

## **Policy 5.2.2 Student Services: Withdrawal From Courses**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**STUDENT SERVICES  
WITHDRAWAL FROM COURSES**

**POLICY  
5.2.2**

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

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

A student may drop or withdraw (drop during the designated drop/add period or withdraw prior to the 10% point) 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 dropped 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 course, 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 The student should first consult his/her instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course.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 instructor of his/her intent to withdraw from the course. The student should complete the 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 an official withdrawal, the student will receive a "W" which will not be included in the grade point average but will appear in the student's official transcript. If a student does not complete the official withdrawal process and is administratively withdrawn, the grade of "U" will be awarded, which is the equivalent of an "F" in terms of college grade point average.

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

The Vice President for Instruction (“Vice President”) may make exceptions in cases of extenuating circumstances (such as medical issues, relocation, family issues), based on the recommendation on the instructor, and award a grade of “W” during the final twenty five percent (25%) of the academic term.

**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 marked as Never Attended by the instructor and purged from the course(s).
- B. Any student who accumulates absences in excess of twenty percent (20%) total or ten percent (10%) consecutively of the course contact hours or assignments/work may be administratively withdrawn from the class at the instructor’s discretion. In such cases, the student will receive a grade of “U”.
- C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies.

Adopted: 5/24/18 BOT