

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Withdrawal from College Courses	NUMBER: 10-04AP
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0301	SEE ALSO: <ul style="list-style-type: none"> • Board Policy 10-04: Withdrawal from College Courses • Enrollment Appeals Form – Withdrawal After the Deadline • Dean or Director Appeal – Withdrawal After the Deadline
UPDATED: 02/21/14; 05/26/16	

This procedure supports State Board of Education Rule 6A-14.0301. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. The withdrawal policy applies to all credit students, including distance learning.

Withdrawal from a course or courses is a self-service function that should be completed by the student through their Tallahassee Community College (hereafter TCC or the College) Passport account. The online option for withdrawal applies to all students and courses with the following exceptions:

Student Type:	Athletes	Paper withdrawal form requires approval of Athletic Director
	High school dual enrolled students	Paper withdrawal form requires approval of High School Counselor and the TCC Dual Enrollment Advisor
	International students	Paper withdrawal form requires approval of International Student Counselor

Course Type:	3 rd attempt In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two withdrawals per course. They are not permitted to withdraw from a 3 rd attempt and must receive a grade.
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Students seeking a course withdrawal starting day 6 of the session through the published withdrawal deadline for that term/session will receive a grade of W for the course on their permanent record. No instructor signature is required.

Faculty members whose practice is to withdraw students by using the AW grade must do so by the published withdrawal deadline for that term/session.

TCC faculty members do not automatically withdraw students who stop attending classes. Students who stop attending without withdrawing will receive a grade of F unless the instructor has issued an Administrative Withdrawal (AW). Faculty may choose whether or not to use the AW and it is published in their course syllabus. The use of the AW to administratively withdraw a student is primarily based upon excessive student absences. The AW may also be employed to remove students from the class roster as a disciplinary measure imposed during student judicial hearing or by action of the Vice President for Student Affairs.

Withdrawal after Deadline

In certain circumstances, students may have grounds to appeal for a withdrawal after the published deadline. Students who miss the published deadline and have documented circumstances warranting further consideration must go through an appeals process.

The College has two processes for consideration of withdrawal after the deadline: (1) for academic reasons; and (2) for major extenuating circumstances.

Withdrawal after deadline must be made within one year after the end of the term, unless the student was incapacitated during that time or there is a documented College error.

Appeal Process for Late Withdrawal Due to Extenuating Circumstance

Proving grounds for a withdrawal after deadline is the responsibility of the student. The procedure for appealing a withdrawal after deadline is as follows:

1. The student must complete the Enrollment Appeals form in the Office of the Vice President for Student Affairs and provide appropriate documentation. All forms clearly state the acceptable parameters and/or conditions for an appeal. Appeals that do not meet these minimum criteria or are not supported by documentation will not be considered.
2. Withdrawal after deadline may be considered as a result of the following extenuating circumstances, provided that the student submits the required documentation supporting his/her inability to withdraw by the published deadline:
 - o Serious illness (physical or psychological) or injury to the student

- Death of a member of the student's immediate family that prohibits the student's return to class during the semester being considered (documentation must show proof of kinship)
- Serious illness (physical or psychological) or injury to a member of the student's immediate family resulting in the student's becoming the primary caregiver (documentation must show proof of kinship)
- Military orders and report date after the established withdrawal deadline and before the end of the semester
- Natural disasters (e.g., hurricane or flood) affecting the student/immediate family

Appeal Process for Grades and Late Withdrawals Due to Academic Reasons

A grade dispute is a claim levied by a student who believes that his or her course grade is incorrect, either through clerical error or the result of inaccurate grading by an instructor. As a general principle, it is the responsibility of the student to establish the grounds for any change of grade. All grade disputes must be initiated within one year of the disputed grade being first awarded. Once initiated, all student grade disputes will be addressed within the time frame established in the following procedures. Students who wish to appeal for a change of grade based upon withdrawal after deadline should review the policy above. Students should contact the appropriate dean for more information.

A grade may only be changed by the instructor of record or by the Provost after an academic appeal has been settled. An academic appeal will be considered if there is evidence that one or more of the following conditions exist:

- Error in calculation of grade.
- Deviation from the syllabus or college policies.
- Academic disparate treatment of student that is not addressed by the College's equity and civil rights policies.
- Inappropriate penalties for an academic honesty violation or programmatic progression.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the student's work and performance is also not an acceptable basis for an appeal.

The procedure for appealing for a change of grade follows:

1. The student confers with the instructor that issued the grade as soon as possible after the grade is issued, but no later than one year after the grade is posted to the student's record. If the instructor is no longer at the College or is not working that term, the student may notify the division dean, who will then determine how to proceed in the absence of the instructor.
2. If the appeal is not resolved, the student confers with the Dean within five working days. The dean may ask for documentation as well as a written statement explaining the student's rationale.
3. If the appeal cannot be resolved at this level, the student may then petition the provost/vice president for academic affairs (provost) within five working days. The provost will require the student to submit in writing all of the pertinent facts and supporting documents. The signed appeal shall be submitted to the provost within 10

working days of the initial meeting with the provost. If the student does not provide the written appeal within the 10 working days, the procedure shall terminate.

4. If the student provides the written appeal to the provost within the agreed time period, the provost will investigate.
5. The student will be notified within 10 working days of the decision of the provost or if the appeal requires a hearing by the Academic Appeals committee.
6. If the Provost decides that the appeal meets the criteria, he or she will convene the Academic Appeals Committee to consider the complaint. The Provost will notify the student of the Academic Appeals Committee meeting date, his or her rights, and the next steps in the process.
7. The decision of the provost will be final.

Occasionally, a dean or director may have reason to request a late withdrawal from a single course based on a classroom or faculty issue. In such cases the dean or director will submit the request to the Vice President for Academic Affairs who will review the request and supporting documentation. If the Vice President for Academic Affairs approves the request, it will be forwarded to the Office of the Vice President for Student Affairs for processing.

In all other cases, it is the responsibility of the student to initiate the appeal through the Office of Student Affairs and provide appropriate supporting documentation. A request for a late withdrawal may only be made during a student's first or second attempt in a course.