



Office of eLearning, P.O. Box 668, Moorhead, MS 38761

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No Show Policy

100% Refund to MDCC Students. Refund to be determined by student's school if a non-MDCC Student.

The student does not attend class during the first two weeks of the session (15-week session). For eLearning courses, this process can be defined as when there has been no documentable engagement (discussions, assignments, quizzes) with the course content within the timeframe allowed. The student will not be charged for the course.

Student's LDA (last date of attendance) is within the two weeks of the semester (15-week session). The student will not be charged for the course.

For non-MDCC students, a refund is to be determined by the student's school.

Withdrawal Policy (Partial to No Refund to Students)

If the student requests to be withdrawn, charges will be assessed as determined by the MDCC Business Office. Students from other schools taking MDCC courses will have charges regulated by their institution.

MDCC Students taking MDCC Online Classes

Students may not withdraw until the 60% date, which is **March 18**. The withdrawal process may continue through **April 18** as long as the final exam has not been taken.

MDCC Students Taking Classes from Other Schools

Students may not withdraw until the 60% date, which is **March 18**. The withdrawal process may continue through **March 29**, which is the last day to withdraw from a course through the MSVCC.

Students from Other Schools Taking Classes from MDCC

Students must withdraw through their school's office by **March 29**.

Cut-Out Policy

MDCC Students Taking MDCC Courses

Each eLearning instructor at MDCC has defined attendance markers within his/her course. A student in a 15-week eLearning class will be allowed two absences (2 missed attendance markers). On the 3rd absence, the student will be cut out of the course and will receive an F unless the student officially withdraws from the course within the announced withdrawal period, which is **March 18– April 18**. The student will NOT be allowed to withdraw if the final exam has been taken. **Exception:** *If a student is on active military duty without internet connectivity, instructors will be apprised of the situation by the eLearning Coordinator. The instructor will not cut out the student and will allow the student to make up attendance markers and other work within a time frame agreed upon by the instructor and the military student.*

MDCC Students Taking Courses from Other Schools

Each instructor at a sister institution has defined their own cut-out policy. Once reported to MDCC eLearning as a cut-out, the cut-out will be handled according to MDCC's cut-out policy above. One exception: The withdrawal must be handled no later than the last day to withdraw from an MSVCC course on **March 29**. **Exception:** *If a student is on active military duty without internet connectivity, instructors at the sister institution will be apprised of the situation by MDCC's eLearning Coordinator and their institution's eLearning Coordinator. The instructor will not cut out the student and will allow the student to make up attendance markers and other work within a time frame agreed upon by the instructor and the military student.*

Students from Other Schools Taking MDCC Courses

Each online instructor at MDCC has defined attendance markers within their course. The student will be cut out of the course on the third missed attendance marker. Once reported to MDCC eLearning as a cut-out, this will be reported to the student's respective school and handled according to their school's policy.

Pell Grant Requirement

Federal Pell requires students to complete 60% of the semester in order for the grant to cover their expenses.

How Do I Withdraw from an eLearning class?

MDCC students may withdraw from an eLearning class by completing an online withdrawal form after the 60% date, **March 18**. The form may be found at www.msdelta.edu [Links to an](#)

[external site.](#) Use the following click path: Current Students, eLearning, Withdrawal Form. Forms received prior to **March 18** WILL NOT BE PROCESSED.

How Do I Withdraw from School?

Students wishing to withdraw from all classes at MDCC officially should begin the process in the Office of Advising in the Boggs-Scroggins Student Services building.

1. The student will visit with the Advising Coordinator in the Office of Advising, where he/she will be issued a School Withdrawal
2. The student should obtain signatures from:
 - the **Library** (staff will check for any materials the student may have checked out and not returned)
 - the **Business Office** (staff will check for any fines the student may have incurred)
 - **Financial Aid** (staff will inform the student of the consequences resulting from a total withdrawal from MDCC)
3. The student will sign the completed form verifying his/her complete understanding of the consequences, which may result from a total withdrawal. The student should then bring the signed form and their MDCC-issued student photo ID card back to the Office of Advising for completion. Staff will sign the form verifying that the withdrawal process is complete. An e-mail will be sent to the instructors informing them that the student has officially withdrawn from MDCC. Upon receipt of the e-mail, each instructor should enter the LDA for that student into Banner.

Notice of Non-Discrimination Statement

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.