

PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
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Section		Subject	Title Withdrawal/Resignation/Adjustments

Withdrawal from a Class

The "W" grade is given when a student withdraws from a class after the final drop/add date, but before the withdrawal date listed on the calendar for that semester. After that date, students may not drop a course. Students must withdraw by completing the form in the Registrar's Office. Students who stop attending without officially withdrawing may receive an "F" in those courses.

A student may be dropped from one or more classes or from the rolls of the College if the Dean considers such an action to be in the best interest of the class or the College. In such a case, the Dean will decide whether the student will be given a "W" or an "F".

Resignation from the College

To resign from the College with a grade (s) of "W", the student must complete the appropriate form and have them signed by the necessary school officials prior to the date indicated on the academic calendar. Resignation from the College after the refund period will not reduce the student's financial obligation to the College and may affect eligibility for continued financial aid.

Request for Special Consideration

Approval of a request to drop a course or resign from the College after the date designated on the academic calendar may be granted by the appropriate Dean for reasons stated below and only if the reasons can be officially documented to show direct due cause. If approval to drop a course is granted, the student must also have been passing the course immediately prior to the hardship, and must have applied for the approval immediately after the hardship or illness ended. The grade assigned will be a "W". If the Dean allows the student to resign, a "W" grade will be assigned in all courses. If the appeal is approved, the Dean will notify the instructor and Registrar. Examples of cases for appeal are as follows:

1. **Illness/injury**-The student must provide a letter on official stationery from the attending physician stating that illness or injury will render the student unable to complete the course, or will cause the student to miss a significant number of days so as to make it difficult to successfully complete the course. A hospital bill may also be used.

2. Death of an immediate family member which caused undue hardship and renders the student incapable of completing the course. The student must provide a copy of the death certificate, obituary stating relationship to the deceased, or letter from attending clergy.
3. Natural disaster or exceptional traumatic event (documentation will be required). The student must provide a written explanation of extenuating circumstances providing this event caused the student undue hardship.
4. National Defense-the student must provide a copy of official military orders.

Grades of "F" may be assigned to students who do not complete the enrolled period and who have not officially dropped their courses or resigned.

Medical Withdrawal and Re-Entry

Louisiana Delta Community College (LDCC) is committed to the academic success and personal growth of its students. As part of that commitment, all LDCC locations are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the College community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat.

In addition to taking action to protect the security and safety of the campus community, a college may address the student's conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student's conduct that directly threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student's conduct either in accordance with this policy, or through the student disciplinary process. If the student's conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

- A. As an alternative to disciplinary action that may be taken under the Delta Code of Student Conduct, this withdrawal policy and procedure may be used to withdraw students from the College when the student's behavior evidences a direct threat of harm to others, or when the student's behavior substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety.
- B. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupts the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt. If the college determines that withdrawal of the student or retention of the student subject

to specified conditions is appropriate because the student's behavior threatens direct harm to him or herself, the procedures outlined below shall apply instead of disciplinary procedures.

Procedures

A. Emergency Interim Removal

1. If a student's behavior presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the Dean of Student Success Services/Coordinator for Student Affairs or designee may direct an emergency interim removal of the student that restricts the student's access to the College's campus, as appropriate, for an interim period before a final determination of the matter. The Dean of Student Success Services/Coordinator for Student Affairs or designee shall consult with the Threat Assessment Committee or Safety Committee prior to making any such direction.

2. The fact that a student has threatened to commit suicide or attempted suicide, by itself, does not allow the Dean of Student Success Services/Coordinator for Student Affairs or designee to direct an Emergency interim removal. In all cases involving such students, the Dean of Student Success Services/Coordinator for Student Affairs or designee must attempt to have the student individually assessed by a mental health professional service.

3. An attempt to exercise reasonable efforts to meet with the student will be made.

B. Emergency Withdrawal or Removal

1. If a student has been subjected to an emergency removal from the college, the college shall request voluntary withdrawal within 7 calendar days of such removal. Should the request for retention with conditions or voluntary withdrawal request be refused, the College shall determine within 7 calendar days of such refusal whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings.

2. If the student refuses to undergo the requested assessment or fails to keep the scheduled appointment, and the Dean of Student Success Services/Coordinator for Student Affairs reasonably concludes on the basis of the available evidence that the student's behavior presents a direct threat of harm to him or herself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, the Dean of Student Success Services/Coordinator for Student Affairs may request that the student voluntarily withdraw from the college. The Dean of Student Success Services/Coordinator for Student Affairs shall consult with the College Threat Assessment Committee or Safety Committee before making any such request.

3. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Dean of Student Success Services/Coordinator for Student Affairs or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) refer the student to appropriate resources for treatment; and (v) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.

4. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Dean of Student Success Services/Coordinator for Student Affairs shall determine, in consultation with the College's Threat Assessment Committee or Safety Committee, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings, or, in the case of students referenced in II A. above, whether to initiate disciplinary proceedings.

5. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Dean of Student Success Services/Coordinator for Student Affairs shall determine, in consultation with the College's Threat Assessment Committee or Safety Committee, whether to take further action against the student, including whether to initiate involuntary withdrawal. An appeal from the decision from the Threat Assessment or Safety Committee may be made to the Dean of Student Success Services/Coordinator for Student Affairs using the procedures that are outlined in the Student Handbook.

6. In all cases students will receive a "W" grade(s) in all courses if a medical withdrawal or removal deems necessary.

Re-entry Procedures

1. A student wishing to be considered for re-entry should contact The Dean of Student Success Services/Coordinator for Student Affairs and provide appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-entry.

2. A student may apply for re-entry to the College no more than one time per term.

3. In assessing an application for re-entry, the Dean of Student Success Services/Coordinator for Student Affairs or designee in consultation with the Director of Counseling and Disability Services shall: (i) in cases, in which he or she determines that an additional mental health assessment is necessary, refer the student for assessment to a qualified, licensed mental health professional.

Confidentiality

The results of examinations by mental health professionals to whom students are referred for rehabilitation or treatment of services shall be confidential student records, except that if the results indicate that the student presents an imminent, severe, and direct threat of harm to him or herself or others, those results may be shared with the appropriate individuals in order to attempt to prevent the occurrence of such harm. The results of these examinations shall be admissible in involuntary withdrawal hearings but shall not be admissible in disciplinary hearings, unless the student places his or her health, including mental health, at issue in a disciplinary hearing.

Schedule Adjustment (Add/Drop)

To add or drop a course, the student must complete the official add/drop form. The form must be signed by the student, financial aid advisor and/or accounting representative, and processed through the Registrar's office. Courses dropped during the Add/Drop period (first three days of class of a traditional semester or equivalent period for summer and other non-semester terms) will not be included on a student's academic record.

Schedule Adjustment Dates

Classes that are taught in the fifteen week traditional fall and spring semesters will follow the schedule adjustment dates as listed:

Add/Drop: Days one, two, and three of classes

Drop Only: Days four and five of classes

Resignation: Fourteenth day of class

Withdrawal Deadline: 60% of semester

Classes that are taught in non-traditional terms (summer sessions, out-of sequence courses within the traditional semesters) will have deadlines equivalent to the traditional terms.