

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

## **COURSE SCHEDULE CHANGES**

POLICY 5.2.2

### **I. Student Voluntary Withdrawal from Course(s)**

#### **A. Ten Percent (10%) Date**

A student may withdraw from a course for a partial refund on or before the official ten percent (10%) date of the semester. For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official ten percent date (10%) date of the semester, the withdrawn course(s) will not be included on the transcript.

#### **B. Seventy Five Percent (75%) Date**

At any point prior to the seventy five percent (75%) date of the course, a student may voluntarily withdraw from a course. Students will not be allowed to voluntarily withdraw from courses past the seventy five percent (75%) date.

It is the student's responsibility to withdraw from course(s) if he/she cannot meet the requirements of the course.

Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "W" which will not include the grade point average but will appear in the student's official transcript.

#### **C. Exception to Seventy Five Percent (75%) Date**

Students may not drop a course after the 75% date. However, medical withdrawals with proper documentation may be approved by the Registrar.

### **II. Student Involuntary Withdrawal from Course(s)**

**A.** Students who register for a course and do not attend classes prior to ten percent (10%) will be dropped by the Registrar.

**B.** Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies. See Policy 5.3.2 Student Code of Conduct

**III. Administrative Withdrawal from Course(s)**

- A.** In a situation in which a student is unable to complete the withdrawal process, or for documented administrative reasons, the College may withdraw the student from the student's course(s).

Adopted: May, 2020