

**ADDING, DROPPING, OR WITHDRAWING FROM COURSES**

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**ADDING COURSES**

Students may add courses during open enrollment once all admissions criteria have been met.

**DROPPING COURSES**

Students may drop courses prior to the census date of each semester with no financial responsibility for the course(s) in which they drop. Dropped courses will not appear on the official transcript.

**WITHDRAWING FROM COURSES**

Students may withdraw from courses after the census date of each semester up to the deadline to withdraw as set by the academic calendar. Withdrawing will result in a “W” grade on the student transcript for that course. Students are financially responsible for course(s).

**TOTAL WITHDRAWAL FROM COLLEGE**

Students may request a total withdraw from the college after the census date of each semester up to the deadline to withdraw as set by the Registrar’s Office. A total withdraw from the college will result in the student earning “W” grades for every course in which he or she was enrolled for that term. Students are financially responsible for course(s).

HLC Criterion: 4C

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**Policy History:**

January 6, 2020  
January 11, 2016  
January 12, 2015  
March 28, 2005  
January 1, 2011  
July 30, 2001

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## **ADDING COURSES**

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### **ADDING COURSES**

Open enrollment for the fall semester is mid-April through the end of the second class day of the term. Open enrollment for the spring semester is mid-October through the end of the second class day of the term. Open enrollment for the summer semester is mid-April through the second class day of the term. Open enrollment for flex courses begins at the same time as 16 week courses and end the day prior to the first day of class.

New or readmitted students are advised and enrolled by Student Services with the exception of high school students who are advised and enrolled by High School Programs and students who have declared a major within the Division of Medical Education who are advised and enrolled by Medical Education Advisors.

Returning students are advised and enrolled by their assigned Program Advisor as appointed by the appropriate Division Chair.

Students may be advised and enrolled in person, via phone call or email correspondence. Students are advised based on their individual circumstances and goals and should be enrolled in courses necessary for completion of their academic and/or career goals.

## **DROPPING COURSES**

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Students may drop courses at any point after enrollment up until the census date for that semester. Dropping courses during this time frame prevents the course(s) from appearing on the student transcript and relieves the student of the financial responsibility of tuition and fees associated with the course(s).

Dropping is an informal process wherein the student contacts Student Services or their assigned advisor to request to be dropped. The student is expected to provide their student ID number, the name of the course(s) in which they would like to drop, and a brief explanation. Students may drop in person, via phone call or email correspondence. As a best practice, Student Services or an advisor should make notes in the student file regarding the drop for future reference.

## **WITHDRAWING FROM COURSES**

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Students may request to withdraw from course(s) after the census date of the semester up to the deadline to withdraw as stated on the academic calendar.

Withdrawals may be initiated by the student, the instructor, or by administration. Once the completed withdrawal form is received by Student Services, it is processed and a notification email is sent to the student, the instructor, the appropriate division chair, and the students assigned program advisor.

### **Student Initiated**

Students are highly encouraged to communicate with their instructor prior to withdrawing as instructors can often provide guidance and support necessary to facilitate student success in their course, thus, eliminating the need to withdraw in many circumstances.

To withdraw, students must contact Student Services to complete a withdrawal form and answer a series of questions. These questions ensure the student is aware of the consequences of withdrawing and prompts the student to follow up with Financial Aid and return any rented textbooks. This may be completed in person, via phone call or email correspondence. For financial aid purposes the last date of attendance and grade in the course at the time of withdraw are required.

### **Instructor Initiated**

Instructors may withdraw a student from their course at any point after the census date of the semester up until the deadline to withdrawal by completing a withdraw form. For financial aid and reporting purposes, withdraw forms must be completed in full to be processed. Withdrawal forms can be found under “Academic and Student Forms” in the My UA Cossatot SharePoint site via Office 365.

### **Administration Initiated**

Administrators may withdraw a student at any point after the census date of the semester by completing a withdrawal form. At the discretion of the administrator, it may be necessary to withdraw a student after the deadline under certain circumstances. For financial aid and reporting purposes, withdrawal forms must be completed in full to be processed. Withdrawal forms can be found under “Academic and Student Forms” in the My UA Cossatot SharePoint site via Office 365.

## **TOTAL WITHDRAW FROM COLLEGE**

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A total withdraw from the college will result in the student earning a “W” grade for each course in which he or she was enrolled for that term. Students who are totally withdrawn from all courses remain financially responsible for all tuition and fees for that term. Once the completed withdrawal form is received by Student Services it is processed and a notification email is sent to the student, the instructor, the appropriate division chair, and the students assigned program advisor.

### **Student Initiated**

Students are highly encouraged to communicate with their instructor(s) prior to a total withdraw as instructors can often provide guidance and support necessary to facilitate student success in their course thus eliminating the need to withdraw in many circumstances.

To complete a total withdrawal, students must contact the Vice Chancellor for Academic Services, or designee, to complete a withdrawal form and answer a series of questions. This may be completed in person, via phone call or email correspondence. Every effort is made to assist the student in remaining in at least one course to prevent any negative financial aid consequences. For financial aid purposes the last date of attendance and grade in the course at the time of withdraw are required.

### **Administration Initiated**

Administrators may withdraw a student from the college at any point after the census date of the semester by completing a withdrawal form. At the discretion of the administrator, it may be necessary to withdraw a student after the deadline under certain circumstances. For financial aid and reporting purposes, withdrawal forms must be completed in full to be processed. Withdrawal forms can be found under “Academic and Student Forms” in the My UA Cossatot SharePoint site via Office 365.

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### **Procedure History:**

December 9, 2019

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