



College of The Albemarle Policy

Policy Number: 5.2.2

Pages: 1 of 2

Title: Withdrawal from Courses

Related Policy and Procedures: 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. STUDENT VOLUNTARY WITHDRAWAL FROM COURSE(S)

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.

B. Seventy Five Percent (75%) Date

Students may withdraw from a course after ten percent, but prior to the completion of seventy-five percent of a course. Withdrawals through the completion of the seventy-five percent of a course will result in a "W" grade. If a student withdraws after the 75 percent point of the class, the student may receive a grade of 'F'.

Students will not be allowed to voluntarily withdraw from courses past the seventy five percent (75%) date without presenting documentation to the appropriate Academic Dean. 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 include the grade point average but will appear in the student's official transcript.

C. Exception to Seventy Five Percent (75%) Date

Students may request a withdrawal based on extenuating circumstances after seventy-five percent of a course. Documentation shall be presented for the approval of this request.

II. 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B. Any student who accumulates absences in excess of ten percent (10%) of the course contact hours may be withdrawn from the class at the instructor's discretion. If the student is withdrawn from a class during the final twenty five percent (25%) period of the term for excessive absences, the student may receive a grade of "F".



College of The Albemarle Policy

Policy Number: 5.2.2

Pages: 2 of 2

- C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the Student Code of Conduct and/or program handbook policies.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 policies that may lead to dismissal and/or a failing grade.

June 13, 2023

June 13, 2023

N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision