



SUBJECT:	Academic Affairs		
POLICY:	211.1 Course Addition, Drop, Withdrawal		
PROCEDURE:	211.1.1 Course Additions, Drops, Withdrawals		
EFFECTIVE:	May 2024	REVISED:	REVIEWED: February 2026

Procedure

Adding a Course

The following steps must be completed to add a course after the 2nd day of all semesters.

- To add a course that has not started and has openings and no restrictions (prerequisite, etc.), such as for the second 8-week block, students must complete an Add Card. They do not need an instructor’s signature if the course has not met.
- To add a course that has started, is at full capacity, or has restrictions (prerequisites, etc.), students must complete an Override Authorization Form. The form must be approved and signed by the appropriate college personnel.

Dropping a Course

To drop a course after the 15th day of a semester (pro-rated for summer term), students must complete a Drop Card. The form must have the necessary college personnel signature(s).

Students dropping one or more courses, but not all courses should take the following steps:

1. Contact the instructor for each course they are considering dropping. The purpose of meeting with the instructor is not to obtain permission to drop, but to have a meaningful conversation about the student’s progress in the course and whether or not dropping is the best option.
2. If, after communicating with the instructor, the student decides not to drop the course, no further action is necessary.
3. If, after communicating with the instructor, the student decides to drop the course, the student must do the following:
 - a. Obtain a Drop Card from the instructor or advisor for each course and have the instructor sign it. A virtual signature or email can be used.
 - b. Meet with an advisor to review the student’s academic plan, make adjustments, and obtain the advisor’s signature.

Withdrawing from All Courses

To withdraw from all courses, students must contact their advisor who will walk the student through the process.

Related Manuals/Forms

[Add Card](#)

[Override Authorization Form](#)

[Process to Drop a Course](#)

[Request for Special Consideration](#)