



October 4, 2018

To : Dean of Academic Affairs

From : CPC Chairman mt

Subject : 2016 - 2020 General Catalog Addendum #12

The following are changes/corrections for the 2016 - 2020 General Catalog.

**1. Page 36 Withdrawal (W)** – the following should replace the current information on pages 36-37.

A “W” grade denotes withdrawal from a course or from the college during the withdrawal period. For fall and spring semesters, the withdrawal period runs from after the Drop/Add period up to the last instructional day of the week before the last week of instruction, which is week 15. For summer sessions, the withdrawal period runs from after the Drop/Add period up to the last instructional day of week before the last week of instruction which is dependent on the session length. The withdrawal deadline is printed in the college general catalog’s academic calendar and the Schedule of Course Offering. Courses dropped after the Drop/Add period will be assigned a “W” on the academic record. When a student ceases to attend class and fails to officially withdraw from a course by the withdrawal deadline, an “F” grade will be awarded for courses which utilize an A-F grading scheme. Under no circumstances will a “W” grade be issued after the withdrawal deadline.

A student who is absent two consecutive weeks from his/her registered course after the end of the Drop/Add period and who has had no formal/official communication with his/her instructor or advisor will be officially withdrawn from the said course by the instructor of the course who will submit the Instructional Withdrawal Form to the Dean of Academic Affairs for signature prior to submitting it to the Student Life office. The student’s Academic Advisor will then complete the official withdrawal form from Admissions and Records for the student and submit the form with the Instructional Withdrawal Form attached to Admissions and Records office. Reinstatement into the course is not permitted.

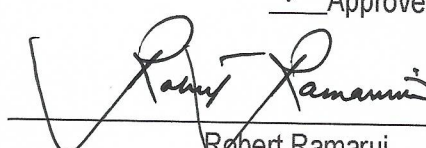
**Note:** Withdrawal from a course or the college is considered official when the proper authorization is obtained and the Admissions & Records Office receives the paperwork during the withdrawal period.

**2. The withdrawal dates for the academic years 2018- 2019 and 2019-2020 are as follows:**

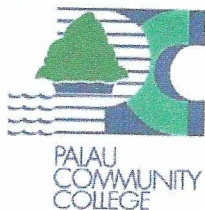
- Fall 2018 – From October 19, 2018 to Wednesday, November 21, 2018
- Spring 2019 – From March 27, 2019 to Friday, April 26, 2019
- Summer 2019 – From July 10, 2019 to Friday, July 12, 2019
- Fall 2019 – From October 18, 2019 to Friday, November 22, 2019
- Spring 2020 – From March 25, 2020 to Friday, April 24, 2020
- Summer 2020 – From July 7, 2020 to Friday, July 10, 2020

3. **Academic Attendance policy** - the attached Academic Attendance Policy has been added to the 2016 – 2020 General Catalog. It is an addition to the **Class Attendance section** found on page 38.
4. **The corrected prerequisite for BU158 Principles of Microeconomics is BA110.**

A copy of this addendum will be posted on the college website: [pcc.palau.edu](http://pcc.palau.edu).

 _____ Robert Ramarui Dean, Academic Affairs	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
		<u>10/09/18</u> Date

Cc: BOT Academic Programs Chairperson  
President, PCC  
All faculty  
Sherman Daniel, Dean of Students  
Deikola Olikong, Accreditation Liaison Officer  
Hilda N. Reklai, Director of Student Life  
Dahlia Katosang, Director of Financial Aid  
Lesley Adachi, Director, Admissions and Records  
President, Associated Students of Palau Community College  
President, Faculty Senate Association  
President, Classified Staff Organization  
PCC College website (Grace Alexander, System Analyst)  
Appropriate Bulletin Board  
CPC Members  
CPC File



## PALAU COMMUNITY COLLEGE ACADEMIC POLICY

### ATTENDANCE

- Never Attend – A student who registered for a course but did not attend the first ten (10) days of instruction.
  - Course instructor must report the student to the Dean of Academic Affairs using the Never Attend Form on the eleventh (11<sup>th</sup>) day of instruction.
  - Dean of Academic Affairs must certify the form and submit it to the Director of Financial Aid and the student Academic Advisor.
  - The Academic Advisor must use the Withdrawal Form from Admissions & Records Office to officially withdraw the student from the course. The certified Never Attend document must be attached to the official withdrawal for record keeping purposes.
  - The student will not be reinstated to the course.
  
- Absences within Two Consecutive Instructional Weeks – A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication to his/her instructor or academic advisor regarding his/her absences.
  - Course instructor must report the student to the Dean of Academic Affairs using the Instructional Withdrawal Form at the end of the second week.
  - Dean of Academic Affairs must certify the form and submit it to the Director of Financial Aid and the student Academic Advisor.
  - The Academic Advisor must use the Withdrawal Form from Admissions & Records Office to officially withdraw the student from the course. The certified Instructional Withdrawal document must be attached to the official withdrawal for record keeping purposes.
  - The student will not be reinstated back to the course.
  - The final grade of the student will be a "W" grade with the last date of student actual attendance.

Patrick U. Tellei, Ed.D  
President

Date