

### **Add and Drop/Withdraw Procedure**

Course Add: Registered students may add a class online up until the end of the 7th calendar day of the term for full 15 week semester courses. The timeframe to add courses online is prorated for classes meeting less than a full semester. Adding a class beyond the first week is highly discouraged. Any additions past the first week require the completion of the Course Management form with the signatures of the Instructor, Academic Chair/Director, and an Advisor, in that order.

Course Drop/Withdraw: Students may drop a class during the official drop period(s), as established by the Registrar and listed on the Academic Calendar. A dropped class within the first seven calendar days of the full 15 week semester will not appear on the student's transcript. However, a class removed from a student's schedule after the seventh calendar day of the semester for 15 week courses is considered a course withdrawal, and is transcribed with a "W" grade. The timeframe to drop or withdraw from courses is prorated for classes meeting less than a full semester.

Students may drop or withdraw online from all but the last course. To be removed from all courses, a student must follow the Institutional Withdraw procedures. Students are strongly encouraged to speak with an advisor before dropping or withdrawing from a class to fully understand the consequences. Students may be dropped or withdrawn administratively from a course for non-attendance up until the 80% point of the course. (See *Procedure 5041.31: Last Day of Attendance* and *Procedure 6010.18: Class Attendance*.)

Institutional Withdraw: If a student wants to drop or withdraw from all courses for which they are registered, they will need to complete either the online Institutional Withdraw form or the paper Course Management form and submit to the Records Office for processing. Withdrawal requests will be processed based upon eligible withdraw rules related to the classes and adhere to appropriate withdrawal deadlines listed on the Academic Calendar.

Any student receiving federal financial aid who is considering withdrawing from one or more courses should speak with a financial aid counselor to determine the impact the course/institutional withdraw may have on their financial aid eligibility. Additional information about tuition and fee schedules and refunds, please see *Procedure 5041.5: Refunds*.

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