

and return the form to the Office of Admissions for processing. A scholarship student must also secure the signature of the scholarship supervisor. Withdrawal is not official until all steps are completed.

**Withdrawal from the College** - A student must obtain the appropriate form from the Office of Admissions and get signatures from all instructors, financial aid, the Learning Resource Center, and the business office. A scholarship student must also secure the signature of the scholarship supervisor. When the student has all the required signatures, the form must be returned to the Office of Admissions for processing. Note: Withdrawal is not official until all steps are completed. A withdrawal will not be processed if the student has an outstanding financial obligation to the College.

Students who withdraw from a course or from the College entirely will receive a grade of “W,” “WP,” or “WF.” Final grades are determined according to the date the student withdraws from the course or the College as denoted in the College calendar. To receive a nonpunitive grade of “W,” the student must withdraw as follows:

Spring or Fall Semester .....	By close of 10th week of class
Summer Term .....	By close of 6th week of class
Spring or Fall Term I or II .....	By close of 5th week of class
Summer Term I or II .....	By close of 3rd week of class

Students who withdraw after the designated dates will receive a grade of “WP” if passing at the time of withdrawal or “WF” if failing at the time of withdrawal. “WF” is calculated the same as an “F” in the grade point average (GPA).

NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by that program (see pages 103-112).

## **Class attendance and final exams**

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### **Attendance**

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the 60-percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a “W” indicating a withdrawal is posted for the course grade.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC’s official Class Schedule for the term. Online students who fail

to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the 60-percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the 60-percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report and wish to be reinstated should follow the appeal process below.

### **Appeal process for administrative withdrawals**

- A student who has been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report, may submit an appeal to the course instructor. This appeal must be in writing and include the appropriate documentation, in accordance with conditions stipulated in the instructor's syllabus.
- The course instructor will evaluate the appeal according to the course syllabus and will notify the student of the appeal's outcome within three working days.
- If a student is to be allowed to return to class, the instructor must submit to the Admissions Office a written request (Class Reinstatement Request Form) for the student's reinstatement, and the student must verify his/her reinstatement in the Admissions Office, obtain an up-dated schedule, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with all relevant documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

### **Final exams**

A final exam will be given at the end of each semester during the times specified in the official calendar of the College or as scheduled by the Vice President/Dean of the College.