

## APPENDIX VI

### 3358:11-2-14 Dropping a course policy.

(B) Purpose. A student may drop ~~courses~~ a course from their schedule ~~after the first day of classes~~ according to the guidelines established by the office of the provost. Guidelines for dropping a course are in the online college catalog on the Owens community college web site.

~~(C) Guidelines:~~

~~(1) A course may be dropped for academic reasons no later than the end of the ninth week of the academic semester.~~

~~(2) A course may be dropped for non-academic reasons after the end of the ninth week only for a problem of serious nature over which the student has no control. In this event, written documentation of the problem will be required. Approval of the request is made by the appropriate dean.~~

~~(3) For courses which are less than a full semester, the drop date will be adjusted accordingly.~~

~~(4) If a student does not follow the procedures to officially drop a course or courses, the student will be held financially and academically responsible.~~

Effective date: XX/XX/2008

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Certification

\_\_\_\_\_  
Date

Promulgated under: 111.15  
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