

Course Changes and Withdrawals

I. Purpose

The purpose of this policy is to designate the procedure by which students may add or drop courses at Dyersburg State Community College (DSCC).

II. Scope

This policy applies to all students wishing to add or drop courses

III. Policy

Students may add or drop (withdrawal) from courses during the applicable add period or drop period as listed on the academic calendar in the catalog and in the semester schedule. During these periods, students may add or drop online or by completing a Change of Registration Form at a DSCC One Stop. The One Stop will take appropriate action. Students who add a course will have it added onto the faculty class roll and grade roster. A student who wishes to add a course after the last day to add a course must receive approval from the assigned faculty and Vice President of Academic Affairs and Student Success. In the event that a faculty member is unable to provide approval during a reasonable amount of time, the applicable academic dean may grant or deny admission on behalf of the faculty member. Adding a course after the last day to add a class requires completion of the *Change of Registration (Drop/Add)* form.

Students who drop after the last day to drop a class but prior to the withdrawal deadline will be assigned a “W” grade on the faculty class roll and grade roster. Faculty should regularly check the accuracy of class rolls using Self-Service Banner. Students should be careful to review the refund periods during a given term when considering to drop a course since the student may be liable for full or partial course associated fees and tuition.

IV. Compliance

All students wishing to add or drop courses must adhere to this policy.

V. Definitions

VI. Revision History

Policy written May 2005. Policy revised October 2012; approved by Administrative Council on 02/22/13. Revised October 2016; approved by Administrative Council on October 28, 2016; approved by Administrative Council on 11/30/2016; approved by Administrative Council on 02/23/2023. Revised January 2025 and approved by Administrative Council on 02/20/2025.