

Drops & Withdrawals (C2b.v02)

Drops

NDCDE courses may be dropped for a full refund within 24 hours of enrolling. NDCDE courses may be dropped for a refund, less a processing fee, if the request is made within 10 business days of enrollment using the request process outlined on the NDCDE website. Dropped courses do not appear on student transcripts.

Withdrawals

NDCDE courses are open to withdrawal by request up to ten weeks after enrollment. Withdrawals will be transcribed per the NDCDE Grading Policy, C1d. After this time, students are encouraged to seek a hold or extension should they not be able to complete within the allotted 20-weeks.

Missing Drop/Withdrawal Deadlines

Failure to drop, withdraw, extend, or complete a course within the guidelines detailed above will result in a final course grade being issued in accordance with the NDCDE Grading Policy, C1d.

Exceptions

If a student experiences a major life event such as the loss of a family member, significant personal illness or injury, loss of housing, etc., the student may petition the assistant superintendent for a withdrawal after the 10-week deadline. A decision to grant the withdrawal and a determination of whether to issue a refund is at the sole discretion of the assistant superintendent. The state director will make these determinations in the assistant superintendent's stead.

Refunds

NDCDE has a refund policy associated with requests made under this policy, Policy F1ea.

End of policy

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Amended:

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Policies Referenced:

[Grading, C1d](#)

[Refunds, F1ea](#)