
Standard Number:	4004	Effective Date:	Aug 1, 2022
Standard Title:	Course Changes and Withdrawals	Last Updated:	Feb 13, 2024
Standard Category:	Registrar's Office	Next Review Date:	March, 2026

Purpose

This standard provides framework for the process of changing or withdrawing from courses prior to deadlines set by the college.

Definitions

Add/Drop Date: a specific day and time after the semester begins before which students may make course changes without academic or financial penalty.

Class: one class of a course offered in a program or individual course.

Course: one course of the program which is required to achieve a regulated certification, or consideration for completion of a college defined program.

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the college.

Statement

Students deserve an opportunity to review and potentially change their mind about the suitability or difficulty of a course at the college. The college requires the ability to plan a schedule in a timely manner, adjust course loads, assign staff and instructors, and optimize class sizes.

Adding and Dropping Courses

Requests to add, drop, or change courses must be made via email or through use of the MyRMC online portal, to the college administrative office.

Students wishing to add, drop or change a course that is part of an assigned program, must send their request to the college prior to the end of the "Add/Drop Date" which takes place 7 days (168 hours) from the course start date/time.

Students wishing to drop all courses of a cohort-based program, must send their request to the college prior to the end of week 2 of a semester.

Students wishing to add, drop or change a course that is non-credit and not part of program, must do so by the start time of the second class. If a non-credit course consists of two classes or less, students will not be permitted to add or drop the course once it has begun.

Add/drop requests will be processed by the college administrative office within two business days.

Students may not add additional courses to their schedule after Monday of the second week of a semester unless they have written permission from the program chair. The program chair will consult with the course instructor before allowing such an exemption.

If a student drops a course prior to the add/drop date, there will be no academic or financial penalty with the possible exception of course deposits, application, and special fees (such as textbook fees) as per standard 3001 – Payments and Refunds.

Students who drop a course or courses prior to the add/drop date will be eligible for a refund as per standard 3001 – Payments and Refunds.

Courses dropped prior to the add/drop date will not appear on a student's transcript or permanent record.

If a student registers in a specific course section, the student may apply to change the section of the course prior to the add/drop date. Such a change will be at the discretion of the college so that operational requirements of the college may be met.

Withdrawals

A student may voluntarily drop (withdraw) from a course in an assigned program after the add/drop date but prior to the withdrawal date. In such cases, students will receive a 'W' notation on their permanent record and will still be responsible for course fees as per standard 3001 – Payments and Refunds.

The withdrawal date will generally be at the class start time of the 6th week of a course. Requests to withdraw must be through email to a college registration officer or through use of the online portal to the college administrative office.

In the case where a course does not run for the length of a standard semester, the withdrawal date will be the date when 40% of total course instructional hours are completed.

If the withdrawal date falls on a stat holiday, or other date when the college is closed, it will move to the next business day.

Students are not permitted to withdraw from a non-credit course after the add/drop date.

If a student withdraws after the withdrawal date, a grade of 'F' will be entered on the student's permanent record and the student will have a calculated GPA of '0.00'.

Students are not eligible for any form of tuition fees refund when withdrawing from courses.

Related Standards

- 3001 – Payments and Refunds
- 4001 – Grade Scales and Evaluation
- 4005 – Academic Standing