

Title:	Withdrawals Policy
Effective Date:	07/12/2013
Date of Last Revision:	10/17/2013
Review Date:	06/07/2018
Cancellation:	N/A
Office:	Student Services

Withdrawals Policy

Policy

Student-Initiated Withdrawal

Students who wish to officially withdraw from a course, or courses, after the end of the Add/Drop period must complete a *Withdrawal Form*, which requires a student's signature. Non-attendance does not constitute official withdrawal. In no case should a student rely on a verbal statement as evidence of withdrawal. Withdrawal from a course affects only the grade which appears on the student's transcript. Eligibility for refund of tuition and fees is governed by the College's Refund Policy.

A student who withdraws from a course after the Add/Drop period but before the end of the 8th week of a 15-week term; 6th week of a 12-week term; 4th week of a 7 or 8 week term; 3rd week of a 5 or 6-week term; 2nd week of a 4-week term; 8th day of a 3-week term; 3rd day of a 1-week term, will receive a "W" for the final grade.

A student is not permitted to withdraw from a course after the last day for student-initiated withdrawal, which is defined as the end of the 8th week of a 15-week term; 6th week of a 12-week term; 4th week of a 7 or 8 week term; 3rd week of a 5 or 6-week term; 2nd week of a 4-week term; 8th day of a 3-week term; 3rd day of a 1-week term, and will receive a final grade as assigned by the instructor.

Administrative Withdrawal

The College reserves the right to withdraw a student from a course, or courses, at any time for just cause, including for financial and disciplinary reasons, and under extenuating circumstances.

Administrative withdrawals require the approval of the Vice Chancellor for Student Services.

Late Administrative Withdrawal (Student Requested/Initiated)

Students who experience serious exigent issues (medical, impacts from natural disasters, severe family circumstances, etc.) after the last day for student-initiated withdrawal may request a late administrative withdrawal. Completed *Late Administrative Withdrawal Forms* must be submitted with proper corroborating documentation and must be received prior to the end of the term. Students must also have been passing all courses with a grade of "C" or better prior to the identified start of the exigent circumstance(s) or incident.

- Students will have to submit written summary of conditions and reasons for request of Late Withdrawal with application, along with supporting documentation to affirm the conditions leading to the request (specifics of documentation needed on case-by-case basis)
- Application and supporting documents are given to appropriate Dean with oversight of student's degree program.
- Dean approves/disapproves. If approval, Dean forwards application to Office of Academic Affairs for final approval. VCAA approves/disapproves.
- Late Withdrawals must be for all courses in the term(s) requested for (e.g. student cannot ask for Late Withdrawal from singular courses while retaining others if the circumstances are not severe enough to affect the entire term – "I" contracts for individual courses must be arranged in such circumstances)
- If approved, Registrar's Office to be notified to change all grades in term to "W" with effective date assigned to last day of SLCC Withdrawal from course.

Attachments

N/A

Reference:

N/A

Policy Reference:

LCTCS Policy #1.021 Dropping Courses & Resigning from Institution

https://www.lctcs.edu/wp-content/uploads/2018/02/1021_Dropping-Courses_12022016.pdf

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
x	<i>Committee for Institutional Policy Review</i>	Rev 2 05/02/2018	Rev 2 05/02/2018	n/a
	<i>Executive Committee</i>	Initial 07/11/2013 Rev 1 10/17/2013 Rev 2 06/07/2018	Initial 07/11/2013 Rev 1 10/17/2013 Rev 2 06/28/2018	Initial: 07/11/2013 Previous Re: 10/17/2013 Current Rev: XX/XX/20X

Chancellor's Signature/Approval

SIGNATURE:

DATE:

Natalie J Harder, Ph.D.
Chancellor

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review

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Chancellor's Signature/Approval

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DATE: 6/28/2018

Natalie J Harder, Ph.D.
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