

<b>Policy Number/Title:</b>	2.3.1.14 Withdrawal from Courses
<b>Effective Since:</b>	04/20/2021
<b>Last Revision Approved:</b>	04/20/2021
<b>Responsible Office:</b>	Faculty Conference; Academic Affairs

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### **1. Scope:**

This policy applies to all students.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instances, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the advisor or academic dean and with the instructor is required.

Withdrawal from a course may not occur after 66% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade. Documented extenuating circumstances include the following:

death of an immediate family member;

traumatic and unforeseen circumstances which are considered beyond a student's control;

prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities;

or a change in nonacademic employment beyond the student's control.

Documentation of such circumstances must be definitive and must be presented along



with a request for withdrawal with the assignment of an N grade to the Registrar no later than the last day of classes for the course in question.

**4. Procedures:**

Forms for withdrawing from courses after the end of the registration period are available on the Office of Records and Registration website. If withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded.

**5. Resources:**

This section was intentionally left blank.

**6. History of Revisions:**

04/20/2021	Minor Revisions
09/01/2018	Minor Revisions
08/01//2006	Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: