

DROP/ADD & WITHDRAW PERIOD

STUDENT ORIENTATION



GOODWILL
TECHNICAL
COLLEGE

Changes to a student's schedule are made in person or online during the designated drop and add periods at the beginning of each semester.

Adding Courses: Courses may be added through the last day to add courses as outlined in the Academic Calendar. Courses may not be added for credit after the dates outlined in the Academic Calendar.

Dropping Courses/Withdrawing: Course may be dropped through the last day to drop without a grade of "W" as outlined in the Academic Calendar and the course will not appear on the student's transcript. The grade of "W" is given when a student drops or resigns from a course after the last day to drop without a "W" and until the last day to drop with a "W" as outlined in the Academic Calendar.

Once the drop and add period is over, a student may no longer add classes to his/her schedule. Changing sections of the same course may be allowed due to extenuating circumstances and if approved by the Chief Academic Officer.

When a student has missed 15% of a course, the instructor may drop the student from the course. As a result of this action, the student will receive a grade of "WN" for the course if the action is initiated prior to the last day to drop. Please note that instructors are not required to drop students for non-attendance after the census date and as a result, excessive absences may result in a grade of "F" for all coursework missed.

Students who are receiving any type of financial assistance, tuition assistance, or other financial aid should consult the rules governing that aid before withdrawing from a course or from the college.

Reinstatement: For a student to be reinstated into a course, the instructor must agree that the student has an acceptable excuse for missing or dropping the class and that the student has a reasonable chance of passing the course. A student may be administratively reinstated if dropped in error.