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 <u>Academic Calendar</u>. 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 <u>Academic Calendar</u>. 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 <u>Policy 4:01:03:00/39</u>: Refund of Registration Fees and Tuition, provides details regarding percentages of refunds. If a refund is due, it will be dispersed by the <u>Cashier's Office</u>. There are cases where refunds will not be due.

C. Withdrawing from Courses

After the fourteenth (14th) calendar day of a fall or spring semester or the seventh (7th) 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 <u>Academic Calendar</u> 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

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Withdrawals are not permitted beyond the last day to withdraw specified in the College's <u>Academic Calendar</u> for the term except for serious and unforeseen circumstances. For petitions to be considered, students must have a reason that can be documented in writing. A student may petition for an exception to the withdrawal policy if they feel there is documented evidence of extreme personal hardship or such mitigating circumstances as the following:

- Injury or illness as verified by the student's personal physician;
- Death in the family or other severe personal hardships as verified by the physician, legal documents, etc;

In order to petition for an exception, a student must:

- Prepare a typed statement explaining in full the reason for requesting a late withdrawal. They must include any relevant information to support their request in this statement.
- Provide documentation from verifiable sources confirming their reasons for a late withdrawal.
- Provide their late withdrawal petition to the Records Office within 30 days the last day of the term.

Petitions for a late withdrawal will be considered by the Withdrawal Appeals Committee convened by the Record's Office. Students will be notified of the committee's decision within 14 business days.

A student has not officially withdrawn until the student submits the required form to the Records Office or officially withdraws from the course via MySouthwest. Students utilizing educational benefits from the Department of Veterans' Affairs are responsible for any overpayment of benefits due to non-attendance of or withdrawal from any and all classes.

Responsible Source of Policy	:n/a		VP of Student Affairs and VP of Academic Affairs
		TBR Policy Reference: 2.03.00.02 TBR Guideline Reference:	
Related Policy:	Southwest 2:00:00:00/23 Southwest 4:01:03:00/39		
Approved:		Date:	April 13, 2023