

Title:	Withdrawals Policy
Effective Date:	07/11/2013
Date of Last Revision:	07/05/2023
Review Date:	
Cancellation:	
Responsible Office:	Academic Affairs

Withdrawals Policy

Policy

Student-Initiated Withdrawal

Students who wish to officially withdraw from a course, or courses, after the end of the Add/Drop or Refund period must complete the Withdrawal process electronically in LoLA. 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 for credit [Refund Policy BO-302](#).

A student who withdraws from a course after the Add/Drop and Refund period, but before 66% of the course has been completed as designated by the official Academic Calendar will receive a "W" for the final grade.

Students who fail to withdraw by the student-initiated deadline will receive a final grade as assigned by the instructor. Dropping a course or resigning from college after the refund period will not reduce the student's financial obligation to the college and may affect eligibility for continued financial aid.

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 student's Academic Dean for that semester.

Post Deadline Administrative Withdrawal (Student Requested/Initiated) (Appeal Process)

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 Post Deadline administrative withdrawal. Completed *Post Deadline 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 Post Deadline 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.
- Post Deadline Withdrawals must be for all courses in the term(s) requested for (e.g. student cannot ask for Post Deadline 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
	Committee for Institutional Policy Review	Rev 2: 05/02/2018 Rev 3: 11/16/2022 Rev 4: 07/05/2023		
	Executive Committee	Initial: 07/11/2013 Rev 1: 10/17/2013 Rev 2: 06/07/2018 Rev 3: 12/08/2022 Rev 4: 07/06/2023	Initial: 07/11/2013 Rev 1: 10/17/2013 Rev 2: 06/28/2018 Rev 3: 12/08/2022 Rev 4: 07/06/2023	Initial: 07/11/2013 Rev 1: 10/17/2013 Rev 2: 06/28/2018 Rev 3: 01/09/2023 Rev 4: 08/13/2023

Chancellor's Signature/Approval

SIGNATURE:

Vincent G. June, Ph.D.
Chancellor

DATE:

7/7/23

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