

**SUBJECT:** Academic Affairs

**POLICY:** 211.1 Course Addition, Drop/Withdrawal

**RELATED PROCEDURE:**

**EFFECTIVE:** April 2013

**REVISED:** April 2018

**REVIEWED:** September 2018

## **Policy**

### **Course Addition**

Students may add courses, that are not full and that have no restrictions, on Banner Web/My Info up to the end of the 2<sup>nd</sup> day of all semesters. To add a course that is full or has restrictions (prerequisite, etc.), students must use the Override Authorization Form. The form must be approved and signed by the appropriate college personnel.

<http://records.gfcmsu.edu/documents/forms/OverrideAuth.pdf>

The following steps must be completed in order to add a course after the 2<sup>nd</sup> day of all semesters.

- Up through 15<sup>th</sup> day of the fall and spring semesters (this deadline is pro-rated for summer term(s), to add a course that has not started and that has openings, and no restrictions (prerequisite, etc.) students must complete an Add Card. They do not need an instructor's signature if the course has not met. <http://records.gfcmsu.edu/documents/forms/AddCard.pdf>
- After the 15<sup>th</sup> day of the fall and spring semesters (this deadline is pro-rated for summer term(s)), to add a course, students must complete an Override Authorization Form. The form must be approved and signed by the appropriate college personnel. <http://records.gfcmsu.edu/documents/forms/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 15<sup>th</sup> 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.gfcmsu.edu/about/policies/PDF/300/308\\_2.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/308_2.pdf)

Although no refund will be given for withdrawals after the 15<sup>th</sup> 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 as long as the course has not ended.

The following steps must be completed in order to drop a course after the 15<sup>th</sup> 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://records.gfcmsu.edu/documents/forms/DropCard.pdf>. If the course has not yet begun, the student will receive a tuition/fee refund and the course will be removed from the student's transcript. If the course has begun, the student will not receive a tuition/fee refund and will receive a grade of 'W' on their transcript.

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 15<sup>th</sup> day of fall and spring semesters, unless the course has not begun. If the course has not yet begun, the student will receive a tuition/fee refund and the course will be removed from the student's transcript. This deadline is pro-rated for the summer term(s). See the Institutional Tuition and Fees policy for further information:

[http://www.gfcmsu.edu/about/policies/PDF/300/308\\_2.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/308_2.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.

**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.gfcmsu.edu/about/policies/PDF/300/300.pdf>

The form for Academic Records Appeals may be found at:  
<http://records.gfcmsu.edu/documents/forms/SpecialConsideration.pdf>