



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, 8/1/2019
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Areas Affected: All BSMCON Faculty & Students

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**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, 10 consecutive days after the first day of the semester. A student may add or drop courses during the Add/Drop Period through the College’s Student Information System (Campus Nexus/Student Portal, My Academics, Forms: drop/withdrawal, and submit) 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 (In Blackboard/office of student services/forms) or as stated in #1 above.
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 final grade 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 of Nursing. 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 current Academic Year version of the BSMCON College Catalog.
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

<b>Approved by:</b>		
_____	Dean of Student Services	_____
_____	Provost/VP	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Registrar – 6/11, 1/12, 5/18/17		
Policy Committee – 7/6/11, 1/30/12, 5/18/15, 10/20/16, 5/18/17, 6/27/2019		
Key words: Add, Drop		