



Policy Name:	Drop/Add/Reinstatement Period
Policy Number:	1.140
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

Drop/Add/Reinstatement Period

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

140.1 SCOPE

Northwest Louisiana Technical Community College (NLTCC) 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 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 four days of a regular semester.
- 140.3.2 Students will be assessed additional tuition and/or late fees, 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, (7th day of a 4/8-week course, 14th day of a 16-week course) 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 "College Withdrawal Form" must be completed.

140.4.3 Faculty may drop students for excessive absences if the student misses 3 classes or 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 if re-instated.

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

Approved:



Dr. Jayda Spillers

Chancellor

