POLICY TITLE
Course Repeat, Drop and Add

POLICY NUMBER
ASOM 3.2

PRIMARY RESPONSIBILITY
Academic Affairs – course add time frame and repeat policy
Student Affairs – enrollment logistics
Business/Finance – drop for non-payment

CREATION / REVISION / EFFECTIVE DATES
Created: November, 2010
Revised: August 2012
Effective: Fall 2013
Revised Summer 2017/Effective immediately

PURPOSE
The College has established common dates and protocol for course registration, course repeats, drop and add so that students around the state follow the same guidelines.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty, staff, and students

DEFINITIONS
Course drop: Removing a course from a student’s record so that no record of the dropped course remains on the transcript.

Part of Term: Reflecting the actual start and end dates of the course, the part of term may run for the entire 16 weeks of the semester or may be a subset of that time, such as an 8-week course.

Section Change: Moving from one section of a course to another section of the same course.

POLICY
Repeating Courses – Students may repeat a course one time. In cases of extenuating circumstances, students may attempt a course for a third time only with the approval of the Campus Academic Officer (CAO) or designee. A withdrawal counts as an attempt.

Dropping Courses - Students may drop a course with no record on the transcript until the end of the 100% refund period for the length of term shown in the table below.
Length of Term  | 100% refund date (business days into term) | Last day for withdrawal (weeks into term)
--- | --- | ---
16 Week | 10 days | Week 12
12 Week | 8 days | Week 9
10 Week | 6 days | Week 7
8 Week | 4 days | Week 6
4 Week | 2 days | Week 3
Less than 4 weeks | 1 day | 75% of Term

Note: In the event there is a term length not identified by the above categories, the Campus/Site will follow the guidelines of the next shorter term length.

All students who are not in a paid or arranged-to-pay (protected) status will be dropped from classes according to an established College-wide deadline. Once dropped, students may not attend classes.

After the 100% refund period, students may drop a course without financial penalty to take the same course (same subject code and number) only if both courses are within the same part of term (POT). If the courses are not in the same part of term, the student must be withdrawn from the first course, and will incur charges related to that withdrawal. Students whose extenuating circumstances reflect a need to be dropped, rather than withdrawn, must petition the Vice Chancellor for Enrollment Services or designee for an exception to the rule.

Adding Courses – Students may enroll in a course until midnight before the course’s first session. The first session for online courses occurs the first day of the term. Section changes that occur after the first course meeting are only permissible with approval from the instructor of record and the CAO or designee.

PROCEDURE
Students seeking approval to enroll in a course a third time must complete and submit the Request to Repeat Course form.

REFERENCES
Ivy Tech Course Catalog

Form – Request to Repeat Course (to be added later)

RESOURCE PERSONS
Vice Chancellor for Academic Affairs, Vice Chancellor for Student Success
Executive Director of Finance