

Policy Name: Add/Drop/Withdrawal from a Course
Policy Number: ADM 3.08
Title of Policy Owner: Student Services
Approved by: Executive Council
Effective Date: 08/15/2021
Version: 1.0
Policy Status: Approved

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. 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. 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 If a student is withdrawn from a course due to lack of attendance as described in the ADM 2.08 College Attendance policy, this will count towards one of the above withdrawal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. A student with extenuating or mitigating circumstances may request to withdraw from all courses by submitting a written request with supporting documentation to the Director of Student Services. If approved, the student will receive a grade of “WA” (Administrative Withdraw) as described in the 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 the ADM 2.06 Satisfactory Academic Progress policy. Administrative withdrawals are not counted in the maximum number of withdrawals noted above.
4. Students must also comply with standards written in the ADM 2.06 Satisfactory Academic Progress and ACA 2.02 Academic Progression policies.
5. 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.
6. 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
1.0	8/1/2021	Revised and new template	Student Services