

PSEOP POLICIES AND PROCEDURES

DROP/ADD

Schedules may be revised during the first 5 days of classes each semester. Students must consult with Brooke Kosok or Dale Amy, prior to making any schedule changes. To drop and/or add a class, obtain a PSEOP Counter Registration Form from the PSEO Advisor, complete and return it to that office for processing. Please note that the instructor's signature is also required when adding a course after day 5 of the semester. Retain the student copy of all your drop/add transactions for your records since this will be required at the bookstore to return books during this period. A course dropped within the first 5 days of the semester will not appear on a transcript.

WITHDRAWAL FROM CLASS

Withdrawals are processed from the 6th day of the semester until the published withdrawal deadline, which is day 60 of the semester for full term courses. (Refer to the college calendar for specific semester dates.) There is also an additional withdrawal schedule for courses non-concurrent with the established semester dates. Please seek a Records and Registration staff member for this information. All withdrawals are recorded on college transcripts and are considered credits attempted but not successfully completed in terms of calculating academic progress. Students not meeting minimum standards of progress are subject to academic discipline, i.e. warning, probation, suspension. Students must consult their high school counselor prior to withdrawing from any course work at RCTC. A completed RCTC Course Withdrawal Form and instructor notification slip must be submitted to the PSEO Advisor by the established deadline. Requests for withdrawal received after the deadline cannot be authorized. You can print the withdraw form from the website at <https://www.rctc.edu/wp-content/uploads/2018/pdf/PSEOWithdrawalForm-BRANDED2017.pdf>

SATISFACTORY ACADEMIC PROGRESS

All students are expected to maintain a minimum completion ratio and GPA each semester. See attachment for specific details. To see more on this policy visit this web link <https://www.rctc.edu/policies/student/academic-satisfactory-progress/>

INCOMPLETE

A student may request a grade of "I" (incomplete) if their classwork is satisfactory but all course requirements will not be completed by the end of the semester and the instructor has reasonable expectation that the student will successfully complete the unfinished work by the established deadline the following semester. Incompletes are intended to be granted only for extenuating circumstances such as illness, accident, or family emergency. Request for Incomplete Forms must be completed and signed by both the student and the instructor. Forms must be submitted to the Records and Registration Office by the last day of the semester.

PSEOP NOTICE OF REGISTRATION FORM

This form must be endorsed by the high school counselor, signed by the parent or guardian, and submitted to the PSEO Advisor before registration will be allowed. This form must be completed and submitted each semester.

TEXTBOOKS, MATERIALS & EQUIPMENT

All books, materials, and equipment provided by the Post Secondary Enrollment Options Program are the property of Rochester Community and Technical College and must be submitted to the RCTC Bookstore at the end of each semester. **IF you do not return your textbooks by the last day of the semester, a HOLD will be placed on your record and you will receive a BILL for each textbook.** If textbooks are returned damaged, as determined by the Bookstore, you will be responsible for the cost of the textbook. You (not a parent) will pick up your textbooks from the RCTC Bookstore prior to each semester. You will need a copy of your semester schedule with your name displayed and your RCTC Student Photo ID card.

I have read and understand the preceding information. I recognize that if I need additional information, or have any questions, it is my responsibility to consult appropriate staff members. I authorize Rochester Community & Technical College to provide my high school with any information related to my educational situation including, but not limited to, program information, course information, transcripts, and applicable grade reports.

NAME (please print) _____

Signature

Date