

# Procedure Manual



<b>Title:</b> Course Withdrawal	<b>Number:</b> A6Hx2-5.36
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## DEFINITIONS

**Withdrawal** – A student- or faculty-initiated withdrawal after the 100 % refund deadline, and before the published withdrawal deadline.

The status of withdrawal will be reflected on a student’s academic transcript. Students reported for non-attendance during the enrollment verification period will be withdrawn for non-attendance.

**Withdrawal Deadline** -- The last day a student can withdraw, or faculty can withdraw a student.

**Course Attempt** – As defined in the College Catalog.

## PROCEDURES FOR STUDENTS

### Dropping Courses by the 100% Refund Deadline

Students may drop a course up to the published 100% refund deadline. Dropped courses do not appear on students’ academic transcripts. Students who do not plan to attend any or all registered courses, must officially drop them. Students who fail to do so will be responsible for all tuition and fees associated with their registration. Students can drop courses online via the student portal, or in person at any campus registration office.

Students who used financial aid for tuition, fees and/or bookstore charges will be billed for those charges, as applicable. Future registration will not be allowed until all debt is paid.

### Withdrawals After the 100% Refund Deadline

Students who remain enrolled in a course after the 100% refund deadline will be considered officially enrolled in that course. Students can withdraw from a course up to the published withdrawal deadline for the session, which results in a withdrawal status being recorded on their academic transcript. Upon the third course attempt, students cannot withdraw or be administratively withdrawn. Students who remain enrolled in courses following their second attempt will receive a grade whether they attend classes or not.

Course withdrawal, for any reason, may have an impact on students’ academic standing and/or financial aid eligibility. Financial aid requirements for satisfactory academic progress are detailed in Procedure A6Hx2-5.11A – Student Financial Services Programs Standards of Academic Progress for Title IV Students.

Students withdrawing, due to enlistment, or called to active military duty, must provide documentation the Registration Office on the primary campus where the classes are taken.

<b>Recommending Officer’s Signature:</b> <i>Marielena P. DeSanctis, Ph.D.</i>	<b>Date:</b> 6/13/16	<b>President’s Signature:</b> <i>J. David Anthony J.</i>	<b>Date:</b> 6/13/16
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## Criteria for Withdrawal After the Withdrawal Deadline

### Inability to timely withdraw based on extenuating circumstances occurring prior to deadline

Students must provide verifiable documentation of non-academic circumstances deemed to be exceptional that significantly inhibited the student from withdrawing prior to the deadline for course withdrawal. Such non-academic circumstances may include, but are not limited to, serious illness of self that prevented access to withdraw online or to contact the Registrar's office, call to or enlistment in active military duty, and other emergency circumstances or extraordinary situations.

### Necessity to withdraw based on extenuating circumstances occurring after withdrawal deadline

Students must provide verifiable documentation of non-academic circumstances deemed to be exceptional that took place after the course withdrawal deadline. Such non-academic circumstances may include, but are not limited to, serious illness of self, call to or enlistment in active military duty, and other emergency circumstances or extraordinary situations.

Students who can demonstrate that extenuating circumstances impacted their ability to withdraw by the deadline or need to withdraw after the deadline may petition for a late withdrawal by completing the Academic Standards Petition. Petitions for late withdrawal are accepted for up to six months following the end of the requested course's term. Students must submit their petition to the Enrollment Services department at the primary campus where they are enrolled. All supporting documentation explaining the extenuating circumstances must be submitted at the same time. Incomplete petitions will not be accepted. If approved, history of the registration for these courses will remain on the students' academic transcript as a withdrawal for all courses impacted. Course withdrawal, for any reason, may have an impact on students' academic standing and/or financial aid eligibility. Financial aid requirements for satisfactory academic progress are detailed in Procedure A6Hx2-5.11A – Student Financial Services Programs Standards of Academic Progress for Title IV Students.

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

## PROCEDURES FOR FACULTY AND STAFF

### Faculty Procedures

Faculty may withdraw students for non-attendance and/or lack of participation, up to the withdrawal deadline, in accordance with their course syllabus.

### Staff Procedures

All Academic Standards Petitions will be forwarded to the College Registrar's Office, for consideration by the Academic Standards Committee.

Students who choose to withdraw, due to enlistment, or call to active military duty, and provide appropriate documentation will be withdrawn with a full refund of fees paid.

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