

Title: Withdrawal from Class	Number: 4.27.0709.2
Approved by the Board of Governors Date: July 20, 2009	Implementation Date: July 20, 2009
Revised Date: May 14, 2013	
History: H. Lavity Stoutt Community College Catalogue 1998-2000 Scheduled Review Date: May 14, 2016	Origin: British Virgin Islands Community College Catalogue 1990

Rationale:

There may be circumstances that require a student to withdraw from registered classes. The College has provided a rational, systematic process that causes no prejudice to the student.

Withdrawal Designations and Periods

Grade Acronym	Withdrawal Periods and Designations
WD	This indicates that withdrawal from a course was granted during the add/drop period (week 1 of the Fall and Spring Semesters). This designation is for internal use only and does not show on a student's transcript.
W	This indicates withdrawal from a course during the regular withdrawal period (weeks 2 through 5 of the Fall and Spring Semesters).
WP	This indicates that withdrawal from a course occurred during the late withdrawal period and the work completed up to this period was satisfactory.
WF	This indicates that withdrawal from a course occurred during the late withdrawal period and the work completed up to this period was unsatisfactory.
Q	This indicates that withdrawal from this course was granted by special permission from the President of the College, and is applied after the regular withdrawal period.
WA	This indicates that withdrawal from the course was an administrative measure for violation of the Attendance policy.

Withdrawal Policy

Students who wish to withdraw from a class (es) may do so retrieving the appropriate withdrawal form. The form must be completely filled out by the student and the relevant instructor(s), and returned to the Registry for processing. During the add/drop period a "WD" will be reflected on the student's internal record only.

Following the add/drop period and ending on the last day of the fifth week of class during the Fall and Spring semesters, or a comparable period during a shorter term, students may elect to withdraw from any course by following the established procedure. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of receipt for processing at the Registry. A withdrawal during this period will be reflected by a “W” on the student’s transcript.

If a student withdraws during the fifth through tenth week of the Fall and Spring semesters or a comparable period during a shorter term, a grade of “WP” or “WF” will be recorded on the transcript, as assigned by the instructor.

In instances whereby the College’s Administration may determine in accordance with various policies (attendance, behavior, financial) that a student should be withdrawn from classes, a grade of “WA” will be assigned designating Administrative Withdrawal.