



ADD · DROP · WITHDRAW

Enrollment Services · Founders Hall · 7390 South Sixth Street · Klamath Falls, OR 97603

Last Name	First Name	Student ID	Term	Year

Select one: **D** **W** **D = Drop · W = Withdraw**

Reason #	Drop/ Withdraw Course	Sec.	Credit	Advisor Signature	Registrar/VP

- Reason Codes #:**
1. Course canceled
 2. Schedule conflict/incorrect registration
 3. Administrative Drop/Withdraw
 4. Too difficult
 5. Too easy
 6. Advice of the instructor
 7. Reduce course load
 8. Employment conflict
 9. Health reasons
 10. Personal obligations
 11. Non-payment of tuition
 12. Moving
 13. Instructor conflict
 14. Child care issues
 15. Other/please explain: _____

ADD Course	Sec.	Credit	Instructor Signature	Date

Refund Policy/ Term Deadlines:
DROP POLICY: 100 percent tuition refund for the FIRST WEEK of the term. Students will be fully refunded for classes canceled by the college at any time.* (See note below)
WITHDRAW POLICY: Beginning the second week of the term, you can no longer drop without record of enrollment, or receive a refund of tuition. A grade of "W" will appear on your transcript for withdrawal from a class. A "W" does not affect your grade point average.
 *NOTE: FINANCIAL AID STUDENTS: You may be required to repay federal grant awards. Federal repayment/refund regulations apply to financial aid students who withdraw, drop, stop attending classes, or otherwise fail to complete the period of enrollment for which the student was charged and received financial aid funds.

Status Change: Full Time (12 +) ¾ Time (9-11) ½ Time (6-8) Less-than-Halftime (1-5)

 Student Signature

MUST BE DATED

2025 - 2026 SATISFACTORY ACADEMIC STANDARDS

Federal regulations require students receiving financial aid to maintain satisfactory academic progress and be working toward a degree, certificate, or transfer program according to the Klamath Community College catalog. All terms of attendance, including those in which financial aid was not received, are considered when determining your financial aid eligibility.

Eligibility Standards

Klamath Community College in compliance with Federal Regulation 668.34 requires that students maintain satisfactory academic progress to continue eligibility to enroll in classes and receive Federal Financial Aid (grants and loans). Satisfactory Academic Progress means maintaining a term GPA of 2.00 **AND** a 66.67% or higher completion rate. The completion rate is based on the number of credits that the student is enrolled in as of the published add/drop deadline. A grade of W, I or F does not count as successful completion of a class. Klamath Community College will apply the Satisfactory Academic Progress Standards at the completion of the term after grades are posted. Listed below are the completion requirements:

If a student is enrolled in:	The student must complete with a 2.00 or higher GPA:
18 credits	12 credits
17 credits	12 credits
16 credits	11 credits
15 credits	10 credits
14 credits	10 credits
13 credits	9 credits
12 credits	8 credits
11 credits	8 credits
10 credits	7 credits
9 credits	6 credits
8 credits	6 credits
7 credits	5 credits
6 credits	4 credits
5 credits	4 credits
4 credits	3 credits
3 credits	2 credits
2 credits	2 credits
1 credit	1 credit

Satisfactory grades that are counted toward completed credits are:
A, B, C, D, P

Unsatisfactory grades that are NOT counted toward completed credits:
F, NP, I, AU, and W

Failure to meet eligibility standards will result in the following action:

	Financial Aid	Academic	
1 st Term	Warning	Warning	Email sent indicating status. Must complete academic plan with advisor or Student Services
2 nd Term	Disqualification	Academic Probation	Must file an appeal to be considered for reinstatement of eligibility for federal Financial Aid. Complete an academic plan.
3 rd Term	Not Aid Eligible	Suspension from KCC	Must file an appeal to be considered for reinstatement of eligibility to enroll in classes and to receive federal financial aid

- If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required. **Zero GPA definition: A student who receives all F's and/or W's for the term.**
- Degree seeking students will be placed on suspension after completing 36 credits if their cumulative GPA is below 1.75.
- Federal Financial Aid eligibility is limited to 150% of a program's credit length (135 credits for a 90-credit degree and 68 credits for a 45-credit certificate.) Credits from other colleges that are accepted at KCC toward your program and credits attempted using your own resources **are included** in the calculation of your maximum credit length. When it becomes apparent that the student cannot graduate within this period, the student becomes ineligible for Federal Financial Aid, and will be notified by email the Financial Aid Office.
- Developmental courses are eligible for Federal Financial Aid up to 45 attempted credits. No additional developmental courses will be funded after 45 credits have been attempted.
- Only courses that apply to a degree or certificate are eligible for Federal Financial Aid. Courses that are not eligible for Federal Financial Aid include Adult Basic Education, GED, High School Completion, Extended Studies courses, challenged courses, and one credit workshops and special topic courses that exceed the degree requirements per KCC catalog.

The Financial Aid Office will apply the Standards of Financial Aid Eligibility after grades are posted at the completion of each term. Eligibility for Federal Financial Aid will be denied if any of the above requirements are not met.

Klamath Community College is not responsible for any actions taken by a student in anticipation of receiving Federal Financial Aid. Students are cautioned to verify their Financial Aid status and eligibility each term.

TOTAL HRS. ENROLLED	- HOURS DROP	= TOTAL

I understand that withdrawing from my course(s) may affect my Satisfactory Academic Progress (SAP) standards. I understand the consequences if I fail to meet eligibility standards.

Student Signature

Date

Received By: _____ Date: _____