
**Student Absence and Withdrawal
Policy and Procedures**

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Table of Contents

I.	Philosophy and Scope.....	1
II.	Definitions for this Policy and Procedures.....	1
III.	Responsible Senior Leader and Responsible Office.....	3
IV.	Entities Affected by this Policy and Procedures.....	3
V.	Student Initiated Withdrawal	3
VI.	Withdrawals with Extenuating Circumstances	4
VII.	Administrative Withdrawal.....	5
VIII.	Refund of Tuition and Fees	7
IX.	Request Procedures for Reenrollment.....	7
X.	Short Term Leave of Absence	7
XI.	Related Policies and Procedures	10

Student Absence and Withdrawal Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to student persistence, success, and completion. The College recognizes that circumstances may arise whereby students believe it is in their best interest to withdraw from a course. Students should consult with their Professor, Academic Advisor, Financial Aid staff, Veteran Military Services staff, and/or Associate Vice President for Student Success or designee before deciding to withdraw.

II. Definitions for this Policy and Procedures

- A. **“Academic Advisor”** refers to a student’s assigned staff or faculty member who helps and advises students on academic matters, including planning their academic career and selecting classes.
- B. **“Add/Drop period”** refers to the period designated as the 100% refund period. Drops within this period will be refunded at 100%, will not appear on the student’s transcript, and will not impact a student’s academic standing. Drops within this time period may impact financial aid. See the [Tuition and Fees Policy and Procedures](#) for more information about refunds.
- C. **“Administrative Withdrawal”** refers to action taken by the College resulting in the withdrawal of a student from a course, courses, and/or college.
- D. **“BERT”** refers to the Behavior Evaluation and Response Team and is comprised of college officials who receive and evaluate student and employee concerns regarding student behavior that may be disruptive, self-injurious, or potentially pose a risk of harm to the health, safety, or property of any person or of the College, or otherwise be dangerous.
- E. **“Cameron Carden Act of 2024”** mandates that all public universities in Maryland provide formal withdrawal policies that include mental health as a valid reason for student withdrawal. The Act ensures that students who withdraw due to mental or physical health issues receive a refund for the remainder of the term, aiming to protect students' well-being and support their academic success
- F. **“Census Date”** refers to the point in time at which twenty percent of the length of a course or session have elapsed.
- G. **“College community”** refers to trustees, students, college community, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- H. **“Completion Rate”** refers to the percentage of credits (college-level and developmental) completed each semester divided by the number of credits attempted each semester, including summer session.
- I. **“Direct Threat”** refers to a threat with a high probability of substantial harm to the health and safety of others.

Student Absence and Withdrawal Policy and Procedures

- J. **“Formal Assessment”** refers to a comprehensive mental health evaluation or medical assessment that results in an evaluative report that is rendered by a licensed mental health or medical provider.
- K. **“Individual Assessment”** refers to an assessment that relies on current medical knowledge or on the best available objective evidence, to reasonably determine whether a student poses a direct threat to the health or safety of others.
- L. **“Non-punitive temporary separation”** refers to a temporary separation of a student from the College that is not a disciplinary sanction.
- M. **“Qualified Professional”** refers to an individual who is licensed to practice in the field of mental health or medicine.
- N. **“Retroactive Withdrawal”** refers to a student-initiated request to the Admissions and Academic Policies Committee to withdraw from a course after the Withdrawal Period.
- O. **“Secured College tracking system”** refers to the official college system used to record and track outcomes of individual and/or formal assessments.
- P. **Short Term Leave of Absence** refers to an institutionally approved period of absence from a course, lasting no longer than twenty percent of the length of a course or session. A recovery plan approved by the faculty member and department chair will be created to provide the student with the opportunity to make up all missing work, including assessments.
- Q. **“Student Request for Reenrollment Committee”** refers to an ad hoc committee of the College to whom students may request consideration for reenrollment after an administrative withdrawal. Membership of the Student Request for Reenrollment Committee shall include the Vice President for Student Affairs, who will Chair the Committee, one (1) representative from Teaching, Learning, and Student Success, one (1) representative from Student Affairs, one (1) representative from College Security, and one (1) representative appointed by the Student Government Association. When needed, designees will be appointed to these positions by the chairperson.
- R. **“Support Person”** refers to someone chosen to accompany and assist a student during an appeal hearing. A student is entitled to have a Support Person of their choice. The Support Person cannot be a fact witness or provide statements in the proceedings. The Support Person is a non-participant present to assist a student by taking notes or providing emotional support and reassurance.
- S. **“Withdrawal”** refers to a student-initiated action to withdraw from a credit course after the Add/Drop period, but within the Withdrawal Period. Withdrawal also refers to a student-initiated action to withdraw from a Continuing Education and Workforce Development (CEWD) course.
- T. **“Withdrawal Period”** refers to the period students can withdraw from a credit course. This period occurs after the Add/Drop period and concludes on a specific date as published in the Schedule of Classes.

