

Piedmont Virginia Community

Section I – 95.1 Instruction & Student Services Policy

I – 95.1 Mitigating Circumstances Withdrawal Policy

Policy #:	I-95.1
Effective:	May 22, 2023
Revised:	
Responsible Dept:	Vice President of Instruction and Student Services

1. Purpose

This policy outlines the circumstances and procedures for a student withdrawing from a course or courses after the 60% mark in a semester (after the last date to drop with a grade of W).

2. Policy Statement

PVCC recognizes that students may sometimes need to withdraw from classes during a semester. Therefore, students can withdraw from the time of registration up until the last day to withdraw with a grade of “W” as published in the academic calendar.

This policy outlines the circumstances under which a student may officially withdraw from classes **after** the withdrawal deadline (the last day to drop with a grade of W) published in the academic calendar. After the 60% mark in a semester (the last day to drop with a grade of W), a student may request a mitigating circumstances withdrawal from a course or courses only with documentation of the mitigating circumstances that prevented the student from withdrawing by the deadline. Mitigating circumstances, withdrawal requests must be submitted by the end of the following semester.

- A. Last day of the spring semester for the previous fall semester
- B. Last day of the summer semester for the previous spring semester
- C. Last day of the fall semester for the previous summer semester

No withdrawals will be permitted after these dates.

In most cases, mitigating circumstances withdrawals apply to **ALL** courses the student is/was enrolled in. Withdrawal from fewer courses will be considered only in extenuating circumstances. Enrollment changes may affect financial aid, visa status, and military/veteran benefits, resulting in financial liability to the College. It is the student's responsibility to seek information to understand the impact of any enrollment change.

3. Procedures for Implementation

Mitigating Circumstances Withdrawal Forms are available at all academic division offices and the Admissions and Advising Center.

1. Student completes the Mitigating Circumstances Withdrawal Form and attaches all supporting documentation.

2. Student submits the form to the course instructor (s) and the respective division dean, along with documentation of the mitigating circumstances.
3. The division dean will review the supporting documentation and may request additional information from the student.
4. The division dean will recommend approval or disapproval to the Vice President for Instruction and Student Affairs, who will make the final decision.
5. If approved, the student's transcript will be noted with a grade of W for the affected course.

Requests will only be granted for extenuating circumstances on a case-by-case basis. The following situations **may** justify a withdrawal for mitigating circumstances when accompanied by documentation.

- Medical emergencies, defined as:
 - Extended illness
 - Major medical event
 - Severe psychiatric/psychological emergency affecting the student or the student's immediate family (mother, father, sister, brother, husband, wife, child, or grandparent) occurring after the published withdrawal date.
- Student death or the death of a member of the student's immediate family (as defined above).
- Employment transfer beyond the student's control.
- Military activation orders such as, but not limited to:
 - Permanent re-assignment/transfer
 - national emergency
 - mobilization
- Administrative error by the College.
- Extreme financial hardship for the student.

The following situations are not considered mitigating circumstances:

- Failure to drop a class by assuming it would be dropped for the student by college personnel.
- Personal errors in judgment involving transportation, availability of finances, academic ability, access to technology, or time management.
- Misunderstanding or lack of knowledge about PVCC policies and procedures as published in the College Catalog, Student Handbook, course schedule, syllabi, website, or other PVCC publications.
- Dissatisfaction with the course content or instructor and/or the student's academic progress in the course.
- Non-attendance or minimal class attendance.
- Requests based on pre-existing medical conditions prior to the start of the semester.
- Non-receipt of mail or other communication due to the obsolete address on file.
- Notification of change in domicile status after the refund period.
- Voluntary acceptance of employment or other activity impacting the student's ability to attend class.

- Change in personal work schedule/hours not required by the employer, geographic location, or available transportation.
- Incarceration.
- Disagreements with faculty, teaching methods or style, or grading procedures.