

APPENDIX S-7 WITHDRAWAL PROCEDURES

Student Withdrawal Procedures

A. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

1. Through the 7th week*, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
2. After the 7th week*, a student may initiate a withdrawal request. After consultation with the student, the faculty member will sign the form and assign a grade of W or Y. A grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the grade point average as a failing grade) will be assigned. The form is then to be returned to the Office of Admissions and Records.
3. A student must withdraw by the last day* a student-initiated withdrawal is accepted according to the academic calendar. See the academic calendar for specific dates.

B. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Office of Admissions and Records no later than two weeks* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

C. Withdrawal of Financial Aid Students

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week*. After the 7th week*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

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