

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
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- 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.