

# Dougherty Family College Term and Institutional Withdrawal Policy

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## SECTION I. PURPOSE

This policy establishes the conditions and limitations under which students enrolled in the Dougherty Family College (DFC) may withdraw from all courses in the current term or completely withdraw from DFC with the intention not to enroll in courses in future terms.

## SECTION II. SCOPE AND APPLICABILITY

This policy applies to all students enrolled in courses at DFC, regardless of the mode of delivery and regardless of whether the course is credit-bearing.

Withdrawals by students who are called to active military service or whose spouses are called into active military service, or by students who are veterans with a service-connected disability, are also subject to the [Military Withdrawal Policy](#). For students covered by the Military Withdrawal Policy, the Military Withdrawal Policy will supersede this policy if the provisions of the two policies differ.

## SECTION III. WITHDRAWAL TYPES

There are two types of withdrawals at DFC:

- a. ***Term withdrawal*** refers to a student withdrawing from all enrolled courses in the current term with the intention to enroll in courses in future terms at DFC. (See Section V of this policy.)
- b. ***Institutional withdrawal*** refers to a student withdrawing from all enrolled courses in the current term with the intention not to enroll in courses in future terms at DFC. ***Institutional withdrawal*** also refers to a student completing all enrolled courses in the current term with the intention not to enroll in courses in future terms at DFC. (See Section VI of this policy).

Due to the unique, cohort structure of DFC, students are not permitted to withdraw from individual DFC courses during a term. Students who wish to remain enrolled at DFC for the duration of any term must enroll in all courses designated for their cohort during the term.

## SECTION IV. COURSE WITHDRAWAL GENERALLY

### A. Effect of Non-Attendance

Students are expected to attend the first class meetings of all courses for which they are registered. Thereafter, regular attendance is expected and required, and instructors will take attendance in all classes. Students who do not attend the first day of one or more courses, or cease attending one or more courses after the first day of the course, are not automatically withdrawn from the courses by DFC. While the instructor will inform the associate dean of academics if a student does not attend the first day of a course, this notice is different from a course withdrawal. In order to withdraw from

all courses during the term, students must take the required steps for withdrawal under Section V.A or Section VI of this policy.

Under certain circumstances described in Section V.B of this policy, DFC may choose to withdraw a student from all courses. However, *students must not assume they have been withdrawn from courses if they did not attend the first day of class or cease attending classes*. If a student does not take the steps required for withdrawal and DFC does not withdraw the student from all courses under Section V.B, the student's lack of attendance in one or more courses may affect the student's grade for the course and their ability to continue enrollment in DFC in future terms. Non-attendance or minimal attendance of courses does not justify a tuition or fee refund for the courses.

## **B. Effect on Transcript**

The official date of withdrawal from courses affects what appears on a student's transcript:

### **1. Course Withdrawal Without Notation on Transcript**

Students who withdraw from courses before the "last day to drop a course without notation on record" will not have any record of the courses on their transcript, which is the permanent record of the student's courses and grades. Students must refer to the university's [Academic Calendar](#) to see which day is designated as the "last day to drop a course without notation on record" for each term.

### **2. Course Withdrawal with Notation on Transcript**

Students who withdraw from courses between the "last day to drop a course without notation on record" and the "last day to withdraw from a course without a grade of F" will receive a notation of "W" for the courses. A notation of W is an official grade and is posted on the student's transcript. The notation of W will not affect the grade point average. Students must refer to the university's [Academic Calendar](#) to see which days are designated as the "last day to drop a course without notation on record" and the "last day to withdraw from a course without a grade of F" for each term.

### **3. Course Withdrawal with Grade of "F" on Transcript**

Students who withdraw from courses after the "last day to withdraw from a course without a grade of F" will receive a grade of "F" for the courses. A grade of F is an official grade and is posted on the student's transcript. The grade of F will affect the grade point average. Students must refer to the university's [Academic Calendar](#) to see which day is designated as the "last day to withdraw from a course without a grade of F" for each term.

## **SECTION V. TERM WITHDRAWAL**

### **A. Student-Initiated Withdrawal**

Students who intend to withdraw from all courses in the current term, with the intention of enrolling in courses in future terms at DFC must immediately notify the associate dean of academics in writing of the student's decision. The associate dean of academics will ask the operations manager to withdraw the student from all enrolled courses. The official date of withdrawal from the term will be the date the associate dean of academics received written notice from the student of the decision to withdraw from all courses.

