



<p><b>Policy Title</b> Student Drop Policy</p>	<p><b>Original Adoption Date</b> 5/19/17</p>	<p><b>Policy Number</b> SS-758</p>
<p><b>Responsible College Division/Department</b> Student Success</p>	<p><b>Responsible College Manager Title</b> Vice President of Student Success</p>	
<p style="text-align: center;"><b>Policy Statement</b></p> <p>Students are responsible for officially dropping a class or withdrawing from the term. Stopping attendance in class does not constitute dropping a class. LTC will only drop students from a class if the student initiates a drop as described in the Student Drop Procedure or as the result of a policy violation (including violation of the campus first-day no-show policy). Class fee refunds are issued in accordance with guidelines established by the Wisconsin Technical College System. The amount of the refund received is based on when the drop occurred and how much class meeting time has elapsed.</p>		
<p style="text-align: center;"><b>Reason for Policy</b></p> <p>To establish that, once students are registered for classes at LTC, they have the primary authority and responsibility for removing themselves from classes in situations not otherwise governed by policy (i.e. Student Conduct).</p>		
<p style="text-align: center;"><b>Historical Data, Cross References and Legal Review</b></p> <p><b>Cross References:</b> <a href="#">Student Drop Procedure</a> , <a href="#">Student No Show Policy</a>  <b>Reviewed/Revised:</b> 9/30/20  <b>Legal Counsel Review and Approval:</b>  <b>Board Policy:</b> III.B. People Treatment</p>		
<p style="text-align: center;"><b>Definitions</b></p> <p><b>Drop:</b> Removal from a specific class section.  <b>Withdraw:</b> Cessation of participation in a given academic term. Applies after a student has dropped all classes in a term.  <b>Class:</b> A specific scheduled section of a given course.</p>		