



Adrian College

Add/Drop/Withdrawal Policies and Instructions

Class Schedule Changes (Add, Drop, Withdraw)

Students may add or drop classes from their semester course schedule during the published add/drop period of each semester. Forms for this purpose are available on-line at the Registrar's Office webpage. The student's academic advisor must sign the form to approve all added or dropped courses. The instructor's signature is required for all added courses. The completed Schedule Change Form must be returned to the Registrar's Office no later than the last day to add/drop a course as stated in the academic calendar. The terms "drop" and "withdrawal" both refer to unregistering from a class. A course that is dropped during the published drop period will not appear on the student's transcript, but a course from which a student withdraws after the published drop date will be recorded on the transcript with the notation 'W'.

Withdrawing from a course may be student or college initiated. A student desiring to withdraw from a course after the add/drop period must obtain signatures of both the instructor and the academic advisor. When the signed form is returned to the Registrar's office, a grade of W will be recorded on the permanent record. No withdrawal forms will be accepted by the Registrar's Office after the published last day to withdraw period as stated in the academic calendar. Students with severe illness or exceptional circumstances may petition the Academic Status Review Committee for late withdrawal.

Official Withdrawal from College (all scheduled classes/courses for the term)

Adrian College considers a withdrawal official with the completion of the Withdrawal Form; requiring the signatures of departments such as, but not limited to the Registrar, Academic Services, Student Business Services, Housing and Financial Aid. Without this completed form the student is considered an unofficial withdrawal. A student is required to submit the completed Withdrawal Form to the Registrar's Office. Once received, the Registrar's Office will confirm and record the official withdrawal date.

Procedure for Official Withdrawal

If for any reason after you have registered for and attended classes, you are unable to continue in school, you must officially withdraw from the College and follow the procedure outlined below:

- 1.** Students enrolled in five hours or less need to complete a schedule change form in the Registrar's Office. Students enrolled in six hours or more must follow steps 2 & 3 below.
- 2.** Contact Academic Services (Jones Hall) for an exit interview.

3. At the time of the exit interview, you will be given a preliminary withdrawal form. You must then take this form to the Financial Aid Office, Business Office, Student Affairs Office, and Registrar's Office.

No student will be presumed to have officially withdrawn from the College until each of these steps has been completed in the order specified. Upon approved withdrawal from the College, grades of W with the withdrawal date will be recorded for the semester's courses on the permanent record. Failure to follow the withdrawal procedure will result in recording grades of F on the permanent record.

Unofficial Withdrawal

A student may be classified as unofficially withdrawn from a class/course or all classes if:

- The student has not officially withdrawn from course(s) and has been reported as not attending or participating.
- The student has received a student conduct sanction during a semester which would prevent the student from completing the term.
- The student did not return from an approved leave of absence (LOA) or the student is on an unapproved LOA. Any leave of absence is to be confirmed by the Registrar.
- The student is unable to return to class because of a circumstance beyond the student's control. An example of this situation could include but is not limited to a serious accident.
- The student received all fail (F) grades or a combination of all fail (F) and withdraw (W) grades for the term.

The Registrar's Office, with the assistance of Academic Affairs will identify unofficial withdrawals. For students that unofficially withdraw and/or finish the term with all F's or a combination of all F's and W's, a last date of academic related activity will be determined and recorded by the Registrar's Office.

Definition of academic related activity

Examples of Adrian College academic-related activities include but are not limited to physically attending a class where there is an opportunity for direct interaction between the instructor and students.

Proof of participation:

- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper or project
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
- AC required study group where attendance is taken

Documentation not acceptable as proof of participation:

- Student's self-certification of attendance that is not supported by school documentation
- Verification of Enrollment form issued by the Registrar's Office
- Living in AC housing
- Participating in the school's meal plan
- Participating in academic counseling or advising

Withdrawal Date

For both official and unofficial withdrawals, the date of the withdraw is based on the last day the student took part in an academically related activity. This date is determined and documented by the Registrar's Office.