

3357:13-14-411 Mediated Course Drop Procedure

- (A) North Central State College requires students wanting to drop classes after the first week of the term to obtain a faculty member's or an advisor's signature. Faculty members (or advisors in the case of students dropping all courses) follow the procedures detailed below and review the specified items on the Drop/Add Form ([form 14-411a](#)) with the student before signing.
- (B) Students dropping their entire course load should notify their advisor (by email, phone, or personal visit). If past the last date to withdraw, the advisor will email the date of this contact to Student Records for use as the official withdrawal date for financial aid purposes, and the advisor will also document the drop notice in Aviso Engage. The advisor will instruct the student to prepare the Drop/Add Form including the dates of last attendance for the classes ([form 14-411a](#)) according to the process below and will attempt to explore with the student any alternatives that might help the student to continue with classes in the current or future terms. The advisor will also explain to the student that dropping all classes often reduces the amount of a student's federal financial aid eligibility, and this may result in the student owing a bill (often large) to the college. The advisor will urge the student to consult the Financial Aid Office before affirming the intention to drop.
- (C) Process for Dropping Classes
- (1) Students wanting to drop a class (or classes) should request a Drop/Add Form from a Division Office, the Student Success and Transition Center, Student Records Office, or the College website.
 - (2) Once the Drop/Add Form has been obtained, students dropping individual classes should contact each faculty member. They can do this in person, via email, or through Canvas.
 - (3) Each faculty member (or advisor in the case of a student dropping all courses) should confirm that the student has the required Drop/Add Form and reviews the student's class performance and difficulties with the student and recommends a course of action or services that might assist the student in being successful.
 - (a) Following conversation, each faculty member (or advisor in the case of a student dropping all courses) signs the form, checks the boxes that were reviewed, advises the student to go to the Financial Aid Office and then the Student Records Office, and takes notes of the conversation and enters these notes into Aviso Engage. In cases where faculty (or advisor in the case of a student dropping all courses) does not meet with the student, the email will include that the student needs to send the form and the email response to Student Records to complete the course drop process.

- (b) After the student has: 1) talked to the faculty member(s) or advisor, 2) has the paper form, 3) and has the signature or printed email as approval, the student takes the form, and attached appropriate email to the Financial Aid Office to check on the effect of the dropped class(es), and then to the Student Records Office for further processing.
- (c) For any student dropping all classes, the advisor directs the student to visit the Financial Aid Office and Student Records Office with the Drop/Add form. The advisor notifies the student's instructors of the drop, and takes notes of the conversation and enters these notes into Aviso Engage.

(4) Electronic Request:

- (a) When requesting the drop electronically, the student should inform the faculty member (or advisor in the case of dropping all courses) of the following information: name, the course(s), time and day of the class(es), and the best way to be contacted. The student is cautioned not to leave a social security number in any message for security reasons.
- (b) If the student notifies the faculty member/advisor by email or Canvas, the faculty member/advisor will respond to the student within 2 business days. (Monday – Friday) or may contact the dean or assistant dean if unable to reach the faculty member.
- (c) The faculty member /advisor will send a response email or Canvas message to the student. Discussion should include all options in the best interest of the student. When dropping individual classes, the student must print the electronic message and attach it to the Course Drop Form. This is verification of the faculty member signature. For a student dropping all courses, the electronic request is sufficient for the advisor to complete and sign the Drop/Add form.
- (d) The student then takes the completed Drop/Add Form to the Financial Aid Office and Student Records Office.

(5) In Person Request:

If the faculty member is unable to meet with the student dropping individual classes the faculty member may ask the student to make an appointment or meet at a more appropriate time in order to discuss the student's options.

(D) Financial Responsibility: There may be unresolved financial issues or a balance owed to the College, depending on the type of financial aid (loan, grant, scholarship) the student is receiving and the time of term in which a class is dropped. For this reason, most students will also be asked to talk to the Financial Aid Office to review any financial impact before

finalizing paperwork. The Student Records Office will determine if a student should speak to them.

(E) Delay:

- (1) If students dropping individual classes do not receive a response to their request within 2 business days, they should contact the dean or assistant dean through the administrative assistant in the division office.
- (2) If students dropping all their classes do not receive a response to their request from their assigned advisor within 2 business days, they should contact the dean or assistant dean of the division, who will then assist the student in the process and will conduct an exit interview.
- (3) If students attempt to drop their class on the last day to withdraw and do not receive a response by 3:00 p.m., they should contact the dean or assistant dean of the division, who will then assist the student in the process and will conduct an exit interview.

(F) The “request” to withdraw from classes does not finalize the process. Proper paperwork needs to be completed and submitted to the Student Records Office for consideration. A class is not officially dropped until the student receives verification from the Student Records Office of the adjusted schedule either in electronic or paper format.

(G) Deadline: All needed signatures should be obtained by the Last Day to Withdraw. (See the [College Important Dates Calendar](#) on the website.)

Effective: April 26, 2022

Expires: April 1, 2027

Review Dates: 5/1/15, 5/23/17, 11/24/20, 4/26/22