4.015 ADDING CLASSES

POLICY:

We do not allow students to add classes after the first 10 days of the quarter (eighth day of summer) except in continuous enrollment classes.

PROCEDURE:

Students may add classes by obtaining an "Add-Drop" form from the Office of Admissions and Records. To add classes that are filled, the student must obtain the instructor's signature. To add any class after the second day, whether it is filled or not, the student must obtain the instructor's signature. Students must take the form to the Office of Admissions and Records for processing.

Approved: Dr. James M. Walton, President, 6/1/11
Effective: Summer quarter, 2011

4.045 AUDITING

POLICY:

Any student may enroll in a class on an audit status providing the instructor gives permission at the beginning of the quarter and there is available space.

PROCEDURE:

An auditing student attends classes regularly but does not take examinations or receive credit for the course. A grade of "N" will be granted signifying no credit. The regular credit hour fee is charged.

4.075 DROPPING CLASSES

Students may drop courses by obtaining an "Add-Drop" form from the Office of Admissions and Records, completing the form, and processing it through the Office of Admissions and Records in accordance with the Withdrawal Procedure in Section 4.220. Refund procedures are provided in the quarterly class schedule or the college catalog.

4.185 WITHDRAWAL FROM CLASSES

PROCEDURE:

Adding and dropping classes are serious steps. Consult with your advisor. If you are receiving financial aid and/or scholarships, consult with the Financial Aid Office. To withdraw officially from a class, you must submit a CHANGE OF SCHEDULE form to the Admissions and Records Office. You are responsible for completing the form and presenting it to the Admissions and Records Office for processing. ADVISING TIP: Make sure you withdraw officially. If you do not, you may receive a failing grade in your class.
Student Withdrawal:

If you withdraw from a course during the first 10 calendar class days, we will remove your name from the class list. You must return the Change of Schedule form to the Admissions and Records Office by the 10th class day. You do not need an instructor’s signature. No record of the class will appear on your transcript. ADVISING TIP: It is always a good idea to talk to your instructor or advisor before withdrawing.

If you withdraw from a class after the 10th class day, but on or before the 35th class day, you must return the Change of Schedule form to the Admissions and Records Office by the 35th class day. You do not need an instructor’s signature. You will receive a “W” grade on your transcript. ADVISING TIP: It is always a good idea to talk to your instructor or advisor before withdrawing.

If you withdraw from a class after the 35th class day, but before the first day of scheduled finals you must return the Change of Schedule form to the Admissions and Records Office before the first day of scheduled finals. YOU MUST OBTAIN YOUR INSTRUCTOR’S SIGNATURE! You will receive a “WP” grade (Withdrawal Passing) or a “WF” grade (Withdrawals Failing) on your transcript. Your instructor will determine this grade based upon whether you are passing or failing the course at the time of your withdrawal. ADVISING TIP: If you transfer, other colleges may treat a “WF” grade the same as an “F” (0.0).

POLICY:

Instructor Withdrawal:

Many classes are filled at the start of the quarter. Other students are waiting for a seat. For this reason, when a class is filled, an instructor may withdraw you from any class or lab in which you do not show up. If the class is a block class which meets for 2 or more hours you may be withdrawn you do not contact the instructor prior to 12:00 pm on the following day. For classes that meet for less than 2 hours per day, you may be withdrawn if you do not contact the instructor prior to 12:00 pm on the day following the second class sessions. (Note: the instructor must notify registration of this withdrawal by 4:00 pm on the day of the withdrawal.) ADVISING TIP: If you know you are not able to attend the first two class sessions, you need to communicate with your instructor before the first session. If you do not communicate with your instructor, you may lose your place in class.

Administrative withdrawal:

The most common reason for administrative withdrawal is class cancellation. Administration also may withdraw students for non-grade related reasons, such as, but not limited to, medical, disciplinary, error, or emergency military assignment. Students withdrawn after the 35th class day shall receive a “WF” or “WP” as assigned by the instructor. Administration will notify the instructor.

Military withdrawal:

A member of the Washington National Guard or any other military reserve component who is a student at Centralia College and who is ordered to active state service as defined by RCW 38.040.010 or to federal active military service and who is ordered for a period exceeding thirty days, has the following rights with regard to course(s) in which the person is enrolled:

Complete withdrawal from Centralia College with a refund of 100% of tuition and fees credited to the student, subject to the refund requirements of state or federal financial aid programs of origination, or refund requirements of state or federal agency payers of origination. The student shall not receive credit for the courses and will not receive any negative annotation on the student’s record. A notation of withdrawal (W) will be assigned
to indicate initial enrollment at Centralia College for students withdrawing after the first ten days of the quarter under Centralia College’s standard academic practice.

-or-

Be given a grade of incomplete and be allowed to complete the course during or upon release from active duty under Centralia Colleges’ standard academic practice for incomplete grades. Should the active duty status remain in effect beyond the standard one-quarter incomplete policy, an extension for the incomplete will be available to cover one year beyond the end of active military status. During that year, the student may re-attend the course(s) at no charge.

-or-

Continue and complete the course for full credit. Class sessions the student misses due to performance of state or federal active military service must not be used in any way to affect adversely the student’s grade in the course(s). Any student who selects this option is not, however, excused from completing assignments due during the period the student is on active status. A final grade must only be awarded, if in the opinion of the college faculty of record for the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

To verify military assignment, the student, or student representative in the event of immediate call-up, must present the college’s veteran affairs officer the appropriate written notice that the student is being called to active duty military status and complete the appropriate schedule change form(s).

If the student chooses to withdraw, the student has the right to be readmitted and reenroll as a student at Centralia College without penalty within one year of release from the state or federal active military status by completing and submitting a plan to return form.

Approved: Dr. James M. Walton, President, 6/1/11
Effective spring quarter, 2011