

Community College	Course completion (% or week)	Instructor actions past registrar date	Other W actions	Notes
Adirondack	W up to week 10 w/o instructor signature	Instructor can withdraw up to last day of semester	Unofficial withdrawal ("X") - "A student who stops attending a course(s) for a sustained period (or fails to demonstrate active online participation) during the reporting period".	
Broome	W only 4-10th week of a course (dates for shorter/longer terms determined by registrar). Non-attendance NOT official W	F or U assigned if student did not withdraw before 10th week of classes	WA - College reserves the right to administratively withdraw any student from any course for non-attendance or poor attendance	
Cayuga	W up until 5pm on the date of the 60% mark of the course	Cannot withdraw unless instructor determines there is a serious, documented reason (e.g., illness, death in family). Student must complete Documented Late Course Withdrawal Form AND proper documentation submitted by the 5pm on the last day of class. Instructor must review.		
Clinton	W up until the 10th week of the semester of a regular semester	Instructor can withdraw at their discretion after week 10	WY - involuntary Withdrawal for students not attending.	
Columbia Greene	W up to week 11 (in a 15 week semester). Non-attendance or informal notification to instructors is NOT an official withdrawal		Medical/Compassionate W - Appeals to Vice President/Dean of Students and Enrollment Management. Supporting documentation must be included and received by the last day of classes.	

CASC - FA2018 - W Policy Research on Other CC's

Corning	W only 4-10th week of a course (Shorter terms: 20 - 60% of the course determines W window).	After 9 weeks, 15-week courses may not be dropped and final grades recorded.	Faculty members can drop students for non-attendance	
Dutchess	W only 2-11th week of a course (or equivalent for shorter terms)	Student will receive the grade earned in the course after 11th week.	Administrative W for medical reasons or appeal to Withdrawal Appeal Committee in extenuating circumstances.	
Erie	Student must withdraw through Registrar's office before Last Day to Withdraw, as noted in Academic Calendar (<i>seems like week 10 of 16-week semester</i>).			
F.I.T.	WD- Student-initiated authorized withdrawal is permitted up to the last day of the 13th week of a FA or SP semester, until the 9th day in a winter session, or until the end of the 13th day in a SU session	WF - Unauthorized withdrawal, which may be assigned at the instructor's discretion, carries a penalty, and is equivalent to an "F" in the GPA		
Finger Lakes	W between 20% - On or before the Friday of the week of 80% course completion.		X - Administrative Withdrawal for lack of proper vaccination; AQ - Conduct Withdrawal; MW - Medical Withdrawal	
Fulton-Montgomery	After the 1st week, W within the first 2/3 of the class sections		W after this date only with approval by the Dean of Academic Affairs and only for verified, special circumstances such as death in the family, prolonged illness, relocation out of the area or termination of enrollment.	

CASC - FA2018 - W Policy Research on Other CC's

Genesee	W through 9th week of classes (or 9/16 in summer/special classes)	No W after 9th week of class; Failure to complete course requirements will result in a grade of "F"		
Herkimer	W through 10th week of classes, or equivalent (67%)	Students will receive a failing grade for all assignments not completed if not formally withdrawn by 10th week.	A college-wide attendance policy empowers a faculty member to administratively withdraw a student who has missed 20% of the class meetings in a course.	
Hudson Valley	W through the Friday of the 12th week of term (or 4/5ths of term)	Z - (Absent Without Withdrawal) assigned to a student who has failed to participate in course activities through the end of the term and when, according to the instructor's grading policy as stated on the course syllabus, completed assignments or course activities were insufficient to make normal evaluation of academic performance possible.		*Requires meeting with instructor or Dept Chair; Requires Dept. Chair signature for W.
Jamestown	W through 66% of class in FA & SP. W through last day of SU	Failure to W by date results in the grade earned for the course		Requires instructor's signature & recommends signature of Academic Advisor
Jefferson	W prior to 75% of the course being completed		Y (Administrative Withdrawal) may assigned by VP if student does not Withdraw	

CASC - FA2018 - W Policy Research on Other CC's

Mohawk Valley	W assigned after the 3rd week of class up until date listed in academic calendar (<i>approx. end of week 10</i>)	If student doesn't officially Withdraw, grade earned for course will be assigned.		
Monroe	W prior to 80% of the course being completed	Note - professor cannot withdraw student. Student will receive grade earned.		
Nassau	W by end of 9th week for full semester & form must be signed by instructor	UW - Students who stop attending but do not officially withdraw (counts as a F in GPA)		
Niagara	W prior to 13th week (of a 16-week) semester, or 85% completion point	If student doesn't officially Withdraw, grade earned for course will be assigned.		
North Country	W assigned between 2-12th week		E grade for failure to attend during enrollment verification period (first 20% of semester); AW for Administrative Withdrawal under extenuating circumstances. W* assigned for documentable medical. Military, or other emergencies	
Onondaga	W can be assigned up to 3 weeks prior to the end of the semester (adjusted appropriately for shorter terms). Non-attendance NOT official W		X - assigned, at the discretion of faculty for students who are not attending by mid-point of term. This removes students from the course.	
Orange	W prior to end of 10th week	Instructor can W until end of 13th week; if not initiated by this time then grade earned for the course must be assigned		

CASC - FA2018 - W Policy Research on Other CC's

Rockland	W between 4th and 9th weeks of the term (adjusted for shorter terms)	Instructor can W between weeks 10-12.		
Schenectady	W between 3rd and 11th weeks (or equivalent)	If student doesn't officially Withdraw, grade earned for course will be assigned.		
Suffolk	W by mid-semester. Submit SCCC Course Withdrawal form to the College. Non attendance, etc. not official ways to drop a class.	After the midsemester date, the grade awarded shall be at the discretion of the instructor.		
Sullivan	W prior to end of 10th week (or equivalent)	Starting week 11 only the course instructor may withdraw a student with a grade of "W" or "F". Instructors must use "Instructor-Initiated Withdrawal of Student(s) from Course"		*form must be signed by the student's advisor and instructor of the course
Tomkins Cortland	W between 3rd and 9th weeks (or equivalent)	WP notation will be given for any course dropped after the 9th week of classes and up to the end of the 14th week of classes, if the student is passing the course at the time of withdrawal. Otherwise, the student will receive a WF, which factors into the GPA.		

Ulster	W within the first 2/3 of a course	"If a student withdraws during the last one-third of the course, the student may receive a grade of F."	W grade will be assigned with the approval of the VP for Academic Affairs for documented special circumstances such as a death in the family, hospitalization, prolonged illness or transfer from the area	
Westchester	W within the first half of a semester	Instructor can assign a WP (Withdrawal Passing) or WF (Withdrawal Failing) after mid-semester, but only if there are personal emergency circumstances that warrant this action (not merely poor attendance or grades).The student must be able to, upon request, provide clear and complete documentation of the situation from a qualified professional such as a physician.		