



Title: Drop/Add /Reinstatement Period
Effective Date: May 15, 2007
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Review Date:
Cancellation:
Office: Instructional Services (IS 100)

Drop/Add/Reinstatement Period

Louisiana Technical College (LTC) defines the period in which a student can drop, add, or reinstate a course(s). This policy and procedures memorandum applies to all LTC students.

Policy Reference: Council on Education (COE)
 LTC Attendance Policy #IS1930.109
 LTC Withdrawal Policy #IS1930.195
 LTC Form IS100.47

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

Distributed Electronically via College's Intranet
 Hard Copy Distribution to Regional Directors

James R. Sawtelle III
 Vice President for Career and Technical Education



Drop/Add/Reinstatement Period

Procedures and Specific Information

140.1 SCOPE

Louisiana Technical College (LTC) allows students to add or drop classes at designated times.

140.2 DEFINITIONS

140.2.1 *Drop/Add* – the periods of time during a semester or summer term when students may officially change their schedules by dropping and/or adding courses without penalty. Classes dropped outside of the Drop-Add period(s) carry various institutional penalties.

140.2.1.1 Some institutions allow for faculty to complete an administrative “add” and/or “drop” for students under limited circumstances.

140.2.2 *Withdrawal (Student-Course)* – an action whereby a student formally “drops” a course (or courses) from his/her schedule of classes by using the institution’s approved procedures and timetable.

140.2.3 *Withdrawal (Vocational Program)* – a student who enrolled in an institution, but withdrew before acquiring sufficient competencies for employment in the field of education/training pursued or a related field. (Formerly Non-Completer) Source: COE

140.3 ADD

140.3.1 Students may add courses within the first two days of a regular semester.

140.3.2 Students will be assessed additional tuition, if applicable.

140.3.3 Students who enroll in compressed courses are encouraged to enroll in all courses at the beginning of the semester in order to maximize federal financial aid benefits and minimize tuition costs.

140.4 DROP

140.4.1 Students who drop a course after the official enrollment day, (14th day Spring/Fall and 7th day in Summer) but by the official withdrawal date will receive a grade of (W). There will be no grade penalty for dropped courses nor will the course(s) appear on the students’ transcript if the course is dropped before the official enrollment day.

140.4.2 If a student wishes to drop all courses in which he/she is enrolled, a "Withdrawal from the College Form" must be completed.

140.4.3 Faculty may drop students for excessive absences if the student misses 10% of the class.

140.5. REINSTATEMENT

140.5.1 In order for a student to be reinstated into a course, the instructor, and Campus Administrator or designee must agree that the student has an acceptable excuse for missing or dropping the class, and that the student has a reasonable chance of passing the course.

140.5.2 A student may be administratively reinstated if dropped by the college in error.

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