

St. Cloud Technical & Community College

Policies and Procedures

Chapter S3 – Educational Policies

S3.6 Add, Drop, & Withdrawal

Update Revision Responsibility: Vice President of Academic Affairs

The college Add, Drop & Withdrawal Policy is based in part on MnSCU policy 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers and MnSCU procedure 3.34.1 Official Academic Semester Start Dates.

Students may add or drop courses by using the WEB registration system.

- Students may drop full semester courses through the fifth day of the semester or the first business day after the course begins, whichever is later.
- Students may add full semester courses through the third day of the semester or the first business day after the course begins, whichever is later.
- Students may add or drop partial semester courses through the second day of the semester or the first business day after the course begins, whichever is later.
- After the add/drop period is over and with the approval of both instructors, students may exchange a course for one with the same or greater credits and petition the college to apply tuition to the exchanged course. (This exchange may adversely affect financial aid. Student should contact the financial aid staff for information on how this exchange might affect financial aid payments).

Courses withdrawn after the add/drop period will receive a grade of "W". Students can initiate a course withdraw through 80% of the instructional days for a course.

In exceptional circumstances, and in accordance with the MSCF contract, faculty may admit additional students to a course that is full.

After the free drop/add deadline, students must withdraw from ALL courses to receive a pro-rated refund based on the date of withdrawal. Any tuition refund will be pro-rated based on the date of withdrawal.

Students wishing to completely withdraw from the college should obtain a "Withdrawal Worksheet" from the Admissions Office. Students should complete and sign the top portion of the form and return it immediately to the Admissions Office. The date of withdrawal will be the date the completed form is received by the Admissions Office. Student initiated withdrawals are allowed until 80% of the instructional days in the academic semester have elapsed. The Business Office will determine if a refund is appropriate and to whom the refund should be distributed. Questions about refunds should be directed to the Business Office.

Shared Governance Council President or AASC Chair Review: _____

C. Holz

Date: 5-8-12

College President: _____

Date: 5/9/12

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: 5/4/12