

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Add/Drop; Change of Schedule

Policy Statement: Once a student has completed registration, the only way to modify the class schedule is through the add and drop procedures (Change of Schedule Form) adopted by the college. There is a fee assessed for dropping a course(s) and refunds may be available depending on when the class is officially dropped.

Procedures: Any student who is improperly registered should be directed immediately to the Registrar's Office for instructions on how to proceed in completing the registration process. The add or drop portion of the Change of Schedule Form needs to be signed and dated by the instructor if the class has already met for the first time.

ADDING COURSES

Students wishing to add a class or classes during the **first five (5) days of each semester** may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or their advisor, obtain the advisor's signature, and return the completed form to the Registrar's Office for processing.

After the fifth (5th) day of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office.

After the published 20th day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the Vice President of Instructional Services is required before the Registrar's Office will process the Change of Schedule form.

DROPPING COURSES

Students wishing to drop a class or classes during the **first five (5) days of each semester** may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or their advisor, obtain the advisor's signature and return the completed and signed form to the Registrar's Office for processing. Refunds may be available depending on when the class is officially dropped.

After the fifth (5th) day of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. Students receiving any type of financial assistance must also notify the Financial Aid Office before returning the Change of Schedule form to the Registrar's Office. Courses dropped prior to the published 20th day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript.

After the certification date, officially dropped courses will appear on the transcript with a grade of “W”. Dropping courses is allowed only until the published “last date to withdraw”. After the last date to withdraw, written permission from the Vice President of Instructional Services is required.

WITHDRAWAL

From Courses – Students must follow the procedures in the current College Catalog for dropping classes. Students who do not officially withdraw from a course will receive an “F” for that course.

From College – Students who find it necessary to withdraw from all college classes for the remainder of the semester must meet with a counselor. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies before leaving GCCC. Instructors cannot withdraw a student who has stopped attending. Students who do not process a Complete Withdrawal will receive whatever grade (A,B,C,D,P,F) is earned throughout the semester, and that grade will be entered on the student’s transcript. Students receiving any type of financial aid must also complete an exit interview with a financial aid staff member.

Contacts: Vice President Instructional Services

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: .Add. drop, withdrawal, financial aid

Related Form: Change of Schedule