

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>STUDENT SERVICES WITHDRAWAL FROM COURSES</b>	Policy 5.2.2
--------------------------------------	---	-----------------

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

**A. Ten Percent (10%) Date**

A student may withdraw from a course for a partial refund on or before the official ten percent (10%) date of the semester. For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official ten percent date (10%) date of the semester, the withdrawn course(s) will not be included on the transcript.

**B. Seventy Five Percent (75%) Date**

At any point prior to the seventy five percent (75%) date of the semester, 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. All applicable deadlines will be published in the College’s official calendar.

It is the student’s responsibility to 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 The student should first consult his/her instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course.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 or visit Student Services and complete a withdrawal form.

Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an “F” in the course. In the case of a withdrawal, the student will receive a “W” which will not impact the grade point average but will appear in the student’s official transcript.

**C. Exception to Seventy Five Percent (75%) Date**

The Vice President for Student Services (“Vice President”) may make exceptions in cases of extenuating medical circumstances and award a grade of “W” during the final twenty five percent (25%) of the academic term. A student must comply with the following steps if he/she desires a medical withdrawal:

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 classes prior to ten percent (10%) will be dropped by the instructor.
- B. Any student who accumulates unexcused absences in excess of fifteen percent 15% of the course contact hours will be withdrawn from the class. Students who stop attending courses may not be given a grade of "F". They must be given a grade of "W". Students are given an "F" if they attended the entire semester, but failed to complete academic work with a passing grade.
- C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies.

Adopted: August 14, 2017