

PROCEDURE

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| Number: | 8.6.3.1 |
| Related Policy: | 8.6.3 |
| Title: | Withdrawal |
| Responsibility: | Registrar |
| Original Approval Date: | 08-01-1994 |
| Last Cabinet Review: | 11-9-2021 |
| Last Revision: | 11-9-2021 |

President

The College recommends that students discuss their withdrawal plans and the grade they will receive with their faculty member prior to withdrawal.

Student Initiated Withdrawal

During the add/drop period for the term, the student will perform a Web Drop via the College portal. Withdrawal through the add/drop period of the term is considered a “drop” and will not show on the official transcript.

Students seeking to withdraw must do so prior to the two-thirds point of the full semester or part of term. After the add/drop period for the term, the student will perform a web withdrawal in the College portal. Withdrawal after the add/drop period of the term through the two-thirds point results in a grade of “W”. After the two-thirds point, a student will receive a “W” if passing the course on the date last attended or “WF” (“U” for courses graded as satisfactory or unsatisfactory) if failing the course on the date last attended. The faculty member for the course will assign the withdrawal grade. Exceptions to assigning a “WF” are permissible at the faculty member’s discretion if circumstances warrant a “W”.

Student Initiated Withdrawal Due to Psychological or Medical Reasons

Students seeking a student-initiated withdrawal due to psychological or medical reasons will follow the same guidelines as stated above for Student Initiated Withdrawal. Students have through the following semester to submit a Tuition Appeal Form to the Registrar’s Office requesting a withdraw for psychological or medical reasons that occurred within the semester of request. The Tuition Appeal Form is used to obtain information concerning the circumstance and must be accompanied by documentation supporting the psychological or medical withdraw request. Once complete, the form and documentation must be submitted to the Registrar’s Office for review by the Tuition Appeals Committee. Students must allow two to three weeks for the Tuition Appeals Committee to review and determine a decision.

Faculty Initiated Withdrawal

It is the faculty member's responsibility to initiate a withdrawal for excessive absences if the student has not already initiated the withdrawal within the College portal. The faculty member will enter the grade of W or WF on the Final Grade Page and Last Attend Date on on the College portal.

When students withdraw from the last class for which they are enrolled for the term, the faculty member for the course will receive a system-generated email requesting entry of Last Date of Attendance. The faculty member for the course must access the Final Grade page and enter the Last Date of Attendance in the College portal.