

# PROCEDURE

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

Original Approval Date: 08-01-1994  
Last Cabinet Review: 06-14-2023  
Last Revision: 06-14-2023

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President

The College recommends students discuss their withdrawal plans and the grade they will receive with their faculty member or academic advisor prior to withdrawal.

## **Student Initiated Withdrawal**

During the add/drop period for the term, the student will perform a web drop in the College portal. 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 in the College portal. 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 courses graded as satisfactory or unsatisfactory) 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”.

## **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 the option to submit a Tuition Appeal Form to the Registrar’s Office requesting a tuition refund for psychological or medical reasons.

## **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 in the College portal. The faculty member will

enter the grade of W or WF on the final grade roster and last date of attendance in the College portal.