

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES WITHDRAWAL FROM COURSES	Policy 5.2.2
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I. Withdrawal from College Courses

It is the duty of the Haywood Community College (“College”) Board of Trustees to maintain policies as it relates to the management of courses. The College is required to follow all federal and state guidelines regarding the administration of the accompanying policies and procedures. The College desires all students to be successful in their courses. However, the College fully understands that circumstances arise that may cause a student to suddenly cease attending and/or unenroll from one or more of their courses. Depending on the timing of such decisions, there are a few deadlines and processes in place which will determine how the student can successfully drop or withdraw from a course, and any potential refund the student may receive. Procedure 5.2.2.2 discusses these options in detail, and further gives direction to students on how they may successfully remove a course from their schedule and the final grade they will receive. All questions about student withdrawal should be forwarded to the College Registrar’s Office. Questions about potential refunds should be directed to Policy 6.1.4. – Tuition/Fee Refunds.

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