

**DROP, ADD, WITHDRAW**

ADMINISTRATIVE RULE NUMBER: D028

LAST APPROVED: November 1, 2019

RELATED TO POLICY SERIES NUMBER: 436

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PURPOSE: D028.1

Prior to the published add/drop deadlines, students shall be able to add/drop any registered class by completing the official registration/drop/withdraw process. Following the drop deadlines shall result in no charges for the course or courses (or reimbursement if charges have already been paid); the course shall be removed from the transcript.

Students shall be able to withdraw from any registered class by completing the official drop/withdraw process before the published withdraw deadline. This action shall result in a mark of W appearing for the course or courses on the transcript. Students must withdraw before the published withdraw deadline or the grade earned in the course will be assigned by the faculty, this is true even of courses that have late term start dates.

Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process, this is true even of courses that have late term start dates. Students having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of "F" or "NP" according to the grade system option selected by the student.

Federal Regulations, 34 CFR 690.80(b) requires institutions to verify class attendance in each class in which a student enrolls in and receives financial aid for based on the credit hours being included in their enrollment status. Failure to prove attendance may result in TBCC having to refund the Federal Government the funds received. Students who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of F or NP according to the grade system option selected by the student. Faculty must record the last date attended for students that earn an F or NP. By the end of the first week of the term, Faculty are required to notify the Office of

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Student Services of the names and TBCC ID Numbers of any student who has not attended class during the first week of the term, using the “No Show” reporting process on the digital rosters. These students will be dropped from the class and given the mark of No Show (NS). Enrollment in a course is required for any students that attend a course. Faculty may deny access to any registered students who do not attend the first class session. Students who fail to attend or stop attending classes and fail to drop them within the published drop deadlines will be responsible for the associated tuition and fees.

**PARTIAL WITHDRAW: D028.2**

Students may drop a course before or during the regular registration period of each term. If a student has paid for the course, a tuition refund will be issued and the course will be removed from the student’s transcript. Withdrawing from courses after the registration period in a term requires a “Withdrawal Form” to be filed with Student Services. Withdrawing will place a grade of “W” on a student’s grade report and transcript and there is no refund of tuition or fees. Failure to officially withdraw from an unattended course may result in a grade of “F”. Withdrawal from a course is allowed during the first 80% of a term.

**FULL WITHDRAW: D028.3**

Students may completely withdraw from the College. By doing a complete withdrawal a student may put themselves in a position of having to repay certain amounts of Federal Financial Aid.