Office. Failure to obtain official release can result in failing grades in all courses.
2. Withdrawing from college can have an effect on current and future Financial Aid, including veterans benefits. Refer to the Financial Aid section of the catalog for more information.
3. A student can be withdrawn from a course/class for the reason of non-attendance.

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