

**SAN ANTONIO COLLEGE  
COLLEGE PROCEDURES**

Procedure Number: A.3

Procedure Title: Post-Census-Date Exceptions to Course Add/Withdrawal Procedure

Relevant Board Policy: F.6.1 – Student Success

Originating Unit: Academic Deans, Vice President of Student Affairs

Maintenance Unit: Vice President of Student Affairs

- I. Purpose: To provide a process for approving exceptions to standard course add/withdrawal procedure following census date
- II. Procedure statement:

The Academic Deans approve or deny requests from students for exceptions to standard course add/withdrawal procedure following census date. Approvals from these deans are then forwarded to the Vice President of Student Affairs (VPSA), who considers the requests in terms of institutional reporting obligations and impacts upon the college's business and financial aid office operations.

- A. Academic Deans will approve or deny requests for exceptions to standard course add/withdrawal procedure following census date. Criteria for this decision are academic and include the student's progress and standing in the course(s) in question. Deans will consider the opinion of the Department Chair or his/her designee in making this assessment. Approvals are not final and will be routed to the VPSA.
- B. The VPSA will approve or deny requests for exceptions to standard course add/withdrawal procedure following census date as follows:
  - 1. If the college is 100% at fault in the matter, the VPSA will be inclined to research the situation toward the goal of approving of the request.
  - 2. If extenuating circumstances exist, the VPSA will be inclined to research the situation toward the goal of approving the request.
  - 3. If the student did not pay for the course in question at an appropriate time, the VPSA will be disinclined to approve the request.
- C. Every request and its approval / denial will relate to the specific situation at hand. In every case all parties will be held accountable for their area of responsibility.
- D. Approvals for exceptions must be secured from all parties (faculty member, department chairperson, Dean and VPSA) within three business days of initiating the process. The process involves the student completing an add/drop form and routing it through the parties listed above.

Date Approved: 2/14/2012

Signed: /Robert E. Zeigler,/ President  
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