



College of The Albemarle Policy

Policy Number: 5.2.2

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Title: Withdrawal from Courses

Related Policy and Procedures: Policy 5.2.1 Attendance; Procedure 5.2.2.1 Never Attend Reporting; Procedure 5.2.2.2 Drop/Withdrawal from Courses; Policy 6.1.4 Tuition/Fee Refunds

Division of Responsibility: Learning; Student Success and Enrollment Management

I. DROP A COURSE

A. Ten Percent (10%) Date

A student may drop a course for a partial refund on or before the official ten percent (10%) date of the course. For more information on tuition/fee refunds, see Policy 6.1.4 Tuition/Fee Refunds. The dropped course(s) will not be included on the transcript.

II. STUDENT VOLUNTARY WITHDRAWAL FROM COURSE(S)

A. Seventy Five Percent (75%) Date

Students may withdraw from a course after the ten percent date and prior to the seventy-five percent date of a course. Withdrawals through the completion of the seventy-five percent of a course will result in a "W" grade.

Students will not be allowed to voluntarily withdraw from courses past the seventy five percent (75%) date All applicable deadlines will be published in the College's official calendar.

Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "W" which will not be included in the grade point average but will appear in the student's official transcript.

B. Late Withdrawals

Students may request a late withdrawal based on extenuating circumstances after the seventy-five percent date of a course. Requests, including supporting documentation, must be made within four (4) weeks after the end of the term for which the withdrawal is requested.

All requests will be reviewed by the Division of Learning and Office of Financial Aid to inform the Registrar in a final decision.

Requests submitted beyond the four week time period will be considered in exceptional circumstances and require the approval of the Vice President of Student Success and



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Enrollment Management, in collaboration with the Office of Financial Aid and Division of Learning as appropriate.

III. STUDENT INVOLUNTARY DROP/WITHDRAWAL FROM COURSE(S)

- A. Students who register for a course and do not attend classes prior to ten percent (10%) will be dropped by the instructor.
- B. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the Student Code of Conduct and/or program handbook policies. Some programs may follow more rigid requirements that may lead to dismissal and/or a failing grade.

June 13, 2023

June 9, 2026

June 9, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision