



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.16 -- WITHDRAWAL FROM A COURSE

PURPOSE: This policy is to inform students of the circumstances under which they can be withdrawn from a course.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Students may drop a course with no notation of course enrollment on their transcripts during the published drop/add period at the beginning of each semester or summer session. Dates for the drop/ add period and deadlines for withdrawal without penalty for each semester and summer session are published in the College's Academic Calendar. Students who wish to withdraw from a course after the drop/add period must obtain a withdrawal card from the Registrar and have it signed by their academic advisor and the appropriate professor. The withdrawal becomes official after signatures have been collected and the card has been returned to the Registrar. This process must be completed prior to the last regular class meeting of the course from which the student is withdrawing. See here for further information. Students receive a grade of "W" if they withdraw from a course between the drop/add period and the deadline for withdrawing without penalty. Students who withdraw from a course after the deadline will receive a grade of "W" if they are passing the course or a grade of "WF" if they are failing the course. This policy also applies to students who are withdrawn from a course for excessive absences. Students who are withdrawn from a course for academic dishonesty may receive a grade of "F."

If a student drops below ten semester hours (six for a summer term), and is a residential student, he or she must have written permission from the Vice President of Student Development to remain living in campus housing facilities.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson	3.16.16
Registrar	Date

APPROVED:

/s/ Cathy Cox	7.29.16
President	Date