6.9 Dropping/Withdrawing from Classes or Withdrawing from the College

**Last Revised:** February 2012

**Policy:** Piedmont Community College (PCC) requires that students complete the appropriate documentation to drop/withdraw from a class or withdraw from the College.

**Purpose/Definitions:** Students must properly drop/withdraw from class or the College to facilitate proper recordkeeping and compliance with state and federal regulations.

**Drop** – A student completes the appropriate documentation to withdraw from a course prior to the census date.

**Withdraw from a class** – Occurs when a student completes the documentation to withdraw from a class after the census date, but prior to the end of the term. Students will receive a grade of W (withdraw) prior to the 50% point of the term or a grade of WP (withdraw passing) or WF (withdraw failing) after the 50% point depending on the students’ academic standing at the time of the withdrawal.

**Withdraw from the College** – Occurs when a student withdraws from all courses prior to the end of the term and receives a W, WP, or WF grade for all courses. If the student withdraws prior to the 60% point and is receiving financial aid, the student will be required to pay a portion of his/her financial aid as defined by the US Department of Education.

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority for this policy.

**Procedures:**
A student may drop/withdraw from a class or withdraw from the College by:
1. Obtaining an Add/Drop or withdrawal form from the Office of Student Development or on the PCC website,
2. Completing the request information on the form and obtaining the required signatures, and
3. Returning the form to the Office of Student Development.

Faculty may complete the withdrawal form for a student who fails to meet the College’s attendance policy and then assign the student the appropriate grade as defined in this policy.

**Legal Citation:** N/A

**History:** Effective October 2012; Revised: October 2001, October 2010, February 2012