

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 2090 DROP/ADD, WITHDRAWAL & REFUND

#### **Drop/Add**

**For fall and spring semesters**, students may drop or add a class through the first five days of the semester without penalty. After the fifth day, a student is financially liable for all credits for which they are registered. Students attending under the Postsecondary Enrollment Options (PSEO) program will be allowed fourteen calendar days to drop courses.

#### **Adding a course after the close of the drop/add period**

After the drop/add period for the term has closed, students wishing to add a course must get approval from the instructor of the course. After more than twenty-five percent of the term has past, the student must get approval from the faculty member and the Dean of Academic Affairs. Additionally, the student will be required to provide an academically compelling reason to the Dean of Academic Affairs for consideration to be added to a course that has met for more than twenty-five percent of the term. Refer to the RCFN policy (7052) for required payment information after the close of the drop/add period for a course.

#### **Administrative drops**

Administrative drop refers to a process whereby a student's enrollment in a course is terminated by action of an academic department. Departments may administratively drop students who register before classes start but do not attend class during the first week. Students are responsible for confirming their status in courses by attending courses for which they are enrolled before the drop/add deadline.

Departments who choose to initiate administrative drops may do so by completing the Drop/Add/Override form, write the statement "administrative drop" at the top of the form, and acquire the signature of the campus Academic Dean.

Administrative drops from courses where students do not meet the requirement/s or other college or class requirements may be dropped by the registrar's office. Also, if a student receives an FN in all courses enrolled in through Northland, he or she may be administratively dropped.

**For summer courses**, students must drop prior to the second class meeting to avoid being charged, with the exception if the class starts at the beginning of the term. The five day grace period applies to such classes as stated above.

**For classes which start later in any term**, students must drop prior to the second class meeting to avoid being charged.

Distance education course drop/add dates are set by the Distance Education Consortium. Call 1-800-657-3930 for current dates or view the academic calendar at [www.northlandcollege.edu](http://www.northlandcollege.edu)

**Whenever dropping or adding a class, students receiving financial aid should check with the Financial Aid Office to determine if their eligibility will be affected. It is the responsibility of the student to initiate drops/adds and withdrawals. In some cases administrative drops are warranted.**

#### **Withdrawal From a Class**

After the fifth day of a term, a student may withdraw from a class. When a student withdraws from a class, he/she may have the withdrawal processed through eServices or through the Registrar's office.

Students are financially liable for classes from which they withdraw. Classes that students withdraw from will appear on their transcripts with an indication of a withdraw (W).

The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course, and shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. The 80% withdraw date for a specific course is found on the student's class schedule in eServices. There is no refund for withdrawing from a class.

Distance education course withdrawal dates are set by the Distance Education Consortium. Call 1-800-657-3930 for current dates or view the academic calendar at [www.northlandcollege.edu](http://www.northlandcollege.edu).

### **Withdrawal From All Classes**

A total withdraw is defined as withdrawing from all courses that appear in the body of their transcript for that term. If a student chooses to withdraw from all classes, he/she should have the total withdraw processed through the Registrar's office and notify the Financial Aid office (if they are receiving financial assistance). For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays). When calculating refunds according to the following schedules, total withdrawal dates are determined to begin at the start of each term (first day of fall term, first day of spring term, and first day of summer term). When totally withdrawing from college during a semester a student may be entitled to a refund based on the following tables:

#### **For fall and spring terms:**

<b>Total Withdrawal Period</b>	<b>Refund %</b>
1st through 5th business day of term	100
6th through 10th business day of the term	75
11th through 15th business day of the term	50
16th through 20th business day of the term	25
After 20th business day	0

#### **For summer term and other terms at least three weeks but less than ten weeks in length:**

<b>Total Withdrawal Period</b>	<b>Refund %</b>
1st through 5th business day of the term	100
6th through 10th business day of the term	50
After the 10th business day of the term	0

#### **Class terms less than three weeks in length:**

<b>Total Withdrawal Period</b>	<b>Refund %</b>
1st business day of the term	100
2nd through 3rd business day of the term	50
After the 3rd business day of the term	0

**Note:** Students who are funded through the Department of Defense Tuition Assistance (TA) program follow a separate refund schedule found in the Standard Operating Procedure (SOP) **2090 DoD TA Refund of Funds**.

### **Exceptions to the Refund Policy**

A 100% refund will be given if a student's class schedule is reduced for the convenience of the college, or if there was a college error. Requests for a refund due to student injury or illness must be submitted to the Registrar's office by completing the Student Appeal form, including any necessary documentation.

A partial refund may be considered, at the discretion of the college, due to a change in a student's employment situation or for significant personal circumstances. This request also must be submitted to the Registrar's office by completing the Student Appeal form.

**Waivers:**

Requests for waivers must be submitted to the Registrar's office by completing the Student Appeal Form. The appeals are reviewed by an assigned Appeal Committee and follow the steps stipulated in Northland Procedure 3240. Only the President or designee may waive amounts due to the college for the following reasons:

- Employee Benefit provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error
- Employment Related Condition
- Significant Personal Circumstances
- Student Leader Stipends
- Course Conditions\*
- Natural disasters or other situations beyond the control of the campus

\*A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.

The President or designee may waive amounts due to the college for individual institutional waivers as stated above. A copy of all approved Student Service appeals must be submitted to the Accounts Receivable office.

The college cannot waive the MSCSA student association fee. The College shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

**Reference Documents:** Minnesota State Procedure 3.34.1 Official Academic Semester Start Dates, Minnesota State Policy 3.5 Post-Secondary Enrollment Options Program, Minnesota State Procedure 3.5.1 Post-Secondary Enrollment Options Program, and Minnesota Statute 124D.09 Postsecondary Enrollment Options Act

Date of Implementation:	SGC 5/27/04
Date of Adoption:	6/2/04
Date & Subject of Revisions:	6/8/05 – punctuation corrections. Revised 2/3/06, 3/1/06 Revised: 9/27/06 – punctuation and grammar Revised: 06/06/07 removed reference to university student association (MSUSA) Revised: 07/13/07 – slight revisions Revised: 1/16/0, 2/08/08, 2/26/08, 3/7/08, 12/16/08 Revised: 3/09/10 – added phone numbers Revised 10/19/10 – minor grammar changes Revised: 12/02/10 - appeal form, capitalization Reviewed: 02/22/11 Revised: 03/08/11; 03/22/11; 07/07/11 Revised: 04/19/12 System “W” date changes, Administrative Drop Language added per AASC recommendation

Revised: 03/04/13  
Reviewed: 03/04/14  
Revised: 04/09/15  
02/16/16 Reviewed  
03/28/17 Revised  
02/16/18 Reviewed  
04/12/19 Revised  
02/14/20 Reviewed