# Procedure 3.2507

## Drop Add Withdrawal Procedure

Courses may be added and dropped only during the period designated in the College calendar. To add or drop a course, students must submit a completed Drop/Add form to the Registrar's office. To withdraw from a course, students must submit a completed Withdrawal form to the Registrar's office. Students who withdraw from a class after the census date and prior to the withdrawal deadline receive a grade of W and are not be eligible for a refund. Students who do not complete a class and do not officially withdraw receive the grade they earn 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 to remain in BIO169).

**To add or drop a course:**

The student must:

1. Complete all required information on the Drop/Add Form.
2. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
3. Return the completed Drop/Add form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

**To withdraw from course(s) after the drop/add period:**

I. Student initiated withdrawal:

The student must:

1. Complete all required information on the Withdrawal form.
2. Obtain the instructor signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). Once the instructor provides the LDA, the student must forward the email with the LDA to registrar@beaufortccc.edu.
3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.

II. Instructor initiated administrative withdrawal:

The instructor must:

1. Record the last date of attendance (LDA) in Self Service and remove any attendance for the student taken after the LDA.

**To withdraw from school:**

The student must:

1. Complete all required information on the Withdrawal form.
2. Obtain the instructor(s) signature and the last date of attendance. If the instructor is not available, the student may email the instructor from their BCCC email to request the last date of attendance (LDA). The student must forward the email with the LDA to registrar@beaufortccc.edu.
3. Students must obtain a signature from the financial aid office. Students may stop by the financial aid office or email the completed form to finaid@beaufortccc.edu to request a signature.
4. Return the completed Withdrawal form to the Registrar's Office or email to registrar@beaufortccc.edu for final processing.
5. 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 a course.

*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 another emergency.

**References**

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

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

**Cross References: Academic Support Services Policy**

**History**

**Leadership Council Review/Approval Dates:** ***4/18/2018***

**Senior Staff Review/Approval Dates:** ***3/9/2015, 2/23/2018, 4/17/2023***

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

**Implementation Dates:** *Enter date(s) here*