

Withdrawing from Class

The student who only informs the instructor that he/she intends to withdraw or who simply ceases to attend is not officially withdrawn from class. Unless the procedure described below is followed, the student's name will remain on the class roster, and the instructor will be required to submit a grade other than a "W," often times resulting in a grade of "F." In addition, the student will be charged all appropriate tuition and fees.

If a student wishes to withdraw from one or more courses he/she should seek the counsel of his/her advisor and obtain the proper forms from the registrar's office. The completed withdraw form must be on file in the registrar's office before the withdrawal is official.

Withdraw From Full Semester Classes		
Business Days in Class Period	Refund	Transcript
1% to 13%	Full refund	No notation on transcript
14% to 24%	No refund	No notation on transcript
25% to 75%	No refund	"W" on transcript
76% on	Course drop not allowed, grade earned in course	

Under extenuating circumstances, the student may appeal to the chief academic officer or his/her designee to withdraw with the grade of "W" after 75% of the class has been completed.

Students who find it necessary to withdraw from their entire enrollment at NCCC are asked to meet with the chief student affairs officer or his/her designee. Completing this process helps to avoid any future holds on student records that may make it difficult to return to NCCC or transfer to another college. Students receiving any type of federal financial assistance must also complete an exit interview and should contact a staff member in the financial aid office.

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