
Student Withdrawal Policy and Procedures

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Student Withdrawal Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to student persistence, success, and completion. The College recognizes that circumstances may arise whereby a student feels it is in their best interest to withdraw from a course. Students should consult with their Professor, Academic Advisor, Financial Aid Counselor, Veteran Military Services Staff Person, and Dean of Students, prior to making a decision to withdraw.

There may be circumstances where the College determines that it is in the best interest of a student or the College community to initiate an administrative withdrawal of a student.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Academic Advisor”** refers to a student’s assigned staff or faculty member who helps and advises students on academic matters, including planning their academic career and selection of classes.
- B. **“Add/Drop period”** refers to the time period designated as the 100% refund period. Drops within this period will be refunded at 100%, will not appear on the student’s transcript, and will not impact a student’s academic standing. Drops within this time period may impact financial aid. See the [Tuition and Fees Policy and Procedures](#) for more information about refunds.
- C. **“Administrative Withdrawal”** refers to action taken by the College resulting in withdrawal of a student from a course or courses.
- D. **“BERT”** refers to the Behavior Evaluation and Response Team and is comprised of College officials who receive and evaluate student and employee concerns regarding student behavior that may be disruptive, self-injurious, or potentially pose a risk of harm to the health, safety, or property of any person or of the College, or otherwise be dangerous.
- E. **“Census Date”** refers to the point in time at which twenty percent of the total course hours have elapsed for the course.
- F. **“College community”** refers to trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- G. **“Completion Rate”** refers to the percentage of credits (college-level and developmental) completed each semester divided by the number of credits attempted each semester, including summer session.
- H. **“Direct Threat”** refers to a threat with a high probability of substantial harm to the health and safety of others.
- I. **“Formal Assessment”** refers to a comprehensive mental health evaluation or medical assessment that results in an evaluative report that is rendered by a licensed mental health or medical provider.
- J. **“Individual Assessment”** refers to an assessment that relies on current medical knowledge or on the best available objective evidence, to reasonably determine whether a student poses a direct threat to the health or safety of others.

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- K. **“Non-punitive temporary separation”** refers to a temporary separation of a student from the College that is not a disciplinary sanction.
- L. **“Qualified Professional”** refers to an individual who is licensed to practice in the field of mental health or medicine.
- M. **“Retroactive Withdrawal”** refers to a student-initiated request to the Admissions and Academic Policies Committee to withdraw from a course after the Withdrawal Period.
- N. **“Secured College tracking system”** refers to the official College system used to record and track outcomes pertaining to individual and or formal assessments. The Dean of Students (DOS) is responsible for the oversight and management of records and tracking of assessments.
- O. **“Student Request for Reenrollment Committee”** refers to a standing committee of the College to whom students may request consideration for reenrollment after an administrative withdrawal. Membership of the Student Request for Reenrollment Committee shall include the VP for Learning Support, who will Chair the Committee, one (1) representative from Academic Affairs, one (1) representative from Learning Support, one (1) representative from College Security, and one (1) representative appointed by the Student Government Association. When needed, designees will be appointed for these positions by the chairperson.
- P. **“Support Person”** refers to a person chosen to accompany and assist a student during an appeal hearing. A student is entitled to have a Support Person of their choice. The Support Person cannot be a fact witness or provide statements in the proceedings. The Support Person is a non-participant who is present to assist a student by taking notes or providing emotional support and reassurance.
- Q. **“Withdrawal”** refers to a student-initiated action to withdraw from a credit course after the Add/Drop period, but within the Withdrawal Period. Withdrawal also refers to a student-initiated action to withdraw from a Continuing Education and Workforce Development (CEWD) course.
- R. **“Withdrawal Period”** refers to the period of time during which students can withdraw from a credit course. This period occurs after the Add/Drop period and concludes on a specific date as published in the Schedule of Classes.
- S. **“Workdays”** refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

III. Responsible Senior Leader and Responsible Office

Vice President for Learning Support

Office of the Vice President for Learning Support

IV. Entities Affected by this Policy and Procedures

FCC students

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V. Student Initiated Withdrawal

Credit Courses

- A. Students may withdraw from a credit course(s) after the defined Add/Drop period but before the published last day to withdraw date in the Schedule of Classes. Students will not be able to attend the course once withdrawn. Students who withdraw from a credit course(s) will receive a grade of “W.” The course that the student withdrew from and the grade of “W” will appear on the student’s transcript, however, no credit or quality points will be assigned. Students must submit a Credit Registration form to Registration and Records or they may withdraw online via [myFCC](#).

