

PROCEDURE

Number: 53-17
Title: Attendance and Withdrawal from Course(s)
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE: 3-2-203
FDTC: 50-28 Attendance & 50-27 Academic Standards
Other:

Procedure Description

Procedure

Attendance/Withdrawal: A student is considered in attendance until he/she withdraws or is absent more than 10% of the total hours that a course usually meets in a semester. When a student is absent for more than 10% of the class time, the student may be administratively withdrawn from class and subject to a failing grade. Exceptions to this policy can be made only by the appropriate Vice President of Academic Affairs.

Withdrawal: A student wishing to withdraw from the College should first consult with his/her advisor and Financial Aid. A withdrawal form that is available from the advisor must be completed and filed with the Registrar's Office. Compliance with this procedure protects the student's privileges of readmission and credit transfer to another institution.

Academic Dismissal: The College does not suspend/dismiss students if they are not maintaining satisfactory academic progress. Rather, faculty and professional support staff provide assistance through academic advising, individual counseling, and referrals to make students aware of education services available to help them succeed. Students must meet specific established departmental standards to remain in a program.

For in-class courses, a student is expected to attend all scheduled classes in which he/she is enrolled. When a student is absent more than 10% of the class time, he/she may be withdrawn with a grade of "W" or "WF" at the discretion of the instructor. Prior to an instructor withdrawing a student for excessive absences, the instructor will attempt to communicate with the student to evaluate the circumstances and to determine the actions needed for student success in the course.

For Internet courses, a student who fails to maintain regular participation and timely submission of assignments according to instructions posted in the course syllabus may be withdrawn with a grade of "W" or "WF" at the discretion of the instructor.

A student may withdraw prior to the published Withdrawal Deadline with a grade of "W". This withdrawal must be initiated by the student.

A student who withdraws after the published Withdrawal Deadline will receive a grade of "WF". Exceptions to this policy may be made only by the division Vice President of Academic Affairs.

The "last date of attendance" for withdrawal purposes will be as follows:

1. On campus classes: Last day the student attended class
2. Online classes: Last day of assignment submission.

Drop/No-show: A student who does not attend any class meeting prior to the Drop Date will be dropped as a No-Show.

A student who attends any class meeting prior to the Drop Date will not be considered a No-Show and will remain on the roster until he/she withdraws, is withdrawn, or receives a grade.

A student who does not login or complete the first weekly assignment for an Online course will be dropped as a No-Show.

A student who logs into an Online course and completes an assignment any time between the first day of class and the Drop Date will not be considered a No-Show and will remain on the roster until he/she withdraws, is withdrawn, or receives a grade.

A student who completes the first weekly assignment in an online course but fails to complete the subsequent weekly assignments may be withdrawn with a "W" or "WF".

A student wishing to withdraw from a course(s) should first consult with his/her instructor and Financial Aid. The student is responsible for initiating a withdrawal with the instructor. A grade of "W" or "WF" will be assigned.

Fall or Spring Semester:

15-Week Session: must withdraw prior to the completion of the 46th instructional day.

12-Week Session: must withdraw prior to the completion of 42nd instructional day.

10-Week Summer Session: must withdraw prior to the completion of the 32nd instructional day.

8-Week Session: must withdraw prior to the completion of the 26th instructional day.

(See Academic Calendar for specific dates.) Quality points are not earned and the grade is not used in computing the student's grade point average. Approval of the appropriate Associate Vice President is required when a student withdraws after the designated withdrawal date. The grade recorded is "WF" or "W" based on the academic average at the time of withdrawal. A grade of "WF" will be used in computing the student's grade point average. A student normally may not withdraw from a course after the withdrawal date except in certain instances which effectively prevent the student's completion of the course. Failure to file a withdrawal form with the Registrar's office will result in the grade of "F" being assigned for the course.

All students receiving Financial Aid should contact the Financial Aid Center prior to withdrawal regarding repayment of debt.

Compliance with this procedure protects the student's privileges of readmission and credit transfer to another institution. ID cards must be returned to Registrar Services when a student completely withdraws from the college.