

## SOUTHWEST TENNESSEE COMMUNITY COLLEGE

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

**EFFECTIVE DATE:** July 1, 2000; Revised December 1, 2011; Revised April 13, 2023

### Purpose

The purpose of this policy is to establish the procedure for adding, dropping, and withdrawing from courses at Southwest Tennessee Community College (“Southwest” or “the College”).

### Policy

#### A. Adding Courses

Through the last day of late registration, students may add classes. The last date to add a class will be published in the College's [Academic Calendar](#). The official drop/add period is defined as the first seven (7) calendar days of a fall or spring semester or the first four (4) calendar days of a summer semester or other shortened term beginning with the first day of classes.

To add a class a student must:

1. Access the student’s personal [My.Southwest](#) account and make the addition; or
2. Once the system has closed for online registration, a student may complete a Change of Registration Form (Add/Drop), which may be obtained from an academic advisor and submit the form to the Record’s Office.

Students must pay any additional fees required. Fees are due and payable at the time the class is added.

#### B. Dropping Courses

When a student no longer wants to be enrolled in a course, the student may officially drop it within the prescribed time allowed for dropping as designed on the College’s [Academic 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 fourteen (14) calendar days of a fall or spring semester or the first seven (7) days of a summer semester or other shortened term beginning with the first day of classes. If a class is dropped during the official drop period published on the College’s [Academic Calendar](#), the student will not receive a grade for the course

and, the course will not appear on the student's official record.

Depending upon whether the term is fall/spring, summer or a shortened term, after the relevant time period referenced above, a student may still officially withdraw from a course and receive a grade of "W" on the student's permanent record. Failure to follow the prescribed procedures for dropping a course will result in a grade of "F" being recorded for the course on the student's permanent record.

Dropping a learning support course will automatically withdraw the student from co-requisite paired courses. See TBR Policy [2.03.00.02](#), Learning Support.

Classes dropped for nonpayment/nonattendance are dropped from the student's academic record. If, however, the student withdraws after the drop for nonpayment/nonattendance date, a grade of "W" will appear on the student's permanent academic record. Withdrawing from a class after the published "Last Day to Withdraw and Receive W" will result in the grade of "F" being assigned for the class.

To drop a class, a student must:

1. Access the student's personal [My.Southwest](#) account and make the change; or
2. Complete a Change of Registration Form (Add/Drop), which may be obtained from an academic advisor and submit the form to the Records Office.

The date that a student drops a class impacts the amount of the refund that will be issued by the Bursar. Southwest [Policy 4:01:03:00/39](#): Refund of Registration Fees and Tuition, provides details regarding percentages of refunds. If a refund is due, it will be dispersed by the [Cashier's Office](#). There are cases where refunds will not be due.

### C. Withdrawing from Courses

After the fourteenth (14<sup>th</sup>) calendar day of a fall or spring semester or the seventh (7<sup>th</sup>) of a summer term or other shortened term, **a student may no longer drop a course**. The student may, however, officially withdraw from a course within the designated time period. Partial withdrawal requests are made via BannerWeb under Student Services – Registration. Complete withdrawal requests require submission of **Complete Drop/Withdrawal Form** and approvals from Academic Advising, Bursar, and Financial Aid (if the student receives federal aid). A complete withdrawal is not processed by the Records Office until this form is submitted and routed for necessary approvals.

A student may withdraw from a course at any time up to the official "Last Day to Withdraw" as indicated on the College's [Academic Calendar](#) for that term. The "Last Day to Withdraw" is defined as the class day marking completion of approximately two-thirds (2/3) of the term. Students will receive a grade of "W" when they properly withdraw from a class.

Failure to Withdraw by the published "Last Day to Withdraw and Receive W" will result in the grade of "F" being assigned for the class and will become a part of the student's permanent records.

### D. Late Withdrawal Petition Process

