College Policy

SUBJECT: Student Withdrawal Policy

NUMBER: 12.7

ORIGINAL DATE OF ISSUE: 3-20-13

REVISED:

Delaware County Community College’s mission is to facilitate learning by providing quality educational programs and services that are student-focused, accessible, comprehensive, and flexible to meet the educational needs of the diverse communities it serves. Students pay tuition and fees, and in return receive the professional educational services of the College. It is our expectation that students attend all class sessions and receive a grade for courses in which they are enrolled. Sometimes this is not possible, and withdrawal from a course is necessary. Normally, withdrawal from a course is the responsibility of the student, but occasionally the College must withdraw the student.

Students are cautioned that withdrawal from a course could change their status as a full-time student, and could affect their financial aid status. Except in the case of not attending class during the first three weeks of classes, students are NOT withdrawn from a class because they stop attending, but rather receive a grade that best indicates their level of achievement of all the competencies of the course. Also, it should be noted that the privilege of Student Withdrawal is NOT permitted for students who violate the College’s Academic Honesty Policy.

Following are the withdrawal options at Delaware County Community College:

No Show Withdrawal (NS)

- Initiated by the Instructor and required of all instructors.
- Issued during Week 4 for Fall and Spring. Through the 20% point in the Accelerated, and Summer I & II, and Winter Terms.
- For never attending any class during the first 3 weeks of classes (or in the case of internet courses for never having any online activity during the first 3 weeks of classes), or for having attended only the first class (or logged in only once during the first week) as documented by the Instructor’s attendance records.
- Through the Registrar.
- No refund of tuition/fees.
Dropped Course (DC)
- Initiated by the Student through the Registrar.
- Through the end of Week 3 for Fall and Spring. Through the 20% point in the Accelerated, and Summer I & II, and Winter Terms.
- For any reason.
- No effect on the student’s GPA.
- Current graduated refund schedule of tuition/fees applies.

Student Withdrawal (SW)
- Initiated by the Student through the Registrar.
- From beginning of Week 4 through Week 10 (Through the 60% point for terms less than a full semester).
- For any reason.
- No effect on the student’s GPA.
- No refund of tuition/fees.

Letter of Credit Withdrawal (MW)
- Initiated by the Student through the Registrar.
- For a medical reason, call to active military duty in the U.S. armed services, or because of a life changing event (extreme and extenuating circumstances). Appropriate documentation is required. Tuition and applicable fees will be credited only after the student’s account is paid in full and the reconciliation of financial aid and/or payment plan, where applicable, has been completed.
- May be requested anytime during the term or within 60 calendar days following the term for which the credit is requested.
- Applies to a full and total withdrawal of all courses (exception to a full and total withdrawal must be approved by the Office of the Provost).
- Credit that is allowed is to be applied to future charges.
- Credit that is allowed is non-transferable, non-refundable (unless an exception is deemed appropriate by the Vice President for Administration), and expires two years from the term for which the credit is issued.

Provost’s Withdrawal (TW)
- Through the Vice Provost for Student & Instructional Support Services.
- Anytime during the term.
- For certain violations of the Student Code of Conduct.
- Decision can be appealed to the Student Conduct & Discipline Committee.
- No refund of tuition/fees.
Administrative Withdrawal (AW)

- Initiated by the Student.
- Anytime during the term and no later than 30 calendar days after the end of the term.
- For extreme, extenuating, and verifiable circumstances.
- Through the Academic Dean and approved by the Provost’s Office or through either the Vice President for Administration & Treasurer or the Vice President for Enrollment Management and approved by the Provost or their designees.
- Appeals administered by the Provost’s Office.
- Full refund of tuition/fees either credited or refunded.
- Educational changes are exempt from this policy.

Final Grades: If a student’s extensive absence from the class results in a failure in the course, the instructor should assign an NPA grade for basic, developmental, and transitional courses and an FA grade for all other college credit courses.