

Policy: **Course Drop and Withdrawal**

Policy Number: **A-7**

Responsible for Policy: Enrollment Management

Approval Date: January 2012

Most recent review: Fall 2012

Date of most recent revision (if applicable): N/A

**Policy Statement**

Finger Lakes Community College shall not permit courses on a student transcript designated as “withdrawn” to be applied toward the number of courses/credits required for successful completion of degree requirements. Said courses are not eligible for transfer to another higher education institution.

**Reason 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 the Policy**

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

**Definitions**

None

**Related Document**

- FLCC College Catalog

Procedure: **Course Drop and Withdrawal**

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Effective Date: January 2012

Most recent review: Fall 2012

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### **Procedures**

Any FLCC student who finds it necessary to withdraw from a class or classes must complete the appropriate paperwork.

Students withdrawing from all classes should initiate the withdrawal at the One-Stop Center or by accessing the withdrawal forms at [www.flcc.edu/center](http://www.flcc.edu/center). The completed forms should be submitted to the Center for Advisement & Personal Development. The effective date of the withdrawal is the date the withdrawal forms are received in the Center for Advisement and Personal Development. Please call the One Stop Center at (585) 785-1000 for instructions.

Students dropping specific courses must submit completed drop forms to the One Stop Center. The effective date for the course drop is the date the drop form is received in the One Stop Center. Call the One Stop Center at (585) 785-1000 with questions.

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 Center for Advisement and Personal Development 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 as well as the established academic standards stated in the FLCC College Catalog.

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 and will not result in a reduction of tuition and fees.

### **Forms/Online Processes**

- Course Withdraw form
- Course Drop form

### **Appendix**

- None