

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.021

Title: DROPPING COURSES AND RESIGNING FROM THE
INSTITUTION

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| Authority: Board Action | Original Adoption: | 12/12/2001 |
| | Effective Date: | 12/12/2001 |
| | Last Revision: | Initial |

System institutions shall develop policies for dropping courses and resigning from the institution subject to the following provisions:

1. Students shall be allowed to drop courses or resign with grades of “W” up to a specified date following mid-term. This date is to be set by each institution and published in each semester/session schedule of classes.
2. The policy shall include a published grade impact statement for students who stop attending one or more classes without officially withdrawing.
3. The policy shall include published financial impact and financial aid impact statements: Dropping a course or resigning from college after the refund period will not reduce the student’s financial obligation to the college and may affect eligibility for continued financial aid.
4. The policy shall allow for student appeals of the withdrawal deadlines and grade impact due to extenuating circumstances. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for appeal.