

Policy Name: Course Drop and Withdrawal

Policy Number: A-7

Functional Area(s) Responsible: Enrollment Management; Academic & Student Affairs

Owner(s) of Policy: Academic & Student Affairs

Most Recent BOT Approval Date: September 9, 2024

Most Recent Review Date: Spring 2024

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

In compliance with federal, state, and SUNY guidelines Finger Lakes Community College will clearly articulate course drop and withdrawal procedures to students.

Reason(s) for Policy:

This policy has been enacted to establish procedures for students who find it necessary to withdraw from a class or classes.

Applicability of Policy:

All FLCC faculty, staff and students should be familiar with this policy.

Definitions:

None

Related Documents:

- FLCC College Catalog

Procedures:

Any FLCC student who finds it necessary to withdraw from a class or classes must complete the appropriate process. Lack of attendance or a verbal notice by a student to an instructor, advisor, or any Finger Lakes Community College staff member does not constitute a formal course drop or withdrawal.

Dropping a course or withdrawing from all in-progress courses may impact a student's financial aid eligibility.

To determine the impact of dropping a course or withdrawing from all in-progress classes, students are strongly encouraged to meet with a staff member in the Academic Advising, Career and Transfer Services Office and to contact the One Stop Center prior to finalizing the change. Students who drop classes or withdraw for any reason, including medical reasons, are subject to the College's Refund of Tuition and Fees Policy, the established academic standards stated in the FLCC College Catalog, as well as federal and state financial aid academic standards.

Withdrawing from one or more, but not all, courses:

Students dropping individual courses must submit a drop/add form to the One Stop Center. The effective date for the course drop is the date the drop/add form is received in the One Stop Center.

Withdrawal from a course or courses before 20% of the scheduled meeting time has passed will result in no transcript record. Official withdrawal from one or more courses after this point, without penalty to a student's grade point average, is permitted within the time frames detailed below, resulting in a W grade being recorded.

If a student wishes to withdraw from one or more, but not all, courses:

1. Official withdrawal is permitted on or before 80% of its scheduled time.
2. The student will obtain the appropriate form from the One Stop.
3. The student will complete the form and submit it to the One Stop for processing. At this point the withdrawal becomes official.
4. The One Stop will notify the instructor of record for the course.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Late Withdrawal Request

If a student wishes to withdraw from a course after the withdrawal deadline of 80% of its scheduled time, as described above, due to extenuating circumstances, but prior to the end of the course:



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1. The student shall submit a late withdraw request.
2. The Academic Exceptions Committee will determine if there is merit for a late withdrawal. If the committee approves the request, the AVP of Instruction (or designee) will send a letter or approval to the registrar and the student. If there is no merit, the AVP of Instruction (or designee) will notify the student in writing of the decision within five business days.
3. The decision of the Academic Exceptions Committee is final.
4. Students will receive notification from the AVP of Instruction (or designee) of the decision within 15 business days of the initial appeal.
5. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Academic Exceptions Committee

The Academic Exceptions Committee will be comprised of AVP of Instruction, AVP of Student Affairs, AVP of Academic Technology and High Impact Practices and AVP of Enrollment Management. As detailed above, the Committee will be convened as needed to review appeals of the course withdrawal deadlines, Medical Withdrawal petitions, and grade change appeals outside the deadlines for Academic Grievances in the Student Code of Conduct.

Withdrawing from all in-progress classes:

Students withdrawing from all in-progress classes must complete the Official Withdrawal form at <https://www.flcc.edu/offices/advisementcenter/>. The form is submitted online and routed to the Student Records Office. The effective date of the withdrawal is the date the withdrawal form is received in the Student Records Office.

If a student wishes to withdraw from all in-progress courses at the college:

1. The student should contact Academic Advising, Career and Transfer Services (AACTS) to discuss the impact of withdrawal.
2. The student submits the request to AACTS. The date this request is received is the official date of withdrawal.
3. The Student Records Office receives the request and will notify the instructors of record for the courses.
4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Medical Withdrawal

Student can withdraw from some or all courses for a given semester for documented medical reasons. To have MW grades recorded for a semester, a student must first withdraw from courses (see above) during the period each semester that they is able to do so. The students must then submit a medical withdrawal petition to have the W grade changed to MW. Petitions must be accompanied by supporting documentation from a licensed health care provider. Petitions may be submitted at the time of withdrawal, but no later than the fourth week of the subsequent semester following the withdrawal. Like the W grade, courses in which a student received an MW grade will not be used to calculate GPA.

A grade change approval does not relieve students of any financial obligation incurred through attendance. In order to petition for a grade change to “MW”, a student must:

1. Submit (online) an Official Withdrawal from All Courses form (or an individual course drop form to the One Stop) by the withdrawal deadline.
2. The student should select “Medical” when asking for a reason for withdrawing and answer the additional questions.
3. Follow the directions securing their health care professional (physician, psychiatrist, mental health counselor, etc.) files the appropriate information. Within 30 days of the MW Withdrawal Petition form filing date, the medical information must be uploaded to the student health portal. It is the student’s responsibility to ensure the documentation is submitted within the specified time frame.
4. For singular course drops, the student should contact the AVP of Instruction with notification the drop is due to a medical situation.
5. Upon receipt of the Medical Documentation Request form from the health care professional, the Medical Withdrawal Petition will be reviewed by the Academic Exceptions Committee. Students are notified via email of the outcome within 21 days following the receipt of the medical documentation form from the health care provider.
6. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Forms/Online Processes:

- Course Drop form
- Official Withdraw form
- Late Withdraw Request form
- Medical Withdrawal Petition
- Medical Documentation Request form

Appendix:

None