

## Procedure 3.2507

### Drop Add Withdrawal Procedure

Courses may be added and dropped only during the period designated in the College calendar. Students who need to add or drop a course or to withdraw completely from the College should secure a [drop/add/withdrawal form](#) from the Registrar's Office or website. Students who withdraw from a class after the census date and before or on the withdrawal date will receive a grade of W and will not be eligible for a refund. Students who do not complete a class and do not officially withdraw will receive a grade of F for the class. Students are responsible for initiating the withdrawal process. Students who register early for classes requiring pre-requisites must drop those classes if they do not meet the pre-requisites (i.e. students must pass BIO168 in order to remain in BIO169).

#### **To add or drop a course:**

The student must:

1. Complete all required information on the drop/add form.
2. Have the instructor sign the completed form (last day of attendance required for drop).
3. Have the academic advisor, lead instructor, or dean sign the completed form.
4. Have the financial aid office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to forward copy of the completed form to the Financial Aid Office and Blackboard Administrator.

#### **To withdraw from course after the drop/add period:**

I. Student initiated withdrawal:

The student must:

1. Complete all required information on the [BCCC Drop/Add/Withdrawal Form](#).
2. Have the instructor sign the completed form and record a last day of attendance.
3. Have the academic advisor, lead instructor or dean sign the completed form.
4. Have the Financial Aid Office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office and Blackboard Administrator.

II. Instructor initiated administrative withdrawal:

The instructor must:

1. Record an "L" in Web Attendance for the student's last date of attendance for the student to be administratively withdrawn by the Registrar's Office.

## Procedure

### **To withdraw from an online course after the drop/add period:**

The student must:

1. Complete all required information on the course withdrawal form.
2. Student must email the instructor the following information:
  - Student's full name
  - Student ID#
  - Course code and section#
  - Reason for withdrawing from the course
  - Request last day of attendance
3. Attach instructor email response to completed withdrawal form and return to the Registrar's Office for final processing.

### **To withdraw from school,**

The student must:

1. Complete all required information on the course withdrawal form.
2. Have the instructor sign the completed form and record a last day of attendance.
3. Have the academic advisor, lead instructor or dean sign the completed form.
4. Have the financial aid office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office, Blackboard Administrator and Business Office.
7. Settle outstanding debt (i.e. tuition, bookstore, library, parking, laptops, calculators, etc.)

\*The Registrar's Office will notify all instructors as necessary when a student drops a course or withdraws from school.

\*A student may not drop a class after the published last day to drop without academic penalty for reasons other than those of documented medical or other emergency.

### **References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

Procedure

Cross References: [Academic Support Services Policy](#)

History

Senior Staff Review/Approval Dates: 3/9/15, 2/23/18

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

