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# **Student Withdrawal Policy and Procedures**

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## **I. Philosophy and Scope**

Frederick Community College (“FCC” or the “College”) is committed to enhancing student persistence, success, and completion. The College recognizes that circumstances may arise whereby a student feels it is in his/her best interest to withdraw from a credit course. Students should consult with their instructor, an academic advisor, or a counselor prior to making a decision to withdraw. Students who wish to drop a continuing education course should follow the [Tuition and Fees Policy and Procedures](#).

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 from a credit or continuing education course.

## **II. Definitions for the Purpose of this Policy and Procedures**

- A. **“Withdrawal”** means a student-initiated action to withdraw from a course after the Add/Drop period, but within the Withdrawal Period; the student will remain on the roster with inactive status, having no obligation to complete any further coursework or attend class; the student will receive a grade of “W” on his/her transcript which is not calculated into the grade point average; the course withdrawal may impact the student’s academic standing and financial aid.
- B. **“Withdrawal Period”** means the period of time in which students can withdraw from a course which occurs after the Add/Drop period and concludes on a specific date as published in the Schedule of Classes.
- C. **“Retroactive Withdrawal”** means a student-initiated request to the Admissions and Academic Policies Committee to withdraw from a course after the Withdrawal Period.
- D. **“Administrative Withdrawal”** refers to action taken by the College resulting in withdrawal of a student from a course or courses.
- E. **“BERT”** refers to the Behavior Evaluation and Response Team, 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.
- F. **“College community”** includes 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. **“College Support Person”** means an employee of the College chosen to accompany and assist a student during an appeal hearing. A student is entitled to have a College Support Person of his/her choice. The College Support Person cannot be a fact witness or provide statements in the proceedings. The College Support Person is a non-participant who is present to assist a student by taking notes or providing emotional support and reassurance.

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- H. **“Student Request for Reenrollment Committee”** refers to a standing committee of the College to whom students may request consideration of reenrollment.
- I. **“Direct Threat”** is defined as a high probability of substantial harm to the health and safety of others.
- J. **“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.
- K. **“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.
- L. **“Non-punitive temporary separation”** refers to a temporary separation of a student from the College that is not a disciplinary sanction.
- M. **“Qualified Professional”** refers to an individual who is licensed to practice in the field of mental health or medicine.
- N. **“Workdays”** means Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

### **III. Withdrawal**

- A. Students may withdraw from a credit course(s) after the defined Add/Drop period but before the published deadline in the Schedule of Classes. Students who withdraw from a credit course(s) will receive a grade of “W.” The withdrawn credit course 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 completed Add/Drop form to the Welcome Center or they may withdraw online via PeopleSoft.

For athletes, veterans, financial aid recipients, and international students, a “W” may have an adverse impact on their athletic eligibility, housing allowance, veterans’ benefits, financial obligation, academic progress, or visa status. Because of the potential impact of a withdrawal, students should confer with the Counseling and Advising Office, Financial Aid Office, Veterans Center, or Athletic Director prior to initiating a course withdrawal.

- B. Procedures for Withdrawal
  1. Students may come to the Welcome Center and complete an Add/Drop form to withdraw from a credit class; or, students may sign on to PeopleSoft to withdraw from a credit class.
  2. Students should confirm that the process has been completed in PeopleSoft by clicking on My Class Schedule on the drop screen.

- C. Request for Withdrawal After the Deadline Due to Extenuating Circumstances

Students with extenuating medical/emergency/military circumstances that they believe requires them to withdraw from a class after the deadline for withdrawal should consult with the instructor of the class to request an incomplete (“I”).

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Incompletes that are not satisfied within eight weeks after the last day of fall and spring semesters, within four weeks after the last day of summer term, or within two weeks after the last day for Jan term convert to an “F.”

For more information regarding grades of “I,” see the Academic Standards Policy and Procedures.

### **IV. Retroactive Withdrawal**

- A. A student who was incapable of withdrawing from a 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).
- B. Procedure for Retroactive Withdrawal
  - 1. Student must submit the Request for Retroactive Withdrawal form, available in the Welcome Center and online, listing the course(s) for which a retroactive withdrawal is being requested with the last date of attendance noted and a written statement explaining the extenuating circumstances for review by AAPC. Supporting documentation is required. Forms may be mailed to Frederick Community College, Welcome Center, 7932 Opossumtown Pike, Jefferson Hall, Frederick, Maryland 21702 or submitted in person to the Welcome Center.
  - 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.

### **V. Administrative Withdrawal**

- A. Administrative Withdrawal is used by the Associate Vice President/Dean of Students (AVP/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. Students may at any time during the process of Administrative Withdrawal, voluntarily withdraw.
- B. Procedures for Administrative Withdrawal
  - 1. The AVP/DOS will notify the student in writing and by telephone and/or email that an administrative withdrawal is under consideration.
  - 2. After notification to a student of a potential administrative withdrawal, an individual assessment will be conducted by BERT which will provide a recommendation to the AVP/DOS who will decide whether an administrative withdrawal is warranted. The assessment will be based on a reasonable judgment that relies on the best available objective evidence, to ascertain: the nature,

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duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of the College policies, practices, or procedures will mitigate the risk.

3. In cases where BERT is unable to make an individual assessment, or the assessment is inconclusive, the BERT Chair will inform the AVP/DOS and recommend a formal assessment. The AVP/DOS will make a determination based upon the best available objective evidence, or request a formal assessment as recommended.
4. The AVP/DOS will discuss the administrative withdrawal and/or the requirement of a formal assessment with the student. If a formal assessment is required, the AVP/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 AVP/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.
5. It is the student's responsibility to arrange for a formal assessment when notified by the AVP/DOS that it is required. The College will furnish a list of area providers to the student.
6. Following an individual assessment or formal assessment which results in the determination that a student poses a direct threat to the health and/or safety of others, the College must communicate to the student the exact circumstances, including timetables if applicable, that would cause the student to no longer be considered a direct threat, and the conditions that would allow the student to return to the College.
7. 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 his or her 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.
8. 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.

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### **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. Failure to file a request within the specified time presumes the student's acceptance of the administrative withdrawal and constitutes a waiver of his/her right to further appeal. The administrative withdrawal will remain in effect during the appeal process.

#### **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 more than ten (10) workdays after receipt of the written request for an appeal.

Prior to the hearing, the student will be:

- a. Provided with a written statement of the reasons for the administrative withdrawal.
- b. Allowed to examine, in advance, any written evidence or exhibits which 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 in his/her behalf and present evidence or the results of a formal assessment.
- d. Advised of the right to appear alone or with a College Support Person.

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

### **VI. 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](#).

### **VII. Request Procedures for Reenrollment**

- A. Students who have been administratively withdrawn must submit a formal request for reenrollment to the VP for Learning Support Office. 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.

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- 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 VP for Learning Support Office will submit the evidence to the Student Request for Reenrollment Committee that will evaluate the evidence and render a decision. Membership of the Student Request for Reenrollment Committee shall be composed of: 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.
- D. A student will be notified in writing of the decision regarding his/her 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 program. As such, the College will provide the proper written notice to the student of this determination, effectively readmitting the student and restoring all his/her attendant privileges, benefits and services, as a student in the College academic program in the status of, and at the academic level attained by the student prior to the determination that he/she was a direct threat. 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 may condition the student's future receipt of a benefit or service upon the student's provision of documentation showing that the student is no longer a threat. Such evidence 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 he/she has 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.