

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 4.3
Procedure Title: Withdrawals from SDEV/EDUC 1300

I. Purpose

The purpose of this procedure is to define department procedures for students dropping or withdrawing from SDEV 0171, SDEV 0270, and EDUC 1300.

- a. Definition - Drops: The student requests to be dropped from the course once the semester starts but prior to or on the census date. Or, the instructor drops the student for non-attendance via the Smart Drop system.
- b. Definition – Withdrawal. The student or instructor requests to be withdrawn from one of the courses listed above

II. Procedure Statement

A. OPR: The Director of Student Success, department staff and faculty.

B. Circumstances and considerations:

- 1. Student-initiated drop prior to or on census. This transaction can be completed by any department staff member. The staff member will advise the student of the requirement and that a hold will be placed on the student’s records. Process the drop and place a hold on SOAHOLD (0270 and 1300 only). Refer any student requesting to drop SDEV 0171 to an advisor from the academic standards team or the student’s assigned advisor.
- 2. Instructor-initiated drop prior to or on census. Instructor will drop the student using the Smart Drop feature in ACES. Once dropped, the instructor will send a department staff member the banner ID of the student and a hold will be placed. For 0171 drops, the Team Lead for academic standards will also be notified.
- 3. Withdrawals. Instructors and students must submit an add/drop form for the time period after census until the last day to withdraw. The add/drop form will be initialed by a department staff member. After initialing, the student will take the form to enrollment services for process and the department staff member will place a hold on SOAHOLD (0270 and 1300 only). Refer any student requesting to withdraw from SDEV 0171 to an advisor from the academic standards team or the student’s assigned advisor.

Contact for Interpretation: Director, SDEV & EDUC

Relevant Board Policy: N/A

Relevant SACSCOC Principle:

Last Updated: September 22, 2016

Approved: _____
Vice President for Student Success