

Community College *of* Philadelphia

Drop/Add/Withdrawal Policy Revision
Academic Support Sub-Committee
Passed December 17, 2009

Rationale

The current policy on Drop/Add was last revised in 1983. The policy as written at that time does not include any specific time guidelines. This has led to fluctuation in actual registration procedures. Additionally, there was no previous firm distinction between the processes of drop and withdrawal from a course. In the interest of clarifying these important academic processes for students, faculty, advisers, counselors, and registration personnel, we recommend the following changes to the policy. These recommendations follow a faculty survey on Banner regarding these policies and 2 years of college wide consultations. We believe that these changes will bring the policy closer to institutional practices related to enrollment services and help students make more informed decisions regarding their academic choices. The changes also take into account the new terminology introduced by Banner and the proliferation of terms of different lengths in the college calendar.