A withdrawal is an unsuccessful attempt and will be calculated as part of a student’s completion rate but will not impact a student’s Grade Point Average. A “W” may have an adverse impact on athletic eligibility, housing allowance, veterans’ benefits, financial obligations, academic progress, or F-1 student visa status. It is recommended that students should confer with the faculty member teaching the course regarding their intention to withdraw. Because of the potential academic and financial impact of a withdrawal, students should confer with their Academic Advisor and if applicable, the Director/Program Manager for selective admissions programs, or staff within Financial Aid, Veteran and Military Services, or Athletics prior to initiating a course withdrawal.

- B. To officially withdraw from a course, students will need to submit a Credit Registration Form, or students may sign-on to [myFCC](#). High school-based dual enrollment students may not withdraw from a course on their own, they must work with their high school.
- C. Students can confirm that the process has been completed online via [myFCC](#) by clicking on My Class Schedule on the drop screen.

Continuing Education and Workforce Development (CEWD) Courses

- A. Students may withdraw from a CEWD class by submitting a CEWD Drop/Transfer form to CEWD Registration during business hours or by sending an email from the email address of record to CEInfo@frederick.edu. If the request is received prior to the census date, the student will be dropped from the class. If the request is received after the census date and the class is FTE eligible then the student will remain on the class roster and receive a grade of “WD.” If the request is received after the census date and the class is not FTE eligible then the student will be dropped from the class.
- B. If the student requests a transfer to another class as part of the withdrawal request, the student will be dropped from the original class and registered into the new class.

VI. Retroactive Withdrawal

- A. A student who was incapable of withdrawing from a credit course due to extenuating circumstances during the published withdrawal period, and has therefore received a grade of “F,” may request a retroactive withdrawal (“W”) to the Admissions and Academic Policies Committee (AAPC).

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B. Procedure for Retroactive Withdrawal

1. A student must submit the Request for Retroactive Withdrawal form with a typed statement explaining the extenuating circumstances and the required supporting documents. The form is available [online](#) and in Jefferson Hall. The course(s) for which a retroactive withdrawal is being requested must have the last date of attendance noted. Forms may be submitted online, mailed to Frederick Community College, Registration and Records, 7932 Opossumtown Pike, Jefferson Hall, Frederick, Maryland 21702 or submitted in person to Registration and Records.
2. AAPC meets once per month during fall and spring semesters. Students requesting a retroactive withdrawal will be notified of the date that the AAPC will review their request. Students are not present for the review of the request. AAPC may request additional documentation from the student to process the request.
3. An email with the results of the AAPC's decision will be sent to the student's MyFCC email account.

VII. Administrative Withdrawal

A. Administrative Withdrawal is used by the DOS to involuntarily withdraw a student from the College when a withdrawal is deemed to be necessary to protect the health, safety, or integrity of the learning environment.

B. Procedures for Administrative Withdrawal

1. The DOS will notify the student in writing and by telephone and/or email that an administrative withdrawal is under consideration.
2. BERT will conduct an informal assessment of the student based on the best available objective evidence, to ascertain: the nature, duration, severity of the risk; and the probability that the potential injury will actually occur. BERT will provide a recommendation to the DOS, who will decide whether an administrative withdrawal is warranted.

If BERT is unable to make an informal assessment, or the assessment is inconclusive, then the DOS will make a determination based on the best available objective evidence or request a formal assessment as recommended.

3. The DOS will discuss the administrative withdrawal and/or the requirement of a formal assessment with the student. If a formal assessment is required, the DOS will inform the student whether a non-punitive temporary separation from the College is required pending the outcome of the formal assessment. The student will be informed of all appeal procedures. The DOS will document the discussion and decision in a letter that will be provided to the student as well as a copy of this Policy and Procedures.
4. If required, the student will arrange for a formal assessment by a licensed mental health provider; the student may request that the College provide a list of licensed mental health providers, including the College contracted mental health provider.
5. Any student determined to pose a direct threat to the health and/or safety of others will be contacted by the College with timetables and conditions for return.