Student Absence and Withdrawal Policy and Procedures

- U. “**Workdays**” refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

III. Responsible Senior Leader and Responsible Office

Vice President for Student Experience

IV. Entities Affected by this Policy and Procedures

FCC students

V. Student Initiated Withdrawal

Credit Courses

- A. **Credit Course Withdrawal:** Students may withdraw from a credit course(s) after the defined Add/Drop period but before the published last day to withdraw date in the Schedule of Classes. Students will not be able to attend the course once they withdraw. Students who withdraw from a credit course(s) will receive a grade of “W.” The course the student withdrew from, and the grade of “W” will appear on the student’s transcript; however, no credit or quality points will be assigned.
- B. **Transcript Impact:** A withdrawal is an unsuccessful attempt and will be calculated as part of a student’s completion rate but will not impact a student’s Grade Point Average. Receiving a “W” grade may have an adverse impact on athletic eligibility, VA Education beneficiaries, financial obligations, academic progress, or F-1 student visa status.

Withdrawals may have potential academic and financial impact so students should confer with the faculty member teaching their course, their Academic Advisor and, if applicable, the Director/Program Manager for selective admissions programs, staff within Financial Aid, Veteran and Military Services, and/or Athletics before initiating a course withdrawal.

C. Process to Withdraw

Step 1: To officially withdraw from a credit course, students must submit a Credit Registration form to Registration and Records or they may withdraw online via [PeopleSoft](#). Dual Enrollment students, including high school-based, Early College, and open-campus students, refer to the dual enrollment withdrawal section.

Step 2: Students can confirm that the process has been completed online via [PeopleSoft](#) by clicking on My Class Schedule on the drop screen.

- D. **Process to Withdraw for Dual Enrolled Students – High School Based, Early College and Open Campus.**
 - 1. High School Based Dual Enrolled students must request a withdrawal through their high school counselor.

Student Absence and Withdrawal Policy and Procedures

2. Open Campus Dual Enrolled students must request a withdrawal through their high school counselor or FCC advisor.
3. Early College students must request a withdrawal through their Early College advisor.

Continuing Education and Workforce Development (CEWD) Courses

- A. Students who choose to drop a CEWD class during the full refund period have two methods to drop a class that can be reviewed in the [Tuition and Fees Policy and Procedures](#) and the [CEWD Payment and Refunds Page](#).
- B. Students enrolled in CEWD contract training course funded by a third party may be withdrawn by CEWD registration staff at the written request of the third party as outlined by the signed Client Services Agreement.
- C. Process to withdraw from a Continuing Education Course

Students seeking a withdrawal and/or refund for a class outside of the full refund period can initiate a request for extenuating circumstances by submitting the Drop/Request [Form](#). Students will be asked to provide documentation supporting the student's request. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, childcare providers, or others that can validate extenuating circumstances. The College reserves the right to approve a full, partial, or deny a refund request submitted outside the full period for the class. If the request is received prior to the census date, the student will be dropped from the class. If the request is received after the census date the student will remain on the class roster and receive a grade of "W." If the student requests a transfer to another class as part of the withdrawal request and the transfer is approved, the student will be dropped from the original class and registered into the new class. The original class will not appear on the student's transcript.

VI. Withdrawals with Extenuating Circumstances

- A. Extenuating circumstances that include illness, injury, hospitalization, and mental health and wellness will be evaluated according to the Cameron Carden Act of 2024, with "a provision to refund tuition and fees paid by the student for the semester in which a student withdraws if the extenuating circumstances inhibit the student's ability to acquire an education at the public institution of higher education, as defined in the policy."
 1. Examples of documentation of extenuating circumstances may include but are not limited to the following:
 - a. Medical documentation verifying the condition(s) signed and dated by a medical provider;
 - b. Letter confirming job transfer, schedule (shift) change signed and dated by employer; or

Student Absence and Withdrawal Policy and Procedures

- c. Military transfer or deployment dated and certified by documentation (copy of orders) from the military unit.
 2. To be eligible for consideration the student must:
 - a. request a refund within 12-months from the academic term in which the circumstance occurred.
 - b. complete a Student Appeal Application which may be found in the Tuition and Fees Policy.
- B. Retroactive Withdrawal is available to a student who was incapable of withdrawing from a credit course due to extenuating circumstances beyond the student's control during the published withdrawal period, and has therefore received a grade of "F," may request a retroactive withdrawal ("W") from the Admissions and Academic Policies Committee (AAPC). Students who have passed a credit course with a grade of A, B, C, or D, are not eligible for a retroactive withdrawal.

