

Adding and Withdrawing from Classes

Purpose:

To establish and provide procedures for adding and withdrawing from classes.

Background:

The College's practices and procedures on adding and withdrawing from classes were reviewed by the Academic Affairs Committee and the Faculty Senate in 1993. Recommendations on changes were submitted to the Provost on November 8, 1993, and the policy was issued on February 1, 1994. The Academic Affairs Committee and the Faculty Senate reviewed the policy in 1996 and issued recommendations on December 6, 1996, which were effective Fall 1997. In Spring 1998, the Senate reviewed and recommended revisions to the procedures for adding classes. The procedures were modified in Spring 2003 to address online functions and in Spring 2011 the Academic Senate's Educational Policy Committee made additional recommendations in order to align with system-wide procedures and BANNER functionality, which were approved by the Senate on March 18, 2011.

Procedures:

1. **To Add a Class:** Students must meet course requirements to register for a class.
 - o Classes may be added online up through Friday, 11:59 PM, of the first week of instruction for semester-length classes or up to the day before the first day of class, 11:59 PM, for part-term classes.
 - o Once online registration is closed, the student should contact the Admissions & Registration Office for instructions on how to submit a registration request.

2. **To Drop/Withdraw from a Semester-length Class:**

Academic Record:

- o ~~During the first three weeks of instruction~~ published ease period, there will be no evidence of the class(es) dropped in the student's academic record.
- o ~~For class(es) dropped after~~ After the ~~third week of instruction~~ published ease period, official withdrawal notification of "W" will appear in the student's academic record.
- o Students who fail to withdraw officially will receive an academic letter grade as determined by the instructor. **(Cut and pasted from below "Steps")**

Steps:

- o ~~If the class to be dropped is not the student's last class with his/her home institution, the student may drop/withdraw from a class online up until the published deadline for withdrawals.~~ The student may drop/withdraw from a class online up until the published deadline for withdrawals.
- o Students enrolled in part-term classes should check the "Check Class Availability" Web site page or contact the Admissions & Registration Office regarding drop/withdrawal dates and procedures for part-term classes. **(Cut and pasted from #3)**
- o ~~If the class to be dropped is the student's last class with his/her home institution,~~

¹ Supercedes HAW 7.330, April 27, 2011, June 1, 2009, June 3, 3003, August 10, 1998, February 25, 1997 and February 1, 1994

the student must submit a Complete Withdrawal Form to his/her home institution's Admissions & Registration Office by close of business on the day of the published deadline for withdrawals. Students who are unable to submit the Complete Withdrawal Form in person should contact the Admissions & Registration Office for assistance.

Academic Record:

- During the first three weeks of instruction, there will be no evidence of the class(es) dropped in the student's academic record.
- For class(es) dropped after After the third week of instruction, official withdrawal notification of "W" will appear in the student's academic record.
- Students who fail to withdraw officially will receive an academic letter grade as determined by the instructor. **(Cut and paste to above "Steps")**

3. To Drop/Withdraw from a Part-term Class:

- Students enrolled in part-term classes should check the "Check Class Availability" Web site or contact the Admissions & Registration Office regarding drop/withdrawal dates and procedures for part-term classes. **(Cut and paste to #2)**
- If the class to be dropped is the student's last class with his/her home institution, the student must submit a Complete Withdrawal Form to his/her home institution's Admissions & Registration Office. For part-term classes, the Complete Withdrawal Form must be submitted by the drop/withdraw deadline for the part-term class. Students who are unable to submit the Complete Withdrawal Form in person should contact the Admissions and Registration Office for assistance.

NOTE: Financial-Aid Considerations:

- Financial aid recipients/applicants should consult with the Financial Aid Office regarding possible repercussions resulting from registration changes.

Revised Policy issued by **Noreen Yamane, Interim Chancellor** Rachel Solemsaas, Chancellor