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6. After it is determined through an individual assessment or formal assessment that a student poses a threat, the student is afforded due process (i.e., notice of the imposed action, the opportunity to present information on their behalf, and a right to appeal). The College may, as an alternative to administrative withdrawal, place other conditions on the student's participation (for example, participate only in online classes), as the College deems appropriate to protect the safety of others. The assessment will continue even if the student voluntarily withdraws and the outcome will be documented in the secured College tracking system.
7. In addition to the procedures set forth above, the following apply to students with disabilities:
 - a. The College will comply with all obligations under Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.
 - b. When conducting an informal assessment through BERT or when requiring a formal assessment, the AVP/DOS will confer with individuals who have in-depth knowledge of, and experience in, the area of the student's disability and behavior, if applicable.

C. Appeal

1. Right to Appeal

A student for whom an administrative withdrawal has been instituted may appeal the decision. The student must submit a written request to the Vice President (VP) for Learning Support within five (5) workdays from the date of receipt of the written notification of the administrative withdrawal. The administrative withdrawal will remain in effect during the appeal process.

Failure to file a request within the specified time constitutes an acknowledgement that the student accepts the administrative withdrawal and waives their right to further appeal.

2. Appeal Procedures

Upon receipt of the student's request for an appeal of the administrative withdrawal, the VP for Learning Support will notify the student in writing of the date, time, and location of the appeal hearing. The hearing will be scheduled no later than ten (10) workdays after receipt of the written request for an appeal.

Prior to the hearing, the student will be:

- a. Provided a written statement of the reasons for the administrative withdrawal.
- b. Allowed to examine, in advance, any written evidence or exhibits that the College plans to submit; reciprocally, the student will allow the College to examine, in advance, any written evidence or exhibits the student plans to submit.
- c. Advised of the right to argue on their behalf and present evidence or the results of a formal assessment.
- d. Advised of the right to appear alone or with a Support Person.

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3. The decision of the VP for Learning Support is final.

VIII. Refund of Tuition and Fees

Students who have not received an automatic refund based on withdrawal date may be eligible for a refund of tuition and/or fees pursuant to the [Tuition and Fees Policy and Procedures](#).

IX. Request Procedures for Reenrollment

- A. Students who have been administratively withdrawn must submit a formal request for reenrollment to the Office of the VP for Learning Support. Students must present evidence that they have satisfied all conditions of reenrollment that were established at the time the administrative withdrawal was instituted. Evidence may include, but is not limited to, a formal assessment.
- B. It is the student's responsibility to arrange for a formal assessment if it is required by the VP for Learning Support. The College will furnish a list of area providers to the student.
- C. The Office of the VP for Learning Support will submit the evidence to the Student Request for Reenrollment Committee that will evaluate the evidence and render a decision.
- D. A student will be notified in writing of the decision regarding their request for reenrollment by the Student Request for Reenrollment Committee.
- E. Once the Student Request for Reenrollment Committee determines that a student no longer poses a direct threat to the safety of others, the College will no longer exclude the student, or place special conditions on the student's participation in its programs. Written notice of this determination will be provided to the student. In appropriate cases, the College may readmit the student subject to such restrictions as the College deems appropriate to protect the safety of others.
- F. If the Student Request for Reenrollment Committee determines that a student continues to pose a direct threat to others, the College will restrict reenrollment until the student can provide documentation that they are no longer a threat. Such documentation may include but not be limited to a treatment plan or periodic reports from a qualified professional. The College will not, however, condition the provision of a benefit or service upon a showing by a student that they have eliminated behaviors that are a manifestation of a disability, unless such behavior significantly contributed to the direct threat.
- G. If the request for reenrollment is denied, the Student Request for Reenrollment Committee may stipulate when the student can next request consideration of reenrollment to the Committee and under what conditions.

X. Related Policies and Procedures

[Academic Standards](#)

[Admissions](#)

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[Code of Student Conduct](#)

[Complaint Policy and Procedures for Students](#)

[Tuition and Fees](#)