



Course Add, Drop, and Withdrawal	
Category: Academic	Approval Date: August 26, 2019
Policy Owner: Academic Council	Effective Date: September 1, 2019
Policy Administrator: Academic Policy Committee	Review Period: 5 years
Recommended by: Academic Council	
Associated Documents Course Add, Drop and Withdrawal Procedure	

PURPOSE

To record on the official transcript a student’s academic history with respect to adding or withdrawing from credit courses each academic term. To provide a student the opportunity to request a late add, drop, or withdrawal from courses and a program.

SCOPE

This policy applies to students registered in credit programs and to staff, faculty, and the Registrar responsible for administering the policy and procedures.

POLICY

Students are responsible for adding, dropping and withdrawing from courses and programs by the deadlines published in the Academic Schedule. Deadlines are established to determine a student’s eligibility for a refund and recording academic history on the official transcript. The College will drop students, from courses and program, for the following reasons: tuition and fees are not paid; a voluntary request to be withdrawn; required to withdraw due to academic or non-academic misconduct. Students who stop attending and do not officially withdraw from courses will receive a grade based on assessments completed.

DEFINITIONS

Course Add: Students add a course to their registration record on or before the last date as indicated in the Academic Schedule.

Course Drop: Students drop a course from their registration record on or before the last date as indicated in the Academic Schedule. No notation of the course is made on the student’s transcript.

Course Withdrawal: Students withdraw from a course after the last day to add or drop a course and before or on the last day of scheduled classes, as indicated in the Academic Schedule. A grade of WD is assigned to the course on the student's transcript.

Last Day to Add/Drop: The last day to add or drop courses is normally seven (7) calendar days after the first day of classes, which provides students the opportunity to attend at least one (1) scheduled class before making the decision to drop the course. Late addition of courses is only by the permission of the Instructor.

Last Day to Withdraw: The last day to withdraw from courses is on the last day of scheduled classes as indicated in the Academic Schedule or in the course outline for courses with alternative academic terms.

Late Drop or Withdrawal: Students who miss the deadline to drop or withdraw from courses as a result of illness, domestic affliction, religious practices, or other compelling reasons may request the Registrar to consider approval of a late drop or withdrawal.

Program Withdrawal: When students drop or withdraw from all courses in the academic year, it is considered a complete cancellation and withdrawal from the College. Students must reapply to the College after a program withdrawal.

Required to Withdraw: A mandatory twelve (12) month absence from the College based on academic standing or as a result of academic misconduct or non-academic misconduct.

RELATED POLICIES

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