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Policy Name: Course Drop and Withdrawal

Policy Number: A-7

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

Owner(s) of Policy: One Stop/Student Records

Most Recent BOT Approval Date: January 2012

Most Recent Review Date: Spring 2023

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.

Students withdrawing from all classes (or their last course) 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.

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.

To determine the impact of dropping a course or completing a total withdrawal, 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.

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.

Forms/Online Processes:

- Withdraw form
- Course Drop form

Appendix:

None