

## **STUDENT WITHDRAWAL POLICY (Effective Summer II 2013)**

*For more detailed information regarding the revised College Withdrawal Policy, log into deleGate, click on the Student Services tab, then click on the Student Handbook link.*

### **Withdrawal Initiated by the College**

**No Show Withdrawal (NS)** is initiated by the instructor and is issued for *all* students who register for a course, but never attend any class during the first 3 weeks of classes (or in the case of internet courses for never having any online activity during the first 3 weeks of classes), or for having attended only the first class (or logged in only once during the first week) as documented by the Instructor's attendance records. The NS is issued through the registrar's office and results in no refund of tuition and fees to the student.

**Provost's Withdrawal (TW)** is initiated through the Vice Provost for Student & Instructional Support Services at any time during the term. The TW is issued for certain violations of the Student Code of Conduct, and if issued, results in no refund of tuition and fees to the student. The TW decision can be appealed to the Student Conduct & Discipline Committee.

### **Withdrawal Initiated by the Student**

**Dropped Course (DC)** is initiated for any reason by the student and is issued by the Registrar. Students who wish to drop a course by the end of Week 3 for the Fall and Spring semesters, or through the 20% point in the accelerated, Summer I & II sessions, and Winter Terms will receive a grade of "W." To drop a course students may go to the Records window or off-campus office, or may log in through deleGate. A prorated refund schedule of tuition/fees applies, as outlined on page 15 in the College Catalog. The privilege of withdrawal without academic penalty will be denied to students who cheat or plagiarize.

**Student Withdrawal (SW)** is initiated for any reason by the student and is issued through the Registrar. The SW is used from Week 4 through Week 10 of the semester, or through the 60% point for in the accelerated, Summer I & II sessions, and Winter Terms For any reason. The SW results in no refund of tuition/fees to the student, and has no effect on the student's GPA.

**Letter of Credit Withdrawal (MW)** is initiated by the student and issued through the Registrar. The MW is used for a medical reason, call to active military duty in the U.S. armed services, or because of a life changing event with extreme and extenuating circumstances. Appropriate documentation is required. Tuition and applicable fees will be credited only after the student's account is paid in full and the reconciliation of financial aid and/or payment plan, where applicable, has been completed. The MW applies to a full and total withdrawal of all courses, and may be requested anytime during the term or within 60 days following the term for which the credit is requested. The credit may be applied to future charges at the College, and expires two years from the term for which the credit is issued.