 Community Christian College	Course Add/Drop Policy	
	Policy Number: AC003	Dept: Academics

Policy & Procedure

PURPOSE

To establish a policy for students to add or drop classes during a set assigned time period.

POLICY

At CCC it is policy that students can add, drop or change courses during the add/drop period which will be 14 days from the start of a block within a term.

Courses in which a student has dropped during the add/drop period will remain on the student's permanent record and appear with a WC grade.

Therefore, courses with a non-punitive grade of WC which were dropped prior to the end of the add/drop period will not count towards the number of attempts, GPA or towards any element of a student's Satisfactory Academic Progress calculation.

Students will not be charged for classes dropped within the 14 day add/drop period.


PROCEDURE

Student Services Mentors

- i. Mentors will monitor students credit load on a weekly basis
- ii. Mentors will mentor and encourage students to stay on track and take a full course load
- iii. Mentors will support students by providing tutoring services

Student Services Administration

- i. Student Services will run activity report in Populi to monitor student add/drop activity
- ii. Student Services will engage students by written and verbal communication who fall below half-time status or drop all courses
- iii. Student Services will notify student at the 7-day mark that they are at risk of being academically canceled from the block session and/or be withdrawn from the college if they drop all courses
- iv. On Day 16, student services will run a report of students in the block session who have no scheduled classes
- v. Student Services will academically cancel the student from the block session.
- vi. If student has not provided written notice of return to the next block session and/or is not registered for classes in another block the student will be given a 'WC' grade will be withdrawn.
- vii. Based on faculty, mentor and Student Services recommendation a student may be academically cancelled/dropped from a course by day 14 and given a 'WC' grade.
- viii. Student Services will notify the student that they have been canceled from the course.

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- ix. Student Services will send a report on the students canceled and who dropped courses on the 16th day of each block session to Student Accounts and Financial Aid

Financial Aid

- i. Financial Aid will update extracts from future to Active in Saint Director to reflect report from student services
- ii. Financial Aid will update Aid as it reflects on the students' new course schedule

Student Accounts

- i. Student Accounts will adjust the tuition fees as needed.

RELATED DOCUMENTS & FORMS:

REVISION HISTORY

NAME	REVISED SECTION/PARAGRAPH	REV	RELEASED
Rachna Madan	[Created]	[00)	Jan 15, 2021
Brian Carroll	[Approved]	[00)	Jan 19, 2021
