Mountwest 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:

a) The institution has made an error in registering a student
b) The student registered for classes and applied for Financial Aid, but didn’t meet the requirements to receive aid and were dropped for non-payment
c) The student provides documentation of a medical condition requiring withdrawal from classes on a certain date

1) The student will submit their request for a backdated drop to the Dean of Student Services.
2) The Dean of Student Services will investigate the reason for the request and seek appropriate documentation.
3) The Dean of Student Services will contact the Manager of Financial Aid to insure the drop will not have a negative financial impact on the college.
4) The Dean of Student Services will notify the Business Services office if the drop will require a refund to the student.
5) The Dean of Student Services will prepare and sign the add/drop form with the appropriate effective date of the drop.
6) The Dean of Student Services will create grade change forms, if necessary, and request appropriate signatures.

Effective Date: July 25, 2012
Approved by: Dr. Keith Cotroneo, President

Signature: [Signature]