



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy #1.501

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**Course Drop / Withdrawal Policy**

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Authority:	Registrar's Office	Effective Date:	05/12/2015
	Enrollment Services	Last Revision:	05/12/2015
	Academic Affairs		

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**PURPOSE:**

The purpose of this policy is to communicate course drop and withdrawal processes and how it affects students' academic record.

**POLICY STATEMENT:**

*Student Withdrawals*

A student may drop/withdraw from classes through LOLA on or before the final withdrawal date as designated on the College's academic calendar.

If a student drops a class during the designated drop/add period, the course is removed from the student's transcript. If a student withdraws from a class after the designated drop/add period but on or before the designated final withdrawal date, the recorded course grade will be a W.

A student may not withdraw from a class after the designated final withdrawal date unless an administrative withdrawal is granted by the department head or dean of the program in which the student is enrolled.

*Instructor Withdrawals*

An instructor may withdraw a student from a course for excessive absences. When a student accumulates excessive absences as indicated by the attendance guidelines in the course syllabus, the instructor may withdraw the student from the roll of the class by submitting a withdrawal request to the Registrar's Office.

A student who is dropped for excessive absences may appeal this action first to the instructor and then to the Vice Chancellor for Academic and Student Affairs (VCASA). The student must notify the VCASA of the appeal in writing within one week of receiving the notice of the withdrawal. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

**Distribution:** Distributed Electronically via College's Internet.

**APPROVAL:**

Reviewing Council/Entity	Approval Date
Executive Cabinet	05/20/2018