

6.9 Dropping/Withdrawing from Classes or Withdrawing from the College

Last Revised: May 4, 2020

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:

Purpose

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

Definitions

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 70% point of the term or a grade of WE (withdraw emergency).

Withdraw from the College—Occurs when a student withdraws from all courses prior to the end of the term and receives a W, or WE 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 the Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Steps to be performed by the student

- a. A student may drop/withdraw from a class or withdraw from the College by
 - i. Obtaining an Add/Drop or withdrawal form from the Office of Student Development or on the PCC website,
 - ii. Completing the requested information on the form and obtaining the required signatures, and
 - iii. Returning the form to the Office of Student Development.

Legal Citation: N/A

History: Effective October 2012; Revised: October 2001, October 2010, February 2012, May 2020