

### 3357:13-14-41 Mediated Course Drop Policy

- (A) North Central State College desires that every student be successful. To that end, the College endeavors to provide the best guidance and assistance to make this occur. If however, a student desires to drop a class, certain steps should be taken (see [14-411](#) Mediated Course Drop Procedures).
- (B) These steps apply to dropping classes during Week 2 (or the designated drop date for classes that run other than the regular 16-week term) through the posted Last Day to Drop (found in the course schedule on the college website) and does not apply to College Credit Plus students. (College Credit Plus students should contact their high school counselor or class instructor for procedures to drop a class.)
- (C) After the Last Day to Drop, students can complete a “Late Withdrawal Appeal” form (in Student Records Office) which is only approved under unique circumstances.

Effective: May 23, 2017

Expires: February 1, 2027

Review Dates: 5/1/15, 5/23/17, 2/15/22