

Academic Policies

Drop-Add Policy

Class Entry

Students who have registered and paid their fees must enter class during the designated drop-add period. Any student who has not registered or attended class before the drop/add period ends will have to obtain the instructor's written permission to enter class.

Drop/Add/Withdrawal

Courses may be added only during the period designated in the College calendar. After the drop-add period, no course may be added without the instructor's approval. Students who find it necessary to add or drop a course or to withdraw completely from the college should secure a drop/add form from the Registrar's Office. Students who register early for classes with pre-requisites must withdraw from those classes if they do not meet the pre-requisites (i.e. students must pass BIO 165 in order to remain in BIO 166). Students who do not withdraw will be dropped from the class.

In order to add a course, a student must complete the following steps:

1. Complete all required information on the drop/add form.
2. Have the instructor initial the completed form.
3. Have the academic advisor sign the completed form.
4. Return the form to the Registrar's Office for final processing.

In order to drop a course, a student must complete the following steps*:

1. Complete all required information on the drop/add form.
2. Have the instructor initial the completed form.
3. Have the academic advisor sign the completed form.
4. Return the form to the Registrar's Office for final processing.

In order to withdraw from school, a student must complete the following steps:

1. Complete all required information on the drop/add form.
2. Have the advisor and a member of the counseling staff sign the completed form. (Students receiving financial aid must see the Financial Aid Officer.)
3. Have a member of the Library staff check for outstanding material and, when cleared, sign the form.
4. Return the completed form to the Registrar's Office for final processing.

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 penalty for reasons other than those of documented medical or other emergency. The student must also obtain the permission of both the academic advisor and appropriate course instructor(s).