### **1. Effect on Transcript**

The official date of withdrawal may affect what appears on a student's transcript (see Section IV.B of this policy). Pursuant to Section IV.B.3, students who withdraw from courses after the "last day to withdraw from a course without a grade of F" will receive a grade of "F" for all courses. Under certain exceptional circumstances, a student who initiates a term withdrawal between the "last day to withdraw from a course without a grade of F" and the last day of the term may still receive a notation of "W" for all courses on the transcript. ***Students must contact the associate dean of academics to see if their circumstances qualify for this rare exception.*** Students must refer to the [Academic Calendar](#) to see which days for each term are designated as the "last day to withdraw from a course without a grade of F" and the last day of the term.

### **2. Effect on Tuition and Fees**

Students are responsible for all tuition and fees associated with their courses unless a refund is available under applicable policies. Refunds, if any, for withdrawn courses are specified on the [Refund Schedule-Undergraduate Students](#) published by the Business Office. The final dates for various levels of refunds that may be available are specified on the [Academic Calendar](#). The availability of a full refund, a partial refund, or no refund will be determined based on the official date of withdrawal.

### **3. Effect on Financial Aid**

A student's financial aid may be affected by a term withdrawal. Students should contact the Financial Aid counselor to determine any consequences to their financial aid related to withdrawal from all courses for the term.

### **4. Plans to Return to DFC**

Students who plan to return to DFC after any term withdrawal should review the procedures regarding readmission as a former student, as the student may be required to seek readmission before reenrolling in courses at DFC.

## **B. Institution-Initiated Withdrawal**

DFC may choose to initiate the withdrawal of a student from all courses in a term under certain circumstances. Specifically, DFC may choose to initiate a term withdrawal if it determines that a student, who is registered for the current term, is unlikely to maintain enrollment in good standing based on one or more factors which may include, but are not limited to: failure to complete the financial aid process, failure to complete the Summer Enrichment Program, or multiple absences from one or more classes within the first 10 days of a term. Before making its determination, designated DFC staff will seek to discuss with the student and confirm the student's interest and ability to continue enrollment in good standing. If, prior to the "last day to drop a course without notation on record" under the [Academic Calendar](#), the dean determines that the student has not provided sufficient confirmation of the student's interest and ability to maintain enrollment in good standing throughout the term, DFC will initiate the withdrawal of the student from all courses. Such term withdrawal will take effect on or before the "last day to drop a course without notation on record" under the [Academic Calendar](#). DFC will provide the student with prompt written notice of any such withdrawal initiated by DFC.

## SECTION VI. INSTITUTIONAL WITHDRAWAL

### A. **Withdrawal After Completing All Courses in Current Term**

Students who intend to complete all courses in the current term but intend not to enroll in courses in future terms at DFC should contact the associate dean of academics for assistance with the institutional withdrawal process.

### B. **Withdrawal Before Completing All Courses in Current Term**

Students who intend to withdraw from all courses in the current term, and intend not to enroll in courses in future terms at DFC must immediately notify the associate dean of academics in writing of the student's decision. The associate dean of academics will ask the operations manager to withdraw the student from all enrolled courses. The official date of withdrawal from the term will be the date the associate dean of academics received written notice from the student of the decision to withdraw from all courses.

#### 1. **Effect on Transcript**

The official date of withdrawal may affect what appears on a student's transcript (see Sections IV.B of this policy). Pursuant to Section IV.B.3, students who withdraw from courses after the "last day to withdraw from a course without a grade of F" will receive a grade of "F" for all courses. Under certain exceptional circumstances, a student who initiates an institutional withdrawal between the "last day to withdraw from a course without a grade of F" and the last day of the term may still receive a notation of "W" for all courses on the transcript. ***Students must contact the associate dean of academics to see if their circumstances qualify for this rare exception.*** Students must refer to the [Academic Calendar](#) to see which days for each term are designated as the "last day to withdraw from a course without a grade of F" and the last day of the term.

#### 2. **Effect on Tuition and Fees**

Students are responsible for all tuition and fees associated with their courses unless a refund is available under applicable policies. Refunds, if any, for withdrawn courses are specified on the [Refund Schedule-Undergraduate Students](#) published by the Business Office. The final dates for various levels of refunds that may be available are specified on the [Academic Calendar](#). The availability of a full refund, a partial refund, or no refund will be determined based on the official date of withdrawal.

#### 3. **Effect on Financial Aid**

A student's financial aid may be affected by a term withdrawal. Students should contact the Financial Aid counselor to determine any consequences to their financial aid related to withdrawal from all courses for the term with no intent to reenroll.