

Policy Number: 05.002
Policy Title: Add/ Drop Policy
Policy Type: Academic/ Registrar Related
Responsible Party: Registrar
Governing Body: Faculty Assembly
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Add/ Drop Policy

The Pre-Registration Period concludes at the end of the day on Monday before classes begin. At this point, the Schedule Adjustment Period begins. Students may make adjustments to their schedule by adding and dropping classes until 5:00 p.m. on Tuesday of the second week of the term. The adding and dropping of courses is accomplished by filling out a Schedule Adjustment Form, available in the Registrar's Office. Courses may not be added or dropped after the end of the Schedule Adjustment Period.

Dropping Classes

The student's academic advisor must sign the Schedule Adjustment Form when a student wishes to drop a class from their schedule. The student then brings the form to the Registrar's Office for processing. When a class is dropped during the Schedule Adjustment Period there is no history of the course on the student's academic record. From the end of the Schedule Adjustment Period through the end of the seventh week of the quarter, students may withdraw from a class. A W grade indicator will be included on the student's transcript.

Adding Classes.

The student's advisor must sign the Schedule Adjustment Form when a student wishes to add courses to their schedule. Additionally, the student must have the instructor of the desired class sign the form. The form is then brought to the Registrar's Office for processing.

Specific Courses that Cannot Be Dropped

Placement testing for writing, quantitative skills, and language proficiency occurs during new student orientation, which takes place immediately before the beginning of the students' first study term on campus. In the event the student's placement test results indicate they do not meet the minimum college-level requirements, students must enroll in the appropriate basic math skills (MAT 090) or basic writing (ENG 090) course. Students are not allowed to drop a basic math or basic writing course unless the student is permanently withdrawing or taking a leave of absence from the college. Official documentation for withdrawal or leave of absence must be submitted to the Registrar's Office before the withdrawal is placed on the student record.

Upon successful completion of the basic math and writing courses, a student would proceed to take courses that satisfy the writing and quantitative requirements. If a student

should not successfully complete MAT 090 or ENG 090, the course(s) must be retaken during the next term of offering. A student who elects to enroll in MATH 090 or ENG 090, who is not automatically placed in the course(s) due to placement test results, will have the option to drop the course(s) during the schedule adjustment period.