

### **III-1.043          Withdrawal**

Students may withdraw from courses or from the college.

A student who formally withdraws from a course after the ten percent point of the class and before 70% of the scheduled class hours have elapsed will receive a grade of "W". Students who stop attending class or are not re-admitted to class after excessive absences occurring before 70% of the scheduled course contact hours have elapsed will receive a grade of "F" unless they formally withdraw from the class.

If a student cannot complete a course due to extenuating circumstances (e.g., accident, illness, or death in the family) after 70% of the course contact hours have elapsed, the student may contact the instructor who may award a grade of "I," "W," or "F". Students who stop attending class or are not re-admitted to class after excessive absences will receive a grade of "F" unless those absences are the result of extenuating circumstances. The grade will be determined at the discretion of the instructor with the concurrence of the department chair and the division chair.

#### Procedure:

1. After the close of the schedule adjustment period, a student may withdraw from a class by contacting the instructor, who will assist in the completion of the official withdrawal procedures. The student is responsible for each of the following steps:
  - a. Obtain a Schedule Change Form from the Records Office, the Counseling Center or academic advisor, and complete the form.
  - b. Obtain the instructor's signature on the Schedule Change Form.
  - c. Return the form to the Records Office on the Jamestown campus, the Counseling Center on the Greensboro or High Point campuses, or the departmental office at the Aviation Center (which will forward the form to the Records Office).
2. Students withdrawing after the end of the schedule adjustment period but before the 10% point will not receive a grade and will be eligible for a refund of 75% of the cost of the class provided that withdrawal reduced the student's hours for the term below 16 credit hours.
3. The Records Office will enter the data and note by date and initials on the paper form when the data were entered.
4. If the course instructor is unavailable, the student may contact the department chair or a counselor for assistance. The department chair or counselor is authorized to sign the Schedule Change Form.
5. To receive a grade of "W," students withdrawing after the 70% point must have the instructor's and the department chair's signature on a Faculty Withdrawal Form, which the instructor or department chair should submit to the Registrar prior to the end of the term. The Faculty Withdrawal Form should include a description of the extenuating circumstances that justify the "W" grade rather than the grade earned in that class.
6. A student who wishes to withdraw from all classes must meet with a counselor on the appropriate campus, or with an authorized representative of the students' department, and complete the official withdrawal process.
7. Dates of the generic 70% point will be announced in the college's academic calendar. The 70% point for a particular class may vary based on its meeting schedule.

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