

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.021

Title: Dropping Courses and Resigning from the Institution

<u>Authority:</u> Board Action	Original Adoption:	12/12/01
	Effective Date:	12/12/01
	Last Revision:	Initial

System institutions shall develop policies for dropping courses and resigning from the institution subject to the following provisions:

- 1) Students shall be allowed to drop courses or resign with grades of “W” up to a specified date following mid-term. This date is to be set by each institution and published in each semester/session schedule of classes.
- 2) The policy shall include a published grade impact statement for students who stop attending one or more classes without officially withdrawing.
- 3) The policy shall include published financial impact and financial aid impact statements: Dropping a course or resigning from college after the refund period will not reduce the student’s financial obligation to the college and may affect eligibility for continued financial aid.
- 4) The policy shall allow for student appeals of the withdrawal deadlines and grade impact due to extenuating circumstances. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for appeal.