



Policies and Procedures

TITLE: STUDENT INITIATED WITHDRAWAL FROM A COURSE(S)

POLICY NO: 1-10

EFFECTIVE DATE: 02/20/90

VCCS POLICY NO: [5.6.2](#), [6.2.0](#)

REVISED DATE: 07/20/10

I. Purpose:

To describe the conditions under which a student may withdraw from a course or courses in compliance with Virginia Community College System (VCCS) policy.

II. Definition:

Census period: the period within a term during which a student has the ability to add a class, or drop a class with a tuition refund. This period covers the first 15% of a semester, term, or course.

Withdrawal: to withdraw from a course after the add/drop period but prior to the completion of 60% of the session and for which a grade of 'W' (no grade point credit) is awarded. Prior to the end of the add/drop period, a student who withdraws is considered to have dropped their courses; no course or grade information appears on the student's permanent record for dropped courses.

III. Policy:

A. On-time withdrawals

1. After the census period and within the first 60% of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of 'W' for each withdrawn course.
2. Official withdrawal for a student will become effective on the date the withdrawal form is received by the Student Success Center.
3. Course withdrawals should be presented in person or by the student's authorized representative to one of the Student Success Centers. Students from a distance may submit the request via fax by contacting one of the Success Centers in order to determine the correct fax number.
4. Withdrawal transactions are final and will not be rescinded or modified unless there is an administrative error by the college.

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B. Late withdrawals

1. After the 60% point within a semester, term, or course, students may not withdraw and receive a 'W' without mitigating circumstances. Students who attempt to withdraw in the Student Information System (SIS) shall receive a grade of 'F'.
2. In instances of mitigating circumstances, students may request a withdrawal after the 60% point within a term by submitting a request for late withdrawal. Examples of mitigating circumstances include extended absence due to medical reasons, extended absence due to family emergencies, or the like. Students must provide supporting documentation that supports such a request. All requests for late withdrawals will be approved by the Academic Standing Committee.
3. Late withdrawal requests may be granted for one or more courses within a term, based on the impact of extenuating circumstances on the student's course(s).
4. Student academic performance in class prior to the student's last date of attendance may be considered in the decision regarding a late withdrawal request.
5. Late withdrawal requests may be submitted and granted for up to one year after the end of the semester, term, or course.
6. Late withdrawal transactions are final and will not be rescinded or modified unless there is an administrative error by the college.

IV. Procedures:

A. On-time withdrawals

1. Before the withdrawal deadline the student should meet with the instructor to discuss the student's academic standing in the class.
2. If the student decides that withdrawal is the best decision, the student should meet with an academic advisor to discuss the potential withdrawal from the course and its impact on their academic performance and standing at the college.
3. If the student is receiving financial aid, he/she should meet with a financial aid specialist in the Student Success Center to be advised of any financial aid implications due to withdrawing.
4. The student must complete [JSRCC Form No. 11-0004](#), Request to Withdraw from Class(es), and submit the form to one of the Student Success Centers prior to the college's published withdrawal deadline. The form must be submitted prior to the completion of 60% of the session for classes that are not the standard semester length.
5. The student services specialist will verify the deadline and ensure that the form is completed correctly.

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6. The specialist will record the on-time withdrawal in the Student Information System (SIS).

Note: In the case of a dual enrollment student, the student must receive permission from his/her high school counselor in order to withdraw from the course. The student and counselor will complete and sign [JSRCC Form No. 11-0004](#), Request to Withdraw from Class(es). The counselor will submit the signed form to the Dual Enrollment Office, and the staff of the Dual Enrollment Office will log the action and either complete the action via SIS or forward the request form to the Office of Admissions and Records.

B. Late withdrawals

To request a withdrawal after the appropriate withdrawal deadline or after the term has ended, the student must submit [JSRCC Form No. 11-0015](#), Late Request for Withdrawal from Classes, with documentation supporting the request to the coordinator of the Student Success Center. This information may be submitted by fax for students at a distance. The coordinator will:

1. ensure that the request has been submitted no later than one year after the end of the term in question.
2. advise the student of any financial aid implications prior to processing the request.
3. review the student's form and documentation, requesting additional documents, as needed.
4. forward the completed packet of information to the Academic Standing Committee for review.

The Academic Standing Committee will review the request and documentation. In the event that additional information such as academic progress in the course(s) for which the late withdrawal is being requested, the Academic Standing Committee will request the academic progress of the student prior to the student's last date of attendance.

The Academic Standing Committee will make a recommendation regarding the request for a late withdrawal and forward the packet to the Office of Admissions and Records.

The Office of Admissions and Records will notify students in writing of the decision of the committee. The records specialist in the Office of Admissions and Records will record approved withdrawals with a grade of 'W' or denied requests with a grade of 'F' in the Student Information System.

The Office of Admissions and Records will retain the original documentation for requests according to the college's record retention schedule.

Note: In the case of a dual enrollment student, the student must initiate the request for late withdrawal with his/her high school counselor. The counselor and student will sign [JSRCC Form No. 11-0015](#), Late Request for Withdrawal from Classes, and forward the complete

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form, including documentation of mitigating circumstances, to the Dual Enrollment Office. The coordinator of dual enrollment will consult with the coordinator of instructional services and forward the request form to the Office of Admissions and Records as determined necessary.

V. Other Information:

[JSRCC Form No. 11-0004](#), Request to Withdraw from Class(es)

[JSRCC Form No. 11-0015](#), Late Request for Withdrawal from Classes