Policy Title: Drop/Add/Withdraw

Purpose:
To allow students to drop, add and withdraw from courses in a timely manner.

Definitions:
Short Session Course: Courses that do not extend over a full academic semester

Policy:

Full Semester Courses

DROP
• A student may drop a class within the first five (5) business days of a semester to avoid being billed for the course.
• No entry will be made in the student’s academic record if a course is dropped within the first five (5) business days of a semester.

ADD
• A student may add a class within the first three (3) business days of a semester.

WITHDRAW
• A student has the option to withdraw from a course no later than the date on which eighty percent (80%) of the days in the academic semester have elapsed.
• A full semester course dropped after five (5) business days and before 80 percent (80%) of the semester has elapsed will appear on the student’s record as a withdraw (W).
• Faculty have the obligation to enter the letter grade of FW (Failure to withdraw) if a student ceases attending a course for 14 consecutive calendar days.
• If a student is issued a grade of FW as a result of non-attendance in a course, the FW is a final grade and may impact a student’s financial aid eligibility, dependent upon the last date of attendance entered. The FW is not calculated in the term or cumulative grade point average; but is calculated in the student’s completion percentage.
• Tuition and fees will be assessed for all courses for which the student is registered after the first five (5) business days of the semester.
• Courses withdrawn from after the fifth (5th) business day will not reduce the tuition obligation.
• The last day to withdraw for each course can be viewed in the students’ schedule available via eServices, which can be accessed through SpartanNet.

Short Session Courses

DROP
• Students will have one (1) business day past the first meeting day of the course to drop the course without being billed or having the course appear on the student’s academic record (transcript).
ADD
- Students must add courses no later than one (1) business day after the first meeting day of the course.

WITHDRAW
- A student may withdraw from the course no later than the date on which eighty percent (80%) of the instructional days for the course have elapsed.
- A course withdrawn from more than one (1) business day after the course begins and before 80 percent (80%) of the instructional days for the course have elapsed will appear on the student’s academic record as a withdraw (W).
- The last day to withdraw for each course can be viewed in the students’ schedule available via eServices, which can be accessed through SpartanNet.
- It is the student’s responsibility to drop or withdraw from a course. When a student does not officially withdraw, they will be issued the earned grade in each course for which they are registered and will be responsible for tuition and fees for those courses.

Full Withdraw
- A student who fully withdraws from the college within a specific period of time the student may be eligible for pro-rated refunds at increments of 100%, 75%, 50%, 25%.
- Student Development Service representatives may provide specific information on the dates for the current semester.

Financial Aid Eligibility
- Financial aid awards are affected by a full withdraw,
- The College encourages students to speak with a financial aid representative to determine the financial impact if considering a full withdraw from the college.

The College reserves the right to administratively withdraw or drop a student for non-attendance in special circumstances.

Associated Policies:
Minnesota Board Policy 5.12
M State Failure to Withdraw
M State Failure for Non-Attendance

Associated Procedures:
None
Policy History:

Policy Owner: Chief Academic Officer
Policy Author: Shawn Anderson
Date of Adoption: 3/1/2005
Date of Implementation: 3/22/2017
Date and Subject of Revision: March 1, 2005 Policy written; July 1, 2006 Policy Revision; July 12, 2012 Policy Format Only; March 28, 2013 Policy update.

Policy Group Assignment: Educational

Procedure Written: