

STUDENT WITHDRAWAL PROCEDURES

The College has determined that excessive absences are detrimental to academic success, as indicated in the Class Attendance Policy.

Student-Initiated Withdrawal

Before the 10% Point of the Term

In order to withdraw from a course(s), a student must complete, sign, and submit a “Change in Registration Status” form to the Registrar. The course(s) will not be included on the transcript.

Between the 10% and 75% Point of the Term

A student wishing to withdraw from a course(s) must:

- Complete a “Change in Registration Status” form.
- Have the form signed by the instructor(s), who indicates the last day the student attended the course(s).
- Submit the form to the Registrar by the date listed in the academic calendar.

A student who voluntarily withdraws from a course(s) will receive a “W” grade. A course for which a “W” grade is given will not be counted as an attempted course.

After the 75% Point of the Term

A student wishing to withdraw from a course(s) must:

- Complete a “Change in Registration Status” form.
- Have the form signed by the instructor(s), who indicates the last day the student attended the course(s).
- Submit the form to the Registrar.

A student who officially withdraws from a course(s) will receive a “WF” grade. A course for which a “WF” grade is given will count as an attempted course and will be counted as an “F” in computing grade point averages.

Exceptions to the Course Withdrawal Policy requiring withdrawal from one or more courses after the 75% point of the term (e.g. serious illness, job transfer, etc.) will be considered on an individual basis by the Vice President for Student Development with appropriate documentation.

Instructor-Initiated Withdrawal

Before the 75% Point of the Term

If a student violates the attendance policy, the instructor will:

- Complete a “Change in Registration Status” form.
- Indicate the last day the student attended the course(s).
- Sign the form and submit to the Registrar

A student withdrawn from a course(s) in this manner will receive a “W” grade. A course for which a “W” grade is given will not count as an attempted course.

After the 75% Point of the Term

If a student violates the attendance policy, the instructor will:

- Complete a “Change in Registration Status” form.
- Indicate the last day the student attended the course(s).
- Indicate whether a “WP” or a “WF” grade is to be given.
- Sign the form and submit to the Registrar.

The instructor will assign a “WP” or a “WF” grade according to the quality of a student’s performance at the time a student is withdrawn. A “WP” grade is given to a student who is passing the course. A course for which a “WP” grade is given will not be counted as an attempted course. A “WF” grade is given to a student who is not passing the course. A course for which a “WF” grade is given will count as an attempted course and will be counted as an “F” in computing grade point averages.

*History Note: Board approved on August 4, 2009. Effective: Fall Semester 2009.
Board amended on June 1, 2010. Effective: Fall Semester 2010.*