



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 The student should first consult his/her instructor or advisor before requesting to be dropped/withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be dropped/withdrawn from a course.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 from 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. **Student 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. **Faculty Withdrawal** - An instructor will withdraw the student if the student has not complied with the outlined attendance policy in the syllabus.
3. **Administrative Withdrawal** - Administrative withdrawal may be implemented as part of mediated resolution to violations of 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.



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

The appropriate academic dean may make exceptions in cases of extenuating circumstances and award a grade of “W” during the final twenty five percent (25%) of the class. A student must comply with the following steps if he/she desires a withdrawal due to extenuating circumstances:

1. Submit documentation supporting a request for a withdrawal within thirty (30) calendar days of the last attended class unless documentation is provided that satisfactorily explains a longer time period. It is most feasible that the request and documentation be submitted before the end of the semester (and end of the classes) in question. The documentation must be submitted to the instructor or appropriate academic dean.
2. The instructor will review all submitted documentation and make a recommendation regarding voluntary withdrawal to the appropriate academic dean within ten (10) business days after the receipt of said documentation.
3. The decision of the department's appropriate academic dean will be communicated to the student electronically with confirmation of receipt from the student. The academic dean's decision is final.
4. Students who are granted withdrawals will receive the grade of “W” in all courses in progress and/or specified in the request.
5. Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist or psychiatrist stating that in the professional expert's opinion the student is now capable of handling the College's academic and social demands.

June 13, 2023

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N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision