



## ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 8, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.17 -- WITHDRAWAL FROM COLLEGE

PURPOSE: The purpose of this policy is to inform students of the circumstances under which they can be withdrawn from Young Harris College.

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: A student who wishes to withdraw from the College before the end of the semester must secure a withdrawal form from the Registrar's Office. The grades of a student who withdraws are recorded as "W" or "WF". If the withdrawal procedure is not followed, all grades will be recorded as "WF." In the case of an unofficial withdrawal, the last date of attendance will be set at the midpoint of the semester or the last documented date of attendance (whichever is later). The College has a policy to identify unofficial withdrawals with the cooperation of the following departments: Vice President for Academic Affairs Office, Registrar's Office, Business Office, Financial Aid Office, Library, Retention Office, and Student Development Office. If the date of an unofficial withdrawal is not determined during the academic semester, an audit of students with failing grades at the end of each semester will be done by the Financial Aid Office.

### 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