

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

COURSE SCHEDULE CHANGE

PROCEDURE 5.2.2.1

I. Student Adding a Course(s)

- A. A student may add a course through the first day of the academic term.
 - 1. Consult with an academic advisor for approval.
 - 2. If the course add request is approved, the academic advisor will add the course to the student's schedule.

- B. A student may add a course after the first day through the census date of the academic term.
 - 1. Consult with an academic advisor
 - 2. The advisor submits the student's request to the appropriate academic administrator
 - 3. The academic administrator notifies the advisor of the outcome of the request and the advisor notifies the student. If the course add request is approved, the academic administrator will notify the Student Records Office to add the course to the student's schedule.

II. Student Withdrawal from Course(s)

- A. It is the student's responsibility to withdraw from course(s) if he/she cannot meet the requirements of the course.

To officially begin the withdrawal process, the student should discuss with the faculty member his/her intent to withdraw from the course. After consult with the faculty member, if the student determines that a withdrawal is necessary, request that the faculty member initiate the course withdrawal process by submitting the electronic Drop Form. The student should then discuss with academic advising and if applicable, financial aid, the impact of the withdrawal on the student's academic standing.

Once processed, an email confirmation will be sent with a link to complete the online Withdrawal Survey.

Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an "F" in the course. In the case of a withdrawal,

the student will receive a “W” which will not include the grade point average but will appear in the student’s official transcript.

Withdrawing from course could substantially delay the completion of the student’s program of study and may have impacts on future financial aid eligibility.

B. Exception to Seventy Five Percent (75%) Date

Students may not drop a course after the 75% date. Medical withdrawals with proper documentation may be approved by the Registrar. To request a medical withdrawal, the student must submit a Medical Withdrawal Form to the Registrar.

1. Submit medical documentation supporting a request for a medical withdrawal before the last day of the current semester. Extenuating circumstances can be submitted to the registrar up through the last day of the following semester.
2. The Registrar will review all submitted documentation and make a decision regarding voluntary medical withdrawal within ten (10) business days after the receipt of said documentation.
3. Students who are granted medical withdrawals will receive the grade of “W” in all courses in progress and/or specified in the request.

III. Student Involuntary Withdrawal from Course(s)

- A. Students who register for a course and do not attend classes prior to the census date will be dropped by the Registrar.
- B. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies.

Adopted: April, 2020

Updated: February, 2021

Legal Reference: IG SBCCC 100.1