



**TITLE: STUDENT INITIATED WITHDRAWAL FROM A COURSE(S)**

**POLICY NO: 1-10**

**EFFECTIVE DATE: 02/20/90**

**VCCS POLICY NO: 5.6.2, 6.2.3**

**REVISED DATE: 07/10/07**

I. Purpose:

To describe the conditions under which a student may withdraw from a course or courses in compliance with VCCS policy.

II. Definition:

Withdrawal: A grade of W (no grade point credit) is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60% of the session. 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:

After the add/drop 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of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of W for each withdrawn course. After that time, students shall receive a grade of F except under mitigating circumstances that must be documented.

After the first 60% of the term, but prior to the last regularly-scheduled class of the term, the student may request withdrawal from a course. Withdrawals with grades of W will not be granted except under mitigating circumstances, which have been documented, recommended by the coordinator of the Student Access Center, and approved by the associate vice president of academic affairs or designee, and for classes in which the instructors have determined that the student was making satisfactory progress.

In certain very unusual circumstances (such as extended hospitalization past the end of a term), withdrawals with grades of W may be granted after the end of a semester or term and under the conditions described above. In no case, however, will a withdrawal with a grade of W be given in any course more than one year after the end of the semester or term.

Official withdrawal for a student will become effective on the date the withdrawal form is received by the Student Access Center. Course withdrawals should be presented in person or by the student's authorized representative.

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**IV. Procedures:**

**A. On-time withdrawals**

The student must submit a completed Request to Withdraw from Class(es), [JSRCC Form No. 11-0004](#), to one of the Student Access 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. A student services specialist will verify the deadline and ensure that the form is completed correctly. The specialist will advise the student of any negative implications for financial aid eligibility and of possible alternatives to the withdrawal. The specialist will record the on-time withdrawal on the Student Information System.

**B. Late withdrawals**

To request a withdrawal after the appropriate withdrawal deadline or after the term has ended, the student must submit a Late Request for Withdrawal from Classes, [JSRCC Form No. 11-0015](#), with documentation to support a claim of mitigating circumstances directly to the coordinator of the Student Access Center. 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. Contact each instructor to obtain written or electronic certification of satisfactory progress as of the date of the documented circumstance or event
5. Forward a copy of the form to the Financial Aid office for review and comment
6. Document findings and a recommendation for approval or disapproval on the form and forward the entire packet to the associate vice president of academic affairs for review
7. Notify the student in writing of disapprovals
8. Forward all requests with supporting documentation to the Central Admissions and Records office

The instructor will consider the following prior to certifying satisfactory progress for any student:

1. The student's attendance prior to the date of the mitigating circumstance
2. The student earned a grade of C or better as of the date of the mitigating circumstance
3. The percentage of required work that was completed as of the date of the mitigating circumstance
4. The college's policy of assigning an F for all withdrawals that are requested after the required deadline

The records specialist in the Central Admissions and Records office will:

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1. Record approved withdrawals with a grade of W or denied requests with a grade of F on the Student Information System and inform the student in accordance with the college's grading policy and procedures
2. Retain the original documentation for requests according to the college's record retention schedule

V. Other Information:

Reference

[JSRCC Form No. 30-0003](#), Impact of Change in Enrollment Status on Financial Aid Eligibility

Attachments

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

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