



Frederick Community College Procedure

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| Section 4.12 Academic Standards | Procedure Number | 4.12e |
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| Change of Schedule | Policy Number | 4.12 |
| | Assigned to | Senate |
| | Board Approved | 4/28/99 4/20/05 Rev. 12/09 |
| | Revised Effective Date Repealed Effective | 11/22/10 09/01/11 6/6/16 |

- A. Change of Schedule. Students who wish to change their schedule of classes or withdraw from a course(s) may do so during the defined change of schedule and withdrawal period, respectively for each session. These dates are published in the Schedule of Classes.
1. Adding a Course. Students may add a course(s) to their schedule during the defined change of schedule period for each session. Students must submit a completed add/drop form to the Welcome & Registration Center or they may add online via the College’s Student Information System. Students requesting to add a course after the change of schedule period must meet with an advisor who will make a recommendation to the Registrar following consultation with the appropriate Associate Vice President of Learning, Department Chair, or Program Manager; students seeking late admission to an on- line course must contact the Office of Distance Learning for approval to add a course after the change of schedule period.
 2. Dropping a Course. Students may drop a course(s) during the defined change of schedule period for each session. The dropped course will not appear on the student’s transcript. Students must submit a completed add/drop form to the Welcome & Registration Center or they may drop online via the College’s Student Information System.
 3. Withdrawal. Students may withdraw from a course(s) after the defined change of schedule period but before the last day to withdraw from the session. Students who withdraw from a course(s) will receive a grade of “W”. The withdrawn course and the grade of “W” will appear on the student’s transcript, however, no credit or quality points will be assigned. Students must submit a completed add/drop form to the

Welcome & Registration Center or they may withdraw online via the College's Student Information System.

- a. Student's requesting to withdraw from a course(s) after the withdrawal period must apply for a retroactive withdrawal through the Admissions and Academic Policy Committee. Exceptions to the withdrawal period are made only for extenuating circumstances which prevented the student from meeting the published deadline to withdraw from the course(s).