

## Course Withdrawal Procedure:

### 1. *Purpose*

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Although the College is committed to helping students be successful in their courses and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from or be withdrawn from a course or from courses prior to the end of the course(s).

### 2. *Scope*

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This procedure applies to all students and college courses.

### 3. *Essential Information*

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**Subject to applicable procedures, the student may initiate a withdrawal for any reason and the college may initiate a withdrawal for one or more of the following reasons:**

Student Initiated Withdrawal:

1. Student may withdraw from a course(s) for any reason through the last day of the fourteenth week of the [semester](#) or other equivalent dates as specified for variable length courses.

College Initiated (Administrative) Withdrawal:

1. The student lacks the appropriate prerequisite(s) for the course.
2. The student has engaged in behavior that interferes with the instructional process as determined by the [Office of Student Compliance](#).
3. The student is not in good financial standing with the college.
4. The student has extenuating circumstances such as illness, accident, grievance-personal loss, or any other circumstance beyond the student's control.
5. As per the Course Participation Verification Requirement, the student has not participated in an academically related activity in the first two weeks of class or faculty determines that the student never participated in the course at the time of grading.
6. Programs with licensure/accreditation requirements that mandate attendance-taking will drop students within 14 days of non-participation.

**Guidelines of a Withdrawal:**

1. If the withdrawal takes place within the established refund period for the semester, a student will receive a [refund](#).
2. Students are responsible for [payment](#) of all charges.
3. If the withdrawal from a semester-length course occurs prior to the end of the second week of the [semester](#) (or other equivalent dates as specified for variable length courses), a final grade will not be issued, and the withdrawn course will not be recorded on the student's academic record.

4. If the withdrawal from a semester-length course occurs between the first day of the third week of the semester and the last day of the fourteenth week of the semester the student will receive a grade of “W” for the course.
5. The college will retain a record of all withdrawals.
6. Students dropped due to non-participation from a program that has licensure/accreditation requirements will receive a W on the transcript at the time of grading for the course.
7. Military students wishing to withdraw from a course due to deployment or extended training orders must provide documentation in order to receive a 100% refund of tuition and course fees. A final grade will not be issued, and the withdrawn course will not be recorded on the student’s academic record.
8. Students receiving financial aid who do not complete any courses for a semester (0.0, Z, I, and/or W) or who are not actively enrolled are subject to Return of Title IV Funds and the institution must determine if the student earned all of the financial aid received for the semester.
9. Any student, who disputes an administrative withdrawal, may submit a [Student Dispute of Administrative Withdrawal](#) from Class(es) request.

#### Definition of Academically Related Activity:

The following academically related activities constitute participation for purposes of determining whether a student started an LCC face-to-face or hybrid course, which consists of both classroom attendance and activities in the Desire to Learn (D2L) system:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Attending a study group that is assigned by the instructor;
- Participating in an online course discussion about academic matters (logging into an online course without active participation is not acceptable); and
- Initiating contact with a course instructor within the D2L system to ask a question about the academic subject studied in the course.

The following academically related activities constitute participation for purposes of determining whether a student started an LCC distance education course, which consists of activities within the D2L system:

- Student submission of an academic assignment;
- Student submission of an exam;
- Documented student participation in an interactive tutorial or computer-assisted instruction;
- A posting by the student showing the student’s participation in an online study group that is assigned by the instructor;
- A posting by the student in a course discussion forum showing the student’s participation in an online discussion about academic matters; and

- An email from the student or other documentation showing that the student initiated contact with the course instructor within the D2L system to ask a question about the academic subject studied in the course.

#### **4. Responsibilities**

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The Registrar's Office is the designated office responsible for preparing and overseeing the procedures as it relates to the course withdrawal criteria.

#### **5. Procedure**

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1. Students are encouraged to discuss alternative options with their instructor or success coach before withdrawing from a course.
2. Students who are receiving financial aid should contact the Financial Aid Office before withdrawing to determine the impact on their [financial aid eligibility](#).
3. Students who are receiving veteran benefits should contact the Veterans and Military Affairs Office before withdrawing from a course.
4. To withdraw from a course, students must log into [MyLCC](#). In the upper left corner, click on Banner. Click on the Student tab, select Registration, then select Registration Tasks. Click the first link for Add or Drop Classes. Choose the semester from the list, then click Submit. You will see the list of registered courses with a dropdown action next to each course. Choose the Drop option next to the course(s) you want to drop, then select Submit Changes at the bottom.

**Note:** Students with a hold on their account cannot withdraw themselves from a course in Banner Self Service. Instead, the student should contact the [Registrar's Office](#) for instructions on how to withdraw from the course.

#### **6. References**

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- [Refund and Withdrawal Dates](#)
- [Tuition and Fee Refund Policy](#)
- [Return of Title IV Funds](#)
- [Adjusting Your Schedule](#)
- [Course Participation Verification Guidelines](#)
- [Grading System](#) Criteria
- [Student Attendance](#) Policy



## Lansing Community College - Standard Operating Procedure

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**SOP Name:** Course Withdrawal Procedure

**SOP #:** RO.017

**Name of Committee, Department, etc.:** AAR

**Individual Responsible for SOP:** Registrar's Office

**Effective Date:** *Fall, 2018*

**Initial Approval Date:** August 23, 2018

**Last Review/Update Date:** December 3, 2019

**Next Review Date:** August, 2019

**\*Does this procedure support a Board Policy?** *No*

**If yes, identify:**

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

**\*Does this procedure support a College Operating Policy?** *No*

**If yes, identify:**

**\*Does this procedure support a State or Federal Regulation?**

**If yes, identify:**

**\*Does this procedure support HLC criteria?** *Yes*

**If yes, identify:** [Criteria 2B, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

**\*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**