

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Adding/Dropping Classes**

DATE: **March 1, 1993**

NUMBER: **5.70**

REVISION(s): **12/19/94, 3/31/98, 3/29/05**

Students can add courses to their schedules or change from one class to another up to the late registration deadline. If it becomes necessary for students to drop courses after late registration, arrangements must be made through the Office of Student Affairs.

Courses added and/or dropped must be processed through the Registrar. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result from either action.

The deadline for adding courses or changing courses or sections is given in the official College calendar. Thereafter, changing to audit or dropping a course is the only change permissible. Courses officially dropped during the first 10 weeks of a fall or spring semester or the first 4 weeks of the five-week summer term or the first 7 weeks of the 10-week summer term will be recorded as a "W." Unless verified extenuating circumstances exist, courses dropped after these dates will be recorded as an "F."

Drops initiated by the College shall have precedence.

See **COPP 4.31, 5.72**

AUTHENTICATION (Signature):

COPP

President

3/29/05
(Date)

5.70