

SUBJECT: WD - Grade	Effective Date:	Policy Number:
	July 1, 2011	01-1-031
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority:		
Vice President for Academic Affairs		

I. Purpose and statement of operational policy underlying the procedure.

Students can request a grade of WD for a class during the designated period of time as indicated in the College calendar.

II. Applicability/Scope

Any enrolled student

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Submits a DROP/ /ADD form to the course instructor and advisor	As indicated on the College calendar
Instructor	Signs the form and gives it back to the student	Upon receipt from student
Advisor	Signs the form and gives it back to the student	Upon receipt from student
Student	Pays the cashier, the \$10.00 fee and obtains a receipt	Upon receipt of completed document
Student	Takes the completed form and cashier's receipt to the Office of Student Records	See College calendar
Records Clerk	Takes the completed form and enters the receipt information and verifies the form is complete and enters a grade of WD.	Upon receipt of completed form

IV. Related policies/References for more information

Authorizing Official: <u><i>Barbara J. Frank</i></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	