

04.01.17 Withdrawals

Original Approval: DATE
Last Updated: DATE
Last Reviewed: DATE

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of WCCS that students may withdraw from class or the College any time prior to the start of final exams during any semester or term.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student's initial attendance in a course.

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days,

times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. Standard Withdrawals:

- a. Students who complete the withdrawal process prior to the deadline will be assigned a grade of "W".
- b. It is the student's responsibility to be aware of the withdrawal deadline for each term as reflected on the [Academic Calendar](#).
- c. A grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.
- d. Credit hours will not be averaged into the grade point average and therefore, a grade of W does not impact a student's GPA.
- e. It is recommended that students meet with an advisor and financial aid prior to withdrawing from classes. While a withdrawal does not affect a student's GPA it may affect the eligibility for future financial aid.

Procedure(s):

1. To withdraw from an individual class, students must login to their OneACCS account and withdraw.
2. To withdraw from all classes, students must complete the online withdrawal form located on the Students Records and Transcripts page of the College website at **ADD LOCATION HERE.**

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.