



POLICY TITLE

Withdrawing from Courses and the College

POLICY NUMBER

1-4550

Responsible Office: <i>Registrar</i>	Effective Date: <i>08/01/2024</i>
Responsible Official: <i>Provost/Vice Chancellor for Workforce and Student Development</i>	Last Reviewed Date: <i>08/01/2024</i>
Policy Classification: <i>Academics, Workforce and Student Development</i>	Origination Date: <i>05/09/2011</i>

I. POLICY STATEMENT

Students enrolled in courses at Baton Rouge Community College (BRCC) are entitled to drop courses with no financial obligation or GPA impact up to a specified date each term. Students are also allowed to officially withdraw with grades of “W” up to a specified date each term. Both dates are set by BRCC and are published in the Academic Calendar for each semester/session/part of term. Students who have earned semester grades of “F” or a combination of “F” and “W” in their classes at the end of the semester will be considered withdrawn from the College unofficially. BRCC permits administrative withdrawals due to military deployment and medical reasons.

II. POLICY RATIONALE AND SCOPE

The purpose of this policy is to inform students enrolled in courses of the difference between dropping and withdrawing from courses. This policy also explains administrative withdrawal and the difference between officially and unofficially withdrawing from the College.

III. POLICY AUDIENCE

This policy applies to all students enrolled in credit courses.

IV. POLICY COMPLIANCE

Students who fail to comply with this policy will be considered withdrawn from the College unofficially.

V. POLICY DEFINITIONS

Drop period: the time between the date on which a student registers for a course (or the first day of classes in any given term, whichever is later) and the date by which students must drop a course. Enrollment of a student in a course will not be permanently recorded in Banner if the student drops a during the drop period.

Official withdrawal from the College: occurs when a student intentionally withdraws from all courses after the published drop period during a fall or spring semester and does not enroll in the following spring or fall semester.

Unofficial withdrawal from the College: status of a student who at the end of a term earned grades of “F” or a combination of “F” and “W” in all courses.

Refund period: in any given term, the time between the first day of classes through the last day of the published drop period in each semester/session/part of term.

Census date: the date set by the College to report preliminary enrollment.

Authorized withdrawal: manual withdrawal of a student from classes when military deployment or extraordinary medical or personal difficulties make it impossible to continue classes or complete assignments.

VI. POLICY IMPLEMENTATION PROCEDURES

Students drop or withdraw from their course via Log on Louisiana (LoLA). If a student actively terminates enrollment in all courses after the census date, the date that the student begins the withdrawal process will be used as the student’s date of official withdrawal from the College. If a student stops attending all classes after the census date, the last date of attendance entered by the instructor(s) will be used as the student’s date of unofficial withdrawal from the College.

Selective admissions programs may have additional guidelines for dropping or withdrawing from courses and from the College. These guidelines are available from the division(s) overseeing these programs.

Students may appeal the withdrawal deadlines and grade impact due to extenuating circumstances. Dissatisfaction with an anticipated grade or a decision to change a major is not cause for appeal.

Students may request to be withdrawn from classes due to military deployment and medical reasons. Both administrative actions will withdraw a student from all classes for the semester. To receive consideration for approval to withdraw from classes due to military deployment and medical reasons, a student must complete BRCC’s Notice of Student Absence form.

VII. POLICY RELATED INFORMATION

LCTCS *Dropping Courses and Reigning from the Institution*, Policy 1.021
BRCC *Return of Title IV*, Policy 5-554

VIII. POLICY EXCEPTION

There is no exception to this policy due to federal regulations.

IX. POLICY HISTORY AND REVIEW CYCLE

This is a new policy containing the content previously found in the BRCC Academic Affairs Policy 1-4550, *Dropping Courses and Resigning from the Institution*. This policy is to be reviewed and revised, as needed, within three years of the effective date.

X. POLICY URL

This policy may be accessed on the BRCC website at www.mybrcc.edu.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL



Willie E. Smith, Sr., Ed.D.
Chancellor

08/01/2024

Date
Effective Date of Policy