



Title: Add/Drop Period	Policy No.: ADM 1.62	Date: 8/25/08 Rev.: 7/6/11
Areas Affected: All BSMCON Faculty & Students		Page 1 of 1

**Policy Statement**

The Add/Drop Period is defined as that period during which individual students may add or drop classes without penalty. The Add/Drop Period begins on the first day of the semester as indicated on the Official College Calendar and continues through the Saturday of the first week of the semester or before the 5<sup>th</sup> calendar day for programs offered completely online. Courses dropped during the Add/Drop Period are removed from the student’s schedule and transcript.

The Add/Drop Period for the second eight-week session of a semester begins on the first day of the semester as indicated on the Official College Calendar and continues through the Saturday of the first week of the semester.

A course withdraw occurs when a student ceases to attend a course after the Add/Drop Period.

1. If a student withdraws from an eight (8) week course by the end of the second week of the semester, the grade will be recorded as “W” with no consequence to cumulative grade point average. Withdrawal after the second week of an eight (8) week course results in “WF” or “WP” depending on academic standing.
2. If a student withdraws from a sixteen (16) week course before the end of the fourth week of class, the grade will be recorded as “W” with no consequence to cumulative grade point average. Withdrawal after the fourth week of class in a sixteen (16) week course results in “WF” or “WP” depending on academic standing.

Students who cease to attend a general education course must follow course withdraw procedures at the host college in addition to notifying the Registrar’s Office at the College.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____	<u>Assistant Dean of Student Services</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Director of Registration & Enrollment – 6/11		
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