

Drop/Withdrawal from Courses

I. Student Voluntary Drop/Withdrawal from Course(s)

A. Ten Percent (10%) Date

A student may drop 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 06.01.04 – Tuition/Fee Refunds. In the case of dropping a course 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. Withdrawal Deadline

At any point prior to the withdrawal deadline, a student may voluntarily withdraw from their course(s). Students will not be allowed to voluntarily withdraw from courses past the withdrawal deadline. All applicable deadlines will be published in the College's official calendar.

It is the student's responsibility to withdraw from course(s) if they cannot meet the requirements of the course. The student should first consult their instructor, college navigator, or faculty mentor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid staff member before requesting to be withdrawn from a course.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.

The student should complete the online Drop/Withdrawal Form or visit The Patriot Hub and complete a withdrawal Drop/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 include the grade point average but will appear in the student's official transcript and will be calculated for financial aid eligibility.

C. Exception to Withdrawal Deadline Date

The Vice President for Academic and Student Affairs ("Vice President") may make exceptions in cases of extenuating circumstances and award a grade of "W" after the Withdrawal Deadline Date.

II. Administrative Withdrawal from Course(s)

1. Students who register for a course and do not attend classes prior to ten percent (10%) will be dropped by the Records Office as a No Show.
2. Any student who accumulates absences in excess of twenty percent (20%) of the course contact hours may be withdrawn from the class at the instructor's discretion.
3. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student conduct policies

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