

RECOMMENDED STATEMENT TO INCLUDE IN YOUR COURSE PLAN

VCCS WITHDRAWAL POLICY

A student may withdraw from a course without academic penalty during the first 60 percent of an academic term/session. For purposes of enrollment reporting, the following procedures will apply:

- a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.
- b. After the add/drop period, but prior to the completion of 60 percent of an academic term/session, a student who withdraws from a course will be assigned a grade of "W".
- c. After that time (60 percent of the academic term/session), if a student withdraws from a course, a grade of "F" will be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented, submitted to the Dean of Student Services, and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of the withdrawal, which the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively transferred to a different program.

INSTRUCTOR INITIATED WITHDRAWAL POLICY

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class. Students who have not attended class during the add/drop period **must be dropped by the instructor** during the week following the last day to add a class. When a student's absences equal twice the number of weekly meetings of a class, the student may be dropped (withdrawn) from the course for unsatisfactory attendance in the class by the instructor.

When an instructor determines that absences constitute unsatisfactory attendance, a Faculty Withdrawal Form should be completed and submitted to the Admissions and Records Office. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty (60%) period of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" except under mitigating circumstances, which must be documented. A copy of this documentation must be placed in the student's academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal for reinstatement into the class may be approved only by the instructor.

CLASS ATTENDANCE AND “F” AND “U” GRADES FOR NON ATTENDANCE

All students who receive financial aid are awarded that aid based on (among other things) course credit load. If that load changes (student is withdrawn from class or receives an “F” or “U” as a result of non-attendance), the student’s financial aid award must be adjusted accordingly and the excess money returned. The auditor of public accounts has expressed concerns that many VCCS colleges (including WCC) are not following policy regarding this issue. College policy regarding this issue beginning Fall 2007 semester is:

1. Instructor must keep attendance records.
2. Students who have registered but have never attended class by the last day of drop/add (first 2 weeks of class meetings) must be withdrawn and reported to the Admissions Office. The reporting should be done by the end of the week following the last day of drop/add.
3. For the remainder of the semester, each faculty must review attendance records regularly and fill out a withdrawal form when the number of absences warrants withdrawal for nonattendance. List the last date of attendance on the form. The faculty must submit the form to Admissions Office within 5 days after determining the student should be withdrawn.
4. Faculty who teach distance education courses use the last date an assignment was turned in as the last date of attendance. Also, DE faculty should have some indicator during the first two weeks to prove that students plan to begin or stay in the class. i.e., pick up packet and produce introductory letter, etc.

NOTE: If the student is withdrawn within the first 60% of the semester, he/she will receive a “W.” After 60% of the semester, the student will receive an “F.”