



College of The Albemarle Procedure

Procedure Number: 5.2.2.2

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Title: Drop/Withdrawal from Courses

Related Policy: Policy 5.2.2 Withdrawal from Courses

Division of Responsibility: Learning; Student Success and Enrollment Management

Students are responsible for requesting to drop/withdraw from course(s) if he/she cannot meet the requirements of the course. The student should first consult his/her instructor or academic advisor before requesting to be dropped/withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be dropped/withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have impacts on future financial aid eligibility.

I. DROP FROM COURSES - TEN PERCENT (10%) DATE

A student may drop a course on or before the official ten percent (10%) date of the course by contacting the course instructor or academic advisor.

II. WITHDRAWAL FROM COURSES - SEVENTY FIVE PERCENT (75%) DATE

- A. To officially begin the withdrawal process, the student should notify the course instructor or academic advisor of the intent to withdraw from the course. The student should complete the online Withdrawal Request Form or visit the student services office at a college campus location and complete a withdrawal form.

Students may withdraw from a course after ten percent but prior to the completion of seventy-five percent of a course.

Once a student has enrolled in class and has paid fees, that student remains enrolled unless one method of withdrawal is completed:

1. **Voluntary Withdrawal** - The student may contact the course instructor or academic advisor and complete the withdrawal process. Dual-enrolled students should consult with their high school counselor when making any decisions about dropping or withdrawing from a course prior to speaking with course instructor or academic advisor.
2. **Involuntary Withdrawal** - Involuntary withdrawal may be implemented as part of mediated resolution to violations of the Student Code of Conduct. Additionally, some programs may have more rigid requirements due to regulations set by accrediting boards, state, and federal licensing agencies that may lead to dismissal.

III. LATE WITHDRAWAL FROM COURSES - AFTER SEVENTY FIVE PERCENT (75%) DATE



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- A. To officially begin the late withdrawal process, the student should complete the online Late Withdrawal form or visit the student services office at a college campus location to complete the form.
1. The completed form and supporting documentation must be submitted to the appropriate academic dean within 30 days of the last day of classes.
 2. The academic dean will review all submitted documentation and make a recommendation regarding late withdrawal to the Office of Financial Aid within five (5) college working days after the receipt of said documentation.
 3. The Office of Financial Aid will review the student's account and determine any financial implications of a late withdrawal and provide this information to the Registrar within five (5) college working days.
 4. The Registrar will reference the aforementioned documentation and information in determining final approval. Within five (5) college working days of receipt of said documentation, a final decision will be communicated to the student electronically with confirmation of receipt from the student
- 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 Enrollment Management, in collaboration with the Office of Financial Aid and Division of Learning as appropriate.
- B. Students who are granted late withdrawals will receive the grade of "W" in all courses in progress and/or specified in the request.

June 13, 2023

May 11, 2026

May 11, 2026

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision