

## POLICY TITLE: COURSE WITHDRAWAL POLICY

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### I. Purpose

Although the College is committed to helping students be successful in their courses and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from or be withdrawn from a course or from courses prior to the end of the course(s).

### II. Scope

This policy applies to all students and college courses.

### III. General

Before withdrawing from a course, a student is ***strongly encouraged*** to discuss her/his situation with her/his instructor to see if other options exist. A student should withdraw from a course only as a last resort and only for a substantial reason. For example, she or he might be facing a severe work or life crisis or might be having consistent, irremediable learning-related challenges in the course. Whatever the reason, before withdrawing from a course the student is ***strongly encouraged*** to discuss her or his situation with the instructor and/or academic advisor to see if any other remedies (other than course withdrawal) might be available. Ultimately, if a student finds it necessary to withdraw from a course or from courses, she or he must follow the procedure specified by the college.

A. Subject to applicable procedures, the college may initiate a withdrawal for one or more of the following reasons: (1) the student lacks the appropriate prerequisite(s) for the course; (2) the student's attendance or participation in the class fails to meet established standards; (3) the student has engaged in behavior that interferes with the instructional process; and/or (4) the student is not in good financial standing with the college.

Whether the student withdraws from a course or is withdrawn from it, the following conditions apply:

1. If the withdrawal takes place within the established refund period for the semester, a student will receive a refund. Otherwise, the student will not receive a refund.
2. If the withdrawal from a **semester-length** course **occurs** prior to the **end of the second week** of the semester (or other equivalent dates as specified for variable length courses), a final grade will

not be issued, and the withdrawn course **will not be recorded on the student's academic record.**

3. If the withdrawal from a **semester-length course** occurs between the **first day of the third week of the semester and the last day of the fourteenth week** of the semester (or other equivalent dates as specified for variable length courses), **the student will receive a grade of "W" for the course.**
4. The deadline for **college-initiated withdrawals is the last day of the fourteenth week of the semester** (or equivalent dates as specified for variable length courses). Except in exceedingly rare cases and for exceptionally good reasons, neither student-initiated nor college-initiated withdrawals will occur after **the last day of the fourteenth week** of the semester (or other equivalent dates as specified for variable length courses).
5. The college will retain a record of all withdrawals.

#### *B. Withdrawal for Military Students*

*Upon presentation to the college of deployment or extended training orders, students who are on military status and must withdraw from a course or from courses shall receive a 100% refund of tuition and course fees. The refund will be based on the form of payment method used by the student (cash, scholarship, tuition assistance, and the like). Students who experience a military withdrawal **will not** have the course or courses listed on their academic transcript.*

*Students who are on military status and who are receiving financial aid should be aware that withdrawing from a course or courses could impact their financial aid status. They are therefore strongly encouraged to consult with the LCC Financial Aid office as well as the LCC Veteran and Military Affairs office. Students who are on military status and receiving veteran benefits should be aware of the following:*

1. *LCC will be responsible for sending the refunded payment to the VA on behalf of the student for Chapter 33 or Chapter 30 benefits.*
2. *BAH payments for Chapter 33 or Chapter 30 will be stopped as of the drop date and the student may not be responsible for repaying BAH.*
3. *Chapter 1606 students will not be effected by this policy due to the payment of a monthly stipend only.*

**Students who are receiving financial aid should be aware that withdrawing from a course could impact their financial aid status. They are therefore *strongly encouraged* to consult with Financial Aid before withdrawing from a course.**

Any student who is withdrawn from a course may appeal the withdrawal following the procedure specified by the college.

#### **IV. Responsibility**

The College Registrar and the Student Affairs Dean are responsible for preparing procedures to implement this policy.

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