

PROCEDURE

Number: 8.6.3.1
Related Policy: 8.6.3
Title: Withdrawal
Responsibility: Registrar

Original Approval Date: 08-01-1994
Last Cabinet Review: 04-04-2018
Last Revision: 04-04-2018

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 WaveNet. 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. 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 Developmental Studies courses) 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”.

Students dropping or withdrawing from a course should complete the following procedures:

1. Login to WaveNet
2. Select Student and Financial Aid from Main Menu
3. Select Registration
4. Select Add or Drop Classes
5. Select the Term (this will not always appear) from which to drop or withdraw.
6. Click Submit

7. If dropping during the Add/Drop period, go to the Action Bar under your class schedule and select Web Drop. Click Submit Changes Bar at the bottom of the form and a new schedule will appear reflecting your action.
8. If withdrawing after the Add/Drop period, go to the Action Bar under your class schedule and select Web Withdrew. Click Submit Changes Bar at the bottom of the form and a new schedule will appear reflecting your action. This will be the only option available after the add/drop period.
9. If withdrawing after the two-thirds point of the semester, contact the faculty member for the course to initiate the withdrawal process. The faculty member will withdraw the student from the course and assign the earned grade. For total withdrawals after the two-thirds point, contact all faculty members. Web withdrawals will not be available after the two-thirds point of the semester.

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 via WaveNet. The faculty member will enter the grade of W or WF on the Final Grade Page and Last Attend Date on WaveNet.

When a student withdraws from the last class for which he/she is enrolled for the term, the faculty member for the course will receive a system-generated email requesting entry of Last Attend Date. The faculty member for the course must access the Final Grade page and enter the Last Attend Date on WaveNet.

Faculty dropping or withdrawing a student for excessive absences should complete the following procedures:

1. Enter WaveNet
2. Click Faculty Tab
3. Click Academic Services

4. Click Administrative Services
5. Select Faculty from Menu
6. Select Final Grades
7. Select Term, click Submit
8. Select the CRN for the course the student is being withdrawn from. Click submit.
9. Enter Grade of W or WF and last attend date. Click submit.