

ADMISSIONS & RECORDS/REGISTRATION

ATTENDANCE/ADMINISTRATIVE WITHDRAWAL

In order to assure that all available class seats are filled with students—both registered students and students from the waiting lists—COCC enforces an attendance policy during the first week of the term.

To maintain enrollment in each class, the student must attend the first class meeting and 100 percent of the first week's class and lab meetings. Students in online classes must complete the attendance requirement outlined in the syllabus. (For classes that do not span the entire term the student must attend the first class session.) Students who do not do so, will be administratively withdrawn from that class by the instructor at the time class rolle is taken. If this results in a tuition refund, the refund will be processed within three weeks.

If students are unable to attend a session within the first week due to extenuating circumstances, they must contact the instructor by ~~phone, fax, phone or~~ email ~~or in person~~ prior to the first class meeting if they wish to avoid administrative withdrawal. Allowing students to remain in the course this option is solely at the discretion of the instructor.

The College is not responsible for liabilities associated with the administrative withdrawal of students.

The administrative withdrawal policy does not relieve students from full responsibility for officially dropping a course within the given deadline to not incur tuition charges and to not receive a grade for the course.

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DROPPING COURSES/ COMPLETE WITHDRAWAL

Full-term courses

Students may drop a course during the first two weeks of the term and receive a full refund, and no grade will appear on the student transcript. Between the third week and the end of the seventh week of the term, students can drop a course; no refund is available, but no grade will appear on the transcript.

Students who wish to withdraw from full-term courses between the eighth week of the term and the Wednesday before finals week must receive instructor approval. A "W" will appear on their transcripts, and no refund is available. Students should communicate with the instructor and refer to the course syllabus to determine the conditions under which a "W" can be granted.

Commented [CW1]: This is the new language we discussed yesterday.

~~From the eighth week of the term through the Wednesday before finals week, a student may submit a drop form, with an instructor's signature; no refund is available and a "W" will appear on the student transcript.~~

-No withdrawals will be accepted after this time or after a course has ended. See the academic calendar on COCC's website for specific dates.

POLICIES & PROCEDURES

GRADING POLICY

Withdrawal (W) Students who withdraw from full-term courses between the eighth week of the term and the Wednesday before finals week will receive a "W" on their transcripts. Note: Permission of the instructor is required to withdraw from the course. A "W" is not computed in a student's GPA.