

Adding/Dropping/Withdrawing of Classes by Students	Procedure Number	522
	Effective Date	9-1-19

1.0 PURPOSE

Denote the process of adding/dropping/withdrawing of classes by students, as well as defining the responsible office.

2.0 REVISION HISTORY

Adopted on:
July 1993
Revised on:
September 2014;
October 2018

3.0 PERSONS AFFECTED

Students

4.0 DEFINITIONS

5.0 PROCEDURES

All schedule changes, including adding courses, dropping courses and withdrawing from the college, become effective when submitted to the Office of Records or when processed by the student through Web registration. Students may add and drop courses during the schedule change period as listed on the academic calendar. Drops or complete withdrawals processed through the 11th class day will not be recorded on the student’s permanent record. Students dropping or withdrawing after this date will receive a “W” on the permanent record.

Students are urged to meet with a counselor or academic adviser before dropping or withdrawing to determine if an alternate action may be available. Students receiving financial aid should consult with a financial aid officer to determine how schedule changes affect their financial aid status.

Failure to attend class for any period of time does not constitute a withdrawal. Failure to complete the withdrawal procedure will constitute improper withdrawal and may result in failing grades being placed on the student’s permanent academic record. Unless noted otherwise, dropping usually refers to a single course and “withdrawal” usually refers to “complete withdrawal.”

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	PTC Board of Trustees	July, 1993
Ratified by	Mason Campbell	October, 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	April 19, 2019

UA Policy Alignment:		
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