ADMINISTRATIVE PROCEDURE

Request for Backdated Drops

This procedure sets forth the requirements for backdating any student requesting to be dropped from a class for which they have been registered.

Some examples of backdated drops would be: *(not limited to)*

a. The institution has made an error in registering a student
b. The student registered for classes applied for financial aid but did not meet the requirements to receive aid and need to be dropped for non-payment.
c. The student provides documentation of an emergency situation requiring the drop from all or specific courses.

Process:

1. The student will submit their request in writing, and any supporting documentation, for a backdated drop to the Vice President of Student Services.
2. The Vice President of Student Services will review the request and if sufficient documentation is submitted approve the request. The Vice President of Student Services will collaborate with financial aid, registrar, and the business office to ensure no negative impact on the college or the student.
3. If approved, the Vice President of Student Services will prepare and sign the registration form with the appropriate effective date of the drop. Official file to be kept in the Office of the Vice President of Student Services
4. The Office of the Registrar will create grade change forms, if necessary, and request appropriate signatures and place the form in the student's permanent record.