

3357:13-14-411 Mediated Course Drop Procedure

- (A) North Central State College requires that any students wishing to drop a class after the first week of the term must obtain an instructor's signature. The instructor will review the procedures listed below and specified items on the Mediated Course Drop/Add Form ([form 14-41a](#)) with the student before signing. (See [14-41](#) Mediated Course Drop Policy)
- (B) Dropping one or several courses (but generally not an entire schedule of classes)
- (1) If a student desires to drop a class, s/he should request a Course Drop Form from the Division Office where the class is located. Or if the form cannot be picked up, it could be faxed or scanned to the student's College email account. The student then contacts the faculty member for a required signature. S/he can do this in person, via email, Canvas, or by phone.
 - (2) The instructor will review the student's class performance with the student and recommend a course of action or services that might assist the student in being successful.
 - (a) Following conversation, the faculty member will sign the form and check the boxes that were reviewed.
 - (i) This process must be conducted for each class a student desires to drop unless there is some special circumstance, which would prohibit the student from coming to the campus or contacting the faculty member (ex. as a stay in the hospital, prison, or a family emergency, in which case the student might need to drop all classes- see below).
 - (ii) Next Steps: After the student has: 1) talked to the faculty member, 2) has the paper form, 3) and has the signature or printed email as approval, the student will take the form, and attached appropriate email to Student Records, located in Kee Hall, for further processing.
 - (3) Electronic or Phone Request:
 - (a) When requesting the drop electronically or by phone, the student should inform the instructor of the following information: name, the course, time and day of the class (as the instructor may be teaching multiple classes), 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 by phone, email or Canvas, the faculty member will respond to the student within 2 business days. (Monday – Friday)

(c) The faculty member will send a response email or Canvas message to the student. Discussion should include all options in the best interest of the student. The student shall print the electronic message and attach it to the Course Drop Form. This is verification of the faculty's signature.

(d) If the request is by phone, the student will still need a signature from the faculty member. A faculty member can sign a form and leave it with the division's administrative assistant for the student to pick up, send the student an email in response to the request, or make some other arrangement with the student.

(4) In Person Request:

The faculty member may ask the student to make an appointment or meet at a more convenient time in order to discuss the student's options.

(B) Dropping All Classes

To drop all classes in the event of an emergency, which would prohibit the student from coming to campus, a student can call the Registrar in the Student Records Office, (419.755.4824) Kee Hall, who can determine if the student can drop all classes via phone.

(C) Financial Responsibility: There may be monies 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.

(D) Delay: There are many reasons a faculty member might not be able to respond immediately. A faculty member may be off campus, in a conference, have a medical emergency, etc. If a student does not receive a response to their request within 2 business days, it is the student's responsibility to contact the dean or assistant dean through the administrative assistant in the division office. The dean or assistant dean will then assist the student in the process, if needed.

(E) Merely "requesting" to withdraw from class does not finalize the process. Proper paperwork needs completed and submitted to the Student Records Office for consideration. A class is not officially dropped until the student receives verification from Student Records of the adjusted schedule either in electronic or paper format.

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

Effective: May 23, 2017

Expires: May 1, 2022

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