Schedule Adjustment Policy

Add Policy

A student may add a course until the first day that course meets. To add a course after the first meeting, the student must complete a Schedule Adjustment Form and obtain the signature of the Vice President of Curriculum Programs.

Drop Policy

A student may drop a course before the 10% date without a grade on his/her transcript. The student should discuss the drop with an academic advisor and then complete a Schedule Adjustment Form. A drop after the 10% date and before the 75% date is considered a withdrawal (see below).

A student who does not attend a class at least once, or submit an assignment for an online course, and who does not officially drop the course before the 10% date, will be dropped from the course.

Withdrawal Policy

A student may choose to withdraw from a course up to the 75% point of the semester. During that same period, an instructor may withdraw a student for excessive absences. If the student is not in good standing at the time of withdrawal, the instructor may elect to assign a grade of "WF." Withdrawals after the 75% point will be made at the instructor's discretion.

Administrative Withdrawal

A student can be withdrawn by faculty, staff, or administration, after consultation with the Behavioral Assessment Team, for the following reasons:

- Behavioral, emotional, or psychological factors that interfere with participation in an academic environment, or that pose danger to oneself or others.
- Substance abuse that requires extensive treatment or hospitalization.

An administrative withdrawal could result in a withdrawal from one or more course(s), or a complete withdrawal from all courses. If the student is in good academic standing, the withdrawal will result in a grade of "W" on the academic transcript; however, if the student is not in good academic standing, the instructor may elect to assign the student a grade of a "WF." Students who are administratively withdrawn from all courses may not seek counseling or other support services from the College. Tuition refunds for administrative withdrawals will be considered according to the College's refund policy.

-Approved by Board of Trustees, August 12, 2013
Distance Education Withdrawals

The withdrawal policy for distance education courses varies from the above policies as follows:

_During the drop/add period_

Students taking distance education courses can drop or add by contacting the Student Services Office in one of the following ways:

1. In person
   a. Complete a Schedule Adjustment Form in the Student Services Office.
2. By telephone
   a. Contact the Admissions and Records Office at 336-386-3595 or 336-386-3430.
3. By fax
   a. Complete a Schedule Adjustment Form and fax to 336-386-3690. This form can be obtained from the student’s MyKnightLife account by clicking on "Forms" under the main menu.

_After the drop/add period_

Students taking distance education courses should begin the withdrawal process by contacting the instructor.

ACA Withdrawals

ACA is required for all first-year, full-time, degree-seeking students. In addition to the procedures described above, the Schedule Adjustment Form must be signed by the appropriate dean. The ACA requirement is waived only by permission of the Dean.