

## LATE WITHDRAWAL FOR MITIGATING CIRCUMSTANCES

**Policy Number:** 210

**Categorized:** [Academic](#)

**Responsible Office:** Office of Student Rights and Responsibilities

**Subject:** Describes the conditions under which a student may withdraw from a course or courses after the 60% mark.

**Related Policies:** [Tuition Refunds](#)

**Procedures:** [210P](#)

**Additional Information:** Academic Calendar

**Effective Date:** 01/01/2019

**Last Reviewed Date:** 10/22/2021

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### 1. Scope

This applies to all students, including dual enrollment students, who wish to withdraw from classes after sixty percent (60%) of the course has been completed.

### 2. Policy Statement

Northern Virginia Community College (NOVA) recognizes that at times a student may need to terminate participation in classes. This policy outlines the circumstances under which a student may officially withdraw from classes after the withdrawal deadline published in the academic calendar.

After the 60% mark, a student may request a late withdrawal from a course only with documentation of mitigating circumstances that prevented compliance with published deadlines. Late withdrawal requests must be submitted by the end of the following semester:

- a. Last day of spring semester for the previous fall semester
- b. Last day of summer sessions for the previous spring semester
- c. Last day of fall semester for the previous summer session

No withdrawals will be permitted after these dates.

In most cases, Late Withdrawal for Mitigating Circumstances applies to all courses in which the student is currently enrolled. Withdrawal from fewer than all courses will be considered in extenuating circumstances. Changes to enrollment may affect financial aid, F-1/J-1 or other visa status, military or veteran's benefits, and result in financial liability to the College. It is the student's responsibility to seek information in order to understand the impact of enrollment changes.

### **3. Definitions**

Withdrawal: Cancellation of enrollment in a course or courses for which a grade of W is awarded. A grade of W carries no grade point credit.

### **4. Procedures**

[See 210P.](#)

### **5. Authority**

Virginia Community College System Policy No. 6.2.3