

# PROCEDURE

**Number:** 53-20  
**Title:** Administrative Forms: Add/Drop Form  
**Responsibility:** Student Services  
**Original Approval Date:**  
**Last Cabinet Review:** 6/3/2025  
**Last Revision:** 6/3/2025

## Reference (Policy and/or Procedure)

### SBTCE:

**FDTC:** 50-27 Academic Standards and 50-28 Attendance

### Other:

## Procedure Description

### Purpose

To provide a uniform record-keeping method of students whose status in courses or curricula changes.

### Procedure

This form will be initiated by the following guidelines:

#### **A. Add: A student who wants to add a course(s):**

1. During the advisement period, processes add/drop form through his/her advisor.
2. After advisement period, processes Add/Drop form with his/her advisor. This can be done only during the Add period (the first three instructional days of the semester).

**B. Change of Section:** A student who wants to change from one section of a course to another section of the same course processes Add/Drop form through his instructors. All change of sections must be dated within the first five instructional days of the semester.

**C. Drop:** A student who wants to drop a course(s) after he/she has paid for the course(s) must

initiate an Add/Drop form by the last day to drop classes at 100% refund of the semester, whether or not he/she has attended class.

- D. Withdrawal:** A student wishing to withdraw from a course should first consult with his/her advisor. If he/she withdraws from a course prior to the completion of the designated instructional day of the course, the grade recorded shall be "W".

Fall or Spring Semester: 15-Week Session: must withdraw prior to the completion of the 46th instructional day.

12-Week Session: must withdraw prior to the completion of the 42<sup>nd</sup> instructional day.

8-Week Session: must withdraw prior to the completion of the 26<sup>th</sup> instructional day.

10-Week Summer Session: must withdraw prior to the completion of the 32nd instructional day.