

# ABOUT TRINIDAD STATE

## DROPS, WITHDRAWING AND REPEATING A COURSE

### DROPPING A CLASS

#### Dropping a Class

Students may drop a class during the first fifteen percent (15%) of the course duration (census date) without being financially responsible for the class; the class will not appear on the student's permanent record. Specific drop deadlines for term classes are listed in the schedule of classes. Students, who register and do not want to be held liable for tuition and fees or have a transcript record created, must drop the class on or before the last day for a refund, which is the census date.

Notifying an instructor, advisor or simply not attending the class is not sufficient to ensure that you are dropped from the class. An official Add/Drop Registration form must be received with appropriate signatures within the deadline. Please see an advisor in person to make sure you properly drop from the class.

#### Drop for Non-Attendance

The faculty member is responsible for ensuring that all students listed on their roster have attended their course during the Add/Drop (census) period. If a student has not attended any class by the end of the Add/Drop period, the faculty member must No-Show the student by the end of the Add/Drop period.

Students are expected to attend all classes. Students who do not attend any class sessions by the course census (add/drop date) will be identified as a no-show by the faculty and will be dropped from the course.

Once dropped as a no-show, a student cannot re-register in that same section, regardless of the no-show reason. In addition, the student could be dropped from any prerequisite or co-requisite courses, regardless of attendance in prerequisite/co-requisite course(s). Being dropped as a no-show can negatively affect students using financial aid or Veteran's benefits.

For online courses, attendance is defined as accessing the course and completing at least one academic activity (as determined by the individual faculty). What constitutes an academic activity may vary from course-to-course based on the uniqueness of each course.

Instructors will inform students of their individual class participation policies. Students who miss too many class sessions, or who fail to participate in class, may be advised to withdraw from a course.

#### Withdrawal from Classes

Withdrawal from Class(es) - Any student may withdraw from any course(s) or the college without academic penalty anytime up to and including eighty percent (80%) of total class days. All courses withdrawn during this period will receive the grade "W."

Courses designated "W" will be recorded on the student's permanent record but will not be used to calculate the student's semester or cumulative grade point average. After the dates for withdrawal without penalty specified above, the students may not withdraw from a course, and "W" is no longer a grade option for the instructor.

A student initiates requests for withdrawal from a course by obtaining the appropriate withdrawal form from an academic advisor. The student will then obtain the signatures of the instructor(s) and the advisor, indicating communication of the student's intent. Course withdrawals will not become valid until the student has returned the completed forms to the advisor. Failure to complete the prescribed withdrawal procedure will result in a grade in each course affected by withdrawal.

#### Note:

Students are responsible for the full amount of tuition and fees for courses from which they are withdrawn.

#### Withdrawal from College-All Courses

Withdrawal from College/All Courses - A student who decides to withdraw from all enrolled courses must obtain the "Add/Drop Withdrawal form from the Vice President of Student Affairs. This form must be completed and returned with the current ID before withdrawal from college is official. The student must come in person and fill the form out in front of an advisor.

A 'student-initiated' total withdrawal from college can be completed up to and including the last date to withdraw from classes for the term. As part of a total withdrawal from college, a student cannot withdraw from a class that has already given its final exam or has otherwise ended.

The withdrawal code to be used by an instructor will be a "W" to show a termination of enrollment or an "I" for an incomplete, which allows the student to complete specific course requirements at a later date. The instructor and student must complete all required protocols before the instructor can assign a grade of incomplete.

**Note:**

In unusual circumstances (death, disability, emergency), the Vice President of Academic Affairs, a Dean or Division Chair, Registrar, or the academic advisor may initiate a withdrawal for a student. Procedures for withdrawing from the institution may be initiated only in the office of the Vice President of Academic Affairs.

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**Repeating Courses**

The college recognizes the varied circumstances when a student requests to repeat a course such as, but not limited to, the following: an unacceptable grade earned will not transfer, a course is required for graduation or transfer, or a demonstrated need to raise a low grade point average (GPA) for graduation.

To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

Any semester course can be repeated (no restrictions on the type of course or the previous grade), and only the highest grade will be used for computation of the grade point average. Each registration for the course and each grade received will be listed on the transcript.

On the transcript, a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. If the grade for the repeated course is the same as the original grade, only the most recent grade will count in the GPA calculation. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours.

"Repeated" courses may be applied only once to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. To replace a grade, the course must be taken at Trinidad State College.

All courses, which students enroll for, after the drop date will be listed on the student's transcript, and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course.

The most recent grade will be included in the term and cumulative GPA if a duplicate grade is earned. All previous grades in a given course will also appear on the student's transcript.

All other duplicate grades will be excluded from the term and cumulative GPA. Students should direct questions on repeating courses to an academic advisor, or at the Registrar's Office.