# Drop Form Process (beginning September 28)

# Fall 2020

## Revised Drop Process

1. All drop forms should be submitted **electronically**. No paper forms are being accepted as of 10/1/2020.
2. All drop forms should be submitted as a **PDF**. The fillable PDF is in self-service as well as under faculty forms on the ACC website.
3. All drop forms will be submitted directly to dropadd@alamancecc.edu.
4. Please name the PDF in the following manner: **student last name, first initial and student ID number.**
5. The subject line in your e-mail should designate that this is a drop form.

## Student Initiated Drops

If a student requests to drop a course, the instructor will submit the drop form directly to student records: dropadd@alamancecc.edu

## Attendance Policy Violation

1. If a student violates the attendance policy, the instructor will notify the student via e-mail and or phone. If the instructor is able to contact them, counsel with them about their grades and attendance in your course.
2. **The instructor** will hold the drop form for 3 days.
3. If the student wishes to appeal the drop after talking with the instructor, the instructor will e-mail the Dean the **drop form and drop appeal form** and the student contact information. The dean will counsel with the student and determine if the student may remain in the course or be dropped from the course. The dean will then contact the instructor and student concerning the drop. **(Note: You only need to complete the drop appeal form if the student is appealing to the Dean.)**
4. If the student does not appeal the drop form, please submit the electronic drop form (PDF) dropadd@alamancecc.edu . Remember to save the PDF file as: **student last name, first initial and student ID number.**

## Drops After the 80% Date

**All** drop form MUST be submitted electronically to the Dean's office for approval after the 80% date.