

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>DROPPING CLASSES/ WITHDRAWING FROM THE COLLEGE</b>
<b>EFFECTIVE DATE:</b>	July 1, 2003* (*Title Update 2/4/09)
<b>CANCELLATION:</b>	DCI 1441.1 (8/1/90)
<b>OFFICE:</b>	Academic Affairs (AA)

**POLICY STATEMENT**

It is anticipated that students may be unable to complete classes in which they enroll at Delgado Community College. It is also anticipated that students may be unable to continue their enrollment at the College after the semester or session has begun. Students may drop a class or classes and/or may withdraw from the College in accordance with the specific procedures outlined in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To publish the procedures for dropping a class or classes and/or withdrawing from the College.

2. **Scope and Applicability**

This policy applies to all campuses and sites of Delgado Community College.

3. **General Provisions**

- A. A student is responsible for dropping classes or withdrawing from the College if he/she is unable to complete a class or classes. A student must not assume that a faculty member will drop the student from a class. Failure to officially drop a class or withdraw from the College may result in the student receiving a low or failing grade in the course.

- B. A student may drop a class or classes and/or may withdraw from the College within the deadlines published in the Academic Calendar, which is published in the *Class Schedule* for that semester or session.
- C. A student who drops a class after the official fourteenth day of class and prior to the deadline designated on the Academic Calendar in the *Class Schedule* for dropping with a “W” will receive a “W” for the course.
- D. A “W” does not compute into the student’s semester or cumulative grade point average; a “W” indicates that the student enrolled in the class and the student was subsequently dropped from the class prior to the deadline for dropping classes with a “W”.
- E. After the published deadline, a student may not drop a class or withdraw from the College. However, in extraordinary cases, the Division Dean may authorize withdrawal from the College or the dropping of a class with a “W” after the deadline. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.
- F. Students may officially drop a class or classes through the campus Registrar’s/Records Office or on the Delgado web site. To withdraw from the College, however, a student must withdraw in person at the campus locations listed in the “Academic Policies and Procedures” section of the *College Catalog*. Withdrawal is effective immediately upon submission of the official Withdrawal Form to the appropriate office.
- G. Students may be dropped by the instructor of the class due to excessive absences, using the [Instructor's Action Form for Student Absences, Form 1444/001](#), (Attachment A).
- H. A student who has been dropped by the instructor or who has dropped classes themselves may request a reinstatement. (See section on “Challenges/Appeals of Drop Due to Excessive Absences” in the College’s [Academic Appeals Procedures](#) policy.) If the reinstatement is approved by the instructor and the respective Division Dean for the course, the student may process the paperwork in the Office of the Registrar. The approved paperwork must be received by the Registrar’s Office by the deadline for reinstatement in the Academic Calendar, which is published in the *Class Schedule*.

5. **Cancellation**

This policy and procedures memorandum cancels DCI 1441.1, *Issuance of “W” Grades*, dated August 1, 1990.

*SIGNATURE*

J. Terence Kelly  
Chancellor

*Attachment:*

Attachment A - [Instructor's Action Form for Student Absences \(Form 1444/001\)](#)

*Review Process:*

Academic Affairs Council 6/26/03  
Executive Council 7/1/03

*Distribution:*

Electronic Distribution Via Intranet and Email Systems