

# 11.3 STUDENT WITHDRAWAL

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Delaware County Community College's mission is to facilitate learning by providing quality educational programs and services that are student-focused, accessible, comprehensive, and flexible to meet the educational needs of the diverse communities it serves. Students pay tuition and fees, and in return receive the professional educational services of the College. It is our expectation that students attend all class sessions and actively participate in online courses in order to receive grades for courses in which they are enrolled. Sometimes this is not possible, and withdrawal from a course is necessary. Normally, withdrawal from a course is the responsibility of the student, but occasionally the College must withdraw the student.

Students are cautioned that withdrawal from a course could change their status as a full-time student and could affect their financial aid status or any outside benefits (i.e., Veteran's, TIAA, etc.); however, students withdrawing themselves from a course has no impact on their GPA. Except in the cases of not attending on campus courses or actively participating in online courses during the first week of classes, students are NOT withdrawn from a class because they stop attending. Instead, these students receive a grade that best indicates their level of achievement of all the competencies of the course. Also, it should be noted that the privilege of Student Withdrawal (SW) is NOT permitted for students who violate the College's Academic Honesty Policy.

**Final Grades:** If a student's extensive absence from the class results in a failure in the course, the instructor should assign an NPA grade for Basic, Developmental, and Transitional courses and an FA grade for all other college credit courses. Last day of attendance will be required in reporting the FA and NPA grades.

## Withdrawal Options

### No Show Withdrawal (NS)

- Initiated by the instructor.
- May be issued for students who did not attend an on campus class during the first week of the Fall and Spring terms or the equivalent for accelerated parts of term.
- May be issued for students who did not actively participate in an online course during the first week of the Fall and Spring terms or the equivalent for accelerated parts of term. (Active participation is defined as completing course-related work [i.e., submitting a class assignment, or participating in online discussion] in the College's learning management system [i.e., Canvas] or related educational software [i.e., MyLabsPlus, Wiley etc.]).
- Reported during the second week of Fall and Spring terms or the equivalent for accelerated parts of term.
- Processed through the Registrar.
- Course not reflected on final transcripts.
- No effect on the student's GPA.
- Students may be reinstated in the course at the discretion of the faculty member.
- Student refunds considered in accordance with the College's Refund Policy

### Dropped Course (DC)

- Initiated by the Student
- Through the end of Week 3 for Fall and Spring, through the 20% point in the Accelerated, and Summer I & II, and Winter Terms.
- For any reason.
- Course not reflected on final transcripts.
- No effect on the student's GPA.
- Student refunds considered in accordance with the College's Refund Policy

### Student Withdrawal (SW)

- Initiated by the student.
- From the beginning of Week 4 through Week 10 (through the 60% point for terms less than a full semester).
- For any reason.
- Course is reflected on final transcripts with a W.
- No effect on the student's GPA.
- No refunds will be issued.

### Administrative Withdrawal (AW)

- Initiated in writing by completing an Administrative Withdrawal Request form.
- The request may be submitted anytime during the current academic term and no later than 30 days after the end of the current academic term.
- Appropriate supporting documentation relevant to the request is required with the submission of the Request form.
- The completed Administrative Withdrawal Request form and supporting documentation are submitted to the College's Registrar in Enrollment Services.
- Students are encouraged to meet with the offices of Financial Aid and Student Accounts to determine the financial implications based on their change in enrollment.
- If necessary, any adjustments to the student's account will occur in the semester in which the enrollment change occurred.
- Students may appeal the decision using the Student Complaint process.

### College Intervention Withdrawal (IW)

- Initiated through the Code of Conduct or for not meeting special program policies or regulations.
- The process may be initiated anytime during or after the current term.
- Decision may be appealed via procedures in the Student Code of Conduct or the Grade Appeal Policy for special programs.
- No refund of tuition/fees.
- Course is reflected on final transcripts with a W.
- No effect on the student's GPA.