

DROP/ADD & WITHDRAW PERIOD

STUDENT ORIENTATION



Changes to a student's schedule are made in person during the designated drop and add periods at the beginning of each semester.

Adding Courses:

Courses may be added through the last day to add courses as outlined in the Academic Calendar. Courses may not be added for credit or audit after the dates outlined in the Academic Calendar.

Dropping Courses/Withdrawing:

Course may be dropped through the Last day to drop without a grade of "W" as outlined in the Academic Calendar and the course will not appear on the student's transcript. The grade of "W" is given when a student drops or resigns from a course after the last day to drop without a "W" and until the last day to drop with a "W" as outlined in the Academic Calendar.

When a student has missed 15% of a course, the instructor may remove the student by assigning an Administrative Withdraw. As a result of this action, the student will receive a grade of "WN" for the course if the action is initiated prior to the last day to drop. Administrative Withdraws are not guaranteed, and as a result, excessive absences can result in a grade of "F" for all coursework missed.

Reinstatement:

For a student to be reinstated into a course, the instructor must agree that the student has an acceptable excuse for missing or dropping the class and that the student has a reasonable chance of passing the course. A student may be administratively reinstated if dropped in error.

Students who are receiving any type of financial assistance, tuition assistance, or other financial aid should consult the rules governing that aid before withdrawing from a course or resigning from the College. Once drop and add is over, a student may no longer add classes to his/her schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the Director of Student Affairs.