

### DEFINITION AND INTENT OF WITHDRAWAL POLICY

A student may voluntarily withdraw from a course. The policy places the ultimate responsibility of the decision to withdraw from a course with the student. The role of the advisor and the instructor is to discuss, challenge, and advise on the long-range implication of such a decision. The advisor/instructor role is not a judgmental one.

### COURSE WITHDRAWAL DURING THE FIRST TWO-THIRDS OF THE COURSE

After the first week of classes, a student may withdraw from a course during the first two-thirds ( $2/3$ ) of the class sessions (consult the College's academic calendar for the actual date) and have a "W" grade automatically assigned if the following procedure is used: In order to record the "W" grade for a course, the student must complete and sign the course withdrawal form available at the Student Development Center, obtain a signature first from an advisor and then from the instructor of the course and submit the form to the Registrar's Office during the first two-thirds ( $2/3$ ) of the course. In the absence of the instructor's signature, the Dean of Academic Affairs may sign the course withdrawal form. It is the student's responsibility to make sure that the whole process of withdrawal is completed within the assigned periods.

### COURSE WITHDRAWAL AFTER THE FIRST TWO-THIRDS OF THE COURSE

A student may be assigned the "W" grade after the first two-thirds ( $2/3$ ) of a course only after approval by the Dean of Academic Affairs and only for verified, special circumstances such as death in the family, prolonged illness, relocation out of the area or termination of enrollment.

### WITHDRAWAL FROM COLLEGE

Students withdrawing from the college must begin the process by completing the form available in the Student Development Center. A student who has officially terminated enrollment at the College after the official add-drop period but prior to the end of the course will be assigned a "W" grade for each course the student is registered. Students must submit withdrawal forms no later than the last day classes meet. It is the student's responsibility to make sure that the whole college withdrawal process is completed; failure to complete this process may result in receiving grades of F in all courses.

### WITHDRAWAL FROM CONCURRENT ENROLLMENT PROGRAM COURSES

For Concurrent Enrollment Program (CEP) courses, students may withdraw with a grade of "W" automatically assigned, through the course withdrawal date established for concurrent enrollment courses. No refunds are issued for course withdrawals. Concurrent enrollment courses have varying end dates that fall outside the traditional

fifteen-week semester. Nevertheless, individual course withdrawal deadlines will follow a uniform schedule according to the length of the term.

A student who wishes to withdraw from a fall-semester CEP course must do so by December 1<sup>st</sup>. A student who wishes to withdraw from a spring-semester or full-year course must do so by May 1<sup>st</sup>. If these dates fall on a weekend or holiday, a request for course withdrawal will be honored through the first day that classes meet after the deadline. A student may not withdraw from a course with a grade of "W" after the withdrawal deadline except in the case of special circumstances that are verified and approved by the Provost and Vice President for Academic Affairs.