Procedure for Retroactive Withdrawal

1. A student must submit the Student Appeal Application. The form is available [online](#) and must include the last date of attendance for the course(s) for which a retroactive withdrawal is being requested. Forms are submitted online. Students needing assistance can contact AAPC by emailing studentappeals@frederick.edu.
2. AAPC meets once per month during fall and spring semesters. Students requesting a retroactive withdrawal will be notified of the date that the AAPC will review their request. Students are not present for the review of the request. AAPC may request additional documentation from the student to process the request.
3. An email with the results of the AAPC's decision will be sent to the student's MyFCC email account.

VII. Administrative Withdrawal

- A. The Vice President for Student Experience (VPSE) or their designee may administratively withdraw a student from a course, courses, or the College to protect the health and safety of the college community or the integrity of the learning environment. This action may be taken through the [Student Code of Conduct](#) or the [Behavioral Evaluation and Response Team \(BERT\)](#) process. Additionally, the Registrar or their designee may withdraw a student in a selective admissions program upon notification by the AVP/Dean.

Students may also petition for an Administrative Withdrawal due to a serious documented extenuating circumstance that prohibits continued enrollment in all courses for the term. The petition must include appropriate documentation of the circumstance and will be reviewed by the VPSE or their designee.

All documentation will be retained in the college's appropriate repository based on the specific circumstances and in a secured College tracking system, in compliance

Student Absence and Withdrawal Policy and Procedures

with external requirements such as the Health Insurance Portability and Accountability Act (HIPAA).

B. Procedures for Administrative Withdrawal

1. Initiated by the College

a. Through the Student Code of Conduct or BERT

The Vice President for Student Experience (VPSE) or their designee may administratively withdraw a student from a course, courses, or the College to protect the health and safety of the college community or the integrity of the learning environment. This action may be taken through the Student Code of Conduct or the Behavioral Evaluation and Response Team (BERT) process and shall follow all notification procedures set forth in the relevant policy.

b. Selective Admissions Programs

Upon notification by the AVP/Dean, the Registrar or their designee may withdraw a student currently enrolled in a selective admissions program from specific courses. The student will remain enrolled in the College but will be withdrawn from the designated courses. Students will be notified in writing of the decision to withdraw the student and their rights to appeal such decision by the appropriate AVP/Dean.

2. Petitioned by the Student

Extenuating Circumstances

The request must be in writing, include appropriate documentation of the circumstance, and will be reviewed by the VPSE or their designee.

3. Compliance and Specialized Assessments

a. Legal Compliance

The College will comply with all obligations under Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act.

b. Specialized Assessments

When conducting an informal assessment through BERT or requiring a formal assessment, the VPSE or their designee will consult with individuals who have specialized knowledge and experience relevant to the specific circumstances and behaviors of the student, as applicable.

c. Appeal

A student may appeal an administrative withdrawal decision by submitting a written request to the Vice President for Student Experience (VPSE) within five workdays of the decision notification. The VPSE will schedule a hearing within ten workdays to review the appeal. The VPSE's decision is final and will be communicated to the student in writing.

Student Absence and Withdrawal Policy and Procedures

VIII. Refund of Tuition and Fees

Students who have not received an automatic refund based on withdrawal date may be eligible for a refund of tuition and/or fees. Please see the attached policy for guidelines [Tuition and Fees Policy and Procedures](#).

IX. Request Procedures for Reenrollment

- A. Students who have been administratively withdrawn from the college must submit a formal request for re-enrollment to the Office of the Vice President of Student Affairs
 - A. Students must present evidence that they have satisfied all conditions of reenrollment that were established at the time the administrative withdrawal was instituted. Evidence may include, but is not limited to, a formal assessment.
- B. It is the student's responsibility to arrange for a formal assessment if it is required by the VPSE, or designee. The College will furnish a list of area providers to the student.
- C. The Office of the VPSE, or designee, will submit the evidence to the Student Request for Reenrollment Committee that will evaluate the evidence and render a decision.
- D. A student will be notified in writing of the decision regarding their request for reenrollment by the Student Request for Reenrollment Committee.
- E. Once the Student Request for Reenrollment Committee determines that a student no longer poses a direct threat to the safety of others or to the integrity of the learning environment, the College will no longer exclude the student, or place special conditions on the student's participation in its programs. Written notice of this determination will be provided to the student. In appropriate cases, the College may readmit the student subject to such restrictions as the College deems appropriate to protect the safety of others.
- F. If the Student Request for Reenrollment Committee determines that a student continues to pose a direct threat to others, the College will restrict reenrollment until the student can provide documentation that they are no longer a threat. Such documentation may include but not be limited to a treatment plan or periodic reports from a qualified professional. The College will not, however, condition the provision of a benefit or service upon a showing by a student that they have eliminated behaviors that are a manifestation of a disability, unless such behavior significantly contributed to the direct threat.
- G. If the request for reenrollment is denied, the Student Request for Reenrollment Committee may stipulate when the student can next request consideration of reenrollment to the Committee and under what conditions.

