

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Adding, Dropping, and Withdrawing From Courses

**EFFECTIVE DATE:** July 1, 2000

Once a student has officially registered for courses in a particular term, he or she may make adjustments to his or her course load by adding additional courses, dropping courses, and withdrawing from courses. Each of these methods is governed by specific policies and procedures. Failure on the part of the student to observe these policies and procedures may result in financial or academic penalties or both.

**A. Adding Courses**

For a defined period of time following official registration each semester, a student may add classes. The Official Drop/Add period is defined as the first 7 calendar days of a semester or the first 4 calendar days of a summer term beginning with the first day of classes. These dates will be published in the school calendar. To add a course, a student must follow the procedure outlined following this policy.

**B. Dropping Courses**

When a student no longer wants to be enrolled in a given course, he/she may officially drop it within the prescribed time allowed for dropping as designated in the school calendar. Failure to attend class or discontinued attendance is NOT an official drop.

A student may be permitted to drop a course through the first 7 calendar days of a semester or the first 4 calendar days of a summer term beginning with the first day of classes. A student will not receive a grade, and course will not appear on his or her official record when dropped during this period. After this period dropping a class during the time up to, and including, the last day to drop will result in "W" on the permanent record for the class(es) dropped.

<b>Source of Policy:</b> <u>Transition Team II Academic Programs</u>	<b>Responsible Administrator:</b> <u>Provost/Ex. VP for Academic and Student Affairs</u>
<b>Related Policy:</b> <u>N/A</u>	<b>TBR Policy Reference:</b> <u>2:03:01:01</u>
<b>Approved:</b> <u>President</u>	<b>TBR Guideline Reference:</b> <u>N/A</u>
	<b>Date:</b> <u>July 1, 2000</u>

Failure to follow the prescribed procedures for dropping a course will result in a grade of “F” being recorded for the course.

Dropping a Developmental Studies course is not allowed except in extenuating circumstances according to TBR A-100 Guidelines.

C. Withdrawing from Courses

After the 14<sup>th</sup> calendar day of a semester or the 4<sup>th</sup> calendar day of a summer term, a student may no longer drop a course, but may officially withdraw from a course within the designated time period for doing so.

A student may withdraw from a course at any time up to the official “Last Day to Withdraw” as indicated in the published academic calendar for that term. The “Last Day to Withdraw” is defined as the class day marking completion of approximately two-thirds of the term.

A student who officially withdraws from a course within the designated period will receive a grade of “W” for the course.

If a student wishes to withdraw from the College, he/she must complete a Request to Withdraw form, have it approved by the academic advisor, and submit it to the Records Office.