



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-02-08	PAGE NUMBER Page 1 of 3
	CHAPTER: Academic Affairs	
	SUBJECT: Academic Advising & Required Approvals: Course Disenrollment	
RELATED POLICIES:  Adds Complete Withdraws   OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

## Course Disenrollment

### I. POLICY:

Students may drop courses before 15 percent of the course has elapsed and may withdraw up to the 50 percent mark without permission. Individual course drops may be processed by submitting an Add/Drop form to the One Stop Student Services Center or online. All dropped courses for the semester will be removed from the student's academic record as well as tuition and fees if the drop occurs prior to the census date and the student remains enrolled in at least one class.

If the student wishes to disenroll from ALL courses for the semester, a COMPLETE DROP/WITHDRAWAL should be processed through the Office of Student Affairs. Tuition and fee charges for complete drops or withdrawals will be prorated as per the institutional refund policy which is found in the semester class schedule. Students who receive financial aid and completely withdraw might be required to repay all or a proportionate amount of aid received. Repayment amounts are determined in accordance with federal, state, and institutional regulations and policies.

Students who withdraw from a class receive a non-punitive grade of W and pay regular tuition and fees. In order for a student to disenroll from a class after the deadline for drop or withdrawal as set by the registrar, they must obtain permission from their advisor, the instructor, the department chair of the area in which the course is offered, and the APAA.

Students requesting a late drop or late withdrawal must demonstrate legitimate and extenuating reasons for not having dropped or withdrawn prior to the deadlines. Students who are eligible for the COF stipend will have reduced their available COF hours upon withdrawal by the total number of hours from which they have withdrawn.

The APAA or dean of Student Affairs may, at her/his discretion, approve an administrative drop at any point in the semester if s/he finds a legitimate or extenuating reason to do so. An administrative drop removes all tuition and fees and all courses will be removed from the student's academic record.

In order for any COF stipend applied for the course to be refunded (i.e. COF hours returned to the student) the student must provide evidence from the instructor that they never attended class or demonstrate legitimate cause for dropping the class after the deadline. Documentation must be provided. ASC regards the following as examples of legitimate reasons for late drops:

- Medical
- Death in the family
- Military
- Late transfers (if students were approved to late add because they transferred in late, they should not also be approved to late drop for the same reason)
- Never attended (administrative glitches)
- Religious reasons

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Late drops of independent study classes fall under the same late drop policy.

\*Please note that late drops processed after the reconciliation file for the term has been submitted for COF payment will not be refunded to the student. Any COF hours used cannot be returned to the student.

## II. PURPOSE:

The purpose of this policy is to provide procedures and guidelines for drops and withdrawals from a class or classes.

## III. DEFINITIONS:

- A. Administrative Drop: The approval by the dean of Student Affairs or APAA to disenroll a student in a course or courses while at the same time removing all tuition and fees. All courses will be removed from the student's academic record.
- B. Associate Provost for Academic Affairs (APAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- C. Census Date: The deadline to add or drop courses, permitting a headcount of all students enrolled and allowing for a greater rate of successful completion of courses by students. ASC census date, which can be found online in the academic calendar, is generally 2.5 weeks after the semester begins.
- D. COF (College Opportunity Fund): The funding provided by the state on behalf of the student to assist them in paying for college. The amount of funding depends on the number of credit hours in which the student is enrolled.
- E. Complete Withdrawal: A student's choice to officially cease attending all classes enrolled in and to leave the college for a given term.
- F. Dean of Student Affairs: The individual responsible for overseeing student services and determining and implementing student policies. The dean is housed in the Office of Student Affairs.
- E. Department Chair (DC): The ASC faculty member who acts as the administrative head of an academic program.
- G. Drop: To cancel one's enrollment in a class or classes before the census date or first 15 percent of the course (add/drop deadline). All dropped courses for the semester will be removed from the student's transcript. Tuition and fees will also be removed as long as the student remains enrolled in at least one class.
- H. Late Drop: To obtain special permission to DROP at any time during the semester after the add/drop deadline for the course as set by the registrar.
- I. Late Withdrawal: To obtain special permission to withdraw from a course or courses after the withdrawal deadline for the semester as set by the registrar.
- J. Registrar: The college official responsible for keeping records of such things as student enrollments, creation of courses, examination results, etc.
- K. Withdraw: To cancel one's enrollment in a class or classes after the last day to drop a class (census date) but before or on the last day to withdraw. Students who withdraw from a class receive a non-punitive grade of W and pay regular tuition and fees. A withdrawal may be processed without special permission.

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IV. PROCEDURES:

- A. The student must complete the Drop/Withdraw section of the relevant add/drop form which can be obtained at the One Stop Student Services Center to disenroll from a course or courses.
- B. The student must obtain a permission label from their advisor, the instructor of the course, the area department chair and the APAA only **after** the deadlines to either drop or withdraw; within the deadlines, students do not need special permission to disenroll.
- C. The student must provide a memo from their advisor, the instructor, the department chair or the dean of Student Affairs verifying the student has a legitimate and extenuating reason for withdrawing from the course after the deadlines.
- D. If approved, the form, along with attached documentation for late drop/withdrawal, is taken to the Records Office by the student or the APAA office staff.

V. RESPONSIBILITY:

- A. The student is responsible for obtaining all required forms and permission labels.
- B. The instructor is responsible for giving permission to withdraw from a class when appropriate.
- C. The department chair is responsible for approving any late disenrollments from classes within the department.
- D. The APAA is responsible for final approval of late disenrollments from courses and for ensuring that the procedures and policies identified above are followed.

VI. AUTHORITY:

VII. HISTORY:

May 23, 2006  
May 8, 2007

VIII. ATTACHMENTS: