

Carlette Browder

From: Dr. John A. Turner
Sent: Monday, October 30, 2017 9:43 AM
To: Adam Abercrombie; Carlette Browder
Cc: Donna Collie
Subject: FW: Policies
Attachments: ES_104 Grading_Quality Point System.doc; ES_106 Transfer Credit_V27Sep17.doc; ES_110 LDCC Suspension Probation Policy effective Spring 18.docx; ES_102 Withdrawal_Resignation_Adjustments Draft V21 Sep 17_R21Sep17.doc; ES_103 Academic Renewal Policy_V21Sep17.doc; ES_103 Academic Renewal Form_V21Sep17.doc.docx; ES_104 Incomplete Grade Contract Form_V21Sep17.pdf; ES_104 Incomplete Grades Procedure_V21Sep17.doc; ES_106 Transfer Credit Procedure_V27Sep17.doc; ES_103 Academic Renewal Procedure_V21Sep17.doc

Everything looks good to me. You can proceed with necessary adoptions.

JT

From: Donna Collie
Sent: Monday, October 30, 2017 9:42 AM
To: Dr. John A. Turner <jturner@ladelta.edu>
Subject: FW: Policies


From: Adam Abercrombie
Sent: Thursday, October 26, 2017 2:54 PM
To: Donna Collie <donnacollie@LaDelta.edu>
Cc: Carlette Browder <cbrowder@LaDelta.edu>; Gwenn Hall <ghall@LaDelta.edu>; Kathy Gardner <kathygardner@LaDelta.edu>
Subject: Policies

Donna,

Can you make sure that John gets and approves/disapproves the attached policies, procedures, and forms.

Adam Abercrombie
Executive Director of Institutional Research & Enrollment Management-Registrar
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POLICY MANUAL

		Policy ES_102	
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		Last Revision Date: 09/21/17	
		Effective Date: 09/17	
Section		Subject	Title Withdrawal/Resignation/Adjustments

Approval Authority

Approval authority, delegated by the Vice Chancellor and Chancellor, sited in this policy is given to the Division Chair/Campus Director. All exceptions may be overruled and altered by direction of the Vice Chancellor and/or Chancellor.

Withdrawal from a Class

The "W" grade is given when a student withdraws from a class after the final drop/add date, but before the withdrawal date listed on the calendar for that semester for the specific part-of-term for the class withdrawn. After that date, students may not drop a course. Students must withdraw by logging into LoLA Self-Service and officially withdrawing from course(s) they wish to drop with a 'W' grade. Students who stop attending without officially withdrawing will receive an "F" in those courses.

A student may be administratively dropped from one or more classes or from the rolls of the College if the Division Chair/ Campus Director considers such an action to be in the best interest of the class or the College. In such a case, the Division Chair/ Campus Director will decide whether the student will be given a "W" or an "F".

Resignation from the College

Resignation from the College after the refund period will not reduce the student's financial obligation to the College and may affect eligibility for continued financial aid.

Request for Special Consideration

Approval of a request to withdraw from a course or resign from the College after the date designated on the academic calendar may be granted by the appropriate Division Chair/ Campus Director for reasons stated below and only if the reasons can be officially documented to show direct due cause. If approval to withdraw from a course is granted, the student must also have been passing the course immediately prior to the hardship, and must have applied for the approval immediately after the hardship or illness ended. The grade assigned will be a "W". If the Division Chair/ Campus Director allows the student to resign, a "W" grade will be assigned in all courses. If the appeal is approved, the Division Chair/ Campus Director will notify the instructor and Registrar. Examples of cases for appeal are as follows:

1. Illness/injury-The student must provide a letter on official stationery from the attending physician stating that illness or injury will render the student unable to complete the course, or will cause the student to miss a significant number of days so as to make it difficult to successfully complete the course. A hospital bill may also be used.
2. Death of an immediate family member which caused undue hardship and renders the student incapable of completing the course. The student must provide a copy of the death certificate, obituary stating relationship to the deceased, or letter from attending clergy.
3. Natural disaster or exceptional traumatic event (documentation will be required). The student must provide a written explanation of extenuating circumstances providing this event caused the student undue hardship.
4. National Defense-the student must provide a copy of official military orders.

Grades of "F" will be assigned to students who do not complete the enrolled period and who have not officially dropped their courses or resigned.

Medical Withdrawal and Re-Entry

See SS_102 Medical Withdrawal Resignations Adjustments Policy.

Schedule Adjustment (Add/Drop)

A student is authorized to add/drop a class during the official add/drop period (first five days of class of a traditional semester or equivalent period for summer and all other parts-of-term will be the first day of class) and make necessary schedule changes by dropping and/or adding.

Schedule Adjustment Dates

Classes that are taught in the fifteen week traditional fall and spring semesters will follow the schedule adjustment dates as listed:

Add/Drop: days one, two, three, four and five of classes

Withdrawal Deadline: typically five class days after 60% of the semester

Classes that are taught in non-traditional terms (summer sessions, out-of sequence courses within the traditional semesters) will have deadlines equivalent to the traditional terms.