



## DROP / WITHDRAW / ADD FORM

 Withdraw - From A Course

 Withdraw - From ALL Course(s)

 Add / Drop Course(s)

NAME OF STUDENT

LAST		FIRST		MIDDLE		MAIDEN		TODAY'S DATE	
YEAR	SEMESTER					STUDENT ID #			
20____	<input type="checkbox"/>	Fall	<input type="checkbox"/>	Spring	<input type="checkbox"/>	SUMMER			

### Reason for Withdrawal (Circle One)

- |                         |                              |                               |                       |
|-------------------------|------------------------------|-------------------------------|-----------------------|
| E Employment            | L Course load too heavy      | DI Dissatisfied - Instruction | O Other               |
| I Illness (Self/Family) | D Course too difficult       | CM Changed Mind               | CP Changed Programs   |
| C Child Care Problems   | X Course not what expected   | EA Excessive Absences         | A Administrative Drop |
| F Financial             | M Mis-Advised                | DF Death in Family            |                       |
| T Transportation        | P Personal                   | GC Goal Completed             |                       |
| R Relocation            | S Transfer to another school | MD Military Deployment        |                       |

Comments: \_\_\_\_\_

### DROP / WITHDRAW

*Shaded areas should be completed by instructor*

Course Prefix And Number	Sec. No.	Credit Hours	Instructor Signature <small>Dean Signature also required for all ACA withdrawals (Signatures not required during Add/Drop period)</small>	Attended Class (Y/N)	Last Date of Attendance	Date Signed

### ADD

*Shaded areas should be completed by instructor*

Course Prefix And Number	Sec. No.	Credit Hours	Instructor and Dean Signatures <small>(Signatures not required during Add/Drop period)</small>	Date Signed

### SIGNATURES

<b>Student:</b> _____	Date: _____
<b>FA/VA Officer:</b> _____ <small>(Required if Receiving Financial Aid or VA assistance)</small>	Date: _____
<b>Entered By:</b> _____	Date: _____

\* The withdrawal and refund policy can be found on the back of this page or in the SCC catalog\*

## WITHDRAWAL POLICY

A student who withdraws should do so officially through the office of Student Development. Failure to withdraw officially could result in the assignment of an "F" grade for the work attempted and in a forfeiture of refunds. It is the student's responsibility to be sure his/her registration and withdrawal are correct.

### During the Drop/Add Period

The drop/add period consists of the first five days of classes for fall and spring semesters. Summer semester operates on a ten-week session, therefore, drop/add may be shorter than five days. If students decide to drop or add a course, they should come by Student Development and fill out a drop/add form. Instructors' permission is not required during this period. Students who do not attend a class at least once, and do not officially drop the class, will receive a "NS" grade for the class. A grade of "NS" applies if a student never physically attends. Official drops for such classes must be completed by students within the drop/add period.

### After the Drop/Add Period

If students decide that they need to drop a class after the drop/add period, they need to follow these procedures:

1. Come by Student Development and fill out a drop/add form.
2. Ask the instructor to sign the drop/add form. Failure to get the instructor's signature may cause students to receive an "F."
3. Turn in drop/add form at the registration desk in Student Development.
4. Students receiving financial aid should notify the Financial Aid Office of any changes in their schedule.

Students must make certain their registration is correct. This procedure is the responsibility of the students and is one of the most important functions they have as a college student.

When a student officially withdraws from school or a class after the drop-add period, a "W" (withdrawal) grade will be assigned unless the instructor determines that the student's performance at the point of withdrawal has been unsatisfactory. A student can only receive a "W" if they have actually attended class. An "NS" grade cannot be changed to a "W." If the instructor's evaluation of the student's status is unsatisfactory, an "F" grade will be recorded on the transcript at the end of the semester. If a punitive grade ("F") is going to be assigned, the student is encouraged to continue in the class in an effort to earn a passing or non-punitive ("W") grade.

### ACA Withdrawals

ACA is required for all first-year, full-time, degree-seeking students. College transfer students (A.A., A.F.A. or A.S.) should enroll in ACA 122, while A.A.S. program students should enroll in ACA 111. Students who wish to drop this class will need to have their drop/add forms signed by the appropriate dean, in addition to following the procedures described above. The ACA requirement is waived for students who have completed at least 24 semester hours during a previous period of enrollment at any institution with a GPA of 3.0.

### Tuition Refund Policy

Tuition refunds are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class the student is officially registered for fails to "make" due to insufficient enrollment.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester as noted in the college calendar.
3. Refund of fees will only be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar and/or if the class the student is officially registered for fails to "make" due to insufficient enrollment.

The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the Financial Aid Director.

In all refund cases, students must initiate the withdrawal process through the Registrar's Office. The Business Office will make the allowable refund only after the proper process has been handled through the Registrar's Office.

Students will be charged 25 percent of the cost of any course dropped through the 10 percent point of the semester as noted in the college calendar. The charge does not apply if a course with equal or more credit hours is added at the same time (in the same transaction). If a schedule change is needed on or before Registration Day, please see your advisor to avoid paying the 25 percent charge. If a change is needed after the 10 percent point of the semester as noted in the college calendar, students are responsible for 100 percent of the costs of courses on their schedule. For more details, please contact the Registrar's Office.

\* This policy is subject to change by North Carolina State Legislature.