



SUBJECT: Academic Affairs
Policy 211.1 Course Addition, Drop/Withdrawal
Effective: April 2013 Revised:

Course Addition

Students may add courses on Banner Web/My Info up to the end of the 3rd day of fall and spring semesters and the 2nd day of summer semester.

The following steps must be completed in order to add a course after the 3rd day of the fall and spring semesters and after the 2nd day for summer semester.

- To add a course that has started, students must complete an Override Authorization Form. The form must be approved and signed by the appropriate college personnel.
http://www.msugf.edu/admissions_records/pdf/OverrideAuth.pdf
- To add a course that has not started and that has openings, students must complete an Add Card. They do not need an instructor's signature if the course has not met. http://www.msugf.edu/admissions_records/pdf/AddCard.pdf
- To add a course that has NOT started and is full or has restrictions (prerequisite, etc.), students must complete the Override Authorization Form. The form must be approved and signed by the appropriate college personnel.
http://www.msugf.edu/admissions_records/pdf/OverrideAuth.pdf

Course Drop/Withdrawal

Students may drop one or more courses on Banner Web/My Info with no grade up to the end of the 15th day of fall and spring semesters. This deadline is pro-rated for the summer term(s). Tuition and fees are adjusted accordingly. See the Institutional Tuition and Fees policy for further information:

http://www.msugf.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf

Although no refund will be given for withdrawals after the 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s)) students may continue to drop one or more courses with a grade of "W" prior to the end of the published deadline in the Academic Calendar. The following steps must be completed in order to drop a course after the 15th day of the fall and spring semesters (this deadline is pro-rated for the summer term(s)).

- To drop a course, students must complete a Drop Card. The form must have the necessary college personnel signature(s). http://www.msugf.edu/admissions_records/pdf/DropCard.pdf

Students may not drop all of their courses online in Banner Web/My Info. They must contact the College to complete the appropriate Withdrawal paperwork. Tuition and fees are adjusted accordingly for total withdrawals up to the end of the 15th day of fall and spring semesters. This deadline is pro-rated for the summer term(s). See the Institutional Tuition and Fees policy for further information:

http://www.msugf.edu/about/PoliciesProcedures/300/308.2_TuitionAndFees.pdf

In all courses for which a student fails to complete all requirements and for which no formal drop (withdrawal) has been filed with the College, the final grade will be the grade the student has earned at the end of the course.



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Revised:

Retroactive Withdrawals

Request for retroactive withdrawals past the published withdrawal deadline will be considered in only very specific circumstances: critical illness, death in family, deployment and other serious circumstances outside of the student's control. Documentation will be required.

Appeals regarding academic records must be addressed within three years of course enrollment. Any appeals filed more than three years after the date of last attendance will not be considered. Note: This policy applies to appeals for retroactive withdrawals and tuition refunds only.

For policy on academic performance appeals, please see the Instruction Complaint Procedures Section 300.30 of Policy 300 Student Conduct and Grievance at: http://www.msugf.edu/about/PoliciesProcedures/300/300_STUDENT_CONDUCT_AND_GRIEVANCE_004.pdf/

The form for Academic Records Appeals may be found at:

www.msugf.edu/admissions_records/pdf/SpecialConsideration.pdf