

## **Drop, Add and Withdrawal Procedures**

### **Definitions**

*Attendance* – The act of participating in a Class by submitting homework, participating in discussion forums, or other required assignments that are due during the week and contribute points toward the student's grade.

*Semester* – A semester is one of the units of an academic year. At SCU, the spring semester is defined as January 1 – June 30, and the fall semester is defined as July 1 – December 31.

*Module* – A module is a unit of the academic semester. At SCU, the online program contains modules that are 5 weeks in length. The spring semester will generally contain 5 modules and the fall semester will generally contain 4 modules.

*Class* – A Class is a unit of teaching that lasts one academic unit, is led by one or more instructors (teachers or professors), and has a fixed roster of students. It usually describes an individual subject taken. Students may receive a grade and academic credit after completion of the Class. At SCU, students in the online program generally take one Class each module for 5 weeks. Occasionally Classes are 10 weeks in length and span two modules.

*Full Time Student* – For federal financial aid purposes, a student is considered full time if he/she is enrolled in and attending 12 credit hours during a semester.

*Drop* – A drop is a student request to be removed from a Class prior to attending that Class.

*Withdrawal* – A withdrawal is a student request to be removed from a Class after attending that Class.

*Administrative Drop* – An administrative drop is the action by the University to remove a student from a Class prior to student attendance of that Class.

*Administrative Withdrawal* – An administrative withdrawal is the action by the University to remove a student from a Class after student attendance of that Class.

*Withdrawal from the Program* – Withdrawal from the program means a student will be removed from all remaining Classes with no intention of returning the following semester.

*No Show* – A no show is a student who fails to attend their first Class at the University.

*Continuing Student* – A continuing student is a student who has attended his/her first Class at the University and is registered for his/her next Classes.

*Non-Attender* – A non-attender is a continuing student who fails to attend a Class in which he/she is registered.

## **Attendance Policy**

Students are required to login to their classroom throughout the week. During these login times students should read announcements posted in the Announcements Forum, post and respond to classmates in the Discussion Forums, listen to lectures, review other Class components, submit assignments and check for revisions or clarifications to assignments.

For the purpose of attendance tracking, students are absent if they did not post to their discussion forums or submit any work for the week. A student is present if they participated at least once during the week. Attendance is recorded each Monday for the previous week. Simply logging into a Class without participating does not count as attendance.

### ***First Class***

All online students are required to begin the online program with PSYC2003, Effective Learning Strategies. Students who are absent from this Class for the first seven (7) calendar days will be considered a “no show” to the university and will be administratively dropped. No charges will apply.

### ***Continuing Classes***

After completion of their first Class, students are considered continuing students with the University. Students who are absent from continuing Classes for the first seven (7) calendar days will be considered a “non-attender” to that Class and will be administratively dropped from that Class and all remaining Classes for the semester.

Non-attender students will be subject to the same drop policy as a student who drops after the drop deadline. (See Dropping or Withdrawing from a Class) To avoid this action, students should request to be dropped from Classes they choose not to attend.

### ***Returning to Classes***

First time non-attenders who request to be returned to classes will be permitted to return to class in the next upcoming module and will be returned to all remaining classes for the semester from which they were administrative dropped.

### ***Second Non-Attendance Incident***

Students who have a second non-attendance incident will be suspended. A student, who wishes to return to class after a second incident of non-attendance, must submit a letter of appeal to Academic Council requesting readmission to the University. The Academic Council will determine if the student’s request for readmission will be approved.

## **Dropping or Withdrawing from a Class**

To avoid any charges accruing, students should request to be dropped from Classes they choose not to attend. The drop deadline is two weeks prior to the Class start. To avoid any charges accruing, students should request a drop prior to the deadline. The charts below indicate the charges/refunds for dropping a Class:

The refund policy can be viewed in three parts: (times reflected are per module)

- 1. Any time prior to the drop deadline (15 calendar days prior to the Class start)**
  - Students who drop prior to the two week deadline will receive a 100% refund of all tuition and fees.
- 2. The two week period between the drop deadline and the Class start**
  - Students who drop a Class during the two weeks prior to the class start date will receive an 80% refund of tuition and technical fees. They will be charged a \$3 per credit hour drop fee, and they will not receive a book refund.
- 3. The time after which the Class has commenced**
  - Students who withdraw from a class after attending the Class will receive a 0% refund of tuition, books, and technical fees.

Prior to Start (Drop)		Class Start (Withdrawal)
Any time prior to 15 Calendar Days Before Class Start	2 WEEKS BEFORE CLASS	Day 1
\$3 Per Credit Hour Drop Fee	\$3 Per Credit Hour Drop Fee	No Drop Fee
<b>Refunds:</b> 100 % Refund of Everything	<b>Refunds:</b> 80% Tuition  100% Tech Fees  0% Books	<b>Refunds:</b> 0% Tuition  0% Tech Fees  0% Books

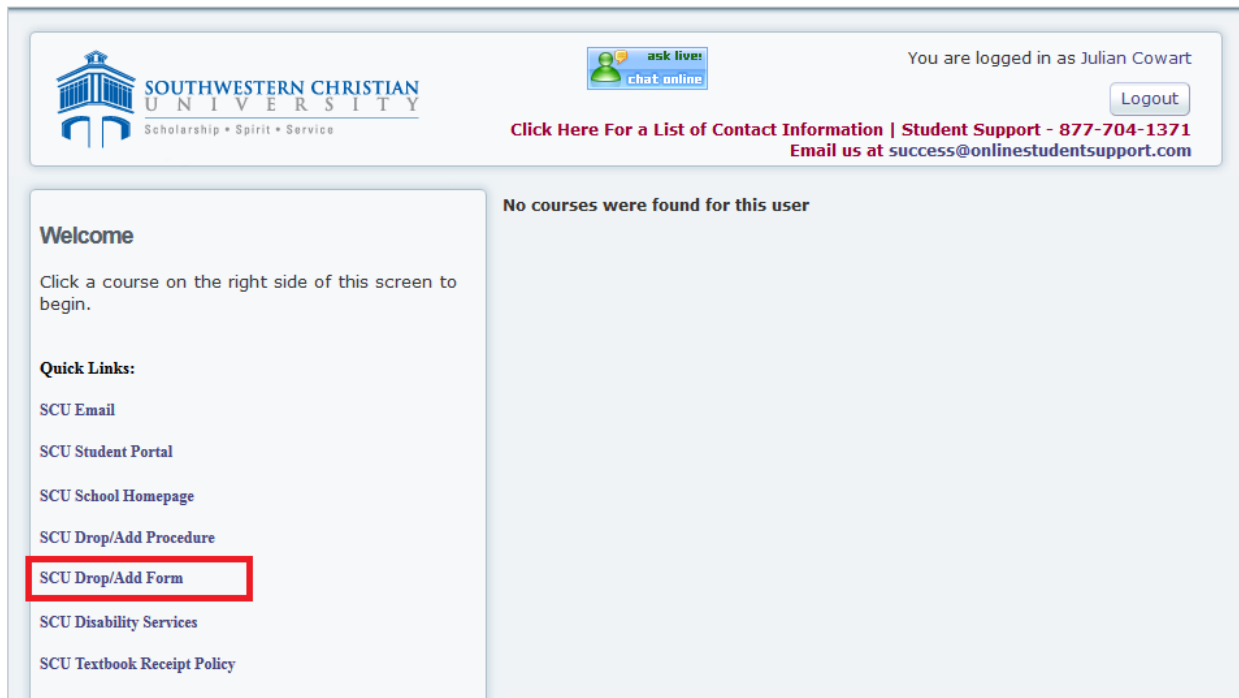
Students who withdraw from classes after the course has commenced will receive either a grade of “W” or “WF” on their academic transcripts depending on whether the student is passing or failing the course at the time of withdrawal (confirmed by the student’s grade in the course LMS.)

**Procedure for Dropping or Withdrawing from a Class**

Students must officially request to be dropped from a Class by completing a Drop/Withdrawal form. Requests via email or telephone will not be accepted. Submission of the Drop/Withdrawal form is required to document the date/time of the student’s request in order to ensure that the appropriate refunds/charges are applied.

Students can find the Drop/Withdrawal form in two places. Completing and submitting the form automatically applies the date and time that the form was submitted.

### 1. Within the Class Room here:



The screenshot displays the user interface for Southwestern Christian University's online student support system. At the top left is the university's logo and name, "SOUTHWESTERN CHRISTIAN UNIVERSITY", with the tagline "Scholarship • Spirit • Service". To the right, there is a live chat button labeled "ask live: chat online" and a notification that the user is logged in as "Julian Cowart" with a "Logout" button. Below the navigation bar, a red link provides contact information: "Click Here For a List of Contact Information | Student Support - 877-704-1371 Email us at success@onlinestudentsupport.com". The main content area is split into two columns. The left column, titled "Welcome", instructs the user to click a course on the right to begin and lists several "Quick Links": "SCU Email", "SCU Student Portal", "SCU School Homepage", "SCU Drop/Add Procedure", "SCU Drop/Add Form" (highlighted with a red box), "SCU Disability Services", and "SCU Textbook Receipt Policy". The right column displays the message "No courses were found for this user".

Be sure to read the SCU Drop/Add Procedure

### 2. At the SCU Website here:

[http://elearning.swcu.edu/?utm\\_source=SWCU&utm\\_medium=Homepage&utm\\_content=Bottom%20Link&utm\\_campaign=REFPARSWCUFREE](http://elearning.swcu.edu/?utm_source=SWCU&utm_medium=Homepage&utm_content=Bottom%20Link&utm_campaign=REFPARSWCUFREE)

Be sure to read the How to Drop or Add a Class instructions.

## Helpful Links

[Why Get Your Degree Online?](#)

[Southwestern Christian is Regionally Accredited](#)

[Login to Your Classes](#)

[How to Drop or Add a Class](#)

[Drop/Add Form \(SCU Login Required\)](#)

[Online Orientation Video](#)

### **Financial Aid and Billing Results of Drops/Withdrawal**

Upon dropping/withdrawing, though a refund (credit) of tuition/fees may result in some cases, a change in financial aid eligibility may also result and cause a balance due from the student. Students dropping below full-time status or withdrawing from the program may no longer be eligible for the same amount of financial aid as at the beginning of the semester. Those considering a drop or withdrawal should contact the Financial Aid office ([finaid@swcu.edu](mailto:finaid@swcu.edu)) with questions regarding changes to their eligibility. If financial aid is recalculated and a debit balance is created, the student must immediately contact the Business Office ([billing@swcu.edu](mailto:billing@swcu.edu)) to make payment on his or her student account. Please take this into consideration before submitting a drop/withdrawal form.