

# Dropping a Course

## AA\_AS\_RE\_26

Responsible Officer  
Jeremy Pattisall  
Responsible Office  
Registrar  
Approving Body  
Board of Trustees  
Approval Date  
2019-09  
Re-evaluation Date  
2021

### Policy Statement

No course may be dropped after the tenth week of a semester class, after the fourth week of an online class, after the second week of the month-long modules, and after the third day of the week-long modules. Courses dropped without permission will be recorded as failures.

### Policy Procedures

Changes in courses made after the student has attended the class or accessed the appropriate Blackboard course site requires permission from the Registrar and consultation with the Advisor, the Financial Aid Director, and the Student Accounts Representative. A student who withdraws from a course during the 'drop without academic penalty period' will receive a "W". After the drop without academic penalty period, students who withdraw will receive a "WP" or "WF", dependent on their grade. If a student abandons the course after the last date to withdraw, a student grade will be marked as a "WF" as of the last date of attendance.

To manually drop a student from a course, use the following procedures.