

# DROP/WITHDRAWAL POLICY

## Drops During Drop Period

During the first 3/4 of any class period (most commonly, the first 12 weeks of a 16 week class), students may drop any class(es) for any reason. These deadlines are printed in the college calendar found in catalogs and schedules or can be obtained from the Admissions and Records Office. Other students are requested, but not required, to notify their instructors when they drop classes. Students taking VCT classes are required to notify the VCT Coordinator at [onlinevct@lee.edu](mailto:onlinevct@lee.edu) when they drop VCT classes. Refunds are based on time periods - see refund schedule on nearby pages.

Instructors may drop students during any point in the semester if they fail to attend class on a regular basis or if they fail to meet other requirements. These drops are nonrefundable.

## Drops After Drop Period

After the 3/4 point in any class period has passed, drops will result in a grade of W2. All of these drops must be approved or initiated by an instructor.

## Administrative Withdrawal

Students who violate college policies, including TSI policies and the policies outlined in the catalog, may be withdrawn from the College.

Students who are withdrawn for policy violation will receive grades of "W3." There is no grade point value for a "W3." These drops are nonrefundable.

## Resignation (Complete Withdrawal)

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to speak to a Lee College counselor prior to processing of the resignation. Refunds apply only during refund periods - shown on nearby pages.

## Six Drop Policy

New Texas legislation has passed designed to limit the number of course drops to six for undergraduate students at public institutions of higher education in Texas. Beginning in the fall 2007, Lee College is responsible for tracking, advising and possibly denying students who are attempting to drop coursework (i.e., courses dropped without good cause).

This policy applies only to students starting college for the first time after high school in the fall 2007 semester and thereafter.

For more information, contact the Counseling Center at 281-425-6384.