



Title: Add/Drop/Withdrawal from a Course	Policy No.: ADM 3.08	Date: 8/25/08 Rev.: 1/30/12; 8/1/15, 10/20/16, 8/1/17
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Areas Affected: All BSMCON Faculty & Students Page 1 of 1

PURPOSE:


To describe circumstances under which a student may withdraw from a course.

DEFINITIONS: Refer to ADM 2.01 Academic Definitions

POLICY STATEMENT:

1. The Add/Drop Period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until midnight, 7 days after the first day of the semester. A student may add or drop courses during the Add/Drop Period through the College student information system (Campus Nexus) or by submitting an electronic form on blackboard. Courses dropped during the Add/Drop Period are removed from the student's schedule and are not reflected on the transcript.
2. Once the Add/Drop period has ended, a completed electronic Withdrawal form must be submitted to the Office of the Registrar.
3. If a student withdraws from a course before the end of the second week of the semester, the grade will be recorded as "W" with no consequence to cumulative grade point average. A course withdrawal after that time but prior to the completion of 60% of the semester or session, results in a "WS" or "WU" depending on academic standing. After completion of 60% of the semester or session, a student may not withdraw and will receive a grade of "F" unless there are mitigating circumstances
4. A student with mitigating circumstances may request to withdraw from semester enrollment after the 60% point in a semester or session by submitting a written request to the Dean. Supporting documentation must be provided with the request for a late withdrawal. Refer to ADM 2.02 College Grading System policy for additional details. Petition for exceptions to administrative withdrawal parameters are considered.
5. Applicable dates as outlined above are published in the College's Academic Calendar.
6. A student who ceases to attend a general education course must follow course withdrawal procedures at the host college in addition to notifying the Office of the Registrar at the College. The student must make arrangements for an official transcript to be sent from the host college to the College at the end of the semester.

Reference Policy # ADM 2.01, ADM 2.02

<p>Approved by:  Signature</p> <p>Approval History: Committees and Dates: Registrar – 6/11, 1/12, 4/17 Policy Committee – 7/6/11, 1/30/12, 5/18/15, 10/20/16, 4/17/17</p>	<p>Dean of Student Services Provost/VP Title</p>	<p><u>9/16/17</u> <u>6.20.17</u> Date</p>
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Key words: Add, Drop