

# COURSE WITHDRAWAL

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A withdrawal is the removal of a student from a course after the Drop/Refund Deadline. Withdrawals may be initiated by the student or processed by the College for defined reasons. Withdrawn courses appear on the academic transcript.

Course withdrawals may increase educational costs; affect financial aid eligibility, repayment obligations, Bright Futures awards, and the full-cost-of-instruction fee on future attempts; impact transfer admissions and GPA calculations; and delay graduation. Withdrawals may also affect eligibility for limited access programs or the Honors Program. Students attempting a course for a third time (or more) who withdraw or are withdrawn will be assigned a grade of F in accordance with College policy.

## Student-Initiated Withdrawal

Students may withdraw from courses through MyVC on or before the published Withdrawal Deadline listed in the Academic Calendar. Requests must be submitted by 11:59 p.m. on the deadline date. A withdrawal results in a grade of W, which does not impact GPA but does count as an attempt. After the Withdrawal Deadline, the final grade earned in the course will be posted.

Before withdrawing, students are encouraged to:

- Discuss course progress with the professor; and
- Consult with a Student Services staff member regarding academic planning and financial aid implications.

## Withdrawal No Show

Attendance and academic participation are required beginning the first week of the term. In accordance with College procedures, professors report students as "No Show" during the No Show Reporting Period if the student:

- Does not attend and participate in at least one class meeting or activity in a face-to-face or hybrid course; or
- Does not actively participate in an online course (e.g., by submitting the first assignment or completing an initial graded activity) by the scheduled due date.

Students reported as No Show remain financially responsible for the course and will receive a final transcribed grade of WN.

## Administrative Withdrawal

A student may be administratively withdrawn, without consent, for failing to comply with Florida statutes and rules, for violating College policies and procedures related to student behavior and conduct, or as otherwise required by College policy. Students administratively withdrawn remain financially responsible for the course and will receive a final transcribed grade of W.