X. Short Term Leave of Absence

- A. A short-term leave of absence should be requested when a student expects to miss an extended amount of class time, up to twenty percent of the academic session, for

Student Absence and Withdrawal Policy and Procedures

preapproved reasons. The precise number of days will vary depending on the length of the session.

1. A short-term leave of absence will be considered under the following circumstances:
 - a. FCC sanctioned co-curricular activity
 - b. Bereavement
 - c. Care giving
 - d. Court appearance or other legal obligation
 - e. Jury duty
 - f. Medical absence
 - g. Military service obligation or training
 2. Leave of absence requests related to pregnancy must be requested through Disability Access Services, and are subject to the [Title IX Pregnant and Parenting Accommodations for Students](#) policy. Leave of absence requests for Religious reasons are subject to the [Religious Accommodations](#) policy.
 3. A short-term leave of absence may not apply to clinical or internship placements.
- B. Procedures for requesting a short-term leave of absence
1. Students wishing to apply for a leave of absence must make an appointment with the Student Success Programs Office via Navigate360 (frederick.navigate.eab.com).
 - a. Requests should be made within two work weeks of learning that a leave of absence will be necessary, unless circumstances prevent timely communication.
 - b. Requests for a short-term leave of absence made by a dual enrollment student should be directed to the Director of Dual Enrollment and High School Partnerships, who will review and route to the Director of Student Success Programs and inform relevant FCPS offices of the request.
 2. The Director of Student Success and Retention will consult with relevant college offices to determine if circumstances justify a potential leave of absence and what documentation may be required, within five (5) business days.
 3. If the Director of Student Success and Retention determines a short-term leave of absence should be considered, the AVP for Student and Financial Support Services or designee will notify the relevant Supervisor(s) about the leave of absence request, including any relevant information related to the request.

Student Absence and Withdrawal Policy and Procedures

4. The Chair and faculty members will determine if a short-term leave of absence is viable for the student and document their decision in the **Short-Term Leave of Absence Request Form** within five (5) business days of receiving the request.
 - a. When determining the viability of a short-term leave of absence the chair and faculty member will consider:
 - i. The impact that the missed time will have on their ability to meet the learning objectives of the course in a timely fashion.
 - ii. The nature of potential leaves available
 - b. Short term leaves of absence are evaluated on a case-by-case basis and may not be requested for internships, apprenticeships, or any learning experience that requires scheduling with a third-party participant within or outside of FCC.
 - c. In the event that a short-term leave of absence is not appropriate a student may be advised to withdraw or be granted an incomplete. The faculty reserves the right to offer incompletes should more time be needed to make up missing work.
 - d. If a leave of absence is viable, appropriate adjustment will be granted to the student. These options might include:
 - i. **Alternative Assessments:** Faculty may provide students with the option to make up missed examinations or assignments through alternative assessment methods or rescheduling without any penalty.
 - ii. **Attendance Flexibility:** Faculty may allow students to be absent from classes or academic activities without any negative consequences, such as grade reductions or attendance penalties.
 - iii. **Extended Deadlines:** Faculty may grant additional time to complete assignments or submit projects.
 - iv. **Access to Course Materials:** Faculty can provide alternative access to course materials for students via recorded lectures or sharing of lecture materials.
 - e. Adjustments and completion timelines will be documented in the **Short-Term Leave of Absence Request Form**.
 - f. If the student is receiving Title IV financial aid, the student may be subject to a Return of Title IV calculation resulting in a decreased award of Title IV aid if the student does not return from a leave of absence. The date the leave of absence is granted becomes the withdrawal date for the calculation.
 - i. Students on a short-term leave of absence remain responsible for any financial obligations due to payment plans for the duration of the leave.

C. Appeal

Student Absence and Withdrawal Policy and Procedures

A student who disagrees with either the denial of a short-term leave of absence request or the nature of the recommended adjustments may submit an appeal via a [Student Non-Grade Complaint](#). Information on how to do so can be found in the [Complaint Policy and Procedures for Students](#). This complaint must be filed within five (5) days of the decision of the faculty member/department chair. Submission of this form initiates the formal complaint process outlined in the Complaint Policy and Procedures for Students.

XI. Related Policies and Procedures

[Academic Standards](#)

[Admissions](#)

[Behavioral Evaluation and Response Team \(BERT\)](#)

[Code of Student Conduct](#)

[Complaint Policy and Procedures for Students](#)

[Tuition and Fees](#)