Add/Drop Policy

POLICY: Add/Drop			
POLICY NUMBER:	700.16.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	8/11/2020		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	August 2020
REFERENCES: Academic Calendar, Tuition Refund Policy, Student Handbook, Financial Aid Award Policy, Administrative Drop/Withdrawal Policy			

Part 1. Policy Background and Purpose

The purpose of this policy is to ensure White Earth Tribal and Community College (WETCC) Students who modify their academic schedules will also have a modification to their billing schedules and/or a modification in their financial aid.

Part 2. Definitions

Add: A student may add a course on or before the 10th business day of the semester.

Drop with no record: A student may drop from a full semester course and no record of the course will appear on the student's record if the drop is processed on or before the 10th business calendar day of the semester.

Withdrawal is a drop with record: A student may drop a full semester course at any time during the first twelve weeks of the semester. A grade of "W" will be recorded on the student's transcript for all courses dropped after the designated Add/Drop date on the calendar. Specific dates are listed in the academic calendar located at URL www.wetcc.edu/academic-calendar.html.

Part 3. Responsibility

Students are responsible to complete the Add/Drop form prior to the deadline to modify their schedule. The Add/Drop form is completed with the Registrar.

The student may file a petition for exception if they are not able to meet the add/drop deadline due to extenuating circumstances.

The Librarian/Student Success Coach is responsible for monitoring attendance and notifying the Registrar of noncompliance with the attendance criteria outlined in the Administrative Drop Withdrawal Policy.

The Registrar is responsible for processing course adds, drops and withdrawals and communicating the changes to the Academic Dean, Associate Dean of Student Services,

Librarian/Student Success Coach, and the Financial Aid Coordinator in addition to formal notification to the student when necessary.

Academic Dean is responsible to communicate this information to appropriate faculty.

The Associate Dean of Student Services is responsible to oversee the process of "Adds," “Withdrawals,” and "Drops.”

The Financial Aid Office is responsible for adjusting awards based on schedule changes and is responsible for reporting student status changes to appropriate funding agencies.

Part 4. Policy

Any student desiring a change of course schedule after completing the initial registration must meet with the Registrar.

Changes in course schedules may result in billing changes and will impact financial aid calculations.

A. ADDING A COURSE

Students may add a course with the Registrar during the first 10 business days of a full semester. Specific dates are listed in the academic calendar located at www.wetcc.edu/academic-calendar.html.

B. DROPPING OF A COURSE

Courses can be dropped with or without a record based on the timeline outlined.

Courses that are dropped on or prior to the Add/Drop date on the academic calendar are dropped without record on the student’s transcripts.

Students who withdraw from a course after the Add/Drop date on the academic calendar will be recorded as a W on their transcripts.

After the last day to drop a course in a semester, no changes in schedules are permitted except in extenuating, circumstances beyond the student’s control, such as medical, family death or emergency, or natural disaster. The student must submit an appeal to the Associate Dean of Student Services which will be evaluated. The Decision of the Associate Dean of Student Services shall be final after consultation with the Academic Dean.