

# Course Changes

OCtech reserves the right to add, change or drop courses as the demand changes, both from student interest and the needs of industry. Conflicts arising from such changes will be resolved individually in the best interest of the student. The sequence of courses within a curriculum is also subject to change when deemed necessary.

## Add/Drop

There is a period of five calendar days for full-term classes (or two days for mini-terms), beginning the first day of class each term, during which courses may be added to a student's schedule, provided the course is not closed and the student meets course pre-requisite requirements. During the same period, courses may be dropped without penalty. All schedule changes require a completed Add/Drop form with appropriate signatures and compliance with College Add/Drop procedures.

If a student drops a class after the first five calendar days, and before the end of the first thirty days of a term, a grade of "W" will be shown on the transcript. The grade of "W" will not be tabulated in the student's GPA. Courses dropped after the end of the first thirty calendar days of the semester will receive a grade of "WP" if the student is currently passing the course at the time of withdrawal and a "WF" if the student is failing the course at the time of withdrawal. The "WF" is the only grade that will be calculated into the student's grade point average. The "WF" carries the same punitive grade as that of "F." The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The withdrawal period will be pro-rated for terms of varying length (i.e. summer session and mini-term).

## Withdrawal Policy

Students may withdraw from the College and full-term classes during the first five calendar days of the term and the first two calendar days for mini-terms without penalty. Withdrawn courses will not appear on the student's transcript. Withdrawal of courses after the first five calendar days, but before the end of the first 30 calendar days of the term, will be reflected on the student's transcript. A student's official withdrawal date will be based on the student's last date of attendance.

Withdrawn courses will receive a grade of "W." Although this grade appears on the transcript, it is not calculated into the student's grade point average. Withdrawals from courses after the end of the first 30 calendar days of the term will receive a grade of "WP" (Withdrawn Passing) if the student was passing the course at the time of withdrawal and a grade of "WF" (Withdrawn Failing) if the student was failing the course at the time of withdrawal.

The instructor may issue a grade of "W" in lieu of the "WP" or "WF" at the time of withdrawal. The "WF" is a punitive grade which carries the same calculation in the grade point average as that of an "F."

Prompt and regular class attendance is expected of all students. A decision to stop attending classes at OCtech does not constitute an official course withdrawal. It is the student's responsibility to initiate the proper paperwork to withdraw from classes. Failure to complete and submit the proper paperwork to withdraw from classes after the published add/drop period will result in a failing grade for the course(s).

Students receiving Title IV Federal Aid and Veteran's Benefits should consult with a member of the Financial Aid staff prior to course withdrawal to determine financial implications.

## Add/Drop and Withdrawal Procedure:

Step 1: Access the Add/Drop from using Self-Service or contact your academic advisor.

Step 2: Complete the top portion of the Add/Drop form (name, curriculum, student ID#, student status, and date).

Step 3: Complete each section that applies to you.

Step 4: Sign the form electronically and submit

The Add/Drop form will then be processed, with the exception of those students on financial aid whose forms will go to the Financial Aid Office where it will be determined if additional tuition is required.