

Updated Withdraw Process (Approved 3/31/2023)
Effective Beginning Summer 2023
Updated 05/10/2023

New syllabus statement: *A student-initiated withdrawal deadline is established by the college. If a student has not withdrawn from a class by the deadline, the student will receive the letter grade earned in the course at the end of the semester, earned grades will be posted on the student's permanent record. (Link to Academic Calendar)*

- 1. Drop Dates** – Wednesday of the 2nd week of term (all terms, by midnight) - No changes to current process.
 - a. Students may drop classes during this time; classes do not show on their transcript 100% tuition refund.
 - b. Faculty must drop students that are a no-show in class as identified in their syllabus; classes do not show on transcript.
- 2. Student No-Show After 10th Day**
 - a. Faculty will access the form via their portal.
 - i. No-Show after the 10th day must be approved by the Dean.
 - ii. These requests will be posted as a “Y” on the student’s transcript (administrative withdraw)
- 3. FTSE Processing** – Faculty will verify rosters per Registrar’s Notification
 - a. Faculty will indicate on their FTSE roster “GO” or “Not Attending.”
 - i. “Not Attending” students will not be claimed by the College for FTSE; but the student will remain enrolled in the class unless they withdraw themselves.
- 4. Withdraw Dates** – Thursday of 2nd week of term (all terms) through the 75% of the term.
 - a. Students must withdraw themselves from their classes up to 75% of the term – a “W” will be posted on their transcript.
 - b. Exception requests and provided documentation must be submitted by the student to their assigned advisor. (Medical, Military, Death, Relocation)
 - a. Approved exceptions, along with supporting documentation will be sent from the advisor to their appropriate supervisor.
 - i. After review by the supervisor the request and supporting documentation will be sent to admdrop@yc.edu
- 5. No Faculty Withdraws** – Faculty may submit an Early Alert– this would be processed through an updated faculty requested early alert process for lack of student attendance/participation.
 - a. The early alert must include the last date of attendance/participation and what measures they have taken to connect with the student. This early alert will be sent to the advisor for additional outreach.
 - a. The advisor will communicate back via email (cc: Salesforce) to the initiating faculty member the summary of the action resulting in the submission of the early alert.
- 6. After 75% of the term has passed**
 - a. No withdrawals will be processed. The student will receive the grade earned – letter grades only; a “U” grade should only be given if requested by the student to not interfere with Veteran Education Benefit issues.
 - b. Exception requests and provided documentation must be submitted by the student to their assigned advisor. (Medical, Military, Death, Relocation)
 - a. Approved exceptions, along with supporting documentation will be sent from the advisor to their supervisor.
 - i. Advising Supervisor will review documentation and forward the request for processing to admdrop@yc.edu
- 7. Grades of S or U are only granted if requested by the student.**

Procedure:

1. Faculty will process No-Shows using the portal link using the current process.
 - a. **No-Show After 10th Day**
 - a. Faculty will submit the late requests to their appropriate Dean for approval
 - i. After Dean approval form will be sent to admdrop@yc.edu for processing
2. FTSE Process will be managed by the Registrar's Office
3. Faculty will submit Early Alerts for students that show signs of needing assistance.



Faculty

- My Class List (Roster)
- Submit Final Grades
- No Show Drop Reporting
- No Show After 10th Day
- Faculty Load
- Acknowledgement
- My Week
- My Office Hours

- Student Profile (Advisors)
- Scheduler Advisor Student
- Login
- Faculty Initiated Early Alert
- Student Incident Reporting

