

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>DROPPING CLASSES/ WITHDRAWING FROM THE COLLEGE</b>
<b>EFFECTIVE DATE:</b>	July 1, 2003* <i>(*Procedural Update 11/6/14; Title Update 2/4/09)</i>
<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. 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 *Student Handbook* 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 *Student Handbook* 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.

## 5. **Reinstatement**

Students may request reinstatement into a dropped class through the Reinstatement Procedures as outlined in the current *College Catalog*.

## 7. **Cancellation**

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

### *Review Process:*

Academic Affairs Council 6/26/03

Executive Council 7/1/03

### *Updates:*

Title Update Approved by Vice Chancellor for Academic Affairs 2/4/09

Procedural Update Approved by Vice Chancellor for Academic Affairs 11/6/14

### *Distribution:*

Electronic Distribution Via Intranet and Email Systems