

6.9 Deletes, Drops, and Withdrawals

Last Revised: May 2023

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

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the procedure students must follow to delete, drop, or withdraw from class or the College. This facilitates proper recordkeeping and compliance with state and federal regulations.

Definitions

Deleted—the status assigned to a class removed from the student’s registration schedule prior to the beginning of the term.

Dropped—the status assigned to a class removed from the student’s registration schedule after the beginning of the term and before the census date of the class which requires appropriate documentation.

Withdrawn (from a class)—the status assigned to a class when a student completes the documentation to remove a class from their registration schedule after the census date, but prior to the end of the term.

Withdrawn (from the College)—occurs when a student withdraws from all classes prior to the end of the term and receives a W (Withdrawal) or WE (Withdraw Emergency) grade for each class.

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: Deleting Classes

- 1.1. A student or their advisor may delete a class prior to the start of the term through [Self Service](#).
- 1.2. Students are not charged for deleted classes.

Section 2: Dropping Classes

- 2.1. A student may drop a class by
 - 2.1.1. Obtaining an Add/Drop form from the Records Office or on the [PCC website](#),
 - 2.1.2. Completing the requested information on the form and obtaining the required signatures, and
 - 2.1.3. Returning the form to the Records Office.
 - 2.1.3.1. Students may be charged for classes as outlined in PCC Policy 6.4.6 Tuition and Registration Fee Refunds.

Section 3: Withdrawing from Classes

- 3.1. A student may withdraw from a class by completing an electronic withdrawal request through [TeamIA](#) which routes the form to the instructor for additional information, then on to the Records Office for processing.
- 3.2. Students will receive a grade of W for the class if they withdraw prior to the 70% point of the term.
 - 3.2.1. WE grades can be initiated through the 90% point of the term. See PCC Policy 6.12 Grading System.
- 3.3. No tuition or fee refunds are issued to students who withdraw from a class as outlined in PCC Policy 6.4.6 Tuition and Registration Fee Refunds.
- 3.4. Students who receive withdrawal grades for all classes in a semester are considered to be withdrawn from the College. See Section 4: Withdrawing from the College for more information.

Section 4: Withdrawing from the College

- 4.1. A student may withdraw from the College by completing an electronic withdrawal request through [TeamIA](#) which routes the form to the instructor for additional information, then on to the Records Office for processing.
- 4.2. Students will receive a grade of W for the class if they withdraw prior to the 70% point of the term.
- 4.3. No tuition or fee refunds are issued to students who withdraw from a class as outlined in PCC Policy 6.4.6 Tuition and Registration Fee Refunds.
 - 4.3.1. If the student withdraws prior to the 60% point and is receiving federal financial aid, the student will be required to return the unearned portion of their federal grant as defined by the US Department of Education.
 - 4.3.2. If the student withdraws prior to the 35% point and is receiving state financial aid, the student will be required to return the unearned portion of their state grant as outlined by the NC State Education Approving Agency.

Legal Citation: N/A

History: Effective October 2012; Revised: October 2001, October 2010, February 2012, May 2020, May 2023

Cross references PCC Policies 6.4.6 Tuition and Registration Fee Refunds and 6.12 Grading System.