



Policy Title	Withdrawal Policy
Policy Number	3205
Category	Academic
Applicability	College-wide
Responsible Office	Academic Affairs
Effective Date	August 26, 2024

I. Policy Statement

A student may withdraw from a course and receive a W any time between the end of the add/drop period and the withdrawal deadline, which is the end of two-thirds of the part of term.

After this deadline, a student may appeal to the Campus Associate Dean of Academic Affairs for a course withdrawal if the student has experienced unforeseen or extenuating circumstances. The student must obtain an acknowledgement from the faculty via signature and then submit the Appeal for Course Withdrawal form to the Campus Associate Dean of Academic Affairs no later than:

- For the 15 week-term, seven days before end of term.
- For the 10-week term, five days before the end of term.
- For the 7.5-week term, three days before the end of term.

If a student drops a course(s) prior to the end of the add/drop period, the student’s academic record will not reflect these courses. After the end of the add/drop period, if a student is officially withdrawn from a course, a “W” will be reflected for that course on their academic record. Withdrawal from a course is considered an “unsuccessful course attempt” and may negatively impact financial aid and satisfactory progress requirements.

Official withdrawal from the College means that a student voluntarily separates from the College by dropping all courses at any time during the academic term.

Withdrawal forms can be found on the [college website](#) or in OneLogin.

NOTE: An exception to the Withdrawal Policy is when a student is seeking a [medical withdrawal](#). This action is managed exclusively through the Campus Associate Dean for Student Affairs office and requires medical documentation for consideration.

II. Rationale

The purpose of this Policy is to provide a consistent approach as to when and how students may withdraw from courses, excluding medical withdrawals, in alignment with current federal financial aid and National Student Clearinghouse reporting requirements, as well as for consistency with policies applied across the majority of SUNY community colleges.

During the 2023–2024 academic year, the College Academic Standards Committee conducted a review of the late withdrawal policies and institutional data of the thirty SUNY Community Colleges, and found that Suffolk County Community College was only one of five SUNY Community Colleges that permitted an instructor to allow a student to withdraw after the student-initiated registrar date. Of the four other SUNY community colleges that permitted an instructor to sign a late withdrawal form, two required documentation of special circumstances or additional signatures from other faculty (e.g., advisors, Academic Chairs).

The National Student Clearinghouse does not accept a withdrawal date of the last day of the term or thereafter. Suffolk County Community College needs to measure the student’s actualized enrollment during the term. Additionally, a student has earned their full financial aid if they attend 60% of the term. Withdrawals can negatively impact students’ financial aid at any time.

The College Academic Standards Committee and the faculty governance bodies recommended the college’s withdrawal policy be updated to limit late withdrawals to only allow a student to appeal to the Campus Associate Dean of Academic Affairs for a course withdrawal after the two-thirds deadline if the student has extenuating circumstances.

III. Scope and Applicability

This Policy governs the management and execution of the course withdrawal policy college-wide. This does not include students who pursue medical withdrawals, which are governed by the college’s Medical Leave Policy.

IV. Responsible Office/Executive

The Campus Office of Academic Affairs has responsibility for the implementation of this Policy. Individuals with questions about this Policy should contact the Campus Office of Academic Affairs for more information.

V. Definitions

“Add/Drop Period” is the period during which students are otherwise permitted to add a class up until the start of a class’s second week (e.g., prior to the third session of a class that meets twice a week or the second session of a class that meets once a week). Additionally, a student may drop a course during the official refund period for the part of term. These courses will not appear on a student’s official transcript.

The “withdrawal deadline” is the two-thirds point of each part of term.

VI. Related Administrative Procedures

- Students can submit and receive approval for a withdrawal any time up until two-thirds of the part of term.
- To submit an appeal to withdraw after the two-thirds deadline, a student must first provide a completed Appeal for Course Withdrawal form to the faculty member informing the faculty

of their request. Such notification should occur at least one week prior to the deadline to submit the appeal.

- Faculty must acknowledge this request via signature on the Appeal for Course Withdrawal form. Faculty may write an optional statement that provides information that supports or opposes the student's request.
- The Appeal for Course Withdrawal form with faculty signature must be submitted to the Campus Associate Dean of Academic Affairs no later than:
 - For the 15 week-term, seven days before end of term.
 - For the 10-week term, five days before the end of term.
 - For the 7.5-week term, three days before the end of term.
- The specific deadlines to submit an appeal will be listed on the Registrar's website for each semester.

VII. Cross-References

- [Medical Leave Policy](#)
- [Late Registration Policy](#)
- Withdrawal forms can be found on the [college website](#) or in OneLogin

VIII. References

- Middle States Commission on Higher Education (MSCHE) [Standards II, III](#)
- College Academic Standards Committee, Resolution 2324-CASC02 – Post-Withdrawal Deadline Appeal Policy (April 4, 2024)

IX. History / Revision Dates

The previous Withdrawal Policy was approved by the College Academic Standards Committee, the three campus governance bodies, the Vice President for Academic Affairs, and Cabinet for Fall 2020 implementation.

Revised effective August 26, 2024 (approved by President's Cabinet)