LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.021

Title: DROPPING COURSES AND RESIGNING FROM THE INSTITUTION

Authority: Board Action

Original Adoption:	12/12/2001
Effective Date:	12/12/2001
Last Revision:	12/19/2020

System institutions shall develop policies for dropping courses and resigning from the institution subject to the following provisions:

Please consult with the Office of Student Financial Aid as changes to your schedule may impact your financial aid status.

1. Students shall be allowed to drop courses or resign with no financial obligation or GPA impact up to a specified date. This date is to be set by each institution and published in the Academic Calendar for each semester/session/part of term.

2. Students shall be allowed to drop courses or resign with grades of "W" up to a specified date following mid-term. This date is to be set by each institution and published in the Academic Calendar for each semester/session/part of term. each semester/session schedule of classes.

3. The policy shall include a published grade impact statement for students who stop attending one or more classes without officially withdrawing.

4. The policy shall include published financial impact and financial aid impact statements: Dropping a course or resigning from college after the refund period will not reduce the student's financial obligation to the college and may affect eligibility for continued financial aid.

5. The policy shall allow for student appeals of the withdrawal deadlines and grade impact due to extenuating circumstances. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for appeal.

What is the difference between withdrawing from a course and resigning?

Withdrawing from a course means that you are dropping one specific course from your schedule. Resigning from the college means that you are withdrawing from all courses in a specific semester. The process for both (withdrawing from a course and resigning from the college) is the same.