

Policy Name: Add/Drop/Withdrawal from a Course  
Policy Number: ADM 3.08  
Title of Policy Owner: Dean of Student Affairs  
Approved by: Executive Council  
Effective Date: 08/15/2022  
Version: 1.0  
Policy Status: Review

I. Policy

It is the policy of Southside College of Health Sciences (SCHS) to effectuate the add, drop, or withdrawal from a course in accordance with this policy and related federal, state, and/or accrediting requirements.

II. Purpose

The purpose of this policy is to describe circumstances under which a student may withdraw from a course.

III. Scope

The policy applies to all students of SCHS.

IV. Definitions

None

V. Policy Details

1. **Add/Drop:** The Add/Drop Period begins on the first day of the semester as indicated on the College's Academic Calendar and continues until midnight, 10 calendar days after the first day of the semester. A student may add or drop courses during the Add/Drop Period through the College's Student Information System. Courses dropped during the Add/Drop Period are removed from the student's schedule and are not reflected on the transcript, and do not result in charges for Tuition and Fees as further described in the ADM 5.01 Financial Refunds policy.

2. **Withdraw:** Once the Add/Drop Period has ended, a student can initiate withdrawal from a course by completing the college withdrawal form, to be submitted to the Director of Student Services. A student is allowed to receive a grade of “W” (Withdraw) one time in each course after the add/drop period but prior to the completion of 60% of the semester or session as indicated on the academic calendar. There is not a maximum to the number of courses a student may withdraw from per semester or session; however, two semesters or sessions is the maximum a student can receive a grade or grades of “W” while enrolled in the program. A grade of “W” (Withdraw) is not calculated in the GPA; however, it is calculated in credits attempted as described in the ADM 2.06 Satisfactory Academic Progress policy. If a student is withdrawn from a course due to lack of attendance as described in the ADM 2.08 College Attendance policy, this will count towards one of the above withdrawal stipulations.
  
3. **Administrative Withdrawal:** An administrative withdrawal may be considered in the case of unforeseen extenuating circumstances of debilitating health problems (mental or physical), a family emergency (such as the death of an immediate family member), and unexpected financial difficulties (such as a partner/spouse losing their job) that has significant detrimental impact to a student during the semester.

**The following are not acceptable stand-alone reasons for petitioning:**

- Poor performance in class/GPA protection
- Failure to attend/participate in class on a regular basis
- Failure to abide by withdrawal deadlines

The student may initiate this request by submitting the online *Petition to Receive an Administrative Withdrawal* form, with appropriate supporting documentation. This form is located on the website with the Office of Records and Registration forms. Such requests will be reviewed by the Dean of Academic Affairs in collaboration with the Dean of Student Affairs (or designees). If approved, the student will receive a grade of “WA” (Administrative Withdrawal) as described in ACA 3.06: College Grading System policy. A grade of “WA” is not calculated in the GPA; however, it is calculated in credits attempted as described in ADM 2.06: Satisfactory Academic Progress. Administrative withdrawals are not counted in the maximum number of withdrawals noted above. **Students receiving an administrative withdrawal must be withdrawn from all course(s) in the requested semester.**

*Applicable dates as outlined above are published in the College’s current Academic Year version of the SCHS College Catalog.*

*Students must also comply with standards written in ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies.*

3. Students must also comply with standards written in the ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies.
4. If a student is enrolled in a general education course at another institution as part of their curriculum plan at SCHS, the student must follow that institution's course withdrawal procedures in addition to notifying the Office of the Registrar at the College. The student must arrange for an official transcript to be sent from the host college to the College at the end of the semester.
5. A student who is dropped or withdrawn from a course must submit all college and clinical affiliate student issued identification badges and access cards.

VI. Attachments

None

VII. Related Policies

ADM 2.06 Satisfactory Academic Progress  
 ADM 2.08 College Attendance  
 ADM 5.01 Financial Refunds  
 ACA 2.02 Academic Progression  
 ACA 3.06 College Grading System

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

| Version | Date | Description | Prepared by |
|---------|------|-------------|-------------|
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| 1.0 | 8/1/2021 | Revised and new template | Student Services        |
| 1.0 | 8/1/2022 | Revised                  | Dean of Student Affairs |