

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>STUDENT SERVICES WITHDRAWAL TYPES</b>	Procedure 5.2.2.2
--------------------------------------	--	----------------------

As stated in Policy 5.2.2 – Withdrawal from Courses, Haywood Community College ("College") provides options for students to officially remove a course from their schedule depending on the timing of the decision. The following withdrawal types discuss these options in detail. All deadlines for dropping and/or withdrawing from a course are posted on the College's academic calendar on the College website and in the College catalog. Further questions about withdrawing from courses should be directed to the College Registrar's Office.

## **I. Student Voluntary Withdrawal from Course(s)**

### **A. Withdrawal Process**

It is the student's responsibility to withdraw from a 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 The student should first consult his/her instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course.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.

To officially begin the withdrawal process, the student should notify the Enrollment Management Office of his/her intent to withdraw from the course. The student should complete the online Withdrawal Request Form located in the HCC Online Portal found on the College's website, or visit Student Services and complete a withdrawal form.

### **B. 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. In the case of a drop on or before the official ten percent date (10%) date of the course, the dropped course(s) will not be included on the transcript.

### **C. Seventy-Five Percent (75%) Date**

At any point prior to the seventy-five percent (75%) date of the course, but after the ten percent (10%) date, a student may voluntarily withdraw from his/her courses. Students will not be allowed to voluntarily withdraw from courses past the seventy-five percent (75%) date of the course. If a student participates or submits any work after the 75% point of the course, they will receive the final grade they earned. All applicable deadlines will be published in the College's official calendar.

In the case of a withdrawal, the student will receive a grade of "W" on their transcript for a withdrawn course per Policy 5.2.4 – Grading System. The "W" grade

will not impact the grade point average (GPA) but will appear in the student's official transcript with the exception of RISE co-requisite courses. Course withdrawals also may impact a student's financial aid status; therefore students are strongly engaged to consult with a financial aid representative prior to withdrawing. Veteran students should consult with the College's VA representative in financial aid.

#### **D. Withdrawal for Emergency (WE)**

Per guidance issued by the North Carolina Community College System (NCCCS), the WE grade was established to act as a withdrawal option for students who were negatively impacted by a national emergency (i.e. the COVID-19 pandemic in 2020 & 2021). This option for withdrawal is implemented by the Vice President of Student Services when directed by the NCCCS or at the recommendation of other state and/or federal entities. The grade option will not be applied outside of approved circumstances. WE grades may not impact financial aid eligibility during specific time periods as directed by the Federal Government and/or the Department of Education. The grade will not be counted towards a student's GPA.

#### **E. Readmittance to a Course**

While in most cases a student's decision to withdraw from classes is final; the College understands that circumstances arise where a student's decision to withdraw may have been in error, or the conditions leading up to a course withdrawal may change. Therefore, a student may appeal a previous withdrawal to the Office of the Vice President of Instruction. After consultation with the program dean and course instructor(s), the Vice President of Instruction may allow a student to be readmitted to a course after their initial withdrawal. Such decisions may be based on the timing of the request relative to the student's last participation, the student's academic standing, and their course performance prior to the withdrawal. If the student is allowed to return to the course, the Vice President of Instruction will notify the Registrar's Office, who will remove the "W" grade. Students who are readmitted into a course will not be allowed to withdraw from that same course within the current semester a second time and they will receive the final grade they earn. All readmittance decisions by the Vice President of Instruction are final.

#### **F. Exceptions to Seventy-Five Percent (75%) Date**

The Vice President of Student Services ("Vice President") may make exceptions to extend the 75% date when warranted in cases of extenuating circumstances at his/her discretion. Such cases shall include, but are not limited to, national or local emergencies, weather related events, or student medical related absences. In such cases a grade of "W" will be issued during the final twenty five percent (25%) of the academic term.

If the request for an extended withdrawal originates from a student (or their legal power of attorney or guardian in cases where the student is incapacitated) for the purposes of medical related absences, they must comply with the following steps:

1. Submit medical documentation supporting a request for a medical

withdrawal within thirty (30) calendar days of the last attended class unless medical 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 Vice President.

2. The Vice President will review all submitted documentation and make a decision regarding voluntary medical withdrawal within ten (10) business days after the receipt of said documentation.
3. The decision of the Vice President will be communicated to the student via registered mail, hand-delivered, or electronically with confirmation of receipt from the student. The Vice President's decision is final.
4. Students who are granted medical 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.

## **II. Student Involuntary Withdrawal from Course(s)**

- A. Students who register for a course and do not attend prior to ten percent (10%) point of the course will be reported as a No Show (NS) by the instructor and dropped by the Registrar's Office. No Show reporting is further outlined in procedure 5.2.2.1.
- B. Students who stop participating in courses prior to the seventy-five 75% point of the course, and who do not voluntarily withdraw, will be given a grade of WA (Administrative Withdrawal) by the instructor at the end of the course as a final grade. The instructor is not allowed to remove the student from the course prior to submitting the final grade after the course has ended. "WA" grades are non-punitive and will not impact the student's grade point average (GPA). If a student participates or submits any work after the 75% point of the course, they will receive the final grade they earned and will not be eligible for a W or WA grade, with the exception of RISE co-requisite courses.
- C. Students receiving veteran's benefits are required to attend their courses in order to be eligible to receive any of their VA education benefits. The VA certifying official located in the financial aid office will notify all VA students of their requirement to attend their classes at the beginning of each semester. If a VA student ceases attending a course for a period of 21 days or more, the instructor of the course(s) will notify the VA certifying official at the College to allow that individual to communicate that information with the Department of Veterans Affairs. VA students will not be removed from the course via withdrawal, and instead will

receive a grade of "WA" at the end of the course as a final grade. If the VA student returns to class after the instructor has notified the College's VA certifying official, the student will be required to notify the VA certifying official so that the student's VA education benefits may be reinstated if applicable.

- D.** Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies in the student code of conduct at the discretion of the Vice President of Student Services. Such students will receive a grade of "WA" in their course. All appeals for readmittance due to a disciplinary withdrawals will be handled via the appropriate procedure related to the specific rationale given for the withdrawal.

Adopted: 8-14-2017  
Revised: 12-03-2019  
Revised: 04-07-2020  
Revised: 03-03-2021