Policy Number: 127
Policy Title: Withdrawals
Policy Council Review Date(s): 10/19/10, AAPC 11/19/2013
PPAB Approval Date: 11/16/10

**POLICY:**

Students can withdraw from one or more of their classes. The college has the authority to withdraw students as specified below.

**PROCEDURE:**

Withdrawal from a course will result in a grade of “W” or “WF.” The grade “W” has no impact on a student’s GPA. The grade “WF” counts as a failing grade when the GPA is calculated. Both grades may affect financial aid and enrollment status. Students receiving federal financial aid are often required to repay a portion of the funds based on their withdrawal date.

**Automatic Withdrawals and Withdrawals Initiated by the Instructor**

1. Students enrolled in required Learning Support courses (those numbered below 1000) or English as a Second Language courses (those beginning with ENSL prefix) must adhere to the published attendance and participation policies for these courses in order to remain enrolled in their college-level courses. Any student who violates the attendance or participation policy of a required Learning Support course or an English as a Second Language course before the midpoint of the term will be withdrawn with a grade of "W" from that course, along with all collegiate level (1000 or 2000-level) courses in which that student is concurrently enrolled.

2. Withdrawal from a course that is a co-requisite will lead to automatic withdrawal from the course requiring the co-requisite as well. If the withdrawal occurs prior to the midpoint of the term, a grade of “W” will be assigned. If it occurs after the midpoint of the term, a grade of “WF” will be assigned.

3. Students who never attend a class (or never log in to the section for a distance learning class) by the end of the No-Show Attendance period will be reported for non-attendance. Students who do not drop a class during the schedule adjustment period and are reported for non-attendance will be automatically dropped from that course. No grade will be recorded for the course. A student reported for non-attendance in a required Learning Support or English as a Second Language course will be withdrawn from all collegiate level courses in which that student is concurrently enrolled.

*Comment [A1]:* Just a comment. I don’t think this is procedure. It is policy and should be moved to the policy section. In fact, all of the following is policy. It is not procedure. It does not describe how an instructor withdraws a student or how a student withdraws him/herself. I think it should all be called policy.
4. Students who are enrolled in college-level courses in addition to a Learning Support or ENSL course and who are withdrawn from the Learning Support or ENSL course will be withdrawn from all college-level courses.

Withdrawals Initiated by Students

1. When a student wishes to be withdrawn from a course, the responsibility for that withdrawal rests with the student. Students who stop attending an on-campus course or participating as directed in a distance-learning course without formally withdrawing are subject to their instructors’ published attendance or participation policies, which may result in a failing grade.

2. The procedure for withdrawing is published in the College Catalog, Student Guidebook, and on the college Web site.

3. Students should consult with the instructor, an academic advisor, and a Financial Aid counselor prior to withdrawing. However, students have the right to withdraw without anyone’s permission.

4. Students enrolled in both Learning Support and ENSL courses are not be allowed to withdraw from any required Learning Support or ENSL course unless they also withdraw from all collegiate-level courses.

5. Students who withdraw prior to the midpoint of the term will receive a grade of “W”.

6. Students who withdraw after the midpoint of the term and before the published last day to withdraw will receive a grade of “WF”.

Withdrawal from the College

1. Students withdrawing from all courses for which they are registered for the term are considered to be withdrawn from the college.

2. Students should consult with their instructors, an academic advisor, and a Financial Aid counselor prior to withdrawing. However, students have the right to withdraw without anyone’s permission. See Academic Policies for Financial Aid Policy 210.

3. All course withdrawal policies (described above) are also applicable to college withdrawals.

4. Students who officially withdraw from the college are entitled to partial refunds if the withdrawal is done within the refund period. Students who withdraw from all full-term and/or first-half term courses and subsequently register for second-half term courses will not be entitled to a percentage refund for the full-term and/or first-half term courses. See Financial Aid Policy 336.

Comment [A2]: This was an addition suggested by Doug after our meeting in November 2013.
**Hardship Withdrawals**

1. Hardship withdrawals will be granted only in circumstances in which the student is unable to complete his/her courses because of incapacity, tragic events, or some other grave matter. Hardship withdrawals are granted for circumstances that occur after the midpoint of the term. Students are responsible for withdrawing themselves if these circumstances occur prior to this point. Hardship withdrawals are not intended to allow a student to avoid receiving a failing grade.

2. A hardship withdrawal must be requested for all courses not yet completed in which the student is enrolled. In cases where the student has a medical condition that will require withdrawal from one or more but not all courses, an exception may be requested provided that the student submits a letter of support from an attending physician. For example, a pregnant student may not be able to continue a science lab or a student with a broken limb may not be able to complete a physical education activity course.

3. A request for hardship consideration must be made to a Dean of Academic Services or designee as soon as practicable after the hardship occurs, but no later than the third week of the following semester. Exceptions may be made for extenuating circumstances.

4. All requests for hardship consideration must be in writing and must include appropriate documentation of the hardship circumstance from a verifiable source, as well as a completed official Hardship Withdrawal Form. This form is available in the Academic Dean’s office.

5. The Dean of Academic Services must review all hardship withdrawals for approval, after consultation with the department chair(s) and/or faculty member(s) teaching the course(s) for which the hardship withdrawal is being requested. The Dean will confirm that the student was making satisfactory academic progress in the course(s) and actively attending class prior to the hardship circumstances. Hardship withdrawals also require review by Financial Aid to determine if any repayment of funds may be required.

6. If approved, the student will receive a grade of "W" in the relevant course(s) for the term requested. If repayment of funds is required, the grade will not be changed until all financial obligations to the college are resolved.

7. The decision on a hardship withdrawal by the Dean of Academic Services will be communicated to the student, faculty member(s), department chair, and the Office of Enrollment and Registration Services.

8. The official date of withdrawal will be the last date the student attended class.

9. If the Dean of Academic Services does not approve the hardship withdrawal, the student may appeal to the Vice President for Academic Affairs, whose decision is final. This appeal must be submitted within five business days of the receipt of the official notification of denial. -
10. This policy may not be used to circumvent unfavorable rulings from a grade appeal or other academic process.

Approved by the PAB 5/27/08
Approved by PPAB 